

3947943472392

COUNTY OF SAN DIEGO 1984-85 FINAL PROGRAM BUDGET



<u>BOARD OF SUPERVISORS</u> TOM HAMILTON, CHAIRMAN LEON L. WILLIAMS, VICE CHAIRMAN PAUL W. FORDEM PATRICK M. BOARMAN PAUL ECKERT

CHIEF ADMINSTRATIVE OFFICER CLIFFORD W. GRAVES

1984-85 FINAL PROGRAM BUDGET

TABLE OF CONTENTS

Summary of Total Budget and Staff Years by Department i

Fiscal and Public Protection Departments and Programs

DEP AR TMENT	PROGRAMS	PAGE NUMBER
Assessor	Property Valuation Property Identification Department Overhead	5
County Clerk	County Clerk Services	10
District Attorney	General Criminal Prosecution Juvenile Court Services Specialized Criminal Prosecution Family Support Enforcement Department Overhead	19 22 26
Grand Jury	Grand Jury Proceedings	32
Marshal	Marshal Services	34
Municipal Courts	Municipal Court Services -El Cajon -North County -San Diego -South Bay	39 45 50 55
Office of Defender Services	Indigent Defense	59
Probation	Adult Field Services Institutional Adult Corrections Institutional Juvenile Services Juvenile Field Services Department Overhead	64 68 71 74 77
Recorder	Recording Services Micrographics Department Overhead	82 86 89
Sheriff	Court Services Detentions Facilities Services Law Enforcement Services Administrative Support Office of the Sheriff	92 93 98 102 106
Superior Court	Superior Court Operations Conciliation Court Mental Health Counselor Department Overhead	0 4 7 20
Treasurer/Tax Collector	Tax Collection Treasury Retirement Administration Department Overhead	124 128 131 134

DEPARTMENT

PROGRAMS



Health and Social Services Departments and Programs

Health Services	A I coho I	137
	County Medical Services	140
	Drug	143
	Mental Health Services	1 47
	Correctional Facility Nursing Services	152
	County Patient Services	155
	Edgemoor Geriatric Hospital	159
	Emergency Medical Services	163
	Primary Care	168
		172
	University Hospital	175
	Adult Special Health Services	175
	Child Health	182
	Community Disease Control	187
	County Veterinarian	191
	Environmental Health Protection	194
	Maternal Health	199
	Records and Statistics	203
	Support Services	206
	Department Administration	212
Social Services	Social Services Bureau	
	Adult Social Services	217
	Initial Child Protective Services	
		222
	Continuing Child Protective Services	227
	Community Action Partnership	232
	Employment Development Bureau	
	Employment Development	235
	Workfare/Experimental Work Experience	240
	Income Maintenance Bureau	
	Aid to Families With Dependent Children	243
	Aid to Families With Dependent Children - Foster Care	246
	Eligibility Review	249
	Food Stamp Administration	252
	General Relief	255
	Medi-Cal	
		258
	Refugee Assistance	261
	Management Services Bureau	
	Management Services	264
	Department Administration	270
Area Agency on Aging	Area Agency on Aging	27 4

DEPARTMENT

PROGRAMS

PAGE NUMBER

.

Community Services Departments and Programs

Agriculture/Weights and Measures	Agriculture Weights and Measures Watershed Resource Management Department Overhead Grazing Lands	279 283 286 289 292
Air Pollution Control	Air Pollution Control	29 4
Animal Control	Animal Health and Regulation	296
Coroner	Decedent Investigation	300
Farm and Home Advisor	Farm and Home Advisor Education Support	305
Housing and Community Development	Housing and Community Development	309
Library	Library Services Library Contingency Reserve	314 317
Parks and Recreation	County Parks and Recreation Park Land Dedication Fund	320 32 4
Planning and Land Use	Codes Enforcement Regulatory Planning. Planning. Department Overhead. Cable Television Special Revenue Fund. Fish and Wildlife Advisory Committee.	326 329 332 337 340 343
Public Administrator	Fiduciary Services	347
Public Works	Roads Support to Dependent Entitles/Enterprises Support to Independent County Entitles Department Overhead	35 3 359 365 370
Registrar of Voters	Registration Elections Department Overhead	37 4 378 382

DEPARTMENT

PROGRAMS

PAGE NUMBER

GENERAL GOVERNMENT AND SUPPORT DEPARTMENTS AND PROGRAMS (cont'd)

Auditor and Controller	Auditing Fiscal Control Department Overhead	386 389 392
Board of Supervisors	District 1 District 2 District 3 District 4 District 5 General Office.	395 397 399 401 403 405
Chief Administrative Officer	Central County Administration CAO Special Projects Disaster Preparedness	408 413 421
Civil Service Commission	Personnel Services	426
Clerk of the Board of Supervisors	Reporting/Staff Services	430
County Counsel	County Counsel	435
Electronic Data Processing	EDP Services	440
General Services	Architecture and Engineering Communications Services Facilities Services Real Property Management Fleet Equipment Maintenance and Operations Public Service Utilities Central Printing Services (Reprographics) Records Management Administration (Overhead)	446 450 454 460 466 471 477 480 484
Equipment Acquisition	Vehicular Equipment Communications Equipment	489 49
Property Management	Major Maintenance	49 4
Lease Purchase-Non Profit Corporation	Capital Asset Leasing	50 4
Office of Employee Services	Employee Services	506
Office of Equal Opportunity Management	Equal Opportunity Management	512
Purchasing	Purchasing	516
Revenue and Recovery	Collection of Accounts Receivable	521
CAO Projects	Community Enhancement Activities LAFCo	527 530
Debt Service/Reserves	Contingency Reserve Debt Service Federal Revenue Sharing	533 534 535
Capital and Land Acquisition	Capital Improvements (Capital Outlay Fund)	5 37

1984-85 FINAL PROGRAM BUDGET

SUMMARY OF TOTAL BUDGET BY DEPARTMENT

	1983-84 Budget	1984-85 Adopted	Increase/ (Decrease)
FISCAL AND PUBLIC PROTECTION SERVICES Assessor Salaries & Benefits Services & Supplies Fixed Assets	\$6,172,635 356,091 0	\$ 7,353,315 389,564 7,010	\$ 1,180,680 33,473 7,010
TOTAL Revenue Staff Years	\$ 6,528,726 \$ 58,250 230,25	\$ 7,749,889 \$ 58,250 259.25	\$ 1,221,163 \$ 0 29.00
<u>County Clerk</u> Salaries & Benefits Services & Supplies Fixed Assets TOTAL	\$ 4,674,094 324,239 0 \$ 4,998,333	\$ 5,100,161 317,938 4,400 \$ 5,422,499	\$ 426,067 (6,301) <u>4,400</u> \$ 424,166
Revenue Staff Years	\$ 4,996,555 \$ 3,871,375 197,50	\$ 9,422,499 \$ 4,359,213 203.50	\$ 424,166 \$ 487,838 6.00
District Attorney Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue	<pre>\$ 15,495,962 1,156,395 0 \$ 16,652,357 \$ 8,820,174</pre>	\$ 17,549,732 1,290,266 21,703 \$ 18,861,701 \$ 7,477,703	\$ 2,053,770 133,871 21,703 \$ 2,209,344 \$(1,342,471)
Staff Years <u>Grand Jury</u> Services & Supplies Fixed Assets	470.66 \$ 114,200 0	481.66 \$ 115,700 600	11.00 \$ 1,500 600
TOTAL <u>Marshal</u> Salaries & Benefits	\$ 114,200 \$ 7,600,754	\$ 116,300 \$ 8,275,005	\$ 2,100 \$ 674,251
Services & Supplies Fixed Assets TOTAL Revenue Staff Years	190,676 0 \$ 7,791,430 \$ 1,150,000 264.00	190,000 13,000 \$ 8,478,005 \$ 1,095,500 264.00	(676) 13,000 \$ 686,575 \$ (54,500) 0
Municipal Court - El Cajon Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Staff Years	\$ 2,281,376 223,939 0 \$ 2,505,315 \$ 624,632 84.00	\$ 2,605,652 273,300 7,000 \$ 2,885,952 \$ 754,500 86.00	\$ 324,276 49,361 7,000 \$ 380,637 \$ 129,868 2,00

ī

FISCAL AND PUBLIC PROTECTION SERVICES (contid)	1983–84 Budget	1984-85 Adopted	Increase/ (Decrease)
Municipal Court - North County Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Staff Years	\$ 2,657,871 269,236 0 \$ 2,927,107 \$ 838,577 107.00	\$ 2,991,141 303,824 10,000 \$ 3,304,965 \$ 921,000 108.50	\$ 333,270 34,588 10,000 \$ 377,858 \$ 82,423 1.50
<u>Municipal Court - San Diego</u> Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Staff Years	\$ 7,498,528 642,000 0 \$ 8,140,528 \$ 1,780,000 289.50	\$ 8,578,440 682,000 50,000 \$ 9,310,440 \$ 2,215,800 296.00	\$ 1,079,912 40,000 50,000 \$ 1,169,912 \$ 435,800 6.50
<u>Municipal Court - South Bay</u> Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Staff Years	\$ 1,669,621 227,000 0 \$ 1,896,621 \$ 351,059 57.00	\$ 1,893,090 259,100 400 \$ 2,152,590 \$ 443,500 60.00	\$ 223,469 400 \$ 225,969 \$ 92,441 3.00
Office of Defender Services Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Staff Years	\$ 215,082 5,936,609 0 \$ 6,151,691 \$ 613,747 6.50	\$ 1,697,307 6,990,611 24,820 \$ 8,712,738 \$ 613,747 45,50	\$ 1,482,225 1,054,002 24,820 \$ 2,561,047 \$ 0 39.00
Probation Department Salaries & Benefits Services & Supplies Other Charges Fixed Assets TOTAL Revenue Staff Years	\$ 25,265,539 2,345,715 391,452 0 \$ 28,002,706 \$ 11,202,231 892.00	 \$ 28,547,043 2,569,772 168,470 173,281 \$ 31,458,566 \$ 10,104,850 913.00 	\$ 3,281,504 224,057 (222,982) 173,281 \$ 3,455,860 \$(1,097,381) 21.00
Recorder Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Staff Years	\$ 1,078,938 153,956 0 \$ 1,232,894 \$ 2,198,000 53.00	<pre>\$ 1,289,137</pre>	<pre>\$ 210,199 (11,935) 157,730 \$ 355,994 \$ 409,347 6.00</pre>

	1007 04		•
	1983-84 Budget	1984-85 Adopted	Increase/ (Decrease)
	<u>D'udger</u>	Adopted	
FISCAL AND PUBLIC PROTECTION SERVICES (cont'd)			
Sheriff			
Salarles & Benefits	\$ 45,573,737	\$ 53,074,494	\$ 7,500,757
Services & Supplies	5,338,290	5,633,114	(294,824)
Other Charges	1,378,668	1,278,668	100,000
Fixed Assets	0	211,677	211,677
Vehicle/Comm. Equip.	0	208,779	208,779
TOTAL	\$ 52,290,695	\$ 60,406,732	\$ 8,116,037
Revenue	\$ 10,852,552	\$ 11,490,297	\$ 637,745
Staff Years	1,473.25	1,595.00	121.75
Superior Court			
Salarles & Benefits	\$ 6,273,180	\$7,130,187	\$ 857,007
Services & Supplies	2, 10 7,052	2,217,930	1 10 , 8 78
Fixed Assets	0	79,830	79,830
TOTAL	\$ 8,380,232	\$ 9,427,947	\$ 1,047,715
Revenue	\$ 2,478,817	\$ 2,990,085	\$ 511,268
Staff Years	220.00	229.75	9.75
Treasurer-Tax Collector			
Salaries & Benefits	\$ 1,941,938	\$ 2,251,772	\$ 309,834
Services & Supplies	666,517	728,033	61,516
Fixed Assets	0	101,700	101,700
TOTAL	\$ 2,608,455	\$ 3,081,505	\$ 473,050
Revenue	\$ 959,698	\$ 1,124,900	\$ 165,202
Staff Years	90.50	96.50	6.00
TOTAL FISCAL AND PUBLIC PROTECTION SERVICES			
Salaries & Benefits	\$ 128,399,255	\$ 148,336,476	\$ 19,937,221
Services & Supplies	20,051,915	22, 10 3, 1 73	2,051,258
Other Charges	1,770,120	1,447,138	(322,982)
Fixed Assets	0	863, 151	863, 151
Vehicle/Comm. Equip.	0	208,779	208,779
TOTAL	\$ 150,221,290	\$ 172,958,717	\$ 22,737,427
Revenue	45,799,112	46,256,692	457,580
Staff Years	4,435.16	4,697.66	262.50
HEALTH AND SOCIAL SERVICES			
Department of Health			
Salaries & Benefits	\$ 37,989,171	\$ 43,271,250	\$ 5,282,079
Services & Supplies	54,833,780	58,317,047	3,483,267
Other Charges	9,351,752	10,309,317	957,565
Fixed Assets	191,866	4 35 ,5 99	243,733
TOTAL	\$ 102,366,569	\$ 112,333,213	\$ 9,966,644
Revenue	\$ 94,444,460	\$ 102,335,564	\$ 7,891,104
Staff Years	1,427.87	1,499.75	71.88
Department of Social Services	A 54 0/0		• • • • • • • •
Salaries & Benefits	\$ 54,268,337	\$ 55,519,490 20,490,310	\$ 1,251,153
Services & Supplies	20,283,466	20,480,319	196,853
Other Charges	219,166,585	246,502,521	27, 335, 936
Fixed Assets	39,798	307,815	268,017
TOTAL	\$ 293, 758, 186 \$ 267, 607, 967	\$ 322,810,145	\$ 29,051,959 \$ 25,758,710
Revenue Staff Years	\$ 267,607,967 2 220 50	\$ 293,366,686 2 131,25	\$25,758,719 89.25
J 1011 10015	2,220.50	2,131.25	09.23

	1983-84 Budget	1984-85 A dop te d	Increase/ (Decrease)
HEALTH AND SOCIAL SERVICES (cont'd)			
Area Agency on Aging Salaries & Benefits Services & Supplies TOTAL Revenue Staff Years	\$ 1,393,692 5,508,805 \$ 6,902,497 \$ 6,713,515 49.00	\$ 1,537,739 5,839,4 10 \$ 7,377,149 \$ 7,129,252 47.00	\$ 144,047 330,605 \$ 474,652 \$ 415,737 (2.00)
TOTAL HEALTH AND SOCIAL SERVICES Salaries & Benefits Services & Supplies Other Charges Fixed Assets TOTAL Revenue Staff Years	<pre>\$ 93,651,200 80,626,051 228,518,337 231,664 \$ 403,027,252 368,765,942 3,697.37</pre>	\$ 100, 328, 479 84, 636, 776 256, 811, 838 743, 414 \$ 442, 520, 507 402, 831, 502 3, 678.00	\$ 6,677,279 4,010,725 28,293,501 511,750 \$ 39,493,255 34,065,560 (19.37)
COMMUNITY SERVICES - GENERAL FUND Agriculture/Weights & Measures Salaries & Benefits Services & Supplies	\$ 2,267,101 294,447	\$ 2,549,942 318,089	\$282,841 23,642
Fixed Assets Vehicles - Comm. Equipment TOTAL Revenue Staff Years	0 0 \$ 2,561,548 \$ 1,226,717 84.00	900 153,373 \$ 3,022,304 \$ 1,340,700 88.00	900 153,373 \$ 460,756 \$ 113,983 4.00
Air Pollution Control			
Other Charges TOTAL Revenue Staff Years	\$ 788,006 \$ 788,006 \$ 0 0	\$ 671,510 \$ 671,510 \$ 0	\$ (116,496) \$ (116,496) \$ 0
Animal Control Salaries & Benefits Services & Supplies Other Charges TOTAL Revenue Staff Years	\$ 2, 164, 352 151, 615 0 \$ 2, 315, 967 \$ 2, 109, 800 95, 50	\$ 2,419,603 176,615 64,000 \$ 2,660,218 \$ 1,779,118 96.50	\$ 255,251 25,000 64,000 \$ 344,251 \$ 330,682 1.00
Coroner Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Staff Years	\$ 1,677,189 240,500 0 \$ 1,917,689 \$ 96,000 44.00	\$ 1,811,276 247,800 7,500 \$ 2,066,576 \$ 166,200 45,50	\$ 134,087 7,300 7,500 \$ 148,887 \$ 70,200 1.50

•

	1983-84 Budget	1984-85 Adopted	Increase/ (Decrease)
COMMUNITY SERVICES - GENERAL FUND (cont'd)			
Farm Advisor			
Salaries & Benefits	\$ 179,930	\$ 184,954	\$ 5,024
Services & Supplies	9,834	14,148	4,314
Fixed Assets	0	700	700
TOTAL	\$ 189,764	\$ 199,802	\$ 10,038
Revenue	\$ 0	\$ O	\$ 0
Staff Years	9.00	9.00	0
Housing & Community Development			
Salarles & Benefits	\$ 1,721,528	\$ 1,797,950	\$ 76,422
Services & Supplies	6,457,855	7,098,443	640,588
Other Charges	1,644,236	2, 157, 368	5 3, 32
TOTAL	\$ 9,823,619	\$ 11,053,761	\$ 1,230,142
Revenue	\$ 10,183,619	\$ 11,413,761	\$ 1,230,142
Staff Years	62.00	62.00	0
Parks & Recreation			· · ·
Salaries & Benefits	\$ 3, 140, 082	\$ 3,303,687	\$ 163,605
Services & Supplies	398,582	4 93, 352	94,770
Fixed Assets	0	53,500	53,500
TOTAL	\$ 3,538,664	\$ 3,850,539	\$ 311,875
Revenue	\$ 1,656,000	\$ 1,845,000	\$ 189,000
Staff Years	7.75	118.05	• 30
Planning & Land Use			
Salarles & Benefits	\$ 5,144,597	\$ 6,605,262	\$ 1,460,665
Services & Supplies	2 78,000	734,400	456,400
Fixed Assets	0	72,700	72,700
TOTAL.	\$ 5,422,597	\$ 7,412,362	\$ 1,989,765 \$ 1,989,765
Revenue Staff Years	\$ 4,453,508 155.50	\$ 6,000,000 82.50	\$ 1,546,492 27 . 00
Edgemoor Development Fund			
Operating Transfers	\$ 0	\$ 20,000	\$ 20,000
Fund Balance	Ő	(20,000)	\$ (20,000)
Net County Costs	\$ 0	\$ 0	\$ 0
Public Administrator			
Salaries & Benefits	\$ 952,410	\$ 1,049,467	\$ 97,057
Services & Supplies	26,897	29,211	2,314
Other Charges	45,000	41,348	(3,652)
Fixed Assets	0	4,011	4,011
TOTAL	\$ 1,024,307	\$ 1,124,037	\$ 99,730
Revenue	\$ 924,000	\$ 974,000	\$ 50,000
Staff Years	35.25	37.25	2.00

.

v

.

	1983-84 Budget	1984-85 Adopted	Increase/ (Decrease)
COMMUNITY SERVICES - GENERAL FUND (cont'd)			
Public Works - General Fund Services & Supplies Other Charges Fixed Assets TOTAL Revenue	\$ 1,918,594 0 0 \$ 1,918,594 977,050	\$ 2,475,714 100,000 51,799 \$ 2,627,513 \$ 1,424,187	\$ 557,120 100,000 51,799 \$ 708,919 447,137
Registrar of Voters Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Staff Years	\$ 1,754,864 2,651,337 0 \$ 4,406,201 \$ 1,364,604 89.00	\$ 1,835,731 1,469,778 8,400 \$ 3,313,909 \$ 193,000 83.50	\$ 80,867 (1,181,559) 8,400 \$ (1,092,292) \$ (1,171,604) (5.50)
General Fund Contribution to Library Operating Transfers TOTAL Revenue Net County Cost	\$ 0 \$ 0 	\$ 500,000 \$ 500,000 0 \$ 500,000	\$ 500,000 \$ 500,000 0 \$ 500,000
COMMUNITY SERVICES - SPECIAL FUNDS			
Cable Television Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Fund Balance Net County Cost Staff Years	\$ 80,794 84,480 0 \$ 165,274 \$ 128,050 37,224 0 2.50	\$ 108,595 210,250 31,500 \$ 350,345 \$ 275,000 75,345 \$ 0 3.00	\$ 27,801 125,770 31,500 \$ 185,071 \$ 146,950 38,121 \$ 0 0.50
Fish and Game Committee Services & Supplies Fixed Assets TOTAL Revenue Fund Balance Net County Cost	\$ 47,800 0 \$ 47,800 \$ 15,000 32,800 0	\$ 48,400 <u>6,000</u> \$ 54,400 \$ 20,000 <u>34,400</u> \$ 0	\$ 600 6,000 \$ 6,600 \$ 5,000 1,600 \$ 0
Grazing Lands Other Charges TOTAL Revenue Fund Balance Net County Cost	\$ 85,900 \$ 85,900 \$ 19,900 66,000 0	\$ 88,000 \$ 88,000 \$ 8,000 80,000 \$ 0	\$ 2,100 \$ 2,100 \$ (11,900) 14,000 \$ 0

	1983-84 Budget	1984-85 Adopted	Increase/ (Decrease)
COMMUNITY SERVICES - SPECIAL FUNDS			
Library Salaries & Benefits Services & Supplies Other Charges Fixed Assets Operating Transfers TOTAL Revenue Fund Balance Net County Cost Staff Years	<pre>\$ 3,161,679 2,510,773 680,919 47,980 0 \$ 6,401,351 \$ 5,628,199 773,152 0 177.25</pre>	<pre>\$ 3,783,857 2,676,980 68,400 0 11,163 \$ 6,540,400 \$ 6,194,018 346,382 \$ 0 181.50</pre>	\$ 622,178 166,207 (612,519) (47,980) 11,163 \$ 139,049 \$ 565,819 (426,770) \$ 0 4.25
Library - Contingency Reserve Revenue Net County Cost	\$ 366,994 366,994 \$ 0	\$ 314,192 314,192 \$ 0	\$ (52,802) (52,802) \$ 0
Park Land Dedication - Local Park Development Other Charges Operating Transfers TOTAL Revenue Fund Balance Net County Cost	\$ 3,146,984 0 \$ 3,146,984 769,892 2,377,092 0	\$ 3,191,444 232,000 \$ 3,423,444 1,071,499 2,351,945 \$ 0	\$ 44,460 232,000 \$ 276,460 301,607 (25,147) \$ 0
Public Works - Road Fund Salaries & Benefits Services & Supplies Other Charges Fixed Assets Operating Transfers TOTAL Revenue Fund Balance Net County Cost Staff Years	<pre>\$ 18,289,329 21,156,152 1,786,449 56,862 0 \$ 41,288,792 38,192,814 3,095,978 \$ 0 522.25</pre>	<pre>\$ 19,789,533 20,277,722 1,147,128 188,755 161,836 \$ 41,564,974 39,274,562 2,290,412 \$ 0 535.00</pre>	<pre>\$ 1,500,204 (878,430) (639,321) 131,893 161,836 \$ 276,182 1,081,748 (805,566) \$ 0 12.75</pre>
Special Aviation Services & Supplies TOTAL Revenue Fund Balance Net County Cost	\$ 230,719 \$ 230,719 55,049 175,670 0	\$ 754,297 \$ 754,297 414,257 340,040 \$ 0	\$ 523,578 \$ 523,578 359,208 164,370 \$ 0
Survey Monument Preservation Services & Supplies Fixed Assets Operating Transfers TOTAL Revenue Fund Balance Net County Cost	\$ 160,328 636 0 \$ 160,964 65,328 95,636 0	\$ 63,517 700 172,283 \$ 236,500 106,556 129,944 \$ 0	\$ (96,811) 64 172,283 \$ 75,536 41,228 34,308 \$ 0

.

.

	1983-84 Budget	1984 - 85 A dop ted	Increase/ (Decrease)
TOTAL COMMUNITY SERVICES			
Salaries & Benefits Services & Supplies Other Charges Fixed Assets Vehicles/Comm. Equipment Contingency Reserve (Library) Operating Transfers TOTAL Revenue Fund Balance Total Funding Staff Years	 \$ 40,533,855 36,617,913 8,177,494 105,478 0 366,994 0 \$ 85,801,734 \$ 68,232,524 6,653,552 \$ 74,886,076 1,394.00 	\$ 45,239,857 37,088,716 7,559,198 426,465 153,373 314,192 1,067,282 \$ 91,849,083 \$ 72,814,050 5,668,468 78,482,518 1,441.80	\$ 4,706,002 470,803 (618,296) 320,987 153,373 (52,802) 1,067,282 \$ 6,047,349 \$ 4,581,526 (985,084) 3,596,442 47.80
CENERAL GOVERNMENT AND SUPPORT SERVICES Auditor & Controller Salaries & Benefits Services & Supplies Other Charges Fixed Assets TOTAL Revenue Staff Years	\$ 4,656,890 303,198 3,000 0 \$ 4,963,088 \$ 1,044,309 179.00	 \$ 5,251,878 315,500 4,000 44,300 \$ 5,615,678 \$ 1,105,495 185.50 	\$ 594,988 12,302 1,000 44,300 \$ 652,590 \$ 61,186 6.50
Board of Supervisors - District I Salaries & Benefits Services & Supplies Fixed Assets TOTAL Staff Years	\$ 277,235 7,220 0 \$ 284,455 7.00	\$ 319,271 15,670 4,000 \$ 338,941 8+00	\$ 42,036 8,450 4,000 \$ 54,486 1.00
- District 2 Salaries & Benefits Services & Supplies TOTAL Staff Years	\$ 235,939 5,849 \$ 241,788 9.00	\$ 281,577 6,294 \$ 287,871 9,00	\$ 45,638 445 \$ 46,083 0.00
- District 3 Salaries & Benefits Services & Supplies Fixed Assets TOTAL Staff Years	\$ 256,000 21,631 0 \$ 277,631 8,25	\$ 287,982 18,000 <u>4,400</u> \$ 310,382 8.25	\$ 31,982 (3,631) 4,400 \$ 32,751 0.00

	1983-84 Budget	1984-85 Adopted	Increase/ (Decrease)
GENERAL GOVERNMENT AND SUPPORT SERVICES (cont'd)			4
Board of Supervisors (cont'd) - District 4			ł
Salaries & Benefits	\$ 270,004	\$ 316,944	\$ 46,940
Services & Supplies	15,508	14,438	(1,070)
Fixed Assets	0	3,900	3,900
TOTAL	\$ 285,512	\$ 335,282	\$ 49,770
Staff Years	8.00	9.00	1.00
- District 5		•	
Salaries & Benefits	\$ 267,079	\$ 310,332	\$ 43,253
Services & Supplies	9,629	13,250	3,621
TOTAL	\$ 276,708	\$ 323,582	\$ 46,874
Staff Years	8.50	9.50	1.00
- General Office			
Salaries & Benefits	\$ 49,701	\$ 68,300	\$ 18,599
Services & Supplies	14,834	15,630	796
Fixed Assets	0	3,950	3,950
TOTAL	\$ 64,535	\$ 87,880	\$ 23,345
Staff Years	3.00	3.00	. 0
Chief Administrative Officer			
Salaries & Benefits	\$ 3,166,320	\$ 4,116,134	\$ 949,814
Services & Supplies	1,676,694	1,570,460	(106,234)
Fixed Assets	0	83,438	83,438
TOTAL	\$ 4,843,014	\$ 5,770,032	\$ 927,018
Revenue	\$ 1,193,960	\$ 1,136,800	\$ 57,160
Staff Years	84.58	105.10	20.52
Civil Service Commission	\$ 163,323	\$ 176,524	¢ 13 201
Salaries & Benefits Social Sciences	\$ 163,323 12,558	\$	\$
Services & Supplies Fixed Assets	12,550	1,500	1,500
TOTAL	\$ 175,881	\$ 199,976	\$ 24,095
Revenue	17,606	· 24 , 278	6,672
Staff Years	4.00	4.00	0.00
Clerk of the Board	1		
Salaries & Benefits	\$ 942,069	\$. 1,084,302	\$ 142,233
Services & Supplies	104,617	117,316	12,699
Fixed Assets	0	10,000	10,000
TOTAL Revenue	\$ 1,046,686 \$ 71,200	\$ 1,211,618 71,500	\$ 164,932 300
Staff Years	39.80	43.20	3.40
	22000	77020	2010

ix

	1983-84 Budget	1984-85 Adopted	Increase/ (Decrease)
GENERAL GOVERNMENT AND SUPPORT SERVICES (cont'd)			
County Counsel			
Salaries & Benefits	\$ 2,305,283	\$ 2,724,889	\$ 419,606
Services & Supplies Other Charges	87,828 0	1,169,800 82,500	1,081,972
Fixed Assets	0	17,600	82,500 17,600
TOTAL	\$ 2,393,111	\$ 3,994,789	\$ 1,601,678
Revenue	\$ 442,220	\$ 917,658	\$ 475,438
Staff Years	57.00	63.50	6.50
EDP Services			
Salaries & Benefits	\$ 5,897,886	\$ 6,932,630	\$ 1,034,744
Services & Supplies Fixed Assets	3,174,209 0	4,447,990 190,105	1,273,781 190,105
Vehicle/Comm. Equip	Ö	24,804	24,804
TOTAL	\$ 9,072,095	\$ 11,595,529	\$ 2,523,434
Revenue	\$ 270,664	\$ 270,000	\$ (664)
Staff Years	191.00	218.25	27.25
General Services			
Salaries & Benefits	\$ 13,365,991	\$ 14,597,988	\$ 1,231,997
Services & Supplies Fixed Assets	21,965,961 0	21,965,961 75,846	141,756 75,846
Vehicles/Comm. Equip.	õ	6,400	6,400
Reimbursements	(1,825,588)	(1,619,982)	205,606
Operating Transfers	0	600,000	600,000
TOTAL	\$ 33,364,608	\$ 35,626,213	\$ 2,261,605
Revenue Staff Years	\$ 2,784,435 514.25	\$ 3,367,162 528+25	\$
Lease Purchase - Non Profit Corporation			
Lease Purchase (Services & Supplies)	\$ 0	\$ 1,300,000	\$ 1,300,000
Reimbursement TOTAL	<u>0</u>	(300,000)	(300,000) \$ 1,000,000
	3 U	\$ 1,000,000	\$ 1,000,000
Equipment Acquisition Services & Supplies	\$ 1,451,903	\$ 7,090,550	\$ 5,638,647
Fixed Assets	19,097	0	(19,097)
TOTAL	\$ 1,471,000	\$ 7,090,550	\$ 5,619,550
Revenue	\$ 123,000	\$ 290,550	\$ 167,550
Property Management (Major Maintenance)		* 5 054 700	A 700 000
Services & Supplies Reimbursements	\$ 4,472,706 0	\$ 5,254,728 (434,196)	\$ 782,022 (434,196)
TOTAL	\$ 4,472,706	\$ 4,820,532	\$ 347,826
Revenue	\$ 2,105,892	\$ 1,977,274	\$ (128,618)
LAFCo	¢ 310.075	¢ 757 007	¢ 47.040
Other Charges TOTAL	\$ 310,275 \$ 310,275	\$357,293 \$357,293	\$ 47,018 \$ 47,018
Revenue	\$ 56,000	\$ 88,680	\$ 32,680
Staff Years	8.50	8.35	(•15)

	1983-84 Budget	1984-85 Adopted	Increase/ (Decrease)
GENERAL GOVERNMENT AND SUPPORT SERVICES (Cont'd)		· · · ·	
Office of Employee Services Salaries & Benefits Services & Supplies Other Charges Fixed Assets Reimbur sements TOTAL Revenue Staff Years	<pre>\$ 5,854,123 1,743,981 1,000,000 0 (3,838,613) \$ 4,759,491 \$ 707,394 72,50</pre>	\$ 6,444,989 1,223,586 0 8,670 (3,900,000) \$ 3,777,245 \$ 713,477 81.58	\$ 590,866 (520,395) (1,000,000) 8,670 (61,387) \$ (982,246) \$ 6,083 9.08
Equal Opportunity Management Salaries & Benefits Services & Supliies TOTAL Revenue Staff Years	\$ 201,752 2,052 \$ 203,804 \$ 17,186 7.00	\$ 252,212 9,221 \$ 261,433 \$ 24,900 7.00	\$ 50,460 7,169 \$ 57,629 \$ 7,714 0
Purchasing Salaries & Benefits Services & Supplies TOTAL Revenue Staff Years	\$ 1,195,771 64,400 \$ 1,260,171 \$ 295,948 53.00	\$ 1,326,957 74,900 \$ 1,401,857 \$ 345,484 53.00	\$ 131,186 10,500 \$ 141,686 \$ 49,536 0
<u>Central Purchasing - Fixed Assets - Equipment</u> TOTAL	\$ 789,419	\$ O	\$ (789,419)
Revenue & Recovery Salaries & Benefits Services & Supplies Fixed Assets TOTAL Revenue Staff Years	\$ 5,010,952 119,681 0 \$ 5,130,633 \$ 78,000 242.50	\$ 5,480,950 148,333 <u>12,400</u> \$ 5,641,683 \$ 78,000 245.50	\$ 469,998 28,652 12,400 \$ 511,050 \$ 0 3.00
<u>CAO - Community Enhancement</u> TOTAL (Other Charges)	\$ 750,000	\$ 900,000	\$ 150,000
TOTAL GENERAL GOVERNMENT AND SUPPORT SERVICES		· .	
Salaries & Benefits Services & Supplies Other Charges Fixed Assets Vehicle/Comm. Equip. Reimbursements Operating Transfers TOTAL	\$ 44,116,318 35,112,703 2,063,275 808,516 0 (5,664,201) 0 \$ 76,436,611	\$ 50,003,859 44,793,579 1,343,793 460,109 31,204 (6,254,178) 600,000 \$ 90,948,366 10,414,259	\$ 5,887,541 9,680,876 (719,482) (398,407) 31,204 (589,977) 600,000 \$ 14,511,755
Revenue Staff Years	9,207,814 1,496.88	10,411,258 1,589.98	1,203,444 93.10

xi

	1983–84 Budget	1984-85 Adopted	Increase/ (Decrease)
MISCELLANEOUS - GENERAL FUND			
Contingency Reserve TOTAL	\$ 8,884,422	\$ 9,694,128	\$ 809,706
County Debt Service Services & Supplies Other Charges TOTAL	\$ 5,200 8,494,800 \$ 8,500,000	\$	\$ (200) 2,000,200 \$ 2,000,000
General Fund Contribution to COF Other Charges Operating Transfers TOTAL Revenue Net County Cost	\$ 12,751,000 0 \$ 12,751,000 \$ 9,000,000 \$ 3,751,000	\$ 0 13,000,000 \$ 13,000,000 \$ 3,000,000 \$ 10,000,000	\$ (12,751,000) 13,000,000 \$ 249,000 \$ (6,000,000) \$ 6,249,000
<u>Miscellaneous - Special Funds</u> <u>Capital Outlay Fund</u> Lease Purchases (Services & Supplies) Contribution to Other Agencies Capital & Land (Fixed Assets) Reimbursements TOTAL Revenue COF Fund Balance Net County Cost	<pre>\$ 14,888,819 0 25,024,522 0 \$ 39,913,341 39,280,341 633,000 \$ 0</pre>	\$ 15,253,100 0 27,680,600 (234,000) \$ 42,699,700 42,699,700 0 \$ 0	\$ 364,281 0 2,656,078 (234,000) \$ 2,786,359 3,419,359 (633,000) \$ 0
Total Federal Revenue Sharing Other Charges Operating Transfer TOTAL Revenue Fund Balance Net County Costs	\$ 13,849,623 0 \$ 13,849,623 13,633,186 216,437 \$ 0	\$ 0 12,447,445 \$ 12,447,445 12,357,445 90,000 \$ 0	\$ (13,849,623) 12,447,445 \$ 1,402,178 (1,275,741) (126,437) \$ 0
Investment - Deferred Compensation TOTAL Revenue Net County Costs	\$ 900,000 900,000 0	\$ 900,000 900,000 \$ 0	\$ 0 0 \$ 0

xII

بر

	1983-84	1984 - 85	Increase/
	Budget	Adopted	(Decrease)
	<u> </u>		
TOTAL GENERAL FUND			
Salaries & Benefits	\$ 285,168,826	\$ 321,972,595	\$ 36,803,527
Services & Supplies	148,223,530	164,596,078	16,372,548
Other Charges	256,074,774	293,131,995	37,057,221
Fixed Assets	1,040,180	2,266,184	1,226,004
Vehicles/Comm. Equip.	0	393,356	393,356
Re Imbursements	(5,664,201)	(6,254,178)	(589,977)
Contingency Reserves	8,884,422	9,694,128	809,706
Operating Transfers	0	14 , 100 ,000	14 , 100 ,000
TOTAL	\$ 693, 727,531	\$ 779,899,916	\$ 86,172,385
TOTAL FROGRAM REVENUE	455,764,166	489,411,085	33,646,919
TOTAL FUND BALANCE	5,000,000	13,900,000	8,900,000
TOTAL GENERAL REVENUE	232,963,365	276,588,831	43,625,466
TOTAL FUNDING	\$ 693, 727,531	\$ 779,899,916	\$ 86,172,385
TOTAL SPECIAL FUNDS			
Salaries & Benefits	\$ 21,531,802	\$ 23,681,985	\$2,150,183
Services & Supplies	39,0 79,0 71	39,284,266	205,195
Other Charges	20,449,875	5,394,972	(15,054,903)
Fixed Assets (Capital and Land)	25 , 3 0 , 000	27,907,555	2,777,555
Reimbursements	0	(234,000)	(234,000)
Contingency Reserves (Library)	366,994	314,192	(52,802)
Operating Transfers	O .	\$ 13,044,727	13,044,727
TOTAL	\$ 106,557,742	\$ 109,393,697	\$ 2,835,955
TOTAL FROGRAM REVENUE	99,054,753	103,635,229	4,580,476
TOTAL FUND BALANCE	7,502,989	5,758,468	1,744,521
TOTAL FUNDING	\$ 106,557,742	\$ 109,393,697	\$ 2,835,955
TOTAL COUNTY BUDGET			
Salaries & Benefits	\$ 306,700,628	\$ 343,878,671	\$ 37,178,043
Services & Supplies	187, 302, 601	20 3, 880, 344	16,557,743
Other Charges	276,524,649	278,526,967	2,002,318
Fixed Assets (Capital and Land)	26,170,180	30, 173, 739	4,003,559
Vehicle/Comm. Equip.	0	393, 356	393, 356
Reimbursements	(5,664,201)	(6,488,178)	(823,977)
Contingency Reserves	9,251,416	10,008,320	756,904
Operating Transfers	0	27,114,727	27,114,727
TOTAL	\$ 800,285,275	\$ 887,517,946	\$ 87,232,673
TOTAL FROGRAM REVENUE	\$ 554,818,919	\$ 591,270,647	\$ 36,451,728
TOTAL FUND BALANCE	12,502,989	19,658,468	7, 155, 479
TOTAL GENERAL REVENUE	232,963,365	276,588,831	43,625,466
TOTAL FUNDING	\$ 800,285,273	\$ 887,517,946	\$ 87,232,673
Total Staff Years	11,023.41	11,407.44	384 .0 3

.

-

(¹) A Public Liability Trust Fund has been established - Contribution of \$1.5 million has been set up in the Departments of Employee Services and Public Works

ASSESSOR

	1981-82 Actual	1982-83 <u>Actual</u>	l 983-84 Actual	983-84 Budget	1984-85 Adopted
Property Valuation	\$ 4,134,063	\$ 4,157,728	\$ 4,608,029	\$ 4,504,821	\$ 5,405,063
Property Identification	1,497,852	1,506,421	1,711,553	1,632,181	2,005,208
Department Overhead	359,481	361,544	263,317	391,724	339,618
Total Direct Costs	\$ 5,991,396	\$ 6,025,693	\$ 6,582,899	\$ 6,528,726	\$ 7,749,889
Funding	(74,046)	(60,678)	(77,393)	(58,250)	(828,000)
Net Program Cost (Without Externals)	\$ 5,917,350	\$ 5,965,015	\$ 6,505,506	\$ 6,470,476	\$ 6,921,889
Staff Years	223.00	230.45	195.15	230.25	259 . 25
Fixed Assets Central Purchasing)	\$ 12,000	\$ 3,170	0	\$ 3,225	0

PROGRAM: PROPERTY VALUATION	#	07104	MANAGER: ALAN L. BOND
Department: ASSESSOR	#	1150	Ref: 1983-84 Final Budget, Pg. 2

Authority: This program was developed for the purpose of carrying out California Revenue and Taxation Code, Section 601 and California Constitution Article XIIIa, which says that the Assessor shall prepare an Assessment Roll illustrating name, address, legal description, revenue district and assessed value for land, improvements and personal property at base year value for each property in the County.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 3,934,169	\$ 3,960,638	\$ 4,367,511	\$ 4,259,118	\$ 5,126,713
Services & Supplies	199,894	197,090	240,518	245,703	276,590
Fixed Assets	0	0	0	0	1,760
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursement	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 4,134,063	\$ 4,157,728	\$ 4,608,329	\$ 4,504,821	\$ 5,405,063
FUNDING	(19,992)	(44,295)	(55,722)	(43,372)	(604,440)
NET COUNTY COSTS	\$ 4,114,071	\$ 4,113,433	\$ 4,552,307	\$ 4,461,449	\$ 3,900,623
STAFF YEARS	145.07	148.90	127.90	149.90	169.90
PERFORMANCE INDICATORS:				<u> </u>	<u>, , , , , , , , , , , , , , , , , , , </u>
Reappraisals of Transferred Properties	57,379	53,557	76,277	70,000	80,000
New Construction Appraisals	35,350	27,219	37,646	36,000	40,000
Business Accounts	66,015	68,932	83,580	72,500	85,000
Assessment Appeals Cases	1,783	1,590	1,959	1,800	2,400

PROGRAM DESCRIPTION:

In accordance with state law, annually determine and enroll the market value of all assessable personal property, newly constructed real property, real property undergoing a change of ownership, and increase all other real estate by 2% if the rate of inflation so indicates. The Property Valuation Program utilizes several appraisal methods to determine the full market value of new construction, new land parcels, and parcels undergoing a change of ownership. Those methods are the market value, cost, and income approach to valuing property.

A Personal Property Valuation System is designed to maintain personal property assessments at market value. The key systems employed are: (1) A detailed analysis of property statements submitted by owners of businesses for the purpose of determining the accuracy of the reporting of taxable personal property; (2) An appraisal program for businesses where taxpayer-reported costs cannot be used as a basis for valuation; (3) A post audit program by which the Assessor is able to determine the accuracy of the taypayers' reporting on the property statement and levy an additional assessment if the audit illustrates failure to properly report taxable assets; and (4) A field canvass program to locate and identify all owners of taxable personal property and fixtures.

07104

MANAGER: ALAN L. BOND

1983-84 ACTUAL:

The i983-84 Budget was amended mid-year in order to allow us to implement the provisions of SB 813 (accelerated property tax legislation). The additional positions needed to implement this new program are revenue offset by reimbursement from the State.

1984-85 ADOPTED BUDGET:

The 1984-85 CAO Proposed Budget incorporates the positions added during 1983-84 to implement the provisions of SB 813. These increases are reimbursed by the State. The accelerated property tax collection requires revamping of appraisal procedures and computer applications. The Property Valuation Program is responsible for the generation of the largest portion of County discretionary revenue. The increase in property transfers and new construction in the County has increased the workload for this program. We have deleted one Audit Appraiser II and one Appraiser II in the Business Division. We have streamilined the workload and substituted clerical positions in this area.

PROGRAM REVENUES BY SOURCES:

The revenues for 1984-85 include \$561,068 due to State reimbursement for County costs of implementing SB 813. The other revenue includes:

Sale of computer tapes	\$15,500
Auditing fees from other	
governmental agencies	1,000
Jury or witness fees	250
Sale of records	27,122

STAFFING SCHEDULE

Department:

Assessor

Program: Property Valuation

-					
	_	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
5533	Asst. Assessor-Valuation	1.00	1.00	\$ 41,816	\$ 43,057
5514	Assessor Division Chief II	2,50	2.50	98,993	101,323
5515	Assessor Division Chief I	3.00	3.00	107,309	110,934
5529	Supervising Audit - Appraiser	2.00	2.00	62,564	64,436
5512	Supervising Appraiser	7.00	9.00	213,773	274,968
5590	Valuation Estimator	1.00	1.00	31,910	31,164
2469	Departmental EDP Coordinator	2.00	2.00	59,766	63,710
5526	Audit Appraiser III	9.00	9.00	247,111	257,044
5527	Audit Appraiser II	7.00	6.00	176,295	155,742
5503	Appraiser III	22.00	22.00	605,198	625,844
5504	Appraiser 11	54.00	64.00	1,252,483	1,504,481
2745	Supervising Clerk	3.00	3.00	57,067	58,092
2508	Sr. Assessment Clerk	1.00	1.00	15,639	17,117
2730	Senior Clerk	9.00	9.00	144,455	146,912
2509	Assessment Clerk	1.00	7.00	13,282	95,466
2700	Intermediate Clerk	16.00	19.00	216,534	259,540
2757	Administrative Secretary II	2.00	2.00	34,964	36,026
035	Data Entry Supervisor	0.40	0.40	7,024	7,139
5069	Sr. Data Entry Operator	0.40	1.00	6,512	15,239
5030	Data Entry Operator	1.60	1.00	24,204	15,348
999	Seasonal - Extra Help Clerical	5.00	5.00	35,785	39,001
	Subtotal	149.90*		\$3,452,684*	
	SB 813 1983-84 Positions				
512	Supervising Appraiser	2.00		61,078	
504	Appraiser II	11.00		255,134	
2509	Assessment Clerk	4.00		53,128	
2700	Intermediate Clerk/Typist	3.00		40,599	
	Total	169.90	169.90	\$3,862,623	\$3,922,583
	Adjustments:				
	County Contributions and Benefits			\$1,045,534	\$1,198,571
	Salary Settlements			0	294,202
	Bilingual Pay Salary Adjustments			6,500	6,500
	Salary Savings			(245,600)	(295,145)
	Total Adjustments			\$ 806,434	\$1,204,13 0
ROGRAM	TOTALS:	169,90	169.90	\$4,669,057	\$5,126,713

* 1983-84 adopted budget staffing and costs are shown as subtotals, and the positions added to this program midyear due to the implementation of SB-813 are shown separately to reflect total approved staffing levels.

PROGRAM: PROPERTY IDENTIFICATION	#	07106	MANAGER:	BARBARA L. ZELL
Department: ASSESSOR	#	1150	Ref: 198	3-84 Final Budget, Pg. 5

Authority: This program was developed for the purpose of carrying out California Revenue and Taxation Code, Section 601 and California Constitution Article XIIIa, which says that the Assessor shall prepare an Assessment Roll illustrating name, address, legal description, revenue district and assessed value for land, improvements and personal property at base year value for each property in the County.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1 983–84 Budget	1984–85 Adopted
COSTS					
Salaries & Benefits	\$ 1,425,426	\$ 1,435,012	\$ 1,622,218	\$ 1,543,159	\$ 1,902,567
Services & Supplies	72,426	71,409	89,335	89,022	97,391
Fixed Assets	0	0	0	0	5,250
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 1,497,852	\$ 1,506,421	\$ 1,711,553	\$ 1,632,181	\$ 2,005,208
FUNDING	(54,054)	(16,383)	(21,671)	(14,878)	(223,560)
NET COUNTY COSTS	\$ 1,443,798	\$ 1,490,038	\$ 1,689,882	\$ 1,617,303	\$ 1,781,648
STAFF YEARS	67.93	72.05	61.00	71.35	80.35
PERFORMANCE INDICATORS:					
Deeds Processed	56,329	71,456	81,721	61,000	65,000
Exemptions	312,815	312,752	316,710	315,750	318,000
Property Segregations,	26,247	19,122	24,073	26,000	26,000
New Subs and Condos Changes in Ownership to MPR	100,965	94,535	134,002	104,000	115,000

PROGRAM DESCRIPTION:

Property identification is a legal requirement and is essential to an orderly process of assessment and collection of property taxes as a source of revenue to the County of San Diego. Over half a million annual property assessments must be illustrated on an Assessment Roll. Identification and location functions must be completed prior to our revenue producing valuation process.

Description - The Property Identification Program reflects changes annually made to the Assessment Roll through changes in ownership, addresses, parcel number, legal description, exemption status, and Assessor maps describing property. These changes, for the most part, are generated by citizens of San Diego County.

The aforementioned changes come to the Assessor in the form of various legal documents, such as grant deeds, trust deeds, death certificates, parcel maps, subdivision and record of survey maps, and exemption claims from homeowners, veterans, churches, hospitals and charitable organizations. These documents undergo various clerical and engineering operations prior to their being submitted to a data entry environment for conversion into computer~ acceptable input. Complex computer programs update large electronic master files with the changed data and ultimately produces a master file that reflects current status of property.

1983-84 ACTUAL:

The 1983-84 Budget was amended mid-year in order to allow us to implement the provisions of SB 813 (accelerated property tax legislation). The additional positions needed to implement this new program are revenue offset by reimbursement from the State.

1984-85 ADOPTED BUDGET:

The 1984-85 CAO Proposed Budget incorporates the positions added during 1983-84 to handle implementation of SB 813. All increases are reimbursed by the State for this purpose. The preparation of a supplemental roll and the related impact on functions such as exemptions, sales verification and public information required these additions. This program allows us to process deeds to perform related functions which are the initial phases necessary for the revenue-generating valuation function.

PROGRAM REVENUES BY SOURCES:

Approximately \$208,682 of the revenue for this program is the result of the State reimbursement for County costs of implementing SB 813. The other \$14,878 is from the sale of maps and records.

1984-85 OBJECTIVES:

Our top priority is to automate our operations and to participate in the design of a new property tax system to replace the obsolete system which now exists. We have received our minicomputer early in the fiscal year as expected. We plan to automate currently manual systems such as the extensions on Business Property Statements. It is our intention to assist in the implementation of a new data base property tax system. Another objective for 1984-85 is to more fully develop our internal audit function which has developed in 1983-84.

Program: Property Identification

.

.

Department: Assessor

		BUDGET STAFF - YEARS		SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983–84 Budget	1984-85 Adopted	
5514	Assessor Division Chief II	0,50	0,50	\$ 19,798	\$ 20,265	
5515	Assessor Division Chief	2,00	2.00	71,538	73,956	
2469	Departmental EDP Coordinator	1.00	2.00	29,883	63,711	
5335	Exemptions Supervisor	1.00	1.00	30,494	31,403	
3820	Cadastral Supervisor	3.00	3.00	76,482	70,920	
3800	Drafting Technician III	5.00	5.00	117,760	120,730	
3801	Drafting Technician II	14,00	14.00	282,772	292,913	
2745	Supervising Clerk	2.00	2.00	38,044	38,728	
2730	Senior Clerk	8.00	9,00	142,107	146,912	
2700	Intermediate Clerk	11.00	17.00	218,614	232,251	
3035	Data Entry Supervisor	0.60	0,60	10,535	10,708	
		0,60	1.00	9,766		
5069	Sr. Data Entry Operator				15,239	
5030	Data Entry Operator	2.40	2.00	36,290	30,695	
2508	Sr. Assessment Clerk	3.00	3.00	46,911	50,405	
2509	Assessment Clerk	8.00	9.00	130,210	122,746	
9999	Seasonal - Extra Help	9.25	9,25	66,215	59,993	
	Subtotal	71 . 35*		\$1,219,948*		
	SB 813 1983-84 Positions					
469	Departmental EDP Coordinator	1.00		29,883		
2730	Senior Clerk	I.00		16,050		
2700	Intermediate Clerk/Typist	6.00		81,198		
509	Assessment Clerk	2.00		26,564		
	Total	81,35	80.35	1,373,643	1,381,575	
	Adjustments: County Contributions and Benefs			\$ 319,711	409 217	
	•				408,217	
	Salary Settlement Costs			0	109,275	
	Bilingual Pay			3,500	3,500	
	Salary Adjustments Salary Savings					
	Total Adjustments			\$ 323,211	\$ 520,992	
DOCDAM	TOTALS:	81.35	80.35	\$1,696,854	\$1,902,567	

* 1983-84 adopted budget staffing and costs are shown as subtotals, and the positions added to this program midyear due to the implementation of SB-813 are shown separately to reflect total approved staffing levels.

PROGRAM: OVERHEAD	#	92101	MANAGER: GREGORY J. SMITH
Department: ASSESSOR	#	1150	REF: 1983-84 Final Budget Pg: 8

Authority: This program was developed for the purpose of carrying out California Revenue and Taxation Code, Section 601 and California Constitution Article XIIIa, which says that the Assessor shall prepare an Assessment Roll illustrating name, address, legal description, revenue district and assessed value for land, improvements and personal property at fair market value for each property in the County.

•	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 342,099	\$ 344,404	\$ 249,573	\$ 370,358	\$ 324,035
Services & Supplies	17,382	17,140	13,744	21,366	15,583
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 359,481	\$ 361,544	\$ 263,317	\$ 391,724	\$ 339,618
FUNDING	0	0	0	0	0
NET COUNTY COSTS	\$ 359,481	\$ 361,544	\$ 263,317	\$ 391,724	\$ 339,618
STAFF YEARS	10.00	9.50	6.75	9.00	9.00

· ·

STAFFING SCHEDULE

-

Program: Overhead

Department: Assessor

•

.

	-	BUDGET STAF	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted		
0110 0210 5514 2302 5516 2759 2511 2494	Assessor Chief Deputy Assessor Assessor Division Chief II Administrative Assistant III Assessor's Field Asst. Administrative Secretary IV Senior Payroll Clerk Payroll Clerk	1.00 1.00 1.00 1.00 1.00 1.00 2.00	1.00 1.00 1.00 2.00 1.00 1.00 2.00	\$ 55,057 49,475 39,597 30,782 29,845 20,523 17,228 29,840	\$ 54,848 49,255 40,534 0 28,424 21,026 17,493 30,328		
	Total	9.00	9.00	\$ 244,565	\$ 241,908		
	Adjustments: County Contributions and Benefits Salary Settlements Costs Salary Adjustments Salary Savings			\$ 98,011 0	\$65,315 16,812		
	Total Adjustments			\$ 98,011	\$ 82,127		
PROGRAM	TOTALS:	9.00	9.00	\$ 370,358	\$ 324,035		

•

COUNTY CLERK

	1981-82 <u>Actual</u>	1982-83 Actual	1983-84 <u>Actual</u>	1983-84 <u>Budget</u>	1984-85 Adopted
CountyClerk Services	\$ 4,432,6	03 \$ 4,438,937	\$ 5,004,880	\$ 4,998,333	\$ 5,422,499
Total Direct Costs	\$ 4,432,6	03 \$ 4,438,937	\$ 5,004,880	\$ 4,998,333	\$ 5,422,499
Funding	3,157,8	913,941,909	\$(4,139,066)	3,871,375	4,359,213
Net Program Cost (Without Externals)	\$ 1,274,7	12 \$ 497,028	\$ 865,814	\$ 1,126,958	\$ 1,063,286
Staff Years	202.	50 195 . 50	193.70	197,50	203.50
Fixed Assets	\$ 36,6	25 \$ 0	\$ 10,630	\$ 16,630	\$ 0

.

,

PROGRAM:	County	Clerk	Services
----------	--------	-------	----------

13038

2800

Department: CountyClerk #

Authority: California Government Code

Section 2688 ET SEQ. Mandates all activities of the County Clerk.

	1981-82 Actual	1982-83 Actual	983-84 Actua	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 4,178,784	\$ 4,179,122	\$ 4,672,094	\$ 4,674,094	\$ 5,100,161
Services & Supplies	253,819	259,815	332,786	324,239	317,938
Fixed Assets	0	0	10,630	0	4,400
Vehicles/Comm. Equip.	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 4,432,603	\$ 4,438,937	\$ 5,015,510	\$ 4,998,333	\$ 5,422,499
FUNDING	\$(3,157,891)	\$(3,941,909)	\$(4,139,066)	\$(3,871,375)	48 \$(4,359,213) 138
NET COUNTY COSTS	\$ 1,274,712	\$ 497,028	\$ 876,444	\$ 1,126,958	\$ 1,063,286 (26%)
STAFF YEARS	202,60	195,50	193.70	197,50	203,50
PERFORMANCE INDICATORS:					
New Cases	48,680	51,063	52,456	48,697	53,645
Clerical Wtd. Caseload	343,666	374,788	385,872	353,236	402,892
New Cases/Staff Years Caseload/Staff Years	240 1,696	261 1,917	271 1,992	247 1,789	264 1,990

PROGRAM DESCRIPTION:

The County Clerk is an elected official who is responsible for custody of a variety of official records and is exofficio Clerk of the Superior Court.

The County Clerk, through his deputies, attends all sessions of the Superior Court and makes the official record of the proceedings. He is responsible for all exhibits and conducts ministerial procedures required in court proceedings.

He accepts all Superior Court legal filings, determines fees, assists the public and attorneys, issues marriage licenses, performs weddings, registers fictitious business name statements, registers notaries public and process servers.

His office also processes all appeals to and from the Superior Court, and performs the Superior Court procedures in mental health proceedings. He mails copies of documents and notices to interested parties, and issues writs, abstracts and other legal documents, and issues judgments by default by clerk.

In Juvenile Court he provides full clerical support including courtroom clerks, maintenance of court records and preparation of court calendars and orders.

In the North County branch his office is responsible for all of the support activities for the North County branch of the Superior Court, as well as the issuance of marriage licenses, performing of weddings, filing of fictitious name statements and registration of notaries public.

PROGRAM:	CountyClerk Services	# 13038	MANAGER: Robert D. Zumwalt	
----------	----------------------	---------	----------------------------	--

PROGRAM DESCRIPTION: (Cont'd)

Additionally, the County Clerk performs many additional duties that are mandated by statute, which for the sake of brevity are not enumerated here.

PROGRAM REVENUE BY SOURCE:

The large increase in new cases has enabled the County Clerk to project substantial increases in revenue for 1984-85. In addition the County Clerk will request that the Board of Supervisors increase fees effective January 1, 1985. The effect of this fee increase is <u>not</u> shown below.

Source		1983-84 <u>Actual</u>	1984-85 Budget	1984–85 Adopted
Marriage Licenses		\$ 203,758	\$ 125,000	\$ 164,759
Filing Documents		3,805,985	3,615,975	4,000,394
Transcript Fees		94,016	102,000	163,237
Miscel laneous		433	1,500	•
Sale of Forms		34,532	26,750	30,823
Service Charge			150	<u></u>
	Total	\$ 4,138,724	\$3,871,375	\$4,359,213

FIXED ASSETS:

Fixed Assets Costs for 1984-85 are:

ltem	Cost	Revenue
Typewriter, Electric	4,400	-0-

To provide replacements for typewriters which are beyond ecnomic repair.

STAFFING SCHEDULE

Program: County Clerk Services

Department: CountyClerk

		BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1983-84	1984-85	1983-84	1984-84
Class	Title	Budget	Adopted	Budget	Adopted
0130	County Clerk	1.00	1.00	\$ 48,644	48,441
0230	Chlef Deputy County Clerk	1.00	1.00	43,692	43,553
2302	Administrative Assistant III	1.00	1.00	32,120	32,941
2505	Senior Accountant	1.00	1.00	29,543	29,991
2897	Division Chief - Branch Operations	2.00	2.00	61,136	62,654
2935	Supervising Superior Court Clerk	1.00	1.00	29,773	31,327
2901	Division Chief - Records	1.00	1.00	28,425	29, 158
2909	Division Chief - Business	1.00	1.00	28,425	29,158
2898	Asst. Supervising Superior	1.00	2.00	26,295	52,295
.090	Court Clerk		2.00	20,277	52,255
2894	Asst. Division Chief -	2.00	2.00	51,737	54,194
	Branch Operations				
2891	Asst. Division Chief - Business	1.00	1.00	24,560	25,186
2895	Asst. Division Chief - Records	1.00	1.00	24,402	25,186
2916	Superior Court Clerk	66.00	68.00	1,402,475	1,493,616
2906	Legal Procedures Clerk III	5.00	5.00	93,085	92,606
2758	Administrative Secretary III	1.00	1.00	18,871	19,364
2403	Accounting Technician	3.00	3.00	54,522	54,748
2904	Interpreter Clerk	1.00	1.00	16,845	18,532
2757	Administrative Secretary II	2.00	2.00	33,896	35,742
660	Storekeeper I	3.00	1.00	49,035	16,619
907	Legal Procedures Clerk II	32.00	31.00	520,670	520,629
511	Senior Payroll Clerk	1.00	1.00	16,126	17,493
2510	Senior Account Clerk	3.00	3.00	47,710	49,322
708	CRT Operator	1.00	1.00	14,592	14,811
4 30	Cashler	4.00	4.00	57,779	60,687
903	Legal Procedures Clerk	29.00	30,00	419,293	439,417
5040	Microfilm Operator	1.00	1.00	13,907	14,128
2650	Stock Clerk	2.00	2,00	27,667	28,780
2700	Intermediate Clerk Typist	15.00	15.00	196,594	193,416
2730	Senior Clerk	2.00	3.00	32,160	48,547
709	Department Clerk	4.00	5.00	42,820	52,505
710	Junior Clerk Typist	7.00	7.00	73,291	76,566
.710	Temporary Extra Help	1.50	1.50	12,000	12,000
800	Exhibits Custodian	0.00	3.00	0	47,925
800					
	Total	197.50	203,50	\$3,572,090	\$3,771,537
	Adjustments:				
	County Contributions and Benefits Salary Settlement Costs			\$1,114,478	\$1,248,480 233,711
	Special Payments:				111,662
				10, 000	10,000
	Premium Pay			10,900 4,200	10,900
	Bilingual Pay Salary Savings			(27,574)	4,200 (168,667)
	Total Adjustments			\$1,102,004	\$1,328,624
		,		<i></i>	*1,520,024
ROGRAM	TOTALS:	197,50	203,50	\$4,674,094	\$5,100,161

DISTRICT ATTORNEY

	1981-82	1982-83	1983-84	1983-84	1984-85
	Actual	Actual	Actual	Budget	Adopted
General Criminal					
Prosecution	\$ 7,571,715	\$ 8,395,495	\$ 9,281,444	\$ 8,979,784	\$10,420,363
Juvenile Court Services	806,778	847,677	1,001,526	964 ,679	1,098,890
Specialized Criminal	2,537,100	2,793,275	3,052,818	2,918,721	3,187,063
Famlly Support Enforcemnt	2,499,026	2,420,834	2,576,557	2,791,527	3,050,564
Department Overhead	751,292	799,145	916,023	997,646	1,104,821
Total Direct Costs	\$14,165,911	\$15,256,426	\$16,828,368	\$16,652,357	\$18,861,701
Less Funding	(7,530,341)	(9,451,764)	(7,535,842)	(8,820,174)	(7,447,703)
Net County Cost (Without Externals)	\$ 6,635,570	\$ 5,804,662	\$ 9,292,526	\$ 7,832,183	\$11,413,998
Staff Years	443.70	458.30	461.28	470,66	481.41
Fixed Assets/	t 07.060	f 17.070	* • • *	¢ 61 216	\$ -0-*
Central Purchasing	\$ 23,968	\$ 17,830	\$ -0-*	\$ 61,216	\$ -0-*

* Flxed assets for 1984-85 have been incorporated into program costs above.

PROGRAM:	GENERAL ORIMINAL PROSECUTION	#	13033	MA NAGER :	DISTRICT ATTORNEY MILLER
Department:	DISTRICT ATTORNEY	#	2900	Ref: 1983-8	34 Final Budget - Pg: 19

Authority: Mandates Prosecution of Criminal Cases; Govt. Code 26500-26502; Mandates Processing of Criminal Fugitives: Penal Code Section 1548-1558; Mandates investigation and Prosecution of Child Stealing Cases: CAL Civil Code 4604-4605, Penal Code 278 et. seq.

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salarles & Beneflts	\$ 6,908,051	\$ 7,641,820	\$ 8,409,650	\$ 8,279,989	\$ 9,650,440
Services & Supplies	663,664	753,675	846,757	699,795	755,120
Flxed Assets	0	0	25,037	0	14,803
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 7,571,715	\$ 8,395,495	\$ 9,281,444	\$ 8,979,784	\$10,420,363
FUNDING	\$ (180,868)	\$ (173,429)	\$ (169,446)	\$ (165,000)	\$ (199,000)
NET COUNTY COSTS	\$ 7,390,847	\$ 8,222,066	\$ 9,111,998	\$ 8,814,784	\$10,221,363
STAFF YEARS	216.56	225.80	239.02	229.66	251.41
PERFORMANCE INDICATORS:				**************************************	
WORKLOAD					
MIsdemeanor Cases:					
Issued	62,314	61,329	57,369*	62,000	57,000
Felony Cases:					
Issued	7,729	8,607	10,940*	8,200	10,800
Cases Set: Prellm Hrg.	6,744	9,008	9,809*	8,500	10,000
Superior Court Cases:					- 4 6
Jury Triats	305	306	309	320	310
Other Calend, Cases	18,405	21,001	25,602	20,000	27,000
*Counted by defendant begin	ning FY 1983-84				

PROGRAM DESCRIPTION:

Need: To protect the People through prosecution of those individuals who commit misdemeanors and felony offenses throughout San Diego County. There is no other County agency authorized to perform this legally mandated duty.

Description: Crimes prosecuted within this program proceed through numerous court actions after the complaint Issuance phase, commencing with arraignment, preliminary hearing or grand jury presentations, diversion hearings, pretrial motions, settlement conferences, trial, probation and sentence hearings and those appeals not handled by the Attorney General. Specific activities include the following:

Complaint issuance requires a review by a Deputy District Attorney of all reports submitted by law enforcement agencies to determine whether there is sufficient evidence to substantiate the issuance of a criminal complaint and further court proceedings or rejection. AB 2549 (Child Stealing Law), effective 1-3-77, now requires the District Attorney to investigate, review, and issue complaints in all disputed custody and child stealing matters.

PROGRAM: GENERAL ORIMINAL PROSECUTION # 13033 MANAGER: DISTRICT ATTORNEY MILLER

PROGRAM DESCRIPTION (cont.)

- 2) When a complaint is filed, case investigation becomes the responsibility of the District Attorney's investigative staff. This work may vary from verification of evidence submitted during the complaint issuance phase to extensive investigations which include but are not limited to locating and interviewing witnesses, preparing demonstrative evidence for courtroom use, service of court orders and warrants, and assisting the Deputy District Attorney during court proceedings. In addition, the child stealing law (AB 2549) now requires the additional task of locating children and suspects.
- 3) The Municipal Court activity includes representing the People in all misdemeanor trials and felony preliminary hearings of those offenses occurring within the designated judicial districts of San Diego County.
- 4) The Superior Court activity requires the attendance of a Deputy District Attorney at all stages of a felony matter, including but not limited to jury and court trials, special proceedings involving sanity, sex offender, and addiction issues, sentencing and probation revocation hearings, all of which require extensive preparation and investigation by deputies and investigators assigned these matters.
- 5) Specially trained deputies handle motions, appeals, preparation of a weekly analysis of appellate court decisions, legislative summaries, legal research memoranda for various County agencies and, in addition, prepare and distribute quarterly legal information bulletins to all County law enforcement agencies.
- 6) For those defendants apprehended outside the jurisdiction of the State, their return to San Diego County for trial requires the implementation of the Uniform Extradition Act by specialized personnel within this program. In addition, the staff processes the extradition of fugitives apprehended in the County for whom warrants are outstanding in other jurisdictions and initiates "detainer" action which is required for the legal release of state and federal prisoners for local trials.

In support of all General Criminal Prosecution activities is a cierical staff performing a multiplicity of highly specialized functions which include but are not limited to the preparation of all accusatory pleadings, exacting documentation required for extraditions, maintaining on a daily basis thousands of case files and initiating in excess of a hundred thousand subpoenas annually under stringent time requirements and restraints.

1983-84 ACTUAL

Actual expenditures were higher than budgeted due to need to transfer personnel from other locations to branch offices where we experienced serious difficulties representing the people in outlying courts.

Workload Indicators for FY 1983-84 reflected that careful case review resulted in increased felony cases issued while misdemeanor cases issued were down. Cases set for preliminary hearings were up 33% from estimated. A significant amount of preparation time is necessary to prepare for such hearings.

1984-85 ADOPTED BUDGET

A total of 21 new positions were requested to adequately staff this program to meet current demands. Nine positions (four Deputies District Attorney and support staff) are for assignment to the North County office due to significant increases in their workload; two positions (Legal Assistants), one each for South Bay and El Cajor are requested to handle increased legal motions and provide legal research; three Deputies District Attorney are requested for San Diego, two of which are for Superior Court and one for Municipal Court, along with three investigative Specialists and three Legal Procedures Clerks; one investigative Specialist is requested to handle the Child Stealing caseload which will increase due to the passage of a new law effective September 21, 1983.

1984-85 ADOPTED BUDGET (cont.)

in addition to the above positions, the DA sought seven staff years representing one half year funding for eight Deputies District Attorney and support staff. These positions would have been required had the Board authorized additional Municipal Court positions. During the Board of Supervisors deliberations of the District Attorney's FY 1982-83 budget, it was stipulated by the Board that the District Attorney could return to the Board for augmentation whenever additional Municipal Court judges are authorized for North County, El Cajon and the South Bay Judicial Districts. Since that time, one judge was added to South Bay, however, we did not return to augment staff as we were already staffing the Commissioner's Court which was deleted.

New Municipal Court appointments require the immediate and constant attendance upon them by prosecutorial staff. The ratio of prosecutors to a municipal court throughout the state averages two to one. This ratio has been recognized by the Board in the past. It was essential that this Board honor the 1982-83 agreement and authorize funds for additional staff when requested as judicial appointments are made. In like manner, the Board should keep in mind the impact on the District Attorney's staff commitments and workload as the various courts routinely hire pro-tem judges to alleviate the judicial workload and/or provide vacation/illness reliefs. The District Attorney does not have the same flexibility to instantly augment attorney staff.

The Board recognized the District Attorney's needs to more adequately staff the courts and approved the CAO recommended budget which called for 7 additional Deputy District Attorney for this program. One for Superior Court, two for North County and 4 for El Cajon to staff two new Municipal Courts. The latter 4 positions were 1/4 year funded.

Also approved for this program were three Legal Assistants to handle increased motions and three Legal Procedures Clerks.

The Board gave tentative approval and referred to the CAO recommendation to fund additional positions for this program once the county's fiscal situation became clearer.

Those positions included: an additional Deputies District Attorney for both Superior Court and Municipal Court, 2 for North County and 2 to replace positions which had to be transfered from FSD. Also recommended for funding were 5 investigative Specialists; 1 each for Municipal Court, 2 for Superior Court and 1 for Child Stealing. Two calendar clerks; 1 for North County and 1 for Supreme Court, were also requested.

Funds for a sweeping and overdue review and the subsequent reclassification of legal cierical positions was also approved.

PROGRAM REVENUE BY SOURCE

Source of Revenue:	1983-84 Actual	1983–84 Budget	1984-85 Adopted
Misc. Reimbursement for Extradition: Discovery			
and P.O.S.T.	169,446	165,000	199,000

1984-85 OBJECTIVES

- 1. To maintain the present level of service in issuing 67,800 misdemeanor and felony defendant cases projected for FY 1984-85.
- 2. To manage the increasing demands of representing the People in 10,000 projected defendant cases set for Preliminary Hearings.
- 3. To maintain the present level of service representing the People in the 310 Superior Court Jury Trials and 27,000 other calendared cases that are projected for FY 1984-85.
- 4. To represent the People in increased number of contested hearings and motions largely attributable to passage of Proposition 8, the Victim's Bill of rights passed by the voters on June 8, 1982, and upheld by the State Supreme Court in October, 1982, and the "Drunk Driving Law", which became effective January 1, 1983.

Program: General Criminal Prosecution

Department:

District Attorney

•

		BUDGET STAFF - YEARS		SALARY AND I	BENEFITS COST	
Class	<u>TI+le</u>	1983-84 Budget	1984-85 Adopted	l 983–84 Budget	1984-85 Adopted	
3925	Deputy DA V	19.00	19.00	\$1,002,757	\$1,053,027	
3926	Deputy DA IV	12.00	16.00	507,394	754,642	
3927	Deputy DA 111	57.50	53.50	2,209,214	2,201,256	
3928	Deputy DA 11	14.00	14.00	406,360	460,391	
3929	Deputy DA I	0.00	5.00	0	123,696	
5760	DA Invest. Forensic	1.00	1.00	36,183	38,604	
5753	DA Investigator IV	5.00	5.00	164,120	175,120	
5754	DA Investigator III	23.00	23.00	660,683	715,872	
5721	Documents Examiner	1.00	1.00	28,806	31,612	
5755	DA Investigator II	0.00	0.00	0	0	
5756	DA investigator i	0.00	0.00	0	0	
0608	Supervising Deputy Cik.	0.00	3.00	0	51,365	
3935	Legal Assistant	2.00	4.00	32,502	87,248	
5751	Invest, Spec. 11	9.00	9.25	173,090	194,965	
2745	Supervising Clerk	1.00	0.00	17,664	0	
2906	Legal Proced. Clk. III	2.00	6,50	35,946	108,526	
2763	Legal Secretary II	4.00	5.00	65,634	85,556	
2905	Legal Stenographer	1.00	2.00	14,216	34,115	
2762	Legal Secretary I	1.00	2.00	13,783	30,672	
3009	Word Processing Oper.	0.00	3.50	0	43,489	
2760	Stenographer	3.00	0.00	40,442	0	
2907	Legal Proced. Clk. 11	13.00	27.00	199,143	400,401	
2808	Sr. Radio/Tele. Oper.	1.00	1.00	15,097	16,955	
2800	Radio/Tele. Oper.	0.00	1.00	0	0	
2730	Senior Clerk	0.00	1.00	0	16,661	
2903	Legal Proced. Clk. 1	34.00	47.50	445,961	684,992	
2700	Intermediate Clerk	25.00	0.00	315,312	· 0	
	Temporary Extra Help	1.16	1.16	17,304	40,000	
	Tota!	229.66	251.41	\$6,401,611	\$7,349,165	
	Adjustments: County Contributions and Benefits: Salary Settlement Costs			\$1,485,461	\$2,024,479 491,564	
	Special Payments:					
	Premium Pay			41,755	41,755	
	Unemp. Exp.			19,541	20,317	
	Wk. Comp.			34,857	46,385	
	Salary Adjustments:			0	0	
	Salary Savings			(197,059)	(323,225)	
	Other Adjustments:			(12,866)	0	
	Reduce Wk. Comp. & Unemp. Exp.:			(25,759)	0	
	Reduction to Balance			(170.140)	•	
	with CAO Proposed Total:			(138,468)	0	
	Negotlated Salary Increases:			670,916	0	
	Total Adjustments:			\$1,878,378	\$2,301,275	
PROGRAM	TOTALS:	229.66	251.41	\$8,279,989	\$9,650,440	
		-18-				

PROGRAM:	JUVENILE COURT SERVICES	#	13012	MANAGER:	DISTRICT ATTORNEY MILLER
Department:	DISTRICT ATTORNEY	#	2900	Ref: 1983-	84 Final Budget - Pg: 23

Authority: Mandates the filing of petitions charging minors with violation of the law: W & 1 602, 650(b), 653. Mandates prosecutor's court appearance in Juvenile Court as Representative of the People: W & 1 681. Hearings to determine which court juvenile is to be tried in: W & 1 707.

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983–84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 760,205	\$ 786,689	\$ 952,843	\$ 911,128	\$ 1,040,968
Services & Supplies	46,573	60,988	48,683	53,551	55,672
Fixed Assets	0	0	2,819	0	2,250
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 806,778	\$ 847,677	\$ 1,004,345	\$ 964,679	\$ 1,098,890
FUNDING	\$ (977,415)	\$ (431,362)	\$ (431,362)	\$ (429,056)	\$ (429,056)
NET COUNTY COSTS	\$ (170,637)	\$ 416,315	\$ 572,983	\$ 535,623	\$ 669,834
STAFF YEARS	25.56	25.40	27.45	29.00	27.00
PREFORMANCE INDICATORS:					
WORKLOAD W & 1 602 Referrals					
Submitted for Review W & 1 602 Cases	8,941	7,851	8,265	8,351	8,000
Prepared for Triat	733	1,398	1,719	1,250	1,600
W & 300 Referrals Submitted for Review W & 300 Cases	1,904	1,897	1,812	1,900	1,800
Prepared for Trial	285	320	679	400	500
Hearings Attended	21,555	24,026	24,502	25,000	26,000

PROGRAM DESCRIPTION:

Need: To prosecute juveniles accused of criminal acts and to represent the People in proceedings for those minors are orphans, victims of parental mistreatment/neglect or who are physically dangerous to the public because of a mental/physical deficiency, disorder or abnormality. The District Attorney also represents minors in cases wherein the parents, guardian or resident in the minor's home are criminally charged as having committed unlawful acts against the minor (W & 1 300).

Description: The law requires that the District Attorney appear on behalf of the People of the State of California in all proceedings before the Juvenile Court concerning the alleged criminal conduct of a minor (W & 1 681). The District Attorney must appear at detention, fitness, jurisdictional, and dispositional hearings (W & 1 602, 650(b), 653, 707). All arresting agencies' reports must be reviewed by attorney staff to determine if there is sufficient evidence of criminal conduct to support a successful criminal prosecution. Program staff prepares the petitions that initiate Juvenile Court action (W & 1 602, 650(b), 653,707). The staff prepares search warrants, warrants of arrest and motions as needed. In addition, all reports pertaining to the filing of 300 petitions are screened by the District Attorney for proveability. The District Attorney also represents the Department of Social Services and sometimes the minor at all detention, jurisdictional and dispositional hearings, as well as review and permanent placement hearings.

FY 1984-85 ACTUAL

During FY 1983-84, 602 delinquency cases prepared for trial were 23% above Fiscal Year 1982-83 and 135% above 1981-82. Also, dependency cases (W & 1 300) prepared for trial increased from 400 estimated to 679 actual in Fiscal Year 1983-84. This represented a 112% increase over Fiscal Year 1982-83 actuals of 320.

1984-85 ADOPTED BUDGET

Fiscal Year 1983-84 actual workload statistics, although projected to be significantly above Fiscal Year 1983-84, were not available at the time of preparation for the FY 1983-84 budget. Although the impact on attorney preparation time for trial and hearings in both delinquency and dependency cases was noted in the Preliminary Budget, we deferred any request for attorney and clerical support staff until further review of the workload.

Because investigative service requests associated with both dependency and delinquency cases were substantially above FY 1982-83 at the time the 1983-84 budget was being proposed, one additional District Attorney Investigator was requested for FY 1984-85. This position was deferred at budget time for mid-year consideration and later approved at that time.

PROGRAM REVENUE BY SOURCE

	1983-84	1983-84	1984-85
Source of Revenue:	Actual	Budget	Adopted
AB 90 Subventions	431,362	429,056	429,056

1984-85 OBJECTIVES

- 1. To continue processing all referrals within the due process guidelines as required by law.
- 2. To maintain the level of service to the community and courts in reviewing and processing the projected referrals for FY 1984-85.
- 3. To continue to effectively implement SB 105 (W&I 653.5) and the San Diego County Interagency Agreement in order to improve protection of the public from juvenile crime.
- 4. To maintain the level of service to the community and the courts in W&I 300 and 602 trials and hearings.
- 5. To effectively enforce the standards outlined in SB 14 and represent the interests of the Department of Social Services.
- 6. To continue the level of service to the courts and community in coordinating the prosecution of child abuse and sexual molestation cases.

1

		BUDGET STA	FF - YEARS	SALARY AND	BENEFITS COST
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted
3925	Deputy DA V	0.00	0.00	\$0	\$ 0
3926	Deputy DA IV	2.00	2.00	92,248	99,134
3927	Deputy DA 111	9.00	9.00	341,732	378,877
5754	DA Investigator III	2.00	2.00	55,404	62,750
5756	DA Investigator 1	0.00	0.00	0	0
0608	Supervising Deputy Cik.	0.00	1.00	0	19,364
5751	Invest. Spec. 11	1.00	1.00	19,436	21,342
2745	Supervising Clerk	1.00	0.00	17,973	0
2906	Legal Proced. Clk. 111	0.00	1.00	0	15,148
3009	Word Processing Oper.	0.00	1.00	0	12,842
2907	Legal Proced. Cik. 11	1.00	3.00	13,398	40,610
2730	Senfor Clerk	1.00	0.00	15,294	0
2760	Stenographer	2.00	0.00	24,508	0
2903	Legal Proced. Clk. 1	5.00	7.00	65,934	102,701
2700	Intermediate Clerk	5.00	0.00	62,632	0
	Total	29.00	27.00	\$ 708,559	\$ 752,768
	Adjustments: County Contributions and Benefits: Salary Settlement Costs	:		\$ 154,549 0	\$207,809 87,574
•	Special Payments:				
	Premfum Pay			4,159	4,159
	Unemp. Exp.			2,491	2,232
	Wk. Comp.			3,311	4,617
	Salary Adjustments:			0	0
	Salary Savings:			(17,401)	(18,191)
	Other Adjustments:			(1,406)	0
	Reduce Wk. Comp. & Unemp. Exp.:			(2,746)	0
	Reduction to Balance				
	with CAO Proposed Total:			(14,850)	0
	Negotlated Salary increases:			74,462	0
	Total Adjustments:			\$ 202,569	\$ 288,200
PROGRAM	TOTALS:	29.00	27.00	\$ 911,128	\$1,040,968

PROGRAM:	SPECIALIZED CRIMINAL PROSECUTION	#	13032	MANAGER:	DISTRICT ATTORNEY MILLER
Department:	DISTRICT ATTORNEY	#	2900	Ref: 1983-	-84 Final Budget - Pg: 26

Authority: Mandates the enforcement of Election Laws: Election Code 29000-29800; Govt. Code 910001 (a) & (b). Mandates prosecution of Criminal and Designated Civil Cases and act as Grand Jury Advisor: Govt. Code 26500-26502.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salarles & Benefits	\$ 2,454,441	\$ 2,706,859	\$ 2,967,273	\$ 2,799,466	\$ 3,014,698
Services & Supplies	82,659	86,416	80,471	119,255	171,565
Fixed Assets	0	0	5,074	0	800
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 2,537,100	\$ 2,793,275	\$ 3,052,818	\$ 2,918,721	\$ 3,187,063
FUNDING	\$ (616,471)	\$ (771,155)	\$ (814,882)	\$ (641,330)	\$ (741,330)
NET COUNTY COSTS	\$ 1,920,629	\$ 2,022,120	\$ 2,237,936	\$ 2,277,391	\$ 2,445,733
STAFF YEARS	70.76	74.40	76.70	74.00	73.00
PERFORMANCE INDICATORS:				······	
WORKLOAD					
Case Inv./Legal Opinions	4,940	7,320	12,044	6,000	10,500
Preliminary Hrg. Bindovers Court Trials	150 13	118	116 6	225 35	135
Contested Hrgs. & Motion	1,355	1,400	1,513	1,850	10 1,500

PROGRAM DESCRIPTION:

Need: To protect the public from individuals who commit antitrust violations, civil and criminal fraud, official misconduct, election law violations, robberies and robbery-related homicides by repeat offenders or who participate in organized criminal activities, and to vigorously prosecute juvenile gang related criminals. A further need is to assist victims and witnesses of crimes.

Description: The crimes prosecuted under this program require individualized and specialized approaches by deputies, investigators, investigative specialists and auditors working in teams. Antitrust, Fraud, and Special Operations' activities form an interlocking network of informational exchange and cooperative effort. Specific activities are as follows:

1) Antitrust and fraud work include varied and lengthy investigative audits of documents and corporate books in order to reconstruct financial transactions. Cases may stem from citizen complaints or information provided by investigative staff. The District Attorney is empowered to institute criminal prosecution, seek civil preliminary and permanent injunctions, restitution, dissolution of unlawful business entities and civil monetary penalties.

PROGRAM: SPECIALIZED ORIMINAL PROSECUTION

13032

PROGRAM DESCRIPTION (cont.):

2) The Special Operations staff conducts inquiries and handles prosecutions involving organized criminal activities and other cases of sensitive nature. Accusations of embezzlement and mishandling of funds by attorneys and fiduciaries as well as allegations of misconduct by law enforcement officers, public officials, and government employees are investigated for possible prosecution. Requests for such investigations originate with the Board of Supervisors, the Grand Jury for whom the deputies provide legal advice, public administrators, and private citizens.

3) The Major Violators Unit (MVU) focuses its attention on those repeat offenders. The staff prepares and presents each case from its issuance through final sentencing in Superior Court.

4) The Gang Prosecution Unit vertically prosecutes and concentrates on gang related crimes in an effort to curb increased gang crime and violence. Prosecution of these cases is lengthy and complicated by multiple defendants and unwilling witnesses usually associated with each case.

5) The Victim-Witness Assistance Activity is state-funded from criminal fines and penalty assessments for the purpose of assisting victims and witnesses as part of a comprehensive Countywide assistance effort.

6) JURIS/DA (Justice Records Information System/DA) provides a Countywide on-line criminal monitoring and tracking system for use by the District Attorney and the San Diego City Attorney's Criminal Division. Certain components of the system are used by the courts and law enforcement agencies authorized access to limited files and records.

1983-84 ACTUAL

FY 1983-84 actual expenditures and revenues were above budget due to higher than anticipated grant funds from the State Office of Criminal Justice Planning for the Victim Witness Program.

Cases investigated/legal opinions issued were 12,044; nearly double FY 1983-84 estimates. Estimates as to the number of preliminary hearings 225 proved correct as actuals were nearly equal to FY 1982-83 actuals 116 vs. 118. Contested hearings and motions increased from 1,400 in FY 1982-83 to 1,513 in FY 1983-84, but were far below budget estimates of 1,850.

1984-85 ADOPTED BUDGET

Two investigative Specialist positions were requested to assist in handling public inquiries averaging 96 calls and 5 walk-ins per day and to assist in field work necessary in the preparation for filing complaints. The investigative specialist staff in the Fraud Division had remained at five since 1977. This matter was referred by the Board to the CAO for future mid-year funding once the county's fiscal situation became better known.

Also requested for this program was one additional Deputy District Attorney for the Special Operations Division which handles prosecutions involving organized criminal activities, accusations of mishandling of funds by attorneys and fiduciaries as well as misconduct by law enforcement officers and public officials. This position was among those referred for mid-year reconsideration and approved at that later date.

PROGRAM REVENUE BY SOURCE

Source of Revenue:	1983-84 <u>Actual</u>	1983-84 Budget	1984-85 Adopted
Damages for Fraud; Victir Witness Grant; Career Cr			
Prosecution Grant; Gang Prosecution Grant	814,882	641,330	741,330

13032

1984-85 OBJECTIVES

- 1. To maintain the present level of service by processing thousands of requests for investigative assistance and intervention anticipated for FY 1984-85, and to take a more proactive role in following up such requests.
- 2. To maintain the present level of services representing the People in the 135 preliminary hearing bindovers that are projected for FY 1984-85.
- 3. To represent the People in Superior Court jury and court trials projected for FY 1984-85.
- 4. To continue to make significant progress in the vertical prosecution of gang related criminal activity.
- 5. To continue to assist and protect victims and witnesses under the Victim/Witness Protection Program.

Program: Specialized Criminal Prosecution

•

Department: District Attorney

Class Title Budget Adopted Budget Adopted 3925 Deputy DA V 9,00 9,00 \$ 474,507 \$ 495,51 3926 Deputy DA IV 3,00 4,00 121,233 185,35 3927 Deputy DA IV 0,00 0,00 362,963 355,0 3927 Deputy DA IV 0,00 0,00 0 0 5753 DA Investigator IV 4,00 4,00 131,296 139,5 753 DA Investigator III 0,00 1,00 0 28,9 2412 Analyst II 1,00 0,00 23,511 2425 Associate Accountant 2,00 24,00 45,300 47,7 25751 Invest, Spec, II 0,00 10,00 21,297 23,511 2425 Associate Accountant 2,00 2,00 45,300 47,7 25751 Invest, Spec, II 0,00 10,00 25,346 250,5 2765 Legal Scoretary II 1,00			BUDGET STA	FF - YEARS	SALARY AND	BENEFITS COST
3925 Deputy DA V 9,00 9,00 \$ 474,507 \$ 495,57 3926 Deputy DA II 9,00 8,00 362,963 355,00 3927 Deputy DA II 9,00 8,00 362,963 355,00 3927 Deputy DA II 9,00 8,00 362,963 355,00 3928 Deputy DA II 0,00 0,00 0 362,963 355,00 3929 Deputy DA III 0,00 0,00 131,266 139,5 375 DA Investigator IV 4,00 4,00 1,00 0 28,9 2413 Analyst III 1,00 0,00 25,840 28,9 2420 Ansociate Accountant 2,00 2,00 45,500 47,7 2421 Analyst III 1,00 1,00 21,00 23,511 2422 Ansociate Accountant 2,00 2,00 45,500 47,7 2421 Analyst III 1,00 2,00 13,00 25,513,1 2421			1983-84	1984-85	1983-84	1984-85
3326 Deputy DA IV 5.00 4.00 121,243 145,3 3927 Deputy DA II 9.00 6.00 362,263 355,00 3927 Deputy DA II 0.00 0.00 0 0 5735 DA Investigator IV 4.00 4.00 131,296 139,70 2413 Analyst III 0.00 0.00 0 28,92 2400 Debt, EDF Coord. 0.00 1.00 0 28,92 2412 Analyst II 1.00 0.00 25,840 0 24,97 2420 Debt, EDF Coord. 0.00 1.00 0 28,9 242 2421 Analyst II 1.00 0.00 25,511 3,00 47,7 2422 Associata Accountant 2,00 24,300 21,397 25,546 250,546 250,546 250,546 250,546 250,546 250,546 250,546 250,526 14,216 46,5 250 16,915 31,90 31,90 31,90 31,90 31,90 31,90 31,90 31,90 31,90 31,90 31	Class	TITIO	Budget	Adopted	Budget	Adopted
3326 Deputy DA IV 5.00 4.00 121,243 145,3 3927 Deputy DA IV 0.00 0.00 362,263 355,00 3927 Deputy DA IV 0.00 0.00 0 0 5735 DA Investigator IV 4.00 4.00 131,296 139,70 2413 Analyst II 0.00 0.00 0 28,92 2430 Adm.Asst. II 0.00 0.00 25,840 2420 Dept, EDF Coord. 0.00 1.00 0 28,92 2421 Analyst II 1.00 0.00 25,511 25,930 47,7 2420 Associata Accountant 2,00 243,300 47,7 25,515 7571 Invest, Spec. 1 0.00 100 15,552 250,536 35,546 250,557<	3925	Deputy DA V	9.00	9.00	\$ 474,507	\$ 495,529
3927 Deputy DA II 9,00 8,00 362,963 335,0 3929 Deputy DA I 0,00 0 0 0 3753 DA investigator IV 4,00 4,00 131,296 139,5 3753 DA investigator III 13,00 13,00 375,702 401,9 2413 Analyst III 0,00 0.00 28,9 2469 Deot, EDP Coord, 0,00 1,00 0 28,9 2412 Analyst II 1,00 0,00 25,511 2422 Associate Accountant 2,00 20,00 43,300 47,7 2757 Sr. Invest. Spec. 1,00 1,00 21,397 25,51 1 invest. Spec. 1,00 1,00 13,196 250,3 2752 Invest. Spec. 1,00 3,00 14,216 46,5 2905 Legal Scretary II 1,00 3,00 14,216 46,5 2905 Legal Scretary I 0,00 0.00 0 31,99 2905 Legal Scretary I 0,00 0.00 0 3	3926		3.00	4.00		185,382
3929 Deputy DA I 0.00 0.00 0 5753 DA Invest/gator IV 4.00 4.00 131.296 139.5 5754 DA Invest/gator II 15.00 375.702 401.9 2413 Analyst II 0.00 1.00 0 28.9 2303 Adm. Asst. II 1.00 0.00 25.840 0 2412 Analyst II 1.00 0.00 25.840 0 28.9 2420 Associate Accountant 2.00 43.300 47.7 25.511 767 Sr. Invest. Spec. 1.00 1.00 21.397 25.51 7551 Invest. Spec. I 5.00 15.00 27.51 25.51 7561 Invest. Spec. I 5.00 15.00 27.55 25.11 7562 Legal Secretary II 1.00 2.00 15.552 35.1 7562 Legal Steardary I 1.00 2.00 15.552 35.1 7563 Legal Pred. Clk. II 0.00 0 0 0 15.465 7502 Legal Pred. Clk. II	3927	Deputy DA III				335,036
5753 DA Investigator IV 4.00 4.00 131,296 139,792 5754 DA Investigator III 13.00 13.00 375,702 401,9 2303 Adm, Asst, II 0.00 1.00 0 28,9 2303 Adm, Asst, II 1.00 0.00 25,840 2469 Dopt, EDP Coord. 0.00 1.00 0 28,9 2422 Analyst II 1.00 0.00 25,511 2423 Associate Accountant 2.00 2.00 43,300 47,7 2424 Analyst II 1.00 1.00 21,397 23,55 2751 Invest. Spec. 1.00 1.00 21,397 23,51 2752 Invest. Spec. I 8.00 0.00 137,190 27,52 2763 Legal Secretary II 1.00 3.00 14,216 46,5 2764 Legal Secretary II 0.00 2.00 0 31,9 2705 Legal Proced. Clk. II 0.00 0.00 0 0 2700 Senfor Clerk 1.00 0.00	3929	Deputy DA I		0.00		0
5754 DA investigator iii 13.00 13.00 375,702 401,9 2413 Analyst Iii 0.00 1.00 0 28,9 2303 Adm, Assi, Ii 1.00 0.00 28,9 2412 Analyst Ii 1.00 0.00 28,9 2412 Analyst Ii 1.00 0.00 25,511 2412 Analyst Ii 1.00 1.00 21,997 23,51 2412 Analyst Ii 5.00 13.00 35,500 47,7 2425 Associate Accountant 2.00 20.00 43,300 47,7 2425 Associate Accountant 2.00 20.00 135,100 95,346 250,5 2552 Invest. Spec. I 8.00 0.00 137,190 33,11 1.00 2.00 15,552 33,11 2762 Legal Scoretary I 1.00 3.00 14,216 46,5 290 Legal Scoreda CIK, II 0.00 0 0 1,93 2907 Legal Proced, CIK, II 0.00 0 0 1,93 2,955 15,59 2,955	5753	DA Investigator IV			131,296	139,556
2413 Analyst H1 0.00 1.00 0 28,9 2203 Adm, Asst. H 1,00 0,00 25,840 24,9 2469 Dopt. EDP Cord. 0,00 0.00 25,511 242 Analyst H 1,00 0,00 25,511 242 Analyst H 1,00 0.00 25,511 2422 Associate Accountant 2,00 2,00 43,300 47,7 2425 Associate Accountant 2,00 20,00 43,500 47,7 2565 Legal Scretary H 5,00 15,00 95,346 250,5 2752 Invest. Spec. H 8,00 0.00 137,190 15,552 33,11 2763 Legal Scretary H 1,00 2,00 60,659 16,0 300 2004 Word Processing Oper. 0,00 2,00 0 31,9 2005 Legal Scretary H 1,00 0,00 0 31,9 2007 Legal Scretary H 0,00 2,00 0 0 0 2700 Senfor Clerk 1,00 1,00		DA Investigator III				401,958
2303 Adm, Asst. II 1.00 0.00 25,840 2469 Dort, EDP Coord. 0.00 1.00 0 28,9 2412 Analyst II 1.00 0.00 25,511 2422 Associate Accountant 2.00 2.00 43,500 47,7 3767 Sr. Invest. Spec. II 5.00 15.00 35,56 25,543 3751 Invest. Spec. II 5.00 0.00 13,7190 37,190 2762 Legal Secretary II 1.00 3.00 14,216 46,5 2907 Legal Secretary II 1.00 3.00 14,216 46,5 2907 Legal Proced. CIk. II 0.00 20,00 0 31,9 2907 Legal Proced. CIk. II 0.00 0.00 0 0 2760 Stenographer 4.00 1.00 32,951 15,55 2903 Legal Proced. CIk. I 0.00 20,00 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 2001 Intermediate Clerk 74.00 73		-				28,993
2469 Dept. EDP Coord. 0.00 1.00 0 28,9 2412 Analyst II 1.00 0.00 25,511 2425 Associate Accountant 2.00 20,00 45,300 47,7 5767 Sr. Invest. Spec. 1.00 1.00 21,397 23,55 5751 Invest. Spec. I 8.00 0.00 137,190 2762 Legal Secretary II 1.00 2.00 15,552 33,11 2762 Legal Secretary I 1.00 3.00 14,216 46,5 2905 Legal Proced. Clk. II 0.00 60,659 18,0 3009 Word Processing Oper. 0.00 0 0 31,9 2907 Legal Proced. Clk. II 0.00 0.00 106,44 2760 Stenographer 4.00 1.00 52,955 15,5 2903 Legal Proced. Clk. I 0.00 84,401 106,4 106,4 2700 Intermediate Clerk 7,00 0.00 0 1					25,840	0
2412 Analyst II 1.00 0.00 25,511 2425 Associate Accountant 2.00 2.00 43,500 47,7,7 5767 Sr. Invest. Spec. 1.00 100 21,597 23,51 5751 Invest. Spec. 8.00 0.00 137,190 150 2763 Legal Secretary I 1.00 3.00 14,216 46,55 2009 Word Proceeding Oper. 0.00 0 0 31,9 2907 Legal Stenographer 4.00 1.00 56,659 18,0 2907 Legal Proced. Clk. II 0.00 0.00 0 0 31,9 2907 Legal Proced. Clk. II 0.00 0.00 0 0 0 2760 Stenographer 4.00 1.00 30.0 0 106,4 2700 Intermediate Clerk 7.00 0.00 0 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 0 15,449 2700 Intermediate Clerk 7.00 0.00 0 0<						28,993
2425 Associate Accountant 2,00 2,00 43,300 47,7 5767 Sr. invest. Spec. 1,00 1,00 21,397 23,51 5751 Invest. Spec. I 8,00 0,00 137,190 21,57 23,51 2752 Invest. Spec. I 8,00 0,00 137,190 2763 Legal Secretary II 1,00 2,00 15,552 33,11 2762 Legal Secretary II 1,00 2,00 15,552 33,11 2762 Legal Secretary II 1,00 3,00 14,216 46,5 2905 Legal Secretary II 0,00 2,00 0 31,9 2907 Legal Proced, CIk, II 0,00 0,00 0 0 2907 Legal Proced, CIk, I 0,00 0,00 0 106,4 2700 Stenggrapher 4,00 1,00 52,955 15,55 2903 Legal Proced, CIk, I 0,00 0 0 106,4 2700 Intermediate Clerk 7,00 0,00 0 10,53 2904 Stelary Settlements Cos					25,511	0
5767 Sr. invest. Spec. 1.00 1.00 21,397 23,51 5751 Invest. Spec. I 5.00 13.00 95,346 250,51 5752 Invest. Spec. I 8.00 0,00 137,190 2763 Legal Secretary II 1.00 3.00 14,216 46,55 2765 Legal Secretary I 1.00 3.00 14,216 46,55 2760 Legal Stendgrapher 4.00 1.00 60,659 18,0 3009 Word Processing Oper. 0.00 2.00 0 31,9 2760 Senfor Clerk 1.00 0.00 0 0 2760 Stenographer 4,00 1.00 52,955 15,57 2903 Legal Proced. Clk. I 0,00 8,00 0 106,4 2700 Intermediate Clerk 7,00 0,00 0 0 Temporary Extra Help 0.00 0.00 0 0 0 ADJUSTMENTS: County Contributions and Benefits: \$ 569,478 \$ 6,118 6,1 Special Payments: 0 5,		-				47,749
5751 invest. Spec. II 5.00 13.00 95,346 250,3 5752 Invest. Spec. I 8.00 0.00 137,190 2763 Legal Secretary II 1.00 2.00 15,552 33,1 2763 Legal Secretary I 1.00 3.00 14,216 46,5 2905 Legal Stenographer 4.00 1.00 60,659 18,0 3009 Word Processing Oper. 0.00 2.00 0 31,9 2907 Legal Proced. Clk. II 0.00 0.00 0 0 2907 Legal Proced. Clk. I 0.00 8.00 0 106,4 2700 Senior Clerk 1.00 0.00 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 2700 Intermediate Clerk 7.00 75.00 \$2,057,527 \$2,188,7 Total 74.00 73.00 \$2,057,527 \$2,188,7 Motinumenp. \$6,118 \$6,						23,503
5752 invest. Spec. I 8.00 0.00 137,190 2763 Legal Secretary II 1.00 2.00 15,552 33,11 2762 Logal Secretary I 1.00 3.00 14,216 46,5 2763 Legal Stengrapher 4.00 1.00 60,659 18,0 2005 Legal Stengrapher 0.00 2.00 0 31,9 2007 Legal Proced. CIk. II 0.00 0.00 0 0 2760 Stengrapher 4.00 1.00 52,955 15,57 2903 Legal Proced. CIk. I 0.00 8.00 0 106,4 2700 Intermediate Clerk 7.00 0.00 44,401 Temporary Extra Help 0.00 0.00 0 0 Total 74.00 73.00 \$2,057,527 \$2,188,7 ADJUSTMENTS: County Contributions and Benefits: \$ 569,478 \$ 6,716 \$ 6,118 Special Payments: \$ 569,478 \$ 6,77,65 Special Payments: \$ 6,618 6,18		Invest. Spec. 11				250,300
2763 Legal Secretary II 1.00 2.00 15,552 33,1 2762 Legal Secretary II 1.00 3.00 14,216 46,5 2905 Legal Secretary II 1.00 3.00 14,216 46,5 2905 Legal Secretary II 0.00 1.00 60,659 18,0 3009 Word Processing Oper. 0.00 0 0 31,9 2907 Legal Proced. Clk. II 0.00 0.00 15,449 2760 Stenographer 4.00 1.00 52,955 15,5 2001 Intermediate Clerk 7.00 0.00 0 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 0 0 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 0 0 0 0 0 0 0 0 15,765 15,765 15,765 15,766 15,766 15,766 18		Invest. Spec. 1				0
2762 Legal Secretary I 1.00 3.00 14,216 46,5 2905 Legal Stenographer 4.00 1.00 60,659 18,0 3009 Word Processing Oper. 0.00 2.00 0 31,9 2907 Legal Proced. Cik. 11 0.00 0.00 0 2730 Senior Clerk 1.00 0.00 15,449 2760 Stenographer 4.00 1.00 52,955 15,5 2903 Legal Proced. Cik. 1 0.00 8.00 0 106,4 2700 Intermediate Clerk 7.00 0.00 0 0						33,159
3009 Word Processing Oper. 0.00 2.00 0 31,9 2907 Legal Proced, Clk, 11 0.00 0,00 0 2730 Senfor Clerk 1.00 0.00 15,449 2760 Stenographer 4.00 1.00 52,955 15,5 2903 Legal Proced, Clk, 1 0.00 8.00 0 106,4 2700 Intermediate Clerk 7.00 0.00 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 Temporary Extra Help 0.00 0.00 0 0 0 Total 74.00 73.00 \$2,057,527 \$2,188,7 ADJUSTMENTS: County Contributions and Benefits: \$569,478 \$677,65 Salary Settlements: \$569,478 \$677,66 157,766 We, Comp. 15,766 18,7 \$15,766 18,7 Salary Savings: (14,405) (35,9 \$14,405) \$35,9 Other Adjustments: (4,275) \$24,275) \$24,275) \$24,275) \$36,026	2762		1.00	3.00	14,216	46,519
3009 Word Processing Oper. 0.00 2.00 0 31,9 2907 Legal Proced, Clk, 11 0.00 0.00 0 2730 Senfor Clerk 1.00 0.00 15,449 2760 Stenographer 4.00 1.00 52,955 15,5 2903 Legal Proced, Clk, 1 0.00 8.00 0 106,4 2700 Intermediate Clerk 7.00 0.00 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 Temporary Extra Help 0.00 0.00 0 0 0 Total 74.00 73.00 \$2,057,527 \$2,188,7 ADJUSTMENTS: County Contributions and Benefits: \$ 569,478 \$ 677,65 Salary Settlements: \$ 569,478 \$ 677,66 15,766 Wk, Comp. 15,766 18,7 \$ 0 \$ 31ary Adjustments: 0 Salary Savings: (14,405) (35,9 \$ 0 \$ 0 \$ 0 Other Adjustments: (4,275) \$ 0 \$ 0 \$ 0 <td>2905</td> <td>Legal Stenographer</td> <td>4.00</td> <td>1.00</td> <td>60,659</td> <td>18,097</td>	2905	Legal Stenographer	4.00	1.00	60,659	18,097
2907 Legal Proced. C1k, 11 0.00 0.00 0 2730 Senfor Clerk 1.00 0.00 15,449 2760 Stenographer 4.00 1.00 52,955 15,57 2903 Legal Proced. C1k. 1 0.00 80.00 0 106,4 2700 Intermediate Clerk 7.00 0.00 84,401 Temporary Extra Help 0.00 0.00 0 0 Total 74.00 73.00 \$2,057,527 \$2,188,7 ADJUSTMENTS: County Contributions and Benefits: \$569,478 \$677,6 Salary Settlements Costs 153,44 \$569,478 \$677,6 Wk, Comp. 15,766 18,7 \$5444 \$5,9 Wk, Comp. 15,766 18,7 \$53,9 \$618,6,1 \$6,118,7 Salary Adjustments: 0 \$31ary Savings: \$64,441,5,9 \$6,244 \$5,9 Other Adjustments: 0 \$31ary Savings: \$64,441,5,9 \$6,76 \$6,118,7 Stary Savings: \$64,6425 \$6,118,7 \$6,118,7 \$6,118,7 <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>31,937</td>					0	31,937
2730 Senfor Clerk 1.00 0.00 15,449 2760 Stenographer 4.00 1.00 52,955 15,57 2903 Legal Proced, Clk, 1 0.00 8.00 0 106,4 2700 Intermediate Clerk 7.00 0.00 0 0 2700 Intermediate Clerk 7.00 0.00 0 0 Total 74.00 75.00 \$22,057,527 \$22,188,7 ADJUSTMENTS: County Contributions and Benefits: \$569,478 \$677,6: Satary Settlements Costs 153,449 5677,6: 153,449 Unemp, Exp. 6,118 6,1 57,6: 153,44 Special Payments: \$569,478 \$677,6: 153,44 Unemp, Exp. \$6,118 6,1 \$6,118 \$6,1 Wk. Comp. \$15,766 \$18,7 \$0 \$6,441 \$5,9 Satary Savings: \$0 \$15,766 \$18,7 \$0 \$6,18 \$6,18 \$6,19 Other Adjustments: \$0 \$15,766 \$18,7 \$0 \$6,118					0	0
2760 Stenographer 4.00 1.00 52,955 15,57 2903 Legal Proced. Clk. 1 0.00 8.00 0 106,4 2700 Intermediate Clerk 7.00 0.00 0 0 0 Temporary Extra Help 0.00 0.00 0 0 0 0 Total 74.00 73.00 \$2,057,527 \$2,188,7 ADJUSTMENTS: County Contributions and Benefits: \$569,478 \$677,60 Satary Settlements Costs 153,44 569,478 \$677,60 Special Payments: \$6,118 6,118 6,1 Unemp. Exp. 6,441 5,90 \$15,766 \$18,7 Wk. Comp. 15,766 \$18,7 \$15,766 \$18,7 Satary Adjustments: 0 \$15,766 \$18,7 Other Adjustments: 0 \$15,766 \$18,7 Reduce Wk. Comp. & Unemp. Exp.: \$(14,405) \$(35,9) Other Adjustments: \$(4,275) \$(4,275) Reduce Wk. Comp. & Unemp. Exp.: \$(10,513) \$(46,026) Neg		-			15,449	0
2903 Legal Proced. Clk. 1 0.00 8.00 0 106,4 2700 Intermediate Clerk 7.00 0.00 0						15,593
2700 intermediate Clerk 7.00 0.00 .00 0 Temporary Extra Help 0.00 0.00 0 0 0 Total 74.00 73.00 \$2,057,527 \$2,188,71 ADJUSTMENTS: County Contributions and Benefits: \$ 569,478 \$ 677,61 Salary Settlements Costs 153,43 Special Payments: 6,118 6,118 Premium Pay 6,441 5,92 Wk. Comp. 15,766 18,7 Salary Savings: 0 15,766 18,7 Other Adjustments: 0 0 0 Reduce Wk. Comp. & Unemp. Exp.: (14,405) (35,9) Other Adjustments: (14,405) (35,9) With CAO Proposed Total: (46,026) (10,513) Reduction to Batance (46,026) (10,513) Wegotlated Salary increases: 219,355		-				106,471
Temporary Extra Help 0.00 0.00 0 Total 74.00 73.00 \$2,057,527 \$2,188,7 ADJUSTMENTS: County Contributions and Benefits: \$569,478 \$677,60 Satary Settlements Costs \$569,478 \$677,60 Special Payments: \$6,118 \$6,118 Premium Pay \$6,118 \$6,118 Unemp. Exp. \$6,441 \$,92 Wk. Comp. \$15,766 \$18,7 Salary Savings: \$0 \$14,4053 \$(35,9) Other Adjustments: \$(14,405) \$(35,9) \$(10,513) Reduction to Balance \$(10,513) \$Reduction to Balance \$(46,026) with CAO Proposed Total: \$(219,355) \$(219,355) \$(219,355)		-			84,401	0
ADJUSTMENTS:\$ 569,478\$ 677,63County Contributions and Benefits:\$ 569,478\$ 677,63Salary Settlements Costs153,43Special Payments:6,1186,1Unemp. Exp.6,4415,92Wk. Comp.15,76618,7Salary Adjustments:03Salary Savings:(14,405)(35,9)Other Adjustments:(14,405)(35,9)Reduce Wk. Comp. & Unemp. Exp.:(10,513)Reduction to Balance(10,513)with CAO Proposed Total:(46,026)Negotlated Salary increases:219,355						0
ADJUSTMENTS:\$ 569,478\$ 677,62County Contributions and Benefits:\$ 569,478\$ 677,62Salary Settlements Costs153,42Special Payments:6,1186,1Unemp. Exp.6,4415,92Wk. Comp.15,76618,7Salary Adjustments:05Salary Savings:(14,405)(35,92Other Adjustments:(14,405)(35,92Other Adjustments:(10,513)Reduce Wk. Comp. & Unemp. Exp.:(10,513)Reduce Wk. Comp. & Unemp. Exp.:(10,513)Reduction to Balancewith CAO Proposed Total:(46,026)219,355Negotlated Salary increases:219,355		Total	74.00	73.00	\$2,057,527	\$2,188,775
Premium Pay 6,118 6,11 Unemp. Exp. 6,441 5,92 Wk. Comp. 15,766 18,7 Salary Adjustments: 0 0 Salary Savings: (14,405) (35,92 Other Adjustments: (4,275) 0 Reduce Wk. Comp. & Unemp. Exp.: (10,513) 0 Reduction to Balance (46,026) 0 with CAO Proposed Total: (46,026) 0 Negotiated Salary increases: 219,355 0		County Contributions and Bene	efits:		\$ 569,478	\$ 677,636 153,458
Premium Pay 6,118 6,11 Unemp. Exp. 6,441 5,92 Wk. Comp. 15,766 18,7 Salary Adjustments: 0 0 Salary Savings: (14,405) (35,92 Other Adjustments: (4,275) Reduce Wk. Comp. & Unemp. Exp.: (10,513) Reduction to Balance (46,026) with CAO Proposed Total: (46,026) Negotiated Salary increases: 219,355		Special Payments:				
Unemp. Exp. 6,441 5,92 Wk. Comp. 15,766 18,7 Salary Adjustments: 0 Salary Savings: (14,405) (35,92 Other Adjustments: (4,275) Reduce Wk. Comp. & Unemp. Exp.: (10,513) Reduction to Balance (46,026) with CAO Proposed Total: (46,026) Negotiated Salary increases: 219,355					6,118	6,118
Wk. Comp.15,76618,7Salary Adjustments:0Salary Savings:(14,405)Other Adjustments:(4,275)Reduce Wk. Comp. & Unemp. Exp.:(10,513)Reduction to Balance(46,026)with CAO Proposed Total:(46,026)Negotlated Salary increases:219,355					6,441	5,926
Salary Savings:(14,405)(35,9)Other Adjustments:(4,275)Reduce Wk. Comp. & Unemp. Exp.:(10,513)Reduction to Balance(46,026)with CAO Proposed Total:(46,026)Negotlated Salary increases:219,355		Wk. Comp.			15,766	18,715
Other Adjustments:(4,275)Reduce Wk. Comp. & Unemp. Exp.:(10,513)Reduction to Balance(46,026)with CAO Proposed Total:(46,026)Negotlated Salary increases:219,355		Salary Adjustments:			0	0
Other Adjustments:(4,275)Reduce Wk. Comp. & Unemp. Exp.:(10,513)Reduction to Balance(46,026)with CAO Proposed Total:(46,026)Negotlated Salary increases:219,355		Salary Savings:			(14,405)	(35,930)
Reduce Wk. Comp. & Unemp. Exp.:(10,513)Reduction to Balance(46,026)with CAO Proposed Total:(46,026)Negotlated Salary increases:219,355					(4,275)	0
Reduction to Balance(46,026)with CAO Proposed Total:(219,355Negotlated Salary increases:219,355		Reduce Wk. Comp. & Unemp. Exp.:			(10,513)	0
Negotlated Salary increases: 219,355						
Negotlated Salary Increases: 219,355					(46,026)	0
					219,355	0
Total Adjustments: \$ /41,939 \$ 823,9		Total Adjustments:			\$ 741,939	\$ 825,923

٠

.

PROGRAM:	FAMILY SUPPORT ENFORCEMENT	#	13017	MANAGER:	DISTRICT ATTORNEY MILLER
Department:	DISTRICT ATTORNEY	#	2900	Ref: 1983-	-84 Final Budget - Pg: 15

Authority: Mandated Child Support Program: Title 42 U.S. Code, Section 652; California W & I Code Sections 11475.1 and 11475.2; Public Law 93-647 (IV-D). Board of Supervisors endorsement of enhanced Child Support Enforcement: B/S(62) of 2/3/76.

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984–85 Adopted
COSTS					
Salarles & Benefits	\$ 2,335,042	\$ 2,301,559	\$ 2,439,554	\$ 2,626,132	\$ 2,878,768
Services & Supplies	163,984	119,275	112,913	165,395	169,546
Vehicles/Comm. Equip.	0	0	24,090	0	2,250
F1xed Assets	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS .	\$ 2,499,026	\$ 2,420,834	\$ 2,576,557	\$ 2,791,527	\$ 3,050,564
FUNDING	\$(5,755,587)	\$(8,049,659)	\$(6,089,975)	\$(7,576,988)	\$(6,073,317)
NET COUNTY COSTS	\$(3,256,561)	\$(5,628,825)	\$(3,513,418)	\$(4,785,461)	\$(3,022,753)
STAFF YEARS	108.63	109.90	105.42	113.00	105.00
PERFORMANCE INDICATORS:					
WORKLOAD					
Referral Cases Activated	28,139	33,752	27,402	25,000	26,000
Legal Actions Filed	7,954	10,113	7,387	9,000	9,000
Cases on Calendar	10,200	7,700	7,782	8,000	8,000
Welfare Fraud Referrals			-		
from DSS	608	274	719	750	750
Welfare Fraud Complaints Filed	295	93	330	150	275
11100	290	رو	000	100	215

PROGRAM DESCRIPTION:

Need: In an effort to recoup millions of tax dollars used to support both legitimate and illegitimate children whose parents illegally evade their responsibility to furnish the necessities of life, the federal and state governments have mandated that "each county shall maintain a single organizational unit located in the office of the district attorney which shall have the responsibility for promptly and effectively enforcing the obligations of parents to support their children and determining paternity in the case of a child born out of wedlock".

Description: Program staff locates nonsupporting parents, proves paternity when that is an issue, initiates reciprocal action if the parent is in another state, initiates court action that results in a judicial judgment for child support payments, and reserves the right to criminally prosecute a parent who subsequently evades payment. Under the mandated responsibility for criminal prosecution, staff prosecutes acts of welfare fraud in order to deter the commission of such offenses as well as alding in the recovery of stolen public assistance funds.

1983-84 ACTUAL

Actual expenditures were below budget due to transfer of employees to branch offices which are in the General Criminal Prosecution Program -- the District Attorney was unable to service branch office courts with existing staff; therefore, drew upon personnel in Family Support. Staff turnover and inability to fill vacancies in a timely manner also contributed to the under-expenditure of salaries.

Although cases referred from the Department of Social Services were above FY 1983-84 budgeted, 27,402 actual vs. 25,000 budgeted, legal actions filed on these cases were down from 9,000 budgeted to 7,387 due to staff shortages and greater emphasis on welfare frauds. Actual welfare fraud complaints filed were more than double budgeted, 330 vs. 150, due to greater time spent by FSD staff and implementation of a "farming out" of cases procedure to other divisions where such cases could be reviewed during rate idle moments by a larger base of deputies. This process proved highly successful but is expected to result in later case tracking difficulties and increased welfare fraud attorney court time.

1984-85 ADOPTED BUDGET

The Board approved one additional deputy district attorney for this program. Furthermore, the Board supported in concept two additional positions for welfare fraud prosecution. These positions were later authorized as a FY 1984-85 budget carry-over item effective January 1, 1985.

PROGRAM REVENUE BY SOURCE

Source of Revenue:	1983-84	1983-84	1984-85
	<u>Actual</u>	Budget	Adopted
Federal reimbursement for child support enforcement activities and various federal and state incentives associated therewith.	6,089,975	7,576,988	6,073,317

For FY 1984-85, revenues have been calculated in accordance with preliminary overhead cost data available under new procedures which, hopefully, will eliminate large fluctuations which previously existed in these revenue accounts.

FY 1984-85 OJECTIVES

1. To increase the percent of absent parents making child support payments.

2. To attempt to increase the average dollar payment/parent/month.

Program: Family Support Enforcement

Department: District Attorney

		BUDGET STA	FF - YEARS	SALARY AND	BENEFITS COS
~ 1		1983-84	1984-85	1983-84	1984-85
Class	TITLE	Budget	Adopted	Budget	Adopted
5926	Deputy DA IV	1.00	1.00	\$ 40,831	\$ 49,567
5927	Deputy DA 111	5.00	5.00	178,627	198,044
928	Deputy DA 11	2.00	2.00	58,308	64,214
929	Deputy DA !	0.00	0.00	0	
753	DA Investigator IV	1.00	1.00	32,824	35,024
754	DA investigator iii	3.00	3.00	88,881	87,609
717	Sr. Fleid Invest.	1.00	1.00	23,850	27,49
719	Fleid Investigator	1.00	1.00	23,528	26,040
767	Sr. Invest. Spec.	7.00	7.00	149,779	161,83
725	Principal Clerk	1.00	1.00	17,704	19,409
751	Invest. Spec. II	22.00	22.00	429,092	467,48
752	Invest. Spec. 1	10.00	10.00	171,975	194,270
745	Supervising Clerk	2.00	0.00	33,612	
906	Legal Proced. Cik. 111	0.00	3.00	0	17,124
008	Sr. Word Processor	1.00	1.00	17,226	18,55
009	Word Processor	2.00	1.00	28,229	16,24
403	Acct. Technician	1.00	1.00	14,474	18,18
762	Legal Secretary 1	0.00	0.00	0	17,112
907	Legal Proced. Cik. 11	1.00	8.00	15,885	121,684
510	Sentor Acct. Clerk	0.00	0.00	0	-00,121,000
730	Senfor Clerk	4.00	1.00	58,634	16,661
800	Radio Telephone Oper.	1.00	1.00	14,745	16,120
760	Stenographer	2,00	1.00	26,348	15,619
903	Legal Proced. Cik. 1	7.00	21.00	98,249	282,557
	-		1.00	90 , 249 0	14,624
660 650	Storekeeper Stock Clerk	0.00	0.00	13,572	14,02-
650 700		1.00		455,599	169,530
/00	intermediate Clerk	37.00	12.00	4)),)))	109)
	Total	113.00	105.00	\$1,991,972	\$2,055,027
	Adjustments:				
	County Contributions and Benef	fits		\$ 514,436	\$ 578,831
	Salary Settlement Costs				257,149
	Special Payments:				
	Premium Pay			13,238	13,238
	Unemp. Exp.			9,706	8,234
	Wk. Comp.			13,331	15,78
	Salary Adjustments:			0	(
	Salary Savings:			(49,492)	(49,492
	Other Adjustments:			(4,092)	c
	Reduce Wk. Comp. & Unemp. Exp.: Reduction to Balance			(10,907)	(
	with CAO Proposed Total:			(44,057)	(
	Negotlated Salary Increases:			191,997	(
	Total Adjustments:			\$ 634,160	\$ 823,741
ROGRAM	TOTALS:	113.00	105.00	\$2,626,132	\$2, 878,768
		20			

-28-

PROGRAM:	DEPARTMENT OVERHEAD COSTS	#	92101	MANAGER:	DISTRICT ATTORNEY MILLER
Department:	DISTRICT ATTORNEY	#	2900	Ref: 1983-	-84 Final Budget - Pg: 29

Authority: Government Code 26500-26502. The District Attorney is the public prosecutor. He shall attend to the courts and conduct on behalf of the people all prosecutions for public offenses.

	 1981-82 Actual		1982-83 Actual	1983-84 Actual	 1983-84 Budget		1984-85 Adopted
COSTS Salaries & Benefits	\$ 651,716	\$	720,588	\$ 828,040	\$ 879,247	\$	964,858
Services & Supplies	99,577		78,557	81,483	118,399		138,363
Fixed Assets	0		0	6,500	0		1,600
Vehicles/Comm. Equip.	0		0	0	0		0
Less Reimbursements	0		0	0	0		0
TOTAL DIRECT COSTS	\$ 751,293	\$	799,145	\$ 916,023	\$ 997,646	\$	1,104,821
FUNDING	\$ (12,733)	\$	(15,322)	\$ (30,177)	\$ (7,800)	\$	(35,000)
NET COUNTY COSTS	\$ 738,560	\$	783,823	\$ 885,846	\$ 989,846	\$	1,069,821
STAFF YEARS	 22,19	- <u>19 6- 19-</u>	22.80	 22.22	 25.00		25.00

PREFORMANCE INDICATORS:

The District Attorney's Office under the direction of District Attorney Edwin L. Miller, Jr., has continued to protect the community through prosecution of criminal offenders in an increasingly complex legal environment.

The office has demonstrated increased effectiveness as evidenced by the level of convictions and increased imposition of severe sanctions on criminals, as well as in the design and implementation of innovative programs to meet particular law enforcement and prosecution needs – as in juvenile gangs – and to assist victims of crime.

PROGRAM DESCRIPTION:

Need: To provide administrative control and direction to the prosecutorial function, also provide program management and logistic support to a geographically dispersed staff serving the courts in five locations.

Description: Administration includes overall supervision of the office's divisions personnel procurement and training, acquisition and distribution of services and supplies, payroll, office management, grant administration, revenue acquisition monitoring, budget formulation, public information, and citizen liaison.

1984-85 OBJECTIVES

- 1. To continue to provide administrative control and direction, program management and logistic support to a geographically dispersed staff serving the courts in five locations.
- 2. To effectively carry out the objectives of the office within a reasonable appropriation.
- 3. To work with the Office of Employee Services to implement a classification plan more reflective of actual clerical responsibilities and functions in order to better retain qualified legal clerical personnel.

Program: District Attorney Overhead

Department: District Attorney

		BUDGET STA	FF - YEARS	S	ALARY AND	BEN	EFITS COST
		1983-84	1984-85		1983-84		1984-85
Class	TITIE	Budget	Adopted		Budget		Adopted
0140	District Attorney	1.00	1.00	\$	71,713	\$	71,488
0240	Assistant DA	1.00	1.00	•	65,674	•	65,477
0245	Chief Deputy DA	1.00	1.00		63,509		63,337
0343	Confidential Invest.	3.00	3.00		132,003		127,677
5715	Chlef InvestIgator	1.00	1.00		42,725		43,217
2305	Chlef Adm, Serv.	1.00	1.00		38,111		39,063
5707	Asst. Chief Invest.	1.00	1.00		38,180		38,604
5753	DA Investigator IV	1.00	1.00		34,639		35,024
57 54	DA Investigator	2.00	2.00		58,466		61,380
2302	Adm. Assistant !!!	1.00	1.00		30,782		31,658
2303	Adm. Assistant II	1.00	1.00		24,588		652, 25
0346	Confidential Secretary	0.00	1.00		0		21,072
06 08	Supervising Deputy Cik.	0.00	1.00		0		19,364
2759	Adm. Secretary IV	1.00	1.00		24,879		21,026
2745	Supervising Clerk	2.00	1.00		35,151		19,364
27 58	Adm. Secretary III	1.00	1.00		18,190		19,364
2763	Legat Secretary II	0.00	1.00		0		17,141
2905	Legal Stenographer	2.00	0.00		30,606		0
2511	Sentor Payroll Clerk	1.00	1.00		17,228		16,392
2510	Senfor Account Clerk	1.00	1.00		15,595		15,205
2730	Sentor Clerk	0.00	0.00		0		0
2760	Stenographer	1.00	0.00		13,513		0
2660	Storekeeper	1.00	1.00		14,227		14,832
2903	Legal Proced. Cik. I	0.00	2.00		0		27,389
2700	Intermediate Clerk	1.00	0.00	-	12,107	-	0
	Total	25.00	25.00	\$	781,886	\$	793,726
	ADJUSTMENTS:						
	County Contributions and Benefits Salary Settlement Costs			\$	190,462	\$	209,469 49,156
	Special Payments:				240		240
	Premfum Pay				2,147		1,924
	Unemp. Exp.				4,471		5,562
	Wk. Comp.				2,980		0
	Salary Adjustments: Salary Savings:				(82,774)		(95,219)
					(1,432)		0
	Other Adjustments: Reduce Wk. Comp. & Unemp. Exp.:				(3,137)		0
	Reduction to Balance				(1)		v
					(44,303)		0
	with CAO Proposed Total: Negotlated Salary Increases:				28,707		0
	Negorialed Sataly Inclases:				20,101		<u>_</u>
	Total Adjustments:			\$	97,361	\$	171,132

-30-

25.00 25.00

GRAND JURY

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Grand Jury Proceedings	<u>\$ 119,520</u>	\$ 117,930	\$ 96,819	\$ 114,200	\$ 116,300
Total Direct Costs	\$ 119,520	\$ 117,930	\$ 96,819	\$ 114,200	\$ 116,300
Less Funding	\$ O	\$ 0	\$ O	\$ 0	\$ 0
Net County Costs (without Externals)	\$ 119,520	\$ 117,930	\$ 96,819	\$ 114,200	\$ 116,300
Staff Years	0	0	0	0	0

.

PROGRAM: GRAND JURY PROCEED INGS	#	13003	MANAGER: GRAND JURY FOREMAN
Department: GRAND JURY Authority: Penal Code Section 888, et seq.	#	2700	Ref: 1983-84 Final Budget - Pg: 33

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$0	\$ 0	\$0	\$ O	\$ O
Services & Supplies	119,520	117,930	96,819	114,200	115,700
Fixed Assets	0	0	0	0	0
Vehicles/Comm Equip	0	0	0	0	600
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 119,520	\$ 117,930	\$ 96,819	\$ 114,200	\$ 116,300
FUNDING	\$ 0	0		0	
NET COUNTY COSTS	\$ 119,520	\$ 117,930	\$ 96,819	\$ 114,200	\$ 116,300
STAFF YEARS	0	0	0	0	0
JIAFF TEAKS	0	U	0	0	0

PROGRAM DESCRIPTION:

The County Grand Jury protects and safeguards the people of San Diego County from corrupt or inefficient governmental programs of the County, cities or special districts by investigating the operations of these agencies and reporting its findings. The Grand Jury also has authority in criminal matters to issue an indictment, a formal written accusation charging one or more persons with the commission of a crime. A new Grand Jury is chosen each year by July 1. The members are nominated by Superior Court Judges to serve a one year term. This is a county-wide function. The San Diego Grand Jury serves all the people of this County.

1983-84 ACTUAL:

The differences between 1983-84 Budget amounts and 1983-84 Actual are in large part due to the fact that fewer than anticipated meetings were needed.

1984-85 ADOPTED BUDGET:

The appropriations will provide sufficient resources for Grand Jury operations in 1984-85.

MARSHAL

	1981-82 <u>Actual</u>	1982-83 <u>Actual</u>	1983-84 Actual	983 -84 Budget	1984-85 Adopted
Marshal Services	\$ 7,597,081	\$ 8,431,980	\$ 8,962,116	\$ 7,791,430	\$ 8,478,005
Total Direct Costs	\$ 7,597,081	\$ 8,431,980	\$ 8,962,116	7,791,430	\$ 8,478,005
Funding	1,008,995	1,185,692	1,146,962	1,150,000	1,095,500
Net Program Cost (Without Externals)	\$ 6,588,086	\$ 7,246,288	\$ 7,815,154	\$ 6,641,430	\$ 7,382,505
Staff Years	251,33	279 . 5	275.0	264.0	264.0
*Fixed Assets	\$0	\$ O	\$ 0	\$0	\$ 13,000

* Fixed assets have now been incorporated into individual program costs.

•

PROGRAM:	MARSHAL SERVICES	Ħ	2500	MANAG	ER:	MICHAEL	SGOBBA,	MARSHA	L
Department:	MARSHAL	#	1000	REF:	1983	-84 Fina	l Budget	- Pa:	351

Authority: This program was developed in compliance with California's Government Code Sections 26666, 71264-71266, and 72114, requiring that the Marshal shall attend the Superior and Municipal Courts and provide for the safety and security of the Courts.

	1981-82 Actual	1982-83 Actual	1983-84 Actua I	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 7,428,520	\$ 8,278,495	\$ 8,777,875	\$ 7,600,754	\$ 8,275,005
Services & Supplies	168,561	153,485	184,241	190,676	190,000
Fixed Assets	0	0	0	0	13,000
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 7,597,081	\$ 8,431,980	\$ 8,962,116	\$ 7,791,430	\$ 8,478,005
FUNDING	\$(1,008,995)	\$ 1,185,692	\$ 1,146,962	\$ 1,150,000	\$ 1,095,500
NET COUNTY COSTS	\$ 6,588,086	\$ 7,246,288	\$ 7,815,154	\$ 6,641,430	\$ 7,382,505
STAFF YEARS	251,33	279.5	275.00	264.0	264.00
PERFORMANCE INDICATORS					
Number of Courts	91	94	99	98	99
Prisoners Handled	66,371	82,963	84,380	84,380	87,000
Process' Served	153,799	182,084	190,000	190,000	183,500
Warrants Cleared	141,001	154,809	165,000	165,000	189,000
Active Warrants	228,763	253,959	310,135	310,135	300,000

PROGRAM DESCRIPTION:

The Consolidated Court-related services department of the Marshal performs a variety of duties essential to the proper and efficient functioning of the San Diego County Municipal and Superior Courts. These services include serving of warrants of arrest and civil process, maintaining the County's Want/Warrant System, transporting in-custody defendants for trial and acting as bailiff and security officer for the 99 Superior and Municipal Courts in the County.

The Department is organized into four geographic areas with a centralized administrative support unit. Offices are located in San Diego (Downtown and Kearny Mesa), El Cajon, Chula Vista, Vista, and Escondido.

1983-84 ACTUAL:

Since the consolidation of court-related services into the Office of the Marshal in 1981, annual savings have exceeded the projected \$2.0 million with a cumulative savings of more than \$10 million. The consolidation, coupled with expanded utilization of cadets and court service officers, results in a compounding of avoided costs which will generate savings in the years to come.

2500

The FY 83-84 budget identified fiscal and staffing resources which were considered necessary to meet the existing workloads created by the Superior and Municipal Courts of the County. Despite recognized economies and efficiencies achieved in previous years, the Board of Supervisors, upon the recommendation of the CAO, underfunded the Marshal's FY 83-84 by \$1.3 million.

1984-85 ADOPTED BUDGET:

In the last four fiscal years (1981-82 through 1984-85) it has been the practice of the Board of Supervisors, at the recommendation of the Chief Administrative Officer, to deliberately underfund the Department's budget for various reasons. In FY 81-82, the Marshal's budget and the court service program of the Sheriff were deliberately underfunded to encourage the consolidation of court-related services. In FY 82-83, the Marshal's budget was deliberately underfunded to encourage the creation of the court service officer classification and the utilization of these officers in lieu of deputy marshals wherever possible. In FY 83-84, the Marshal's budget was deliberately underfunded to further encourage the transition of deputy marshal positions to court service officer positions to court service officer positions and to facilitate the overall balancing of the County's budget. In 1984-85, the CAO underfunded the Marshal's budget by \$1.05 million as a means of once again artificially balancing the County's overall budget.

The consolidation of court-related services into the Marshal's Office has saved County taxpayers almost 10 million dollars. Recognition of this progress and the attendant savings has been forthcoming from the Board and the CAO with the exception of the appropriation of an adequate funding level at the beginning of a fiscal year. Hope-fully, this practice of underfunding the Marshal's budget will be discontinued in FY 85-86 with the establishment of a realistic funding target that serves the needs of the court and meets the operational commitments of the Marshal's Department.

When the Marshal submitted his consolidated court-related services proposal in 1981, it included a staffing schedule of 274 positions. That staffing level has remained constant despite the creation of ten new and additional judicial positions and the corresponding clerical and field service workload increase. So far, these increased workloads have been absorbed through automation, streamlining of procedures, and by the release of bailiffs by many judges when the court is hearing certain civil matters.

The FY 84-85 budget reflects funding and staffing levels necessary to meet existing workloads and staff the current compliment of judicial positions. Should six new and additional judicial positions be filled, it will be necessary for the Marshal to add additional staff to support these new judicial positions.

PROGRAM REVENUE BY SOURCE:

The proposed revenue projection for FY 84-85 reflects a \$51,962 reduction over the FY 83-84 actual level. This reduction is due primarily to the change in methodology used in claiming reimbursement for department time expended in the enforcement of family support warrants of arrest. Specifically, the department will no longer claim costs associated with two full-time deputies working on the enforcement of these warrants only on a part-time basis. This billing change is necessitated by a decrease in workload in this particular area and the fact that it is more cost effective to assign these duties as required on a regional basis rather than devoting two full-time staff to the function.

PROGRAM:	MARSHAL SERVICES	# 2500	MANAGER:	MICHAEL SGOBBA, MARSHAL
----------	------------------	--------	----------	-------------------------

Other revenue estimates for FY 84-85 are expected to remain stable at the 1983-84 level.

	1983-84	1983-84	1984-85
	Actual	Budget	Budget
Civil Process Services	\$ 1,037,324	\$ 1,047,000	\$ 1,047,000
Welfare "Failure to Provide" Warrants	43,874	65,000	10,000
Federal Warrant Services	1,568	1,500	1,500
State: P.O.S.T. Reimbursement	35,515	30,000	30,000
"Morrissey Hearings"	26,707	6,000	6,000
Vehicle Code Fines	1,974	500	1,000
Total	\$ 1,146,962	\$ 1,150,000	\$ 1,095,500

CAPITAL PROJECTS

<u>Discussion</u>: The Capital projects proposed for the Marshal's Department in FY 84-85 represent efforts to improve and enhance existing security systems. The majority of the projects involve the installation and upgrading of courtroom alarm systems in 3 courthouses around the County. The cost of these proposed projects is 100% offset by SB 668 funds.

PROJECT	DESCRIPTION	COST	R	VENUE
5237	Court Alarm System - Kearny Mesa Traffic Court	\$ 82,500	\$	82,500
5239	Court Alarm System - Juvenile Court	62,300		62,300
4247	Video Security Enhancement - San Diego Courthouse	6,000		6,000
5248	Prisoner Holding Area Modifications - San Diego Courthouse	 4,000		4,000
	Total	\$ 154,800	\$	154,800

1

STAFFING SCHEDULE

Program: Marshal Services

Program			DGET STAFF -			ARY AND BENEFI	TS COST
			DOLT STAFT -	1984-85		ANT AND DENERT	1984-84
		1983-84	1984-85	CAO	1983-84	1984-85	CAO
Class	Title	Budget	Requested	Adopted	Budget	Requested	
0621	Marshal	1_00	1.00	1.00	\$ 55.640	\$ 55,659	\$ 55,659
0622	Assistant Marshal	1.00	1.00	1.00	44,619	46,383	46,383
0623	Captain	2.00	4.00	2.00	77,586	157,450	79,202
0641	Lieutinant	3.00	4.00	3.00	108,600	144,265	108,204
0643	Sergeant	10.00	17.00	10,00	307,342	543,204	321,760
0631	Deputy Marshal	120.00	134.00	120,00	3,239,777	3,552,137	3,231,542
0629	Court Service Officer	44.00	34.00	44,00	699,030	590,046	757,535
0628	Marshal Cadet	25.00	23.00	25.00	362,456	310,581	336,716
06 38	Communications Dispatcher	2.00	2.00	2.00	29,982	31,538	31,538
0644	Chief, Administrative Services	1,00	1.00	1.00	37,935	39,063	39,063
0646	Administrative Assistant II	1.00	1.00	1.00	28,296	28,993	28,993
0635	Administrative Secretary II	1.00	0.00	1.00	17,228	0	18,013
0624	Principal Clerk	2.00	2.00	2.00	43,130	43,842	43,842
0633	Legai Procedures Clerk III	6.00	6.00	6.00	111,391	116,184	116,184
0632	Legal Procedures Clerk II	16.00	21.00	16.00	268,333	342,006	269,826
)634	Legal Procedures Clerk I	8.00	3.00	8,00	107,289	45,492	121,154
0630	Senior Clerk	5.00	6.00	5.00	85,653	104,516	87,855
0636	Intermediate Typist	15.00	18.00	15,00	201,230	242,288	206,534
)626	Junior Clerk	0.00	1.00	0.00	0	11,688	0
	Temporary Help	1.00	2.00	1.00	25,000	41,850	25,000
	Total Salaries	264.00	281.00	264.00	\$ 5,850,517	\$ 6,447,185	\$5,925,00

Salary Settlement Costs			512,505
Special Payments:			
Holiday Overtime	30,000	30,000	30,000
Uniform Allowance	70,000	74,068	74,068
Health Insurance	291,666	342,548	317,097
Retirement Contribution	1,529,461	1,799,481	1,633,205
Workers Compensation Insurance	141,372	173,579	173,579
Unemployment insurance	19,844	20,239	20,239
Salary Savings	(332,106)	(2,402)	(162,000)
Adjustments	0	0	(248,691)
Subtotal	\$ 1,750,237	\$ 2,437,513	\$1,837,497

PROGRAM TOTALS:

EL CAJON MUNICIPAL COURT

	1981-82 <u>Actual</u>	1982-83 Actual	983-84 <u>Actua </u>	983-84 Budget	1984-85 Adopted
Municipal Court Services	\$ 2,142,915	\$ 2,264,858	\$ 2,470,964	\$ 2,505,315	\$ 2,885,952
Total Direct Costs	2,142,915	\$ 2,264,858	\$ 2,470,964	\$ 2,505,315	\$ 2,885,952
Less Funding	1,315,304	1,520,046	(1,905,790)	1,647,132	2,009,500
Net Program Cost (Without Externals)	\$ 827,611	\$ 744,812	\$ 565,174	\$ 858,183	\$ 876,452
Staff Years	81.00	81,00	84.00	84.00	86.00
Fixed Assets (Central Purchasing)	\$ 3,220	\$ 22,260	\$ 0	\$ 850	\$ 0*

* Fixed Assets have now been incorporated into program costs above.

PROGRAM: MUNICIPAL COURT SERVICES - EL CAJON	#	13035	MANAGER: FREDERICK W. LEAR
Department: EL CAJON MUNICIPAL COURT	#	2100	Ref: 1983-84 Final Budget; Pg. 39

Authority: This program was created by the enactment of Article 6, Sections 1 & 11 of the State Constitution which provide for municipal courts, and for the legislature to enact such other laws as may be necessary to carry out the provisions of the constitution. The legislature has enacted many sections in the penal, vehicle, and government codes, as well as the code of civil procedure which mandate the functions of this program. No portion of this program is discretionary.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983–84 Budget	1984–85 Adopted
Salaries & Benefits	\$ 1,916,662	\$ 2,051,116	\$ 2,276,770	\$ 2,281,376	\$ 2,605,652
Services & Supplies	226,253	213,742	194,194	223,939	273,300
Fixed Assets	0	0	0	0	7,000
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 2,142,915	\$ 2,264,858	\$ 2,470,964	\$ 2,505,315	\$ 2,885,952
FUNDING	\$(1,315,304)	\$(1,520,046)	\$(1,905,790)	\$(1,647,132)	\$(2,009,500)
NET COUNTY COSTS	\$ 827,611	\$ 744,812	\$ 565,174	\$ 858,183	\$ 876,452
STAFF YEARS	81.00	81.00	84.00	84.00	86.00
PERFORMANCE INDICATORS:					
Municipal Court					
Total Filings	121,663	136,175	142,876	138,250	160,000
Cler. Weighted Caseload		7,304,749	7,172,671	7,409,220	8,574,659
Jud. Weighted Caseload	675,434	724,961	750,600	724,612	838,590
Superior Court Total Filings	2,462	2,336	2,356	2,450	2,500

PROGRAM DESCRIPTION:

The Court provides an accessible forum for the determination of the guilt or innocence of persons charged with the commission of public offenses consistent with due process of law and for the determination of non-criminal legal disputes.

Municipal courts have original criminal jurisdiction over all criminal misdemeanors, infractions and traffic offenses as well as civil cases involving less than \$15,000 and small claims cases. Municipal Court judges also preside over preliminary hearings in felony cases. The purpose of these hearings is to determine whether there is sufficient evidence to hold a defendant to answer felony charges at trial in the Superior Court. The El Cajon Municipal Court's jurisdiction has increased to include the trial of felony cases, family law matters, and Superior Court Civil cases by virtue of assignment from the Chief Justice of the California Supreme Court.

The Clerk of the Court and deputy clerks provide administrative support to the Court at two separate locations, and are responsible for the acceptance of case filings, preparation of Court calendars, entry of minutes on cases, maintenance of all Court records and documents, as well as the reception, accounting and distribution of fines, forfeitures, and ball.

The El Cajon Judicial District includes the cities of El Cajon, La Mesa, Lemon Grove, and Santee, and all unincorporated areas east to the Imperial County line, west to the city limits of San Diego, south to the Mexican border, and north above the Ramona-Julian area. (The latter is served by the Ramona Branch of the El Cajon Municipal Court.).

1983-84 BUDGET:

The adopted budget for the current year is sufficient to fund the necessary costs associated with court operations for 1983-84. The court should complete this fiscal year with a net county cost reduction of approximately \$10,000.

1984-85 REQUESTED BUDGET:

This budget request reflects a decrease in net County costs over fiscal year 1983-84. This is attributable to several revenue generating programs being adopted by the court. More importantly, the court's efficiency as reflected by the workload indicators has increased substantially while realizing a reduction in net County costs.

This 1984-85 request contains two additional staff years as follows:

- One deputy clerk IV position which will be the assistant supervisor of the Traffic Division. An increase in filings of 38% over the last two years necessitates this additional position. Revenue produced by our workload increase will more than offset the cost of additional staff.
- 2. Two judges for 1/4 staff year each beginning April 1, 1985. The need for this increase is substantiated by the latest judicial Council evaluation indicating a municipal court workload of 10.21 judges. Additionally, the El Cajon Court processes a superior court caseload equivalent of 3.75 judges. We have requested the Office of Intergovernmental Affairs to seek legislation for these additional judgeships.
- 3. Two deputy clerk IV's for 1/4 staff year beginning April 1, 1985. These clerks would be assigned as courtroom clerks for the newly appointed judges.
- 4. Addition of three deputy III positions and one deputy II position with a corresponding decrease of four deputy I positions.

Total increased cost for salaries and benefits is approximately \$183,000.

Note: Approximately \$60,000 of benefit increases for FY 84-85 are result of Auditor line item worksheet miscalculations of current year benefits.

We are requesting an additional \$49,361 in services/supplies as follows:

- 1. 2261 jury expense \$3,000 increase to cover cost of additional anticipated jury trials.
- 2280 maintenance increase of \$4,000 for cost of photocopy maintenance contracts (assumed this fiscal year from General Services) and Regional Center indoor plant maintenance contract. \$2,500 required for maintenance contracts on ten Lanier court recording devices. Approximately \$7,500 required for 3/4 year maintenance contract on automated fiscal system.
- 3. 2330 rents and leases increase of \$15,000 for lease of personal computers/word processor and additional photocopy equipment.
- 4. 2345 books Increase of \$3,000 for publications required by appointment of two additional judges.
- 5. 2348 minor equipment \$8,000 increase for acquisition of side chairs, desk chairs, bookcases, and table for two new judgeships. Furniture to match existing decor and furnishings.
- 6. 2356/2357 increase of \$3,350 for ongoing training of present judges and initial training of two newly appointed judges.

PROGRAM: MUNICIPAL COURT SERVICES - EL CAJON # 13035 MANAGER: FREDERICK W. LEA	PROGRAM:	MUNICIPAL	COURT	SERVICES -	EL C/	AJON	#	13035	MANAGER:	FREDERICK W.	LEAF
--	----------	-----------	-------	------------	-------	------	---	-------	----------	--------------	------

FIXED ASSETS:

Discussion: Legislation is currently pending for the addition of two judgeships. The fixed assets listed herein are required to accommodate these additional judges. These items are compatible and match existing judicial furniture.

FIXED ASSET COSTS FOR 1984-85 ARE:

Item	Total Cost	Revenue
(2) Desk, Wooden Mode, #6000	\$2,500	0
(2) Sofa, Republic Furniture, #466-6	\$2,000	0
(2) Credenza, Modern Mode, #6000	\$2,500	0
Total	\$7,000	0

NEW EQUIPMENT JUSTIFICATION:

None

PROGRAM REVENUES BY SOURCES:

Discussion: The court will generate \$362,000 in additional revenue during 1984-85. This increase is primarily due to a dramatic increase in workload (traffic filings) coupled with the court's aggressive effort to seek out and implement new sources of revenue. This additional revenue will further reduce the net County cost for fiscal year 1984-85.

÷

		1983-84	1984-85
Rever	nue	Actual	Adopted
9162	Night Court Assessment	\$ 61,984	\$ 65,000
*9182	Summary Judgements	55,857	35,000
9713	Returned Check Fee	4,450	4,000
9821	Filing Documents	297, 799	310,000
9832	Traffic School	118,619	115,000
9833	Administrative Fee	54,514	55,000
9967	Duplicating	3,439	3,000
9979	Other Miscellaneous (SB-520)	82,252	200,000
9996	Sales of Forms	2,543	2,500
	Other Misc. Revenue	19,547	
*9161	General Vehicle Code	583,346	595,000
*9163	Cíties	179,135	214,000
*9173	General Court	433,182	400,000
*9174	Littering	707	1,000
*9185	10% Trust	8,416	10,000
	Mísc.		
	Total	\$1,905,790	\$2,009,500

* Program revenues that are not included on the auditor's worksheets.

PROGRAM:	MUNICIPAL COU	RT SERVICES - EL CA.)N #	1	13035	MANAGER:	FREDERICK W. LEAR
----------	---------------	----------------------	------	---	-------	----------	-------------------

PROGRAM REVENUES BY SOURCES: (Continued)

Additional county revenues collected but not included as program revenues are:

	1983–84 <u>Actual</u>	1984-85 Adopted
Superior Court Filing Fees Criminal Justice Construction (AB189) Criminal Justice Construction (SB668)	\$ 245,511 284,642 80,032	\$ 275,000 275,000 275,000
Total	\$ 610,185	\$ 825,000

1984-85 CAO PROPOSED BUDGET:

I concur with the request of the Court.

STAFFING SCHEDULE

PROGRAM: Municipal Court Services - El Cajon

DEPT: El Cajon Municipal Court

		BUDGET STAL	FF - YEARS	SALARY AND BENEFITS COST		
<u>Class</u>	Title	198 3-84 Budget	1984–85 Adopted	1983-84 Budget	1984-85 Adopted	
0580	Judge	8.00	8.50*	\$ 462,424	\$ 526,324*	
0650	Court Administrator	1.00	1.00	46,556	47,716	
0609	Asst. Court Administrator	1.00	1.00	34,998	35,877	
0545	Court Reporter	2.00	2,00	66,562	69,552	
0603	Chief DeputyClerk	1.00	1.00	29,275	26,146	
0663	Deputy Clerk-Adm。Assistant II	1.00	1.00	23,852	27,829	
0608	Supervising Deputy Clerk	5.00	5.00	120,817	124,085	
0610	Deputy Clerk 1V	13.00	14.50	276,059	319,355	
0614	Judicial Secretary	2.00	2.00	41,046	42,052	
0617	DeputyClerk - Admin. Secretary	1.00	1.00	20,523	21,026	
0611	Deputy Clerk III	20,00	23,00	354,599	404, 169	
0615	DeputyClerk - Interpreter	1.00	1.00	16,245	17,382	
0619	DeputyClerk - Data Entry Oper.	2.00	2,00	27,519	29,097	
0612	DeputyClerk II	20.00	21.00	276, 374	317,531	
0613	DeputyClerk 1	6.00	2.00	72,642	28,256	
	Temporary EXtra Help			7,300	10,897	

Total Salaries	84.00	86,00	\$1,876,791	\$2,047,294
Adjustments:				
County Contributions and Benefits Salary Settlement Costs			424,310 0	494,679 81,116
Special Payments:				
Salary Adjustments Salary Savings			0 	(5,000) (12,437)
Total Adjustments			404,585	558,358
			,	
PROGRAM TOTALS:	84.00	86.00	\$2,281,376	\$2,605,652

* The County was unsuccessful in obtaining statutory authority for 2 new judgeships. These new judgeships were budgeted for 1/4 staff year each. Only 8 judgeships are statutorily authorized for 1984-85.

NORTH COUNTY MUNICIPAL COURT

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Municipal Court Services	\$ 2,424,374	\$ 2,651,168	\$ 2,829,818	\$ 2,927,107	\$ 3,304,965
Total Direct Costs	\$ 2,424,374	\$ 2,651,168	\$ 2,829,818	\$ 2,927,107	\$ 3,304,965
Less Funding	1,629,365	1,878,565	2,157,303	2,285,441	2,462,031
Net Program Cost (Without Externals)	\$ 795,009	\$772,603	\$ 672,515	\$ 641,666	\$ 842,934
Staff Years	92.25	96.00	107.00	107.00	108.50
Fixed Assets (Central Purchasing)	\$5,892	\$ 34,849	\$ 8,850	\$ 8,850	\$ 0*

* Beginning with 1984-85, fixed assets are incorporated in direct costs.

PROGRAM:	NORTH COUNTY MUNICIPAL COURT	#	13034	MANAGE	R: William E. Hartford
Department:	NORTH COUNTY MUNICIPAL COURT	#	2200	Ref:	1983-84 Final Budget; Pg. 44

Authority: Article 6 Sections I & II of the State Constitution provide for municipal courts and for the legislature to enact such other laws as may be necessary to carry out the provisions of the Constitution. Various statutory provisions exist which mandate the functions of this program.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 2,211,411	\$ 2,374,088	\$ 2,579,437	\$ 2,657,871	\$ 2,991,141
Services & Supplies	212,963	277,080	250,381	269,236	303,824
Fixed Assets	0	0	0	0	10,000
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 2,424,374	\$ 2,651,168	\$ 2,829,818	\$ 2,927,107	\$ 3,304,965
FUNDING	\$(1,629,365)	\$(1,878,565)	(2,157,303)	\$(2,285,441)	7% (2,462,031) 7%
NET COUNTY COSTS	\$ 795,009	\$ 772,603	\$ 672,515	\$ 641,666	\$ 842,934 5%
STAFF YEARS	92.25	96.00	107.00	107.00	108.50
PERFORMANCE INDICATORS:	·····				
Total Filings	146,501	161,867	162,933	186,693	178,744
Judicial Weighted	824,040	835,707	818,689	1,107,173	860,619
Clerical Weighted	7,540,111	8,498,594	7,838,806	10,444,636	8,387,160
Superior Court Cases	400	443	451	465	600

PROGRAM DESCRIPTION:

The court provides due process of law and determines the guilt or innocence of persons charged with the commission of public offenses and resolves legal disputes of a non-criminal nature.

Proceedings in the Municipal Court are grouped into four categories; criminal, traffic, civil and small claims. The North County Municipal Court provides these services within the North County Judicial District which includes the cities of Oceanside, Del Mar, Carlsbad, Escondido, San Marcos, Vista, and certain adjacent unincorporated areas. The charges in criminal and traffic proceedings are of three basic types; felony, misdemeanor, and infraction. The Municipal Court provides for adjudication of all misdemeanor and infraction cases, and most felony cases from arraignment through final sentencing.

The Clerk of the Court and his deputies provide administrative support to the Court and are responsible for the acceptance of case filings, preparation of court calendars, entry of minutes on the cases, maintenance of all court records and documents, and the reception, accounting for, and distribution of fines, forfeitures and bail.

PROGRAM: NORTH COUNTY MUNICIPAL COURT

13034

1984-85 REQUESTED BUDGET:

Workloads

It is projected that the number of cases filed in the North County Municipal Court will increase from 162,933 (1983-84 Actual) to 178,744 for 1984-85, a 10% increase. Growth such as this is very likely to continue, particularly with the rapid growth in population and housing. During 1982, the population in the North County Judicial District was 21.9% of the total County population. Statistics published by the County's Planning Department indicate that by 1985, the population in North County will be 23.1% of the total and increase by some 14.4%. All the citing agencies in the North County are forecasting several additional patrol officers for the coming fiscal year. This will greatly impact the Court, the above workload growth rates have occurred without new officer personnel for the last two years for most agencies.

Staffing

Some readjustment of organization at various clerical levels result from retirements and position vacancy. Deputy Clerk Administrative Clerk II, I partial year funding Is an example of staff year and level reduction of Deputy Clerk Administrative Assistant III to the II level along with partial year funding. An increase of Deputy Clerk III and IV levels reflects both a reduction of staff years at the Chief Clerk level and new staff. The new staff at the Deputy Clerk III level is necessary to maintain jury case flow and motion calendaring. Drunk driver cases actually resulting in jury trials have increased by some 32%. The new staff of the Deputy Clerk IV level is assigned to our Presiding Court to handle in court case flow from both the above mentioned jury trials and custody cases. A reduction of staff level is shown moving partial year funding of an Assistant Chief Clerk to the level of Supervising Deputy Clerk in our Court Services section. The overall increase of 1.5 staff years referenced in combination above is attributable to jury trial and motion increases by some 30%. The increase of jury trials also necessitates the growth of judicial positions. The growth is due to the emphasis on drunk driver prosecution, previously referenced growth of patrol officers and population growth.

Services and Supplies

Major expenditure increases in services and supplies are due to the following:

- In FY 1984-85 the Court will begin maintaining an IBM copier previously maintained by General Services. According to General Services, maintenance on this copier is approximately \$700 a month.
- 2) Transcript and court reporter costs have increased from \$46,500 to \$67,500 in FY 1983 and is projected to increase to about \$79,000 in FY 1984. This expense has curtailed somewhat since the courtroom tape recorders were installed, however, this cost continues to increase.
- 3) Rental and leasing costs will increase.
- 4) Books and publications costs will increase due to annual updating of law books.
- 5) General Office expense will increase with a growth in workload, the cost of new forms, judges' stationery, etc.

FIXED ASSETS:

1) 4 Electric Typewriters (\$1,560): These are needed to replace old typewriters which are beyond repair.

FIXED ASSETS: (Continued)

- 2) Dictating/Transcribing Equipment 3 transcribers and I recorder (\$2,000). One of these will be used by the judicial secretary. The other will be made accessible to the judges for dictating purposes, which will make more efficient use of the judicial secretary's time. The recorder and third transcriber will be put to use in the Escondido Branch.
- 3) Wood Executive Desks (\$2,940): Currently there are three judges using their own personal desks and credenzas, which should be replaced with the standard judges' desk and credenza.
- 4) Executive Credenzas (\$1,500): See #3 above.
- 5) 5 Steelcase Secretarial Desks (\$2,000): With additional clerical staff, there will be a need for new workstations.

PROGRAM REVENUES BY SOURCE:

The following is a comparison of Program Revenues by source:

Program Revenue	1983–84	1983-84	1984–85
	Actual	<u>Budget</u>	Adopted
Filing Fees Court Fees Return Check Fee Traffic School	\$ 325,350 39,389 3,792	\$ 370,000 23,481 4,152	\$ 345,600 48,600 4,200
Copying Fee Night Court Jury Fees	201,150 4,043 66,018 5,871	120,000 2,412 78,931 5,000	197,100 3,200 69,000 3,300
*Miscellaneous	101,393	<u>234,601</u>	250,000
Total Program Revenue	\$ 747,006	\$ 838,557	\$ 921,000
General Fund Revenue	\$ 1,410,297	\$ 1,446,864	\$ 1,541,031
Total Revenue	\$ 2,157,303	\$ 2,285,441	\$ 2,462,031
AB 189 & SB 668 Courthouse Construction Fund	<u>\$ 458,964</u>	N/A	\$ 598,000
GRAND TOTAL	\$ 2,616,267	\$ 2,285,441	\$ 3,060,031

* These are revenues which were effective I-I-B4 as authorized by SB 520.

** Prior to 1984-85 no estimates were made of this revenue.

STAFFING SCHEDULE

PROGRAM: North County Municipal Court

DEPT: North County Municipal Court

		BUDGET STAF	F - YEARS	SALARY AND BENEFITS COST		
Class	s <u>Title</u>	1983-84 Budget	1984-85 Adopted	1983–84 Budget	1984–85 Adopted	
0580	Judge, Municipal Court	10.00	10.00	\$ 578,030	\$ 615,361	
0591	Commissioner	1.00	1.00	45,972	45,772	
0653	Clerk/Court Administrator	1.00	1.00	46,556	47,716	
0606	Assistant Clerk	1.00	1.00	34,998	34,163	
0546	Court Reporter	2.00	2.00	60,958	65,570	
0603	Chief Clerk	2.00	1.75	58,550	49,777	
0605	Assistant Chief Clerk	2.00	1.50	53,220	39,169	
0616	Supervising Deputy Clerk	2.00	2.50	48,388	54,047	
0610	Deputy Clerk 1V	13.00	14.00	273,508	304,605	
0611	Deputy Clerk III	31.00	32.00	533,896	573,296	
0612	Deputy Clerk II	22.00	22.00	314,940	329,082	
0613	Deputy Clerk 1	13.50	12.25	176,441	153,858	
0615	Deputy Clerk Interpreter	1.00	1.00	16,245	17,468	
0620	Deputy Clerk Steno	1.00	1.00	18,025	16,744	
0617	Administrative Secretary	1.00	1.00	19,041	20,479	
0619	Deputy Clerk Key Punch Operator	2.00	2.00	30,242	30,696	
0614	Judicial Secretary	0.50	0.50	9,949	10,100	
	Deputy Clerk Administrative Clerk 11	0.00	0.75	0	13,480	
	Deputy Clerk Administrative Clerk 1	0.00	0.50	0	7,419	
0664	Deputy Clerk Administrative Asst. III	1.00	0.00	35,400	0	
0665	Deputy Clerk Administrative Asst. II	0.00	0.75	0	15,600	
	Total	107.00	108.50	\$2,354,359	\$2,444,402	

Adjustments: County Contributions and Benefits	\$ 512,901	\$ 535,580
Salary Savings	(209, 389)	(146,667
Salary Adjustments	0	(4,862)
Salary Settlement Costs	0	162,688
otal Adjustments	\$ 303,512	\$ 546.739

PROGRAM TOTALS:	107.00	108.50	\$2,657,871	\$2,991,141

SAN DIEGO MUNICIPAL COURT

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Municipal Court Services	\$ 7,000,406	\$ 7,302,707	\$ 8,298,888	\$ 8,140,528	\$ 9,310,440
Total Direct Costs	\$ 7,000,406	\$ 7,302,707	\$ 8,298,888	\$ 8,140,528	\$ 9,310,440
Less Funding	2,763,157	3,132,473	3,540,976	3,520,000	4,128,800
Net Program Cost (Without Externals)	\$ 4,237,249	\$ 4,170,234	\$ 4,757,912	\$ 4,620,528	\$ 5,181,640
Staff Years	278.00	272.00	265.74	289.50	296.50
Fixed Assets (Central Purchasing)	\$ 32,308	33,695	9,999	85,000	0*

* Beginning with 1984-85, fixed assets are incorporated in direct program costs.

,

PROGRAM: M	UNICIPAL COURT SERVICES	#	13036	MANAGER: D. KENT PEDERSEN
Department:	SAN DIEGO MUNICIPAL COURT	#	2300	REF: 1983-84 Final Budget - Pg: 48

Authority: Article 6 Sections 1 & 11 of the State Constitution provide for municipal courts, and for the legislature to enact such other laws as may be necessary to carry out the provisions of the Constitution. Various statutory provisions exist which mandate the functions of this program.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 6,462,251	\$ 6,743,362	\$ 7,612,187	\$ 7,498,528	\$ 8,578,440
Services & Supplies	538,155	559,345	686,701	642,000	682,000
Fixed Assets	0	0	0	0	50,000
Vehicles/Comm. Equip	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 7,000,406	\$ 7,302,707	\$ 8,298,888	\$ 8,140,528	\$ 9,310,440
FUNDING	\$(2,763,157)	\$(3,132,473)	\$(3,540,976)	\$(3,520,000)	\$(4,128,800)
NET COUNTY COSTS	\$ 4,237,249	\$ 4,170,234	\$ 4,757,912	\$ 4,620,528	\$ 5,181,640
STAFF YEARS	278.00	272.00	265.74	289.50	295.50
PERFORMANCE INDICATORS:	<u></u>			- <u> </u>	
Municipal Court					
Total Filings	397,128	426,180	448,740	426,000	475,839
Jud. WCSLD	2,279,115	2,455,242	2,487,126	2,447,300	2,660,664
Cierical WCSLD	20,420,090	21,822,268	22,395,368	21,981,000	23,503,557
Superior Court Superior Court Cases	1,201	1,834	1,626	1,500	1,900

PROGRAM DESCRIPTION:

The courts exist to provide due process of law in determining the guilt or innocence of persons charged with criminal actions and to resolve legal disputes of a non-criminal nature.

Municipal courts have original jurisdiction over all misdemeanors, infractions, traffic offenses and civil cases involving less than \$15,000, and small claims cases. In addition, Municipal Court Judges also preside over preliminary hearings in felony cases. The purpose of these hearings is to determine whether there is sufficient evidence to hold a defendant to answer felony charges. The Clerk of the Court and deputies provide administrative support to the Court and are responsible for the acceptance of case filings, preparation of court calendars, entry of minutes on cases, maintenance of all court records and documents, and reception, accounting for and distribution of fines, forfeitures and balls.

The San Diego Municipal Court handles all cases originating in the San Diego Judicial District which encompasses the City of San Diego, the City of Poway and adjacent unincorporated areas. This Court handles over half of the municipal court work in the County; the rest is handled by the municipal courts in the three outlying judicial districts.

PROGRAM:	MUNICIPAL COURT	SERVICES - SAN DIEGO	#	MANAGER:	D. KENT PEDERSEN	
----------	-----------------	----------------------	---	----------	------------------	--

1983-84 ACTUAL:

Although several positions remained unfilled in 1983-84 our estimated expenditures for salaries and benefits exceeded our appropriations. This situation is a result of unrealistic salary savings which were imposed on this Court in 1983-84. Due to a court mandate which required additional interpreters our Services and Supplies exceeded our orginal budget.

1984-85 ADOPTED BUDGET:

Salaries and benefits were increased by \$62,689 during budget deliberations. This was to correct an error in funding for judicial positions and to include fourth quarter funding for two additional judges. Services and supplies were reduced \$10,000.

Subsequent to Board action salaries and benefits were increased \$410,051 to accommodate negotiated salary increases.

PROGRAM REVENUES BY SOURCE:

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted Budget
Vehicle Code Fines:			
General	\$ 107,749	\$ 100,000	\$ 118,000
Penalty Assessment	164,739	150,000	160,000
Cities' Arrests	355,564	260,000	380,000
Other Court Fines:			
General	1,134,763	1,120,000	1,200,000
Veterinarian	19,174	25,000	15,000
Forfeitures & Penalties:			
Summary Judgment Default	203,944	220,000	200,000
Ten Percent Bail	25,619	15,000	15,000
Charges for Current Services:			
Civil Filing Fees	918,297	890,000	1,104,900
Traffic School Fees	262,259	170,000	300,000
Administrative Fees	152,418	70,000	135,900
Assessments and Fees	196,450	500,000	500,000
TOTAL	\$3,540,976	\$ 3,520,000	\$ 4,128,800

PROGRAM:	MUNICIPAL	COURT	SERVICES -	SAN	DIEGO

-

The Court collects far more funds than are credited as program revenues. Court fines and fees are also used to fund State, City of San Diego and other public agencies' operations. The following chart shows the distribution of that revenue:

#

	1983-84	1983-84	1984-85
Agency/Fund	Actual	Budget	Adopted Budget
City of San Diego	\$ 5,875,490	\$ 4,500,000	\$ 5,000,000
State	3,642,520	2,700,000	3,000,000
Other Public Agencies	366, 382	100,000	110,000
County Departments	596,552	630,000	650,000
Criminal Justice Temporary Construction	-		-
Fund (AB-189)	827,119	650,000	750,000
Courthouse Construction Fund (SB-668)	204,476	0	375,000
County General Fund	3,540,976	3,520,000	4,128,800
TOTAL REVENUE COLLECTED	\$15,053,515	\$12,100,000	\$14,013,800

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

		BUDGET STAF	F - YEARS	SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted	
	Judicial					
0580	Municipal Court Judge	23.00	23.50*	\$1,329,455	\$1,444,869	
0590	Commissioner	5.00	5.00	216,750	228,860	
0530	Legal Research Associate	0.50	1.00	10,224	22,387	
	Clerk's Office					
0601	Court Administrator	1.00	1.00	56,595	58,340	
0600	Ass't Court Administrator	1.00	1.00	42,172	43,220	
0662	Chief, Management Services	1.00	0.00	37,796	0	
0654	Systems Coordinator	1.00	1.00	33,341	34,193	
0663	Administrative Assistant III	1.00	1.00	29,856	31,381	
0603	Chlef Clerk	5.00	4.00	142,566	120,060	
0605	Assistant Chief Clerk	5.00	5.00	131,567	136,230	
0608	Supervising Deputy Clerk	5.00	6.00	120,970	148,902	
0610	Deputy Clerk IV	45.00	46.00	957,001	1,019,710	
0617	Deputy Clerk, Administrative Secretary IV	1.00	1.00	20,523	21,026	
0596	Deputy Clerk, Administrative Secretary III	1.00	1.00	18,025	16,347	
0611	Deputy Clerk III	53.00	70.50	910,300	1,246,141	
0615	Deputy Clerk Interpreter	4.00	3.00	70,027	55,659	
607	Deputy Clerk Data Entry Supervisor	1.00	1.00	17,559	17,847	
0619	Deputy Clerk Data Entry Operator	11.00	3.00	157,222	46,044	
0612	Deputy Clerk II	87.00	75.00	1,239,285	1,124,521	
0613	Deputy Clerk I	20.00	28.00	250,941	366,893	
0659	Deputy Clerk – Printer	0.00	1.00	0	15,091	
0618	Deputy Clerk - Trainee	0.00	1.00	0	9,869	
	Reporters					
0543	Chief Court Reporter	1.00	1.00	36,825	37,376	
0544	Court Reporter	11.00	10.00	342,366	347,760	
	Judicial Secretaries	1 00	1 00	25 (50	26.204	
0661	Chief Judicial Secretary	1.00	1.00	25,650	26,294	
614	Judicial Secretary	5.00	5.00	101,652	105,130	
	TOTAL	289.50	296.50	\$6,298,670	\$ 6,724,150	
	Adjustments:				••••••	
	County Contributions and Benefits Salary Settlement Costs			\$1,426,587	\$1,549,664 410,051	
	Special Payments: Premiums			30,000	30,000	
	Overtime			150,000	150,000	
	Salary Savings			(406,729)	(285,425)	
	Total Adjustments			\$1,199,858	\$1,854,290	
ROGRAM	TOTALS:	289.50	296.50	\$7,498,528	\$8,578,440	

* The County was unsuccessful in obtaining statutory authority for 2 new judgeships for 1984-85. The actual number of authorized judgeships is 23.

SOUTH BAY MUNICIPAL COURT

	1981-82 Actual	1982-83 Actual	983–84 Actual	l 983-84 Budget	1984-85 Adopted
Municipal Court Services	\$ 1,595,385	\$ 1,730,680	\$ 1,878,991	\$ 1,896,621	\$ 2,152,590
Total Direct Costs	\$ 1,595,385	\$ 1,730,680	\$ 1,878,991	\$ 1,896,621	\$ 2,152,590
Less Funding	593,851	753,324	935,340	871,559	1,050,000
Net Program Cost (Without Externals)	\$ 1,001,534	\$ 977,356	\$ 943,651	\$ 1,025,062	\$ 1,102,590
Staff Years	51,15	54,90	57,90	57.00	60.00
Fixed Assets (Central Purchasing)	\$ 773	\$ 3,326	\$ 9,152	\$ 0	\$ 400*

* Beginning with 1984-85, fixed assets are incorporated in direct program costs.

. .

PROGRAM:	MUNICIPAL COURT SERVICES-SOUTH BAY	#	13037	MANAGER: STEPHEN THUNBERG	
Department	SOUTH BAY MUNICIPAL COURT	#	2250	Ref: 1983-84 Final Budget - Pg: 53	

Authority: Acticle 6 Sections I & II of the State Constitution provide for municipal courts, and for the legislature to enact such other hours as may be necessary to carry out the provision of the constitution. Various statutes exist which mandate the functions of this program.

	1981-82 Actual	1982 - 83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 1,332,833	\$ 1,486,400	\$ 1,642,632	\$ 1,669,621	\$ 1,893,090
Services & Supplies	262,552	244,280	236,359	227,000	259,100
Fixed Assets			9,152		400
Vehicles/Comm. Equip.					0
TOTAL DIRECT COSTS	\$ 1,595,385	\$ 1,730,680	\$ 1,888,143	\$ 1,896,621	\$ 2,152,590
FUNDING	\$ (593,851)	\$ (753,324)	(935,340)	\$ (871,559)	\$(1,050,000)
NET COUNTY COSTS	\$ 1,001,534	\$ 977,356	\$ 952,803	\$ 1,025,062	\$ 1,102,590
STAFF YEARS	51.15	54.90	57.90	57.00	60.00
PERFORMANCE INDICATORS:	<u></u>				
Municipal Court					
Total Filings	90,280	86,045	96,285	85,530	96,285
Clerical WCSLD	4,662,529	4,564,902	5,288,000	4,607,115	5,288,000
Jud. WCSLD	498,800	499,175	560,478	512,272	560,478
Superior Court Total Filings	398	394	468	375	500

PROGRAM DESCRIPTION:

To provide due process of law in the determination of guilt or innocence for persons charged with the commission of public offenses; and to resolve legal disputes of a non-criminal nature.

¹ Municipal Courts have original jurisdiction on all misdemeanors and infractions, civil cases involving \$15,000 or less and small claims cases. Municipal Court Judges also preside over preliminary hearings in felony cases. These hearings are held to determine whether there is sufficient evidence to hold a defendant to answer the felony charges. This Court is involved in a program whereby approximately one-half of all felony cases bound over for trial/sentencing in the Superior Court are retained in this Judicial District for processing. To accomplish this, the Judges of this Court are sitting as Superior Court Judges on assignment by the Chief Justice of the California Supreme Court. The Clerk of the Court and deputies provide administrative and clerical support to the Court and are responsible for all court support functions. The South Bay Judicial District includes the cities of Chula Vista, Coronado, Imperial Beach, National City, the most Southern portion of the City of San Diego and certain adjacent unincorporated areas.

PROGRAM:	MUNICIPAL	COURT	SERVICES-SOUTH BAY	#	13037	MANAGER:	STEPHEN THUNBERG

1983-84 ACTUAL:

1983-84 actual expenditures were \$8,478 less than budgeted. This is the net result of greater than budgeted expenditures for interpreters and transcripts, and larger than expected salary savings as the result of an extraordinary amount of leave without pay. Workload during the year has increased at a rate of 14%, as a result the actual number of positions filled at year end was 60.3 over budget.

1984-85 REQUESTED BUDGET:

South Bay Municipal Court expenditures are expected to increase approximately 8% in 1984-85 when compared to the 1983-84 budget. This change reflects additional appropriations for 3 cierical staff years and additional services and supplies associated with a workload which increased at the rate of 14% during FY 1983-84. This additional workload has resulted in an attendant increase in fines and forfeitures which, when coupled with the increased cost recovery authorized by Senate BIII 520, will result in a revenue increase of approximately 20%. The net effect of these changes is a decrease in net County cost of 2%.

FIXED ASSETS:

One microfiche reader/viewer (\$400) is needed to accommodate review of JURIS records being converted to microfiche.

PROGRAM REVENUES BY SOURCES:

In 1984-85, the Court will collect and distribute approximately \$4.1 million dollars in fines, forfeitures and fees. Of this amount, approximately \$1,300,000 will be distributed to the cities in the Judical District, \$1,000,000 to the State of California and the remaining \$1,790,200 to the County of San Diego in the following categories:

	1983-84	1984-85
Fines and Forfeitures	\$ 486,500	\$ 625,000
Fees	351,059	425,000
Criminal Justice/Courthouse Construction Funds	180,000	425,000
County Alcohol Program	98,500	105,000
Sheriff's Crime Lab	63,200	95,000
County Road Fund	51,500	71,000
Law Library	31,400	44,200

1984-85 CAO PROPOSED BUDGET

I concur with the request of the Court with the exception of the overall Salaries & Benefits level. I am recommending a higher salary savings level which results in a Proposed Budget \$8,589 less than requested by the Court. The Court has indicated that it will make every effort to operate within the CAO Proposed Budget.

Program: Municipal Court Services - South Bay

,

Department: South Bay Municipal Court

.

		BUDGET ST	NFF - YEARS	SALARY AND BENEFITS COST		
<u>Class Title</u>		198384 Budget	1984-85 Adopted	1983–84 Budget	1984-85 Adoped	
0580	Municipal Court Judge	7.00	7.00	\$ 404,633	\$ 431,605	
0590	Commissioner	0	0	0	0	
0651	. Court Administrator	1.00	1.00	46,556	47,716	
0652	Ass1+ Court Administrator	0	0	0	0	
0547	Court Reporter	2,00	2,00	66,562	69,552	
)603 ·	Deputy Clerk, Chief Clerk	1.00	1.00	29,035	26,565	
)664	Deputy Clerk, Admin. Asst. 11	1.00	1.00	24,588	28,973	
0608	Supervising Deputy Clerk	3,00	3.00	72,516	71 595	
0610	DeputyClerk IV	10.00	10,00	207,016	218,144	
0617	Deputy Clerk, Admin. Sec.	1.00	1.00	20,523	21,026	
0611	DeputyClerk III	12,00	12.00	210,152	218,100	
615	Deputy Clerk Interpreter	1.00	1.00	15,831	16,371	
)619	Deputy Clerk Data Entry Operator	2,00	2,00	27,655	29,501	
612	Deputy Clerk II	15,00	18,00	216,368	263,965	
0613	Deputy Clerk I	1,00	1.00	12,587	14,128	

Adjustments:		
County Contributions and Benefits	306,852	326,277
Salary Settlement Costs		104,790
Special Payments:		
CRT/bilingual premiums	10,556	7,639
Overtime	9,000	9,000
Salary Adjustment	3,500	732
Salary Savings	(14,309)	(11,589)
1982-83 Salary & Benefit Settlements	0	
Total Adjustments	315,599	445,438

, , ,

PROGRAM TOTALS:	57.00	60.00	\$ 1,669,621	\$1,893,090
-----------------	-------	-------	--------------	-------------

OFFICE OF DEFENDER SERVICES

	1981-82 <u>Actual</u>	1982–83 Actual	983-84 <u>Actual</u>	1983-84 Budget	1984-85 Adopted
Indigent Defense	\$ 5,998,999	\$ 8,142,062	\$ 9,767,601	\$ 6,151,691	\$ 8,712,738
Total Direct Costs	\$ 5,998,999	\$ 8,142,062	9,767,601	\$ 6,151,691	\$ 8,712,738
Less Funding	731,243	617,983	756,048	613,747	613,747
Net Program Cost (Without Externals)	\$ 5,267,756	\$ 7,524,079	\$ 9,011,553	\$ 5,537,944	\$ 8,098,991
Staff Years	6,50	5,50	6.90	6.50	45 •50
Fixed Assets (Central Purchasing)	\$ 15,000	\$ 15,000	\$ O	\$ O	\$ O

PROGRAM: IND IGENT DEFENSE	#	13023	MANAGER: MELVIN W. NITZ
Department: OFFICE OF DEFENDER SERVICES	#	2950	REF: 1983-84 Final Budget - Pg: 57

Authority: This program was created pursuant to Penal Code Section 987 which mandates the County to provide counsel to indigent defendants accused of criminal violation.

	1981-82 Actual	1982-83 Actual	1983-84 Actua I	1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 148,448	\$ 166,555	\$ 234,193	\$ 215,082	\$ 1,697,307
Services & Supplies	40,895	43,427	47,641	20,185	280,420
Attorney Services and Other Related Costs	5,809,656	7,932,080	9,485,767	5,916,424	6,710,191
Fixed Assets	0	0	0	0	24,820
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 5,998,999	\$ 8,142,062	\$ 9,767,601	\$ 6,151,691	\$ 8,712,738
FUNDING	\$ (731,243)	\$ (617,983)	\$ (756,048)	\$ (613,747)	\$ (613,747)
NET COUNTY COSTS	\$ 5,267,756	\$ 7,524,079	\$ 9,011,553	\$ 5,537,944	\$ 8,098,991
STAFF YEARS	6,50	5,50	6.90	6,50	45.50
PERFORMANCE INDICATORS:					
Total Cases Assigned	29,105	29,538	32,435	29,836	30,587
Cases by Category					
Serious Felonies \$ of Total Cases Other Felonies	1,200 4.1 7,747	1,383 4.7 6.878	1,558 4.8 7,782	1,501 5.0 6,840	1,538 5,0 7,012
% of Total Cases	26,6	6,878 23,3	24.0	23.0	23.0
Misdemeanors	13,638	13,187	14,353	13,339	13,625
\$ of Total Cases	46.9	44.6	44.3	44.7	44.6
Juvenile	5,220	5,742	6,201	5,739	5,884
\$ of Total Cases	17.9	19.5	19,1	19.2	19.3
Mental Health % of Total Cases	1,300 4,5	2,343 7.9	2,541 7.8	2,417 8,1	2,478 8.1
	4•J	· • 7	/.0	0.1	0,1

PROGRAM DESCRIPTION:

A person who is formally charged with a public offense, for which the possibility of a jail sentence exists, is entitled to be represented by legal counsel. If the accused is unable to afford retained counsel, the Court must appoint the Public Defender to defend the case. The cost of providing such legal assistance is a public expense. The office of Defender Services was established as the Public Defender of San Diego County in 1977 to monitor and control expenditures for indigent defense, and to contract with private attorneys or use County staff attorneys for legal services on behalf of accused indigents.

1983-84 ACTUAL:

The cost of providing indigent defense was \$9.6 million in 1983-84, an increase of \$2,000,000 over 1982-83 expenditures. This increase was due primarily to escalating costs in the felony defense area. Serious felony cases assigned to ODS increased by more than 130 over 1982-83. The hours required to handle serious felonies (Class IV, V, and VI) were also up due to Proposition 8 - the Victim's Bill of Rights. Proposition 8 disrupted most rules of evidence and upset settled criminal procedures. An attorney is now required to challenge and test every rule and procedure to insure that his client has had competent representation. This means added hours, lengthier cases and higher costs.

1984-85 ADOPTED BUDGET:

This program provides legal counsel for persons charged with felony and/or misdemeanor crimes who are unable to afford an attorney. ODS also provides representation at juvenile and mental health hearings.

Serious felonies (Class IV, V and VI death penalty cases) require mandatory State prison or death as punishment. One hundred percent of the service level is mandated by law. The case load for these cases has continued to increase and the disruptive effect Proposition 8, first felt in FY 1982-83, will continue this fiscal year. With the implementation of the Modified Public Defender function, 70% of these cases will be handled by County defense attorneys as a means of controlling costs and 30% of the cases (including conflicts) will be handled by contract attorneys.

Less serious felonies (Class III cases) may be punished by fine and/or incarceration locally or in State prison. The caseload for these crimes has remained relatively constant over the years and no significant increase in cost is anticipated. Class II and III misdemeanor cases are punishable by fine and/or local incarceration. The caseload for these crimes has remained relatively constant. Again, no significant increase in cost is anticipated. All of the Felony III, Misdemeanor I and II, Juvenile and Mental Health cases will be handled by contract attorneys. ODS will continue to maximize block contracting of all Class I, II, and III cases as a significant and deliberate measure to contain costs.

There are two types of juvenile cases: Juvenile cases that are the result of a minor charged with a crime or a minor found to require special care (dependency cases). Juvenile dependency and criminal case costs should remain constant.

Salary and benefits costs increased by about \$1.3 million (staff years up(39.0)/and services and supplies have increased by about \$250,000 due to the Public Defender function. Word processing equipment has been acquired to implement improved case management and cost tracking system.

The 1984-85 CAO Adopted budget anticipates a 1.25% growth in assigned cases over 1983-84 actual: ODS has experienced a history of increasing assigned cases with 20,140 in 1979-80; 25,485 in 1980-81; 29,105 in 1981-82; 29,538 in 1982-83 and 32,435 for 1983-84.

PROGRAM REVENUES BY SOURCES:

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
AB 90 Subvention Funds	\$ 66,612	\$ 73,600	\$ 73,600
Court Fees & Cost-Court Appt.	687,464	540,000	540,000
Other Revenue	1,972	147	147
	\$756,048	\$613,747	\$613,747

FROGRAM: INDIGENT DEFENSE # ISUZS MANAGER: MELVIN W. NIIZ	PROGRAM:	INDIGENT DEFENSE	# 13023	MANAGER: MELVIN W. NITZ
---	----------	------------------	---------	-------------------------

1984-85 OB JECTIVES

I. Continue to provide adequate level of defense to indigent clients.

1 1

L

- Fully implement the Modified Public Defender function with estimated annual cost avoidance of about \$1.4 million.
- 3. Develop a more comprehensive case management and cost tracking system using a combination of the computerized JURIS and office automation equipment.
- 4. Continue the block contracting system to maintain costs at a predictable level.

ŕ

Program: Indigent Defense

Department: Office of Defender Services

		BUDGET ST	AFF - YEARS	SALARY AND B	ENEFITS COST
Class	Title	1983–84 Budget	1984–85 Adopted	1983-84 Budget	1984-85 Adopted
2124	Director, Defender Services	1.00	1.00	\$ 57,947	\$ 57,720
2201	Deputy Director, Defender Services	1,00	1.00	41,681	42,120
2302	Administrative Asst. III	0,00	I .00	0	32,941
3934	Small Claims Advisory Attorney	1.00	1.00	24,160	22,589
2758	Administrative Secretary III	1,00	0.00	17,334	0
2700	intermediate Clerk Typist	1.00	3.00	12,686	38,964
3912	Defense Attorney III	0.00	8.00)	0	311,912
3913	Defense Attorney IV	0.00	11.00 2 +21	0	478,192
3914	Defense Attorney V	0.00	2.00	0	97,864
5765	Defense Investigator II	0,00	7.007	0	168,966
5766	Defense Investigator III	0.00	1.003+3	0	26,656
3009	Word Processing Operator	0.00	2.00	0	28,996
2806	Legal Procedures Clerk III	0,00	1.00	0	16,347
2903	Legal Procedures Clerk I	0.00	1.00 /	0	12,791
	Extra Help	1.50	5,50	28,430	56,860
	TOTAL	6,50	45.50	\$ 182,238	\$1,392,918

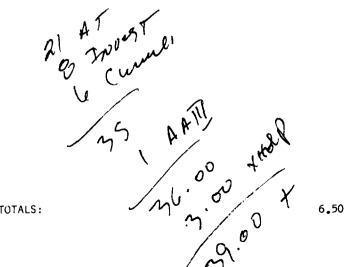
Adjustments:

County Contributions and Benefits Salary Settlement Costs

Special Payments:

Salary Adjustments Salary Savings Salary & Benefit Increase

Total Adjustments



+3 +2 +1	\$ 30,994 -0-	\$ 250,286 93,391
- 4	 2,735 (885)	 474 (39,762)
	\$ 32,844	\$ 304,389

\$ 215,082

\$1,697,307

PROGRAM TOTALS:

45,50

PROBATION

	1981-82 Actual	1982-83 Actual	1983-84 <u>Actua I</u>	1 983–84 Budget	1984-85 Adopted
Adult Field Services	\$ 8,495,738	\$ 8,793,092	\$ 9,160,490	\$ 8,710,448	\$ 9,972,221
Institutional Adult Services	5,617,903	5,725,209	6,249,563	6,462,154	7,149,743
Institutional Juvenile Services	5,932,334	5,582,982	6,059,911	5,979,897	6,721,779
Juvenile Field Services	5,293,890	4,965,397	5,348,381	5,447,014	5,898,059
Department Overhead	1,422,510	1,239,450	1,282,426	1,403,193	1,543,483
Total Direct Costs	\$ 26,762,375	\$ 26,306,130	\$ 28,100,771	\$ 28,002,706	\$ 31,285,285
Program Funding	4,296,923	4,550,007	4,241,927	4,382,231	4,687,028
Other Financing Sources	0	0	6,359,326	6,820,000	5,417,822
Net Program Cost (Without Externals)	\$ 22,465,452	\$ 21,756,123	\$ 17,499,518	\$ 16,800,475	\$ 21,180,435
Staff Years	937,94	909.71	890 . 54	892.00	913.00
Fixed Assets (Central Purchasing)	\$ 32,409	\$ 21,160	\$ 4,700	\$ O	\$ 173,281*

* Fixed Assets have now been incorporated into individual program costs above.

PROGRAM: A	DULT FIELD SERVICES	# 17009	MANAG	ER: GERARD A. WILLIAMS
Department:	PROBATION	# 3600	Ref:	1983-84 Final Budget: Pg. 61

Authority: Penal Code Sections 1000, 1000.6, 1202.7, 1202.8, 1203-1215, and 131.3 of Civil Procedures. This program carries out mandates in referenced Code which require the Probation Officer to provide investigation and supervision services to the Adult Criminal Courts.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984–85 Adopted
COSTS		<u></u>	<u> </u>		
Salaries & Benefits	\$ 8,259,969	\$ 8,565,432	\$ 8,941,762	\$ 8,489,832	\$ 9,751,605
Services & Supplies	235,769	227,660	218,728	220,616	220,616
Fixed Assets	0	0	0	0	23,242
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 8,495,738	\$ 8,793,092	\$ 9,160,490	\$ 8,710,448	\$ 9,995,463
FUNDING	\$ (898,713)	\$(1,159,798)	\$(1,257,844)	\$(1,233,499)	0.5% \$(,238,999) 44%
NET COUNTY COSTS	\$ 7,597,025	\$ 7,633,294	\$ 7,902,646	\$ 7,476,949	\$ 8,756,464 12.1%
STAFF YEARS	328.02	332.86	304.36	304.50	322.50
PERFORMANCE INDICATORS:					
Superior Ct. Investigations	4,777	5,622	6,050	5,740	6,027
Other Investigations	10,324	10,362	10,085	12,050	10,834
Supv. High Risk Cases	1,794	2,191	2,117	1,700	2,300
Supv. Other Cases	4,336	12,689	12,229	12,800	12,210

PROGRAM DESCRIPTION:

This program provides investigation services to the County's Adult Criminal Courts. Officers will conduct approximately 16,861 pre-sentence, special, and diversion investigations. Reports are submitted to the Courts with appropriate recommendations to assist in the evaluation and proper identification of those offenders who can be safely released into the community.

This program also provides supervision services for approximately 14,510 adult offenders placed on probation by the Adult Criminal Courts. Officers assist probationers through counseling and/or referral to other service providers and monitor behavior and compliance with the court order. Violations are reported to the Court for further action with the officer's primary concern being the safety of the community.

1983-84 ACTUAL:

In August, 1983, the Board of Supervisors added appropriations of \$330,862 and 14 staff years to this program for supervision of misdemeanor cases.

Actual Superior Court investigations are 5% more than budgeted due to an increase in Superior Court referrals. This increase in referrals is also reflected in a 25% increase in Level I (high risk) cases. Objectives were met for monthly face-to-face and collateral contacts with 90% of available Level I (high risk) probationers. The success rate (55%) and early termination rate (21%) were lower than stated objectives due to the influx of more serious offenders on probation. This condition is reflected in a high revocation rate of 45%.

1984-85 ADOPTED BUDGET:

The Adult Services Program includes two activities:

- Investigation (\$4,913,894; \$206,000; 168.5 s.y.) includes investigation of Superior and Municipal Court referrals. This activity is:
 - Mandated by State Law for all felony referrals.
 - Mandated once referred by the Courts for misdemeanor referrals.
 - Offset 4% by an estimated \$206,000 in revenue from charges for investigation and supervision services.
 - Able to conduct 16,861 investigations in 1984-85, as compared to 16,430 in 1983-84.
- Supervision (\$5,081,569; \$1,032,999; 154 s.y.) includes supervision of all offenders placed on formal probation/diversion by the Superior Courts. This activity is:
 - Mandated once ordered by the Courts.
 - Offset 20.3% by \$1,032,999 in AB90 revenues for intensive supervision of high risk offenders.
 - Able to supervise 14,510 adult offenders in 1984-85, as compared to 14,276 in 1983-84.

PROGRAM REVENUES BY SOURCE:

The revenue will virtually remain at the 1983-84 level.

Revenue	1983-84 Actual	Budget	Adopted
AB 90 - Supervision of High Risk Offenders	\$ 1,061,396	\$ 1,032,999	\$ 1,032,999
Cost of Investigations/Supervision	194,391	200,000	206,000
Other Miscellaneous Revenue	2,057	500	0
TOTAL	\$ 1,257,844	\$ 1,233,499	\$ 1,238,999

1984-85 OBJECTIVES

1. To maintain a minimum success rate of 54% for probationers in completing their periods of probation.

2. To return failing probationers to court with recommendations aimed at maintaining a revocation rate of 46%.

3. To maintain an average of at least two face-to-face contacts with 90% of available Level 1 probationers and, an average of two additional supervision activities per month with 90% of available Level 1 probationers.

4. To make recommendations aimed at maintaining an early termination rate of 20%.

PROGRAM: ADULT FIELD SERVICES

DEPARTMENT: PROBATION

		BUDGET	STAFF - YEARS	SALARY AND	BENEFITS COST
<u>Class</u>	Title	1983-84 Budget*	1984-85 Adopted	1983-84 Budget*	1984-85 Adopted
5801	Deputy Chief Probation Officer	1.00	I •00	\$ 40,800	\$ 41,413
5082	Probation Administrator 11	1.00	1.00	36,995	37,540
5083	Probation Administrator 1	3.00	4.00	103,119	139,600
5115	Supervising P.O.	17.00	18.00	517,413	563,454
5090	Senior Probation Officer	54.00	44.00	1,493,449	1,245,990
5065	Deputy Probation Officer	108.50	128.50	2,725,102	3,280,837
2725	Principal Clerk	1.00	1.00	21,565	21,921
2745	Supervising Clerk	5.00	5.00	95,300	96,820
3008	Senior Word Processing Operator	1.00	1.00	15,897	16,783
2757	Administrative Secretary II	1.00	1.00	17,482	18,013
2761	Group Secretary	1.00	1.00	16,071	15,930
3009	Word Processing Operator	7.00	7.00	106,125	112,999
2730	Senior Clerk	13.00	13.00	209,029	216,334
2760	Stenographer	2.00	2.00	28,357	29,459
2715	Records Clerk	16.00	16.00	219,635	226,642
2708	CRT Operator	15.00	12.00	209,084	170,802
2700	Intermediate Clerk Typist	51.00	60.00	680,948	818,010
3039	Mall Clerk Driver	3.00	3.00	42,666	42,755
2709	Departmental Clerk	4.00	4.00	42,029	43,435
	TOTAL	304.50	322.50	\$6,621,066	\$7,138,737
ibA	istments:				
	County Contributions and Benefits Salary Settlement Costs			\$2,018,097 0	\$2,310,678 494,571
Spec	cial Payments:			-	,
-6.00	Bilingual Pay			0	8,430
Sala	ary Savings			(191,247)	(215, 153)
Tota	al Adjustments			\$1,826,850	\$2,612,868

¥ 1983-84 Staff years and costs include added appropriations approved by the Board of Supervisors in August, 1983.

PROGRAM:	INSTITUTIONAL ADULT CORRECTIONS	# 17007	MANAGER: VICKI K. MARKEY	
Departmen	t: PROBATION	# 3600	REF: 1983-84 Final Budget - Pg: 64	

Authority: Administrative Code Sections 350-356, Penal Code Sections 1208, 4024.2 and 4100-4137, Welfare & Institutions Code Sections 1850-1859. Lawful authority for the establishment and running of County industrial farms or road camps and authorizing the supervision of Public Works labor-in-lieu of incarceration and work furlough law authorizing employment outside custody facility.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 4,462,728	\$ 4,574,022	\$ 5,051,054	\$ 4,892,370	\$ 5,658,457
Services & Supplies	1,021,173	1,026,797	1,035,050	1,297,929	1,265,729
Fixed Assets	0	0	0	0	81,661
Vehicles/Comm. Equip.	0	0	0	0	0
Fire Wages	134,002	124,390	163,459	271,855	225,557
TOTAL DIRECT COSTS	\$ 5,617,903	\$ 5,725,209	\$ 6,249,563	\$ 6,462,154	\$ 7,231,404 11.9%
FUNDING	\$ (787 , 669)	\$(1,120,032)	\$ (949,419)	\$(1,164,225)	\$(1,126,557) (3.2%
NET COUNTY COSTS	\$ 4,830,234	\$ 4,605,177	\$ 5,300,144	\$ 5,297,929	\$ 6,104,847 15.2\$
STAFF YEARS	174.76	170.90	176.07	172.50	175.50
PERFORMANCE INDICATORS:					
Average Daily Attendance Total Inmate Labor Mandays	642 38,557	551 137,792	573 163,568	55 1 38,809	573 164,000

PROGRAM DESCRIPTION:

Approximately 2,800 sentenced male inmates are classified and sentenced to one of the six minimum security facilitiles maintained by the Institutional Adult Services Program annually. The 1984-85 program will support five rural camps and the Work Furlough facility with total of a capacity of 603 beds. This program represents 2,800 inmates that can be transferred from the jail. Also included in this program is the work project, where approximately 11,280 adults and juveniles are sentenced by the Superior and Municipal Courts to perform community service. Inmates in these facilities and on work project have annually provided approximately 160,000 days of labor to the County of the following types of projects: fire fighting, fire prevention, disaster relief, park construction, park and beach maintenance, road beautification and anti-litter. This labor represents a cost avoidance to the public in excess of \$9.8 million annually. In addition, approximately 260 inmates are involved each year in an educational program which includes remedial tutoring and a high school diploma component. Approximately 900 inmates will graduate during this fiscal year from a one week alcohol education program operated within this camp system. # 17007

1983-84 ACTUALS:

The objectives to provide 111,809 days of camp inmate labor and 27,000 days of work project inmate labor were exceeded by 8% and 58% respectively. This represents in the aggregate, a cost avoidance to the taxpayer of \$8,865,642 due to inmate labor.

1984-85 ADOPTED BUDGET:

The Institutional Adult Services Program includes two of the three activities in the current year program:

- 1. Adult Camps (\$5,921,898; \$787,801; 136 S.Y.) will provide an alternative to being in jail for 462 males each day. This activity for 1984-85 is:
 - * Funded at the same level as in 1983-84 budget.
 - Partially offset by AB 90 funding of \$492,012, Department of Forestry reimbursement of \$229,289, State Meal Subvention of \$52,500 and miscellaneous collections from inmates of \$3,600.
- 2. Work Furlough (\$911,616; \$338,756; 24 S.Y.) will provide an alternative to being in jail for 94 males each day. This activity for 1984-85 is:
 - * Funded at the same service level as 1983-84 budget.
 - Partially offset by State Meal Subvention of \$2,000 and by collections of \$336,756 which will be 60% greater than 1983-84.
- 3. Work Project (\$397,890; \$10,400; 15.5 S.Y.) will provide a non-institutional sentencing alternative to the Courts for the disposition of approximately 11,200 adults and juvenile offenders.
 - Funded at an increased service level (3 S.Y.) to accommodate increased court referrals.
 - * Partially offset cost by fees for revenue producing crews.

PROGRAM REVENUE BY SOURCE:

Revenue for 1984-85 reflects a reduction of \$125,000 AB-189 funding for the Camp San Jose lease and a reduction of \$53,324 in fire fighting cost recovery, partially offset by a \$126,756 increase generated by Work Furlough charge increases; \$10,400 in new work crew fees; and a \$3,500 meal subvention increase; thus a net decrease of 37,668 will be realized in this program.

REVENUE	1983-84 <u>Actuals</u>	1983-84 Budget	1984–85 Adopted
State Aid Corrections - Forestry	\$ 152,105	\$ 282,613	\$ 229,289
State Meal Subvention	52,425	51,000	54,500
State Subvention - AB 90	529,641	492,012	492,012
State Subvention - AB 189	0	125,000	0
Institutional Care & Service	211,289	210,000	336,756
Charges to Other Government Agencies	0	0	10,400
Other - Miscellaneous	3,970	3,600	3,600
TOTAL	\$ 949,419	\$1,164,225	\$1,126,557

1984-85 OBJECTIVES

- 1. To provide minimum security confinement for 2,800 adult male inmates.
- 2. To provide 121,000 days of inmate labor with an indirect saving of \$6,727,600 to the taxpayer.
- 3. To provide 43,000 days of work project participant labor with an indirect savings of \$2,390,800 to the taxpayer.

PROGRAM: INSTITUTIONAL ADULT SERVICES

DEPARTMENT: PROBATION

		BUDGET ST	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
Class		1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984–85 Adopted	
580}	Deputy Chief Probation Officer	1.00	1.00	\$ 40,800	\$ 41,413	
5082	Probation Administrator II	1.00	1.00	35,463	40,399	
5083	Probation Administrator	6.00	6.00	203,446	209,400	
5115	Supervising Probation Officer	14.00	14.00	431,305	460,010	
5090	Senior Probation Officer	17.00	15.00	485,501	448,936	
5065	Deputy Probation Officer	17.00	19.00	439,605	517,743	
4460	Food Services Manager	1.00	1.00	25,068	25,459	
5069	Assistant Deputy Probation Officer III	30.00	25,00	598,955	540,571	
6405	Food Services Supervisor	6.00	5.00	116,764	122,673	
2730	Supervising Clerk	0.00	1.00	0	16,347	
2757	Administrative Secretary II	1.00	1.00	15,205	15,930	
5070	Assistant Deputy Probation Officer 11	32.50	33.50	565,133	607,619	
5410	Senior Cook	13.00	13.00	212,806	221,594	
2730	Senior Clerk	2.00	2.00	32,766	33, 322	
2660	Storekeeper I	1.00	1.00	16,345	16,619	
071	Assistant Deputy Probation Officer 1	15.00	23.00	231,298	376,481	
516	Delivery Vehicle Driver	2.00	0.00	28,378	0	
2715	Records Clerk	0.00	3.00	0	37,470	
801	Correctional Facility Clerk	6.00	6.00	73,950	85,274	
708	CRT Operator	1.00	2.00	14,592	27,301	
493	Intermediate Account Clerk	1.00	1.00	14,259	12,722	
700	Intermediate Clerk Typist	4.00	1.00	51,261	12,400	
2709	Departmental Clerk	1.00	0.00	11,491	0	
	TOTAL	172.50	175.50	\$3,644,391	\$3,869,683	
Adt						
Adji	Jstments: County Contributions and Benefits			\$ 982,805	\$1,137,867	
	Salary Settlement Costs			0	291,469	
Spec	clal Payments:			05,000	100 500	
	Standby Pay			95,099	102,520	
	Bilingual Premium			10,959 23,652	10,116	
	Chiff Differential			/1 657	31 161	

Bilingual Premium	10,959	10,116
Shift Differential	23,652	31,166
Call Back	12,204	15,426
Premium Overtime	163,491	136,655
Staff Fire Pay (Reimbursable)	108,355	88,521
Resident Fire & Conservation Pay (Reimbursable)	163,500	137,036
Resident Wages	85,392	119,108
Salary Savings	(125,623)	(55,553)
Total Adjustments	\$1,519,834	\$2,014,331

PROGR	AM	T01	FAL	.S:

,

1

172.50 175.50 \$5,164,225 \$5,884,014

PROGRAM: INSTITUTIONAL JUVENILE SERVICES	# 17004	MANAGER: BARBARA FRANK
Department: PROBATION	# 3600	REF: 1983-84 Final Budget - Pg: 67

Authority: Article 23 of the W & I Code mandates that your Board provide a separate facility for the detention of Court Wards and other persons alleged to be under 18 and to have violated the law. Article 24 authorizes your Board to establish juvenile homes, ranches, or camps to house wards under direct supervision of the Court.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 5,345,592	\$ 5,011,407	\$ 5,498,679	\$ 5,389,405	\$ 6,082,738
Services & Supplies	586,742	571,575	570,232	590,492	639,041
Fixed Assets	0	0	0	0	23,658
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 5,932,334	\$ 5,582,982	\$ 6,059,911	\$ 5,979,897	\$ 6,745,437
FUNDING	(894,174)	\$(1,142,463)	(996,975)	\$ (913,590)	3.4% (1,196,549) 30.9%
NET COUNTY COSTS	\$ 5,038,160	\$ 4,440,519	\$ 5,062,936	\$ 5,066,307	\$ 5,548,888 9.52%
STAFF YEARS	213.83	189.20	198.84	193.00	194.00
PERFORMANCE INDICATORS:					<u></u>
Juvenile Hall, ADA	174	210	232	200	210
Rancho Del Rayo, ADA	116	91	90	100	100
Girls Rehabilitation Facili	ty, ADA 13	18	20	16	20
Home Supervision, Avg. Dall	y Cases 53	49	42	50	50

PROGRAM DESCRIPTION:

Juvenile Hall is a County operated institution mandated by the Juvenile Court law for the temporary secure detention of youths under 18 years of age. The primary goal is public protection. These youths are charged with criminal offenses and awaiting court disposition or dispositional placement, or are serving sentences at Juvenile Hall as the consequence of illegal behavior. Youths apprehended for criminal behavior are delivered by law enforcement agencies to Juvenile Hall where the case is screened by the detention control unit. Youths who are a danger to themselves or to the person or property of others are subsequently booked into Juvenile Hall. Others may be placed on home supervision ("house arrest"), diverted to community-based agencies, or released to parents for further proceedings. Capacity is 219. While detained, the youths attend school, assist in housekeeping, and participate in group activities. School is provided by staff of the Department of Education and medical service is provided by staff of the Department of Health Services. The home supervision unit monitors juveniles who are on "house arrest" in their own homes in lieu of detention, pending the dispositional court hearing.

The Juvenile Court is expected to commit 275 boys and 55 girls to juvenile institutions during FY 1984-85 having determined that these juveniles are in need of specialized treatment programs as a result of their behavior. This program provides facilities and activities to accommodate 100 boys at Rancho Del Rayo and 20 girls in the Girls Rehabilitation Facility. The program includes supervised work activities, recreational activities, group sports, and educational programs offered by the County Department of Education; medical care is provided by the Department of Health Services at the facilities.

17004

MANAGER: BARBARA FRANK

1983-84 ACTUAL:

The objective to maintain a population in substantial compliance with youth authority standards was not met in that the ADA for 1983-84 was 232 at Juvenile Hall, where the rated capacity is 219.

1984-85 ADOPTED BUDGET:

The Intitutional Juvenile Services Program includes two activities:

- Juvenile Institutional Corrections (\$2,046,887; \$345,546; 55 s.y.) provides the Court with a local alternative to placement in the California Youth Authority or Private 24-hour schools and boarding homes. This activity for 1984-85 is:
 - * Increased one staff year at Rancho del Rayo to provide more intensive individual and family counseling.
 - Partially offset by AB 90 funding of \$136,800, State meal subvention of \$88,838, charges for institutional care \$114,408 and other miscellaneous revenue of \$8,500.
- Juvenile Detention (\$4,698,550; \$851,003; 139 s.y.) provides detention services for the Court and local law enforcement agencies. This activity for 1984-85 is:
 - Mandated by the Weifare and Institutions Code.
 - * Funded at the same service level as the 1983-84 budget.
 - Partially offset by AB 90 funding for Home Supervision of \$302,329, State meal subvention of \$158,665, charges for institution care of \$188,009, and charges to other governmental agencies of \$202,000.

PROGRAM REVENUE BY SOURCE:

Overall the revenue for this program has increased as a result of increases in the State milk and meal subvention charges for institutional care and a new fee charged for the care of juvenile federal prisoners.

Revenue	1983–84 Actual	1983-84 Budget	1984–85 Adopted
State Milk & Meal Subvention	\$ 254,796	\$ 221,000	\$ 247,503
AB 90	400,463	439,129	439,129
Charges for Institutional Care	333,655	244,961	299,417
Charges to Other Government Agencies	0	0	202
Other Miscellaneous	8,061	8,500	8,500
	\$ 996,975	\$ 913,590	\$1,196,549

1984-85 OBJECTIVES:

1. To maintain a daily population in substantial compliance with yourth authority standards.

- To maintain a safe and secured setting for detained minors with appropriate supervision so that:
 a. There will be no suicides.
 - b. Minors injured by assault from other detainees be less than 2% of admissions.
 - c. Assaults on staff to be no more than 1% of admissions.
- 3. To assure that 70% of all juveniles committed will successfully complete the program.
- 4. To provide a minimum security sentencing option to the court of 330 juvenile offenders.
- 5. To provide 4,000 fo ward labor days out-of-camp to indirectly reduce County cost by \$346,944.
- 6. To provide 600 ward labor days in-camp to indirectly reduce County cost by \$231,296.

PROGRAM: INSTITUTIONAL JUVENILE SERVICES

DEPARTMENT: PROBATION

		BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
Class		1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 CAO Proposed
5801	Deputy Chief Probation Officer	1.00	1.00	\$ 40,800	\$ 41,413
5082	Probation Administrator 11	1.00	1.00	36,995	37,540
5083	Probation Administrator 1	2.00	2.00	66,338	69,800
5] 5	Supervising Probation Officer	12.00	12.00	370,850	389,058
5090	Senior Probation Officer	35.00	38.00	983,812	1,067,892
5065	Deputy Probation Officer	26.00	18.00	648,358	478,825
5069	Assistant Deputy Probation Officer III	22.00	28.00	469,595	606,761
6405	Food Services Supervisor	2.00	2.00	40,338	40,976
2745	Supervising Clerk	1.00	1.00	19,060	19,364
2757	Administrative Secretary 11	1.00	1.00	17,482	15,930
5070	Assistant Deputy Probation Officer II	30.00	30.00	535,994	563,802
6410	Sentor Cook	10.00	10.00	168,419	173,172
3002	Booking Clerk	8.50	8.50	140,260	142,509
2730	Senior Clerk	2.00	2.00	31,941	33,322
2660	Storekeeper I	1.00	1.00	16,345	16,619
5071	Assistant Deputy Probation Officer I	30.00	30.00	457,930	493,085
7530	Sewing Room Supervisor	2.00	2.00	26,928	27,330
2720	Correctional Facility Clerk	2.00	2.00	24,650	29,622
2650	Stock Clerk	1.00	1.00	13,571	14,479
2700	Intermediate Clerk Typist	1.50	1.50	18,553	19,479
6415	Food Services Worker	2.00	2.00	21,571	23,005
	Boys Wages	·		14,693	14,000
	TOTAL	193.00	194.00	\$4,164,483	\$ 4,317,983

Total Adjustments	\$1,224,922	\$ 1,764,755
Salary Savings	(109,274)	(57,295)
Holiday Premium	0	33,172
Premium Overtime	28,965	34,440
Call Back	114,204	100,855
Shift Differential	44,865	47,199
Bilingual Pay	1,680	18,477
Standby Pay	9,869	21,900
Special Payments:		
Salary Settlement Costs	0	308,497
County Contributions and Benefits	\$1,134,613	\$ 1,257,510
Adjustments:		

180.00

PROGRAM:	JUVENILE FIELD SERVICES	# 17005	MANAGER: DOUGLAS WILLINGHAM
Department	t: PROBATION	# 3600	REF: 1983-84 Final Budget - Pg: 70

.

Authority: W & I Code Section 255-263, 601-827. These code sections require the County Probation Officer to receive referrals regarding juvenile delinquents and civil matters, and in conjunction with the District Attorney, to determine an appropriate disposition in each case. The Probation Officer is required to supervise minors when ordered by the Juvenile Court. All the above stated activities are mandated. The Probation Officer is authorized to operate a program of informal Supervision and Juvenile Traffic Court.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983–84 Budget	1984–85 Adopted
COSTS					
Salaries & Benefits	\$ 4,875,531	\$ 4,680,422	\$ 5,052,612	\$ 5,039,082	\$ 5,539,127
Services & Supplies	418,359	284,975	295,769	407,932	358,932
Fixed Assets	0	0	0	0	23,800
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 5,293,890	\$ 4,965,397	\$ 5,348,381	\$ 5,447,014	\$ 5,921,859
FUNDING	\$ (948,323)	\$ (667,616)	\$ (635,289)	\$ (628,620)	8.7% \$ (741,076) 17.9%
NET COUNTY COSTS	\$ 4,345,567	\$ 4,297,781	\$ 4,713,092	\$ 4,818,394	\$ 5,180,783 7.5%
STAFF YEARS	188.28	186.25	172.72	185.00	185.00
PERFORMANCE INDICATORS:			· · · · · · · · · · · · · · · · · · ·		
Delinguency Intake Referrals	10,325	9,224	7,756	9,600	8,400
Investigations	4,483	3,712	3,782	4,200	4,200
Average Number of Cases Supervised Per Month	2,407	2,714	3,200	2,400	3,100
Juvenile Citations Received	37,963	38,677	38,188	38,500	38,500

PROGRAM DESCRIPTION:

Approximately 8,400 referrals will be received by the County Probation Officers from both public and private individuals in San Diego County. All referrals require timely screening, investigation and, thereafter, possible court proceedings requiring the filing of petitions and written dispositional recommendations to the Court.

During the year, approximately 5,000 minors in San Diego County will be under Court orders to be supervised by the County Probation Officers. They will be assigned to supervision units and/or correctional programs utilized by the Probation Department to insure that the orders of the Court are carried out.

Approximately 38,500 traffic citations will be received and adjudicated or disposed of by the Probation Department.

1984-85 ADOPTED BUDGET:

There are no significant changes in this program for 1984-85. The three major activities of the Juvenile Field Services program are:

- Juvenile Traffic (\$351,117; \$19,600; 14.5 s.y.) provides discretionary adjudication and disposition of citations (38,500 annually) for juvenile offenders and generates \$390,000 in fines, penalties and traffic violation school fees, not reflected in this program, but credited to the General Fund.
- Juvenile Intake and Investigation (\$2,771,206; \$0; 89.5 s.y.) includes intake evaluation of 8,400 delinquency referrals, investigation and written court reports for 4,200 of these referrals, and processes 1,500 Individuals through informal Supervision Programs.
- 3. <u>Supervision</u> (\$2,799,536; \$721,476; 81 s.y.) includes supervision of 3,100 wards, supplemental investigations and written court reports.

PROGRAM REVENUES BY SOURCE:

There were no significant differences in the 1983-84 budget revenues and the 1983-84 actuals. An increase in fees for the sealing of Traffic Records and the support and care of persons, along with a new fee for adoption services effective 7-26-84 account for the increase in budgeted revenue from 1983-84 to 1984-85.

Program	1983–84	1983–84	1984–85
	Actual	Budget	Adopted
Charges for Current Services	\$ {0,656	\$ 10,000	\$
AB-90	589,371	589,371	
Support and Care of Persons	31,050	29,249	33,705
Other Miscellaneous		0	0
Total	\$ 635,289	\$ 628,620	\$ 741,076

.

PROGRAM: JUVENILE FIELD SERVICES

DEPARTMENT: PROBATION

		BUDGET STAFF - YEARS		SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted	
5801	Deputy Chief Probation Officer	1.00	1.00	\$ 40,800	\$ 41,413	
5083	Probation Administrator	3.00	3.00	101,723	104,700	
5115	Supervising Probation Officer	12.00	12.00	368,052	375,636	
5090	Senior Probation Officer	27.00	27.00	749,420	762,671	
5065	Deputy Probation Officer	64.00	64.00	1,597,901	1,644,155	
2725	Principal Clerk	1.00	1.00	19,558	20,868	
5120	Transportation Officer	1.00	1.00	21,213	21,652	
2745	Supervising Clerk	3.00	3.00	55,901	58,092	
5070	Assistant Deputy Probation Officer II	5.00	5.00	87,235	89,302	
2730	Senior Clerk	12.00	12.00	187,988	195,825	
2907	Legal Procedures Clerk II	1.00	1.00	14,649	17,117	
2903	Legal Procedures Clerk I	9.00	9.00	124,390	132,983	
2760	Stenographer	1.00	0.00	15,169	0	
2715	Records Clerk	9.00	7.00	121,652	101,767	
2708	CRT Operator	5.00	1.00	64,246	14,811	
2700	Intermediate Clerk Typist	27.00	31.00	351,510	407,846	
3039	Mail Clerk Driver	1.00	1.00	13,650	14,300	
2709	Departmental Clerk	3.00	4.00	30,167	42,378	
2810	Telephone Operator	0	2.00	0	26,234	
	TOTAL	185.00	185.00	\$3,965,224	\$4,071,750	

Adjustments:		
County Contributions and Benefits	\$1,186,463	\$1,326,337
Salary Settlement Costs	0	280,927
Special Payments:		
Overtime	1,881	0
Salary Adjustments	0	8,430
Salary Savings	(114,486)	(148,317)
Total Adjustments	\$1,073,858	\$1,467,377

PROGRAM	TOTALS:
---------	---------

PROGRAM: DEPARTMENT OVERHEAD	#	91000	MANAGER: CECIL H. STEPPE
Department: PROBATION	#	3600	REF: 1983-84 Final Budget - Pg: 73

Authority: County Charter, Art. VII, Sec. 700 and Art. XII, Sec. 57. Administrative Code, Art. XIX, Sec. 350 and Art. XXA, Sec. 336. County Charter and Administrative Code establishes the need for department head, management and support staff to provide support to all functions of the department.

	1981-82 Actual	1982–83 Actual	1983–84 Actual	1983–84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 1,284,359	\$ 1,091,469	\$ 1,157,620	\$ 1,182,995	\$ 1,289,559
Services & Supplies	138,151	147,981	124,806	220, 198	253,924
Fixed Assets	0	0	0	0	20,920
Vehicles/Comm. Equip.	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 1,422,510	\$ 1,239,450	\$ 1,282,426	\$ 1,403,193	\$ 1,564,403 11.4%
FUNDING	(768,044)	\$ (460,098)	\$ (402,400) 	\$ (442,297)	\$ (383,847) (13.2%)
NET COUNTY COSTS	\$ 654,466	\$ 779,352	\$ 880,026	\$ 960,896	\$ 1,180,556 8%
STAFF YEARS	40.05	30.50	38,55	37.00	36.00
PERFORMANCE INDICATORS:					
Training Hours Provided	23,000.0	23,000.0	25,080.0	24,000.0	25,000.0

PROGRAM DESCRIPTION:

This program, at the direction of the Chief Probation Officer, provides the overall management leadership and direction for the Department, and encompasses major centralized administrative support services and coordination for department wide activities. These activities include: payroll and personnel, volunteer recruitement and coordination, staff development and training, operational planning, research and evaluation, budgeting and fiscal control, and community relations. All functions of this program directly support the 853.5 employees working in the four operational program components located in more than 22 facilities and offices throughout the County.

In addition, the Chief Probation Officer acts as the coordinator for the County Justice System Subvention Program (AB-90) providing direct staff support to the AB-90 Advisory Group and your Board in annually developing and administering the County's application to the State of California for approximately \$5 million dollars of subvention funding to address local crime and delinquency problems and needs.

This program assists the department in fulfilling its mission to protect the community by stabilizing the behavior of both the adult and juvenile offender, to provide services to the Courts, as both mandated by law and as requested, and to prevent further penetration of pre-delinquent youth into the juvenile justice system.

1983-84 ACTUAL:

There were no significant differences between 1983-84 budget appropriations and the 1983-84 actuals for direct cost, funding and staff years.

91000

1984-85 ADOPTED BUDGET:

- Office of the Chief Probation Officer (\$147,712; 3 s.y.) includes the Chief Probation Officer, a principal
 assistant and a secretary. The Chief Probation Officer responds to the Board of Supervisors and Courts by
 establishing the Probation Department's operating policy and objectives.
- 2. Administrative Services (\$1,318,989; \$228,450; 30 s.y.) provides administrative and technical suport services to the Department's four operational programs. This unit also includes the Volunteer Program, the Chaplaincy and the Training Division.
 - Increases in expenditures are due to the following:
 - a. The exchange of 3 General Administrative Staff (2 analysts, 1 clerk) for 1 Electronic Data Processing Coordinator, 1 Principal Systems Analyst and 1 Data Control Technician III (\$21,000).
 - B. Full year funding of 1983-84 salary and benefit increases (\$58,000).
 - c. Increased printing costs for all centralized program correspondence and forms (\$11,000).
 - d. Increased travel costs associated with State Correctional Officer Training. This cost is fully reimbursed by the State (\$23,000).
 - e. A reduction in revenue for Standards in Correctional Training (SB924) is the result of a lower number of staff eligible for training (\$18,450).
- 3. AB-90 (\$97,702; \$95,397; 3 s.y.) provides administrative staff to the AB-90 Coordinator and Advisory Group, and serves as Department Coordinator. The AB-90 Advisory Group evaluates, plans, develops and proposes an approximate funding level of 5 million dollars annually for various programs whose common goal is reduce the number of adult and juvenile commitments to State Institutions. There will be no change in this activity.

PROGRAM REVENUE BY SOURCE:

The decrease in budgeted revenue from 1983-84 to 1984-85 is a result of a lower participant cost in Correctional Training and the termination of a federal grant (CETA).

Revenue	-	3-84 'ual		183-84 Idget	1984-85 Adopted
Other Miscellaneous	\$	5	\$	0	\$ 0
State Aid Corrections Training (SB-924)	28	8,159	3	06,900	288,450
State Subvention (AB-90)	2	6,875		95,397	95,397
Federal Grant (CETA)	8	7,361		40,000	 0
	\$ 40	2,400	\$4	42,297	\$ 383,847

1984-85 OBJECTIVES:

- 1. To provide 10 evaluations and management reports during the 1984-85 fiscal year.
- 2. To provide 25,000 training hours for administrative, institutional and field service personnel.
- 3. To ensure selection and promotion of underutilized protected groups consistent with the Consent Decree.
- 4. To assure resolution within the Department of at least 85% of all employee grievances.
- 5. To provide 28,000 hours of volunteer service through increased participation in the Volunteer in Probation Program.

Capital Projects

The capital projects included in this budget address fire and safety code modifications to Probation facilities. Proposed is construction of a kitchen at the Juvenile Institution, Rancho Del Rayo. Also included are the modifications to fire safety systems at two Adult Institutions, Camp Barrett and Camp West Fork. Additional building costs are proposed for Camp Barrett with construction planned for a new dormitory and additional counseling rooms and restrooms. Additional dormitory space is also proposed for the Work Furlough Center and Adult Institution. The revenue source for capital costs is \$1,300,000 from AB 189.

~

		Costs		Revenue
- Capital Projec	ts			
KK3052 Rand	ho Del Rayo Kitchen	\$ 690,000	\$	690,000
	Barrett Phase II Fire ty Modification (hydrant em)	55,200		55,200
•	Barrett Dormitory Construction	198,700 36,700		198,700 36,700
	Furlough Center Itory Construction	 49,700	_	49,700
	Total	\$ 1,300,000	\$	1,300,000

.

PROGRAM: DEPARTMENTAL OVERHEAD

DEPARTMENT: PROBATION

.

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
1000	TITIE	1983-84 Budget	1984-85 Adapted	1983-84 Budgot	1984-85	
lass		Budget	Adopted	Budget	Adopted	
157	Chief Probation Officer	1.00	1.00	\$ 55,846	\$ 56,804	
305	Chief, Administrative Services	1.00	1.00	38,111	39,063	
414	Analyst IV	1.00	1.00	38,111	39,063	
413	Analyst 111	2.00	2.00	61,976	65,882	
361	Deptartment EDP Coordinator	0.00	0.00	0	28,831	
312	Dept. Personnel and Training Administrator	1.00	1.00	32,736	33,545	
499	Principal Systems Analyst	0.00	1.00	0	38,615	
412	Analyst II	7.00	5.00	190,911	144,965	
090	Senior Probation Officer	1.00	1.00	27,819	28, 392	
065	Deputy Probation Officer	3.00	3.00	75,708	76,283	
031	Chapilan Coordinator	1.00	1.00	24,177	24,564	
304	Administrative Assistant 1	1.00	1.00	19,239	20,634	
202	Job Counselor	0.75	0.00	23,752	20,05	
745	Supervising Clerk	2.00	2.00	19,060	35,711	
320	Personnel Alde	1.00	1.00	17,784	18,243	
758	Administrative Secretary III	1.00	1.00	18,871	19 364	
008	Senior Word Processing Operator	0.00	1.00	0	15,654	
757	Administrative Secretary II	2.00	1.00	33,098	18,013	
/61	Group Secretary	1.00	0.00	15,558	0	
511	Senior Payroll Clerk	3.00	3.00	49,376	52,479	
)32	Data Control Technician III	0.00	1.00	0	14,560	
009	Word Processing Operator	2.00	2.00	29,908	30,251	
560	Storekeeper I	1.00	1.00	14,391	16,619	
)50)50	Offset Equipment Operator	1.00	1.00	15,054	15,908	
730	Senior Clerk	1.00	2.00	15,557	33,322	
720	Corr. Facility Clerk	1.00	1.00	12,325	0	
700	Intermediate Clerk Typist	1.25	1.00	18,744	14,128	
	TOTAL	37.00	36.00	\$ 848,112	\$ 880,893	

	5	0,400
Special Payments:		
Overtime (SB 924 reimbursed)	116,250	116,250
Salary Adjustments	0	
Salary Savings	(25,039)	(55,980)
		• • • • • •
Total Adjustments	\$ 334,883	\$ 408,666

PROGRAM TOTALS:	37.00	36.00	\$1,182,995	\$1,289,559
-----------------	-------	-------	-------------	-------------

RECORDER

•

	1981-82 <u>Actual</u>	1982-83 <u>Actual</u>	983-84 <u>Actua </u>	1983-84 Budget	1984-85 Adopted
Recording Services	\$ 695,108	\$ 692,680	\$ 820,709	\$ 832,313	\$ 991,828
Micrographics	34,927	94,245	462,613	184,171	354,688
Departmental Overhead	186,436	188,619	226, 382	216,410	242,372
Total Direct Costs	\$ 916,471	\$ 975,544	\$ 1,509,704	\$1,232,894	\$ 1,588,888
Funding	\$ 1,754,689	2,136,985	2,879,325	2,198,000	2,607,347
Net Program Cost	\$ (838,218)	\$(1,161,441)	\$(1,369,621)	\$ (965,106)	\$(1,018,459)
Staff Years	44.92	47.17	59,00	53.00	59 . 00
Fixed Assets (Central Purchasing)	2,292	\$ 30,500	0	8,564	0

PROGRAM: Recording Services	# 31526	MANAGER: Vera L. Lyle
Department: Recorder	# 1500	Ref: 1983-84 Final Budget: Pg. 77

Authority: Government Code 24000 and Charter Section 13 provide for an Elected County Recorder. Government Code Sections 27201-27383 describe the duties. All services provided by this program are mandated.

	1981-82 Actual	1982-83 Actual	l 983-84 Actua I	1983-84 Budget	1984-85 Adopted
COSTS	• • • • • • •				
Salaries & Benefits	\$ 611,709	\$ 599,678	\$ 733,651	\$ 746,252	\$ 875,261
Services & Supplies	83,399	93,002	87,058	\$ 86,061	102,317
Fixed Assets	0	0	0	0	14,250
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	\$0	0
TOTAL DIRECT COSTS	\$ 695,108	\$ 692,680	\$ 820,709	\$ 832,313	\$ 991,828
Department Overhead	177,524	143,322	174,314	164,497	184,203
FUNDING	\$(1,659,153)	\$(1,803,278)	\$(2,349,325)	\$(1,848,000)	\$(2,092,232)
NET COUNTY COSTS	\$ (786,521)	\$ (967,276)	\$(1,354,302)	\$ (851,190)	\$ (916,201)
STAFF YEARS	36,42	35.00	38,25	38,25	44.00
PERFORMANCE INDICATORS:					
Documents Recorded	440,000	431,557	516,297	422,300	475,000
Recording Productivity Ratio	20,952/1	25,385/1	27,174	20,109/1	22,100/1
Requests for Info	134,800	140,000	200,000	199,000	220,000
Records Retrieved	23,493/1	24,000/1	24,101/1	21,839/1	25/400/1

PROGRAM DESCRIPTION:

This program includes: a) the examination and recording of documents entitled by law to be recorded, b) the notification to parties against whom a lien is recorded, c) the production of Grantor-Grantee indexes, d) the creation of permanent records, e) providing access to and producing copies of the records upon request, f) the collection of fees for recording, copies, documentary, transfer tax, County Childrens' Fund and Survey Monument Preservation fees, g) the maintenance of birth, death, and marriage records and indexes.

This is a County-wide recording service for the public rendered by County employees.

PROGRAM: Recording Services

1983-84 ACTUAL:

Revenue for recording documents was over realized due to economic recovery.

Copy fee actuals were less than anticpated in Fiscal Year 83-84, due to lack of experience in determining percentage Recorder would realize in transfer of records from the Health Department. Health Services over realized this amount.

* 1984-85 E/R/SY \$1,176,031/\$2,092,232/44.00

1984-85 ADOPTED BUDGET:

Changes in costs are a result of salary increase adjustments. The activities of this program are summarized below:

Examining and recording documents (9 SY; \$205,502) includes examining and recording documents entitled by law to be recorded and collecting fees and documentary transfer tax.

This activity is:

- Mandated by State law.
- Offset 100% by revenue.
- Requiring a shift of Legal Procedures Clerk positions (.75 SY) from Micrographics program to Recording Services due to an increase in recordings from 422,300 (budgeted 83-84) to 475,000 documents. The recording activity in 83-84 has reached a level where weekend overtime is required to handle the volume within budgeted staffing levels.
- Able to examine and record 475,000 documents during the fiscal year, and collect \$97,000 for the Public Works Monument Preservation Survey fund and \$6,000,000 in Jocumentary transfer tax in addition to recording and copy fee revenues.
- 2. Lien Notification includes (1 SY \$22,910) notification of parties against whom a lien is recorded within ten days of the recording.

This activity is:

- Mandated by State law.
- Offset 100% by revenue.
- Able to process 30,000 lien notifications per year.
- 3. <u>Grantor-Grantee Index production</u> (9 SY, \$226,942) which includes preparing a daily index of official and vital records.

This activity is:

- Mandated by State law.
- Offset 100% by revenue.
- Increasing (1.0 SY) to include one index Clerk as a result of acquiring 53,000 vital records from Health Services for indexing to Health Department specifications.
- Able to key punch, verify and produce an index of over 2,000 official and vital records received daily.
- 4. Microfilm Production (9 SY; \$166,751) includes the permanent creation of records on microfilm.

This activity is:

- Mandated by State law
- Offset 100% by revenue

PROGRAM: Recording Services

#

1984-85 CAO PROPOSED BUDGET: (Continued)

- Increasing (1.75 SY) to include one Intermediate Clerk and one Microfilm Operator as a result of a projected increase in official records recordings by 25,000 documents and acquiring 53,000 Health Services Vital Records for permanent record production. The Senior Clerk position of .5 SY has been deleted.
- Able to photographically produce permanent microfilm records of all recorded documents within seven days of recording.
- 5. <u>Records Information</u> (16 SY: \$369,723) includes maintaining microfilm records, book records and indices for real property and vital records; collecting fees; providing copies, public information and access to records; restricting public access to vital records as determined by State law; maintaining statistics on vital record activity and reporting to the State; managing the Battered Children Record fund; examining records and notifying holders of expiration on marriage licenses; selling microfilm of older book records; and providing the Assessor with copies of recorded documents, and returning recorded documents to originator.

This activity is:

- Mandated by State law.
- Offset 100% by revenue.
- Able to collect \$75,600, for the County Battered Children's Fund, and \$25,200, for the State Department of Health in addition to County revenue for Copy Fees.
- Able to retrieve 25,000 copies per staff year and maintain same day service to customers.
- Providing the Assessor with copies of recorded documents which were previously supplied to the Assessor by a private vendor at a budgeted cost of \$27,000.
- Increasing (1.0 SY) by one Intermediate Clerk to handle an increased demand for record copies and information. Records have increased by 2.5 million in the last five years. This department has acquired 25 years of vital records previously managed by the Department of Public Health in addition to the normal annual increase in real property records.
- Increasing (1.0 SY) by one Chief, Recording Services to manage this activity as a result of the increase in service required and record volume. This activity is currently managed by a Supervising Clerk. New duties added to this activity in the last six months include maintaining and reporting vital record activity, restricting public access to vital records, managing the Assessor's document production program and the sale of microfilm of old book records.
- Increasing (.25 SY) to include a Senor for a full staff year.

PROGRAM REVENUES BY SOURCE:			
	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
Recording Fees	\$ 2,115,991	\$ 1,502,343	\$ 1,850,000
Copy Fees	233,334	345,657	234,672
Admin. Fees, Children's Fund	0	0	7,560

1984-85 OB JECTIVES:

- 1. To return documents to originator in 7 working days.
- 2. To provide index daily.
- 3. To give same day copy service
- 4. To provide Assessor with record copies in seven working days.

Program: Recording Services

Department: Recorder

			BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST			
Class	Title		1983-84 Budget	1984-85 Adopted	1983–84 Budget	1984-84 Adopted		
3015	Chief, Recording Services		0.00	1.00	\$ 0	\$ 23,703		
2745	Supervising Clerk		1.00	1.00	19,060	19,364		
3023	Index Clerk Supervisor		1.00	1.00	20,575	20,924		
2906	Legal Procedures Clerk III		1.00	1.00	17,722	19,364		
045	Microfilm Supervisor		1.00	1.00	19,060	18,149		
024	Index Clerk		7.00	8,00	109,864	123,818		
2730	Senior Clerk		1,25	1.00	18,827	16,000		
907	Legal Procedures Clerk II		4.75	5.00	78,060	83,875		
2903	Legal Procedures Clerk I		3,50	4.00	49,893	56,223		
6040	Microfilm Operator		3,75	5.00	50,270	67,630		
2700	Intermediate Clerk Typist		11.00	13.00	145,970	173,878		
2710	Jr. Clerk Typist		3.00	3.00	32,681			
		Total	38.25	44.00	\$ 562,002	\$ 653.822		

Adjustments:		
County Contributions and Benefits	\$ 155,620	\$ 188,381
Salary Settlement Costs		37,133
Special Payments:		
Overtime	7,500	7,500
Salary Adjustments	35,180	3,540
Salary Savings	(14,050)	(15,115)
Total Adjustments	\$ 184,250	\$ 221,439

PROGRAM TOTALS:	38,25	44.00	\$ 746,252	\$ 875,261

PROGRAM: Micrographics	#		MANAG	ER:	Vera L.	Lyle	
Department: Recorder	#	1500	REF :	1983	-84 Fina	l Budget - Pg:	80

Authority: Government Code Section 27361.4 provides enabling legislation and San Diego County Ordinance #5950 authorizes the implementation of the program in this County.

		1981-82 Actual	 1982-83 Actual		1983–84 Actual	1983-84 Budget		1984-85 Adopted
COSTS								
Salaries & Benefits	\$	34,927	\$ 79,814	\$	122,214	\$ 121,962	\$	178,190
Services & Supplies		0	14,431		340,399	62,209		33,018
Fixed Assets		0	0		0	0		143,480
Vehicles/Comm. Equip.		0	0		0	0		0
Less Reimbursements		0	0		0	0		0
TOTAL DIRECT COSTS	\$	34,927	\$ 94,245	5	462,613	\$ 184,171		354,688
Department Overhead		8,912	45,297		52,068	51,913		58,169
FUNDING	\$	(95,536)	\$ (333,711)	\$	(530,000)	\$ (350,000)	\$	(515,115)
NET COUNTY COSTS	\$	(51,697)	\$ (194,169)	\$	(15,319)	\$ (113,916)	\$	(102,258)
STAFF YEARS		2.00	 6.17		8.75	8.75		9.00
PERFORMANCE INDICATORS:		···· · · · · · · · · · · · · · · · · ·				 		
Older Books Indexed		N/A	N/A		N/A	N/A		200
Number of books microfilme	эd	N/A	600		992	992		1,000
Number of reels reduced		N/A	0		4,473	4,473		0
Book Film Cost		N/A	113.00		124.30	124.30	•	124.30
Film Reduction Cost		N/A	0		16.80	16.80		0

PROGRAM DESCRIPTION:

The program includes and is limited to activities surrounding the reduction of older County book records to microfilm by County employees, the creation of indexes and the purchase of all necessary equipment to accomplish this.

:

The entire cost of the program is bourne by the Micrographics Fund and no General Fund money is required.

One dollar per document recorded is charged to support this program.

Surplus funds collected over expenditures are returned to the micrographics trust fund.

This is a County-wide service for the public rendered by County employees until the program is complete.

PROGRAM: Micrographics

#

1983-84 BUDGET:

- All objectives for 83-84 Budget were met.
- All Vital Records were microfilmed in Sacramento and Indexing of records completed.

992 old books were filmed and 4,493 reels of 35mm film were reduced to 16mm.

In addition to the original budget, an appropriation transfer from the Micrographics Trust Fund of \$170,000 was approved to cover the cost of indexing 1,800,000 birth and death records from 1905 to 1982.

[•] 1984-85 E/R/SY \$412,857/\$412,857/9.00

1984-85 CAO PROPOSED BUDGET:

The activities of this program are summarized as follows:

1. Microfilming older book records (7.0 SY; \$163,178)

This activity is:

- Offset by Micrographic fund.
- Increasing (.25 SY) to begin a trainee program in microfilming for handicapped.
- Able to microfilm and duplicate 1,000 book records this fiscal year.
- 2. Data Entry, processing of handwritten indices (2.0 SY; \$191,510)

This activity is:

- Offset by Micrographics Fund.
- Includes an Associate Analyst position to provide enhancement of existing EDP indexing programs and prepare new program for vital records retrieval and other areas. The Recorder has hired (with Board of Supervisors' approval) contract help in fiscal year 1983-84 to provide program enhancement for Micrographics programs.
 Able to retrieve information from book records and produce an automated index for 200 books this fiscal
- year.

PROGRAM REVENUES BY SOURCE:	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
Micrographic Fees	\$ 357,366	\$ 357,366	\$ 480,000

In 1984-85 \$480,000 will be collected for the Micrographics Trust Fund. \$515,115 will be required to operate the Micrographics Program including external support costs of \$112,441. The balance of funding will be provided by the Micrographics trust fund. We are proposing to record 25,000 more documents than last year.

1984-85 OBJECTIVES:

- I. Reduce 1,000 book records to microfilm.
- 2. Index records from 200 older books.

Program: Micrographics

Department: Recorder

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST			
Class_	T1†łe	1983–84 Budget	1984-85 Adopted	1983-84 Budget	1984-84 Adopted		
2427	Associate Systems Analyst	0.00	1.00	\$ O	\$ 25,084		
2907	Legal Procedures Clerk 11	0.25	0.00	4,108	0		
3053	Photo Reduction Technician	1.00	1.00	16,406	17,117		
2730	Senior Clerk	1.00	1.00	15,056	16,661		
2903	Legal Procedures Clerk I	0.50	0.00	7,128	0		
3030	Data Entry Operator	2.00	2.00	26,282	26,750		
3040	Microfilm Operator	2.00	2.00	26,811	27,806		
2700	Intermediate Clerk Typist	2.00	1.00	26,541	13,575		
9999	Extra Help (Microfilm Trainee)	0.00	1.00	0	11,467		
	Total	8.75	9.00	\$ 122,332	\$ 138,460		

Adjustments:		77 744
County Contributions and Benefits		33,744
Salairy Settlement Costs		7,617
Special Payments:	\$ 26,710	
Overtime	0	
Salary Adjustments	(24,773)	838
Salary Savings	(2,307)	(2,469)
Total Adjustments	\$ (370)	39,730

PROGRAM: Department Overhead#MANAGER: Vera L. LyleDepartment: Recorder#1500REF: 1983-84 Final Budget - Pg: 83

Authority:

		1981-82 Actual		982-83 Actual	1983-84 Actual	 1983-84 Budget	 1984-85 Adopted
COSTS Salaries & Benefits	\$	183,150	\$	183,568	\$ 221,608	\$ 210,724	\$ 235,686
Services & Supplies		3,286		5,051	4,774	5,686	6,686
Fixed Assets		0		0	0	0	0
Vehicles/Comm. Equip.		0		0	0	0	0
Less Reimbursements		0		0	0	0	0
TOTAL DIRECT COSTS	5	186,436	\$	188,619	\$ 226,382	\$ 216,410	\$ 242,372
FUNDING	\$	0	\$	0	\$ 0	\$ 0	\$ 0
NET COUNTY COSTS	\$	186,436	\$	188,619	\$ 226,382	\$ 216,410	\$ 242,372
STAFF YEARS		6.50	<u> </u>	6.00	6.00	6.00	 6.00

PROGRAM DESCRIPTION:

This program provides administrative services to the employees working in the other two programs in the department. These services include office management, personnel and payroll, budgeting, acquisition of services and supplies, fiscal control, statistics, staff development and training, community relations and inter-departmental communications.

JUSTIFICATION/SUPPORTING DOCUMENTATION:

• 1984-85 E/R/SY \$242,372/\$-0-/6.00

In the last five years the complexity of the duties of the Chief of Recording Services has increased. The amount budgeted this year for the salary of this position is equal to that of an Administrative Assistant II and a change of title to Chief, Records Divison. This brings the salary to the level of the responsibilities, and will be offset by increased revenue resulting from the increased workload in the department's programs.

Program: Department Overhead

.

Department: Recorder

.

		BUDGET STA	AFF - YEARS	SALARY AND BENEFITS COST			
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-84 Adopted		
0150	Recorder	1.00	1.00	\$ 48,436	\$ 48,233		
0250	Chief Deputy Recorder	1.00	1.00	43,659	43,492		
3015	Chief Recording Services	1.00	0.00	24,074	0		
2758	Administrative Secretary III	1.00	1.00	18,871	19,364		
2906	Legal Procedures Clerk III	1.00	0.00	17,722	0		
2510	Senior Account Clerk	1.00	1.00	14,465	15,438		
2493	Intermediate Account Clerk	0.00	0.00	0	0		
2901	Division Chief - Records	0.00	1.00	0	28,014		
2403	Accounting Technician	0.00	1.00	0	15, 591		
	Total	6,00	6.00	\$ 167,227	\$ 170,132		

Adjustments:		
County Contributions and Benefits	\$ 51,693	48,531
Salary Settlement Costs		14,139
Special Payments:		
Salary Adjustments	(2,000)	9,080
Salary Savings	(6,196)	(6,196)
Total Adjustments	\$ 43,497	65,554

PROGRAM	TOTALS:	
---------	---------	--

SHERIFF

	1981-82 Actual	1982-83 <u>Actual</u>	1983-84 Actual	1983 - 84 Budget	1984-85 Adopted
Court Services	\$ 1,125,801	\$ O	\$ O	\$0	\$ O
Detention Facility Services	19,185,424	21,786,046	23,971,833	24,723,826	26,791,454
Law Enforcement Svcs.	18,766,460	21,177,781	24,836,976	22,169,543	26,706,056
Admin. Support Svcs.	4,696,286	4,763,727	5,789,666	5,171,605	6,326,434
Office of the Sheriff	502,397	478,584	516,369	523,545	582,788
Total Direct Costs	\$ 44,276,368	\$ 48,206,138	\$ 55,114,844	\$ 52,588,519	\$ 60,406,732
Funding	7,527,836	10,301,656	11,392,583	10,852,552	11,490,297
Net Program Cost	\$ 36,748,532	\$ 37,904,482	\$ 43,722,261	\$ 41,735,967	\$ 48,916,435
Staff Years	1,456.00	1,384.18	1,535.25	1,473.25	1,595.00
Fixed Assets (Central Purchasing)	\$ 324,378	\$ 52,379	\$ N/A	\$ 297,824	\$ N/A

.

PROGRAM:	Court	Services	#	Į.	13005

Department: Sheriff # 2400

MANAGER: R. E. Sandberg, Undersheriff

Authority: Government Code 26603, 26606; 26611 Penal Code Sections 4000; 4011.5; 4700.1

·····	1981-82 Actual		982-83 Actual	198 Act	3-84 ual		83 - 84 dget		4-85 pted
COSTS Salaries & Benefits	\$ 1,103,530	\$	0	\$	0	\$	0	\$	0
		¢		Ð		Φ		₽	
Services & Supplies	22,271		0		0		0		0
Fixed Assets	0		0		0		0		0
Vehicles/Comm. Equip.	0		0		0		0		0
Less Reimbursements	0		0		0		0		0
TOTAL DIRECT COSTS	\$ 1,125,801	\$	0	\$	0	\$	0		0
FUNDING	\$ (131,414)	\$	0	\$	0	\$	0		0
NET COUNTY COSTS	\$ 994,387	\$	0	\$	0	\$	0		0
STAFF YEARS	38.00		0		0		0		

PERFORMANCE INDICATORS:

Not applicable.

PROGRAM DESCRIPTION:

Personnel assigned to Court Services command were responsible for serving, throughout the County, all criminal subpoena and civil process originated by the Court and the public. Court Services staff also served those Superior Court orders and produced and protected in-custody defendants, witnesses, jurors, judges and spectators of the court for security purposes. In so doing, Sheriff's Bailiffs attend and maintained order in each of the 45 Superior Courts (including protem courts).

This program ceased operations effective in Fiscal Year 1982-83.

PROGRAM:	Detention	Facility	Services	#	15001

MANAGER: C. R. Powell, Assistant Sheriff

2400 Department: Sheriff

Authority: Mandated by Government Code 26605, Penal Code 4000, 4018.5. The Sheriff is required to take charge and keep the County Jail and its inmates. The Sheriff must use the jail for confinement of material witnesses, sentenced prisoners, unsentenced persons awaiting trial and those persons committed for contempt, upon civil process or authority of law. The Sheriff provides for vocational training and rehabilitation of prisoners confined in the County Jail.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$15,386,179	\$17,431,172	\$19,655,479	\$19,999,887	\$22,797,683
Services & Supplies	3,799,245	4,354,874	4,156,983	4,578,713	3,974,813
Fixed Assets	0	0	145,226	145,226	2,794
Vehicles/Comm. Equip.	0	0	14,145	0	16,164
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$19,185,424	\$21,786,046	\$23,971,833	\$24,723,826	\$26,791,454
FUNDING	\$(1,065,813)	\$(1,337,348)	\$(1,413,362)	\$(1,142,566)	8% \$(1,502,200) 31%
NET COUNTY COSTS	\$18,119,611	\$20,448,698	\$22,558,471	\$23,581,260	\$25,289,254 7 %
STAFF YEARS	650.00	589.68	692.75	677.75	710.25
PERFORMANCE INDICATORS:		<u> </u>		······································	<u> </u>
Bookings Average Daily Inmate	109,191	118,220	118,092	120,000	122,900
Population Unit Cost per Inmate (Day) Escapes Assaults	1,708 \$ 30.82 29 307	2,065 \$ 28.90 31 437	2,197 \$29.81 24 379	2,204 \$ 30.65 18 460	2,450 \$29.96 15 495

PROGRAM DESCRIPTION:

The Sheriff is required by law to take charge of and keep the County Detention Facilities; the operation is mandated by numerous codes and statutes. The detention system's primary purpose is to protect the populace from the criminal offender. Those detained prior to arraignment or trial, and those remanded to the custody of the Sheriff upon sentence of the courts, are entitled to basic creature comforts, sanitary living conditions, and the assurance of protection while they are incarcerated. Detainees are entitled to expeditious processing, medical and psychological screening, and diversion to available resource centers when appropriate. The function is to receive those arrested or detained, provide a secure and clean environment, and insure their well-being during incarceration. Individuals remanded to the custody of the Sheriff by the judiciary have the opportunity to participate in programs which have corrective and/or rehabilitative potential. Those confined should also have programs, recreation outlets, counseling services, and availability of greater freedom to visit families, use phones, etc. Correctional counselors, chaplains and volunteers assist inmates through crisis intervention, counseling, and redirection programs.

The Sheriff maintains six detention facilities: Central; South Bay; Las Colinas; Vista; Descanso; and, El Cajon.

1983-84 ACTUAL:

The actual costs were less than the budget due to generated salary savings and Services and Supplies savings. The actual reflects a mid-year adjustment for vehicles and communications equipment for the El Cajon Detention Facility. Revenue exceeds budget due to increases in contract revenue and receipt of revenues from the State for training in Corrections.

1984-85 ADOPTED BUDGET:

Expenditures will increase due to a projected increase in the average daily inmate population, an increase in bookings, and the first full year of operations at the new El Cajon Detention Facility.

Services and Supplies reflects a decrease of 13 percent.

Staff Years increased by 32.50 due to full year funding of El Cajon Detention Facility personnel (+15.5 S.Y.); Funding for 1983-84 underfunded positions (15 S.Y.); and the addition of two new positions.

Personnel changes were approved as follows:

(1) Full year funding of El Cajon staff funded for one-half year in 1983-84:

F	Correctional Counselor	•5 S•Y•
1	Certified Nurse Practitioner	•5
3	Staff Nurses	1.5
1	Food Service Supervisor	•5
1	Supervising Clerk	•5
1	Intermediate Clerk	•5
1	Laundry Supervisor	•5
5	Booking Clerks	2.5
6	Jail Clerks	3.0
1	Administrative Secretary II	•5
4	Senior Cooks	2.0
1	Intermediate Clerk Typist	•5
I	Senior Custodian	•5
2	Nurses Assistants	1.0
1	Stock Clerk	•5
<u> </u>	Departmenta! Aide	•5
31	Positions	15.5 S.Y.

- (2) Full year funding of Sheriff's positions underfunded in 1983-84:
 - 10 Deputies, formerly assigned to the El Cajon Quick Release Program Descanso 1 Stock Clerk (CDF Jail Stores and Inmate Commissary)

 - 2 Intermediate Clerk Typists (CDF) Jail Stores and Operations Staff Typing)
 I Administrative Secretary I (for Vista Jail Commander)
 - L Commutation Oberly (W1 to be 11 O constraint)
 - I Supervising Clerk (Vista Jail Operations)
 - 15 Staff Years
- (3) New positions to complete reorganization:
 - 1 Assistant Sheriff, Detention Facility Services
 - I Administrative Secretary II Secretary to Assistant Sheriff
 - 2 Staff Years

FIXED ASSETS:

Fixed assets include furniture, a vehicle and communications equipment for the Assistant Sheriff. Required communications equipment has been approved for various detention facilities. Other fixed assets have been included in the SANCAL budget.

PROGRAM REVENUE BY SOURCE:

Revenues will increase because of funds received from the State for Training in Corrections (STC Program).

Revenue	1983-84	983-84	1984-85
	Actual	Budget	Adopted
- Aid from Other Governmenal Agencies	\$775,740	\$ 629,166	\$811,100
- Charges for Current Services	582,174	511,800	690,600
- Other Revenue	55,448	1,600	500
	\$ 1,413,362	\$ 1,142,566	\$ 1,502,200

1984-85 OBJECTIVES

- 1. To insure expeditious processing of all detained persons at intake, during confinement, and upon release.
- 2. To provide comprehensive screening and classification at intake to determine any defined needs of inmates and to maximize the use of programs which provide alternatives to incarceration.
- 3. To establish a level of security within facilities which will insure 100% protection for inmates and staff and reduce the possibility of escape.

Program:

•

.

Detention Facility Services

Department:

• •

Sheriff

		BUDGET	STAFF - YEARS	SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-84 Adopted	
3807	Comm. Stores Manager	0.00	0.00	\$ 0	\$ C	
265	Asst. Sheriff	0.00	1.00	0	48,463	
778	Sheriff's Commander	2.00	2.00	87,274	89,106	
192	Senior Physician	2.00	2.00	89,036	91,316	
170	Dentist	•25	•25	10,212	9,876	
101	Medical Services Admin.	1.00	1.00	38,111	39,063	
775	Sheriff's Captain	6.00	6.00	221,389	237,513	
780	Sheriff's Lieutenant	11.00	11.00	391,837	393,470	
790	Sheriff's Sergeant	37.00	37.00	1,171,517	1,152,986	
517	Certified Nurse Practioner	2.50	3.00	69,555	85,408	
544	Supervising Nurse	1.00	1.00	30,216	29,424	
303	Administrative Assistant II	2.00	2.00	49,176	48,938	
050	Correctional Counselor	9.50	10.00	250,161	272,540	
031	Chaplain Coordinator	1.00	1.00	24,177	24,564	
538	Staff Nurse 11	31.50	33.00	744,615	817,109	
460	Food Services Manager	1.00	1.00	21,785	23,644	
746	Deputy Sheriff	371.00	381.00	8,261,154	8,844,316	
940	Painter	0.00	0.00	0	C	
725	Principal Clerk	1.00	1.00	21,565	21,921	
405	Food Service Supervisor	5.50	6.00	105,666	119,443	
555	Storekeeper III	1.00	1.00	19,479	20,447	
745	Supervising Clerk	8.50	10.00	157,315	188,404	
403	Accounting Technician	0.00	1.00	0	15,591	
510	Senior Account Clerk	3.00	5.00	47,016	71,477	
560	Storekeeper I	1.00	2.00	16,745	28,136	
510	Laundry Supervisor	2.50	3.00	41,730	50,773	
002	Booking Clerk	63.50	66.00	995,036	1,073,730	
001	Jail Clerk	45.00	46.00	639,037	679,884	
757	Administrative Secretary II	2.50	4.00	41,485	66,434	
756	Administrative Secretary 1	2.00	3.00	28,357	41,931	
730	Senior Clerk	2.00	2.00	32,766	33,322	
430	Laundry Worker III	3.00	3.00	44,764	45,256	
410	Senior Cook	22.00	24.00	361,192	412,377	
493	Intermediate Account Clerk	4.50	1.00	56,495	14,497	
700	Intermediate Clerk Typist	4.50	7.00	58,764	97,075	
030	Senior Custodian	2.50	3.00	30,105	37,218	
50	Stock Clerk	4.50	8.00	57,541	121,903	
36	Departmental Aid	9,50	10.00	81,228	89,044	
515	Nurses Assistant	9.00	10.00	121,927	141,116	
530	Sewing Room Supervisor	1.00	1.00	13,464	13,034	
505	Senior Accountant	1.00	1.00	27,303	16,652	
	Subtotal	677.75	710.25	\$14,459,195	\$15,607,401	
	Extra Help			481,430	433,855	

Program:	Detention Facility Serv	vices		Department:	Sheriff
		BUDGET	STAFF - YEARS	SALARY AND E	BENEFITS COST
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-84 Adopted
A	djustments: County Contributions an	d Benefits		\$ 4,653,455	\$ 5,041,161
	pecial Payments: Overtime Premium Salary Adjustment alary Savings			686,315 313,347 (33,643) (560,212)	778,406 442,581 (185,992) (652,975)
Si	alary Settlement				1,333,246

PROGRAM: Law Enforcement Services	# 12002	MANAGER:
Department: Sheriff	# 2400	

<u>Authority:</u> Government Code 26600-26602 requires the Sheriff to preserve the peace, to make arrests, to prevent unlawful disturbances, which come to his attention, to investigate public offenses which have been committed. The County Charter (Section 605) requires the Sheriff to provide the County efficient and effective police protection and to perform all the duties required of him by law. The Government Code (51301 & 51304) authorizes intergovernmental agreements for the provision of law enforcement services.

B. R. Oldham, Assistant Sheriff

1981-82 Actual	1982-83 Actual	983-84 Actual	1983-84 Budget	1984-85 Adopted
\$18,087,853	\$20,261,103	\$23,737,304	\$20,934,028	\$24,839,855
678,607	916,678	899,498	1,084,432	1,486,542
0	0	151,083	151,083	197,573
0	0	49,091	0	182,086
0	0	0	0	0
\$18,766,460	\$21,177,781	\$24,836,976	\$22,169,543	\$26,706,056
\$(5,499,150)	\$(8,217,522)	\$(9,251,251)	\$(8,777,390)	20% \$(9,259,697) 5.5%
\$13,267,310	\$12,960,259	\$15,585,725	\$13,392,153	\$17,446,359 30%
578.50	608.00	650.50	616.50	684.25
170,182 1,056 8.6 13,659	170,596 1,298 9.4 15,900	210,008 1,419 9.2 14,490	181,508 1,242 10.5 15,953	183,881 1,187 9.0 14,720
	Actual \$18,087,853 678,607 0 0 0 \$18,766,460 \$(5,499,150) \$13,267,310 578,50 170,182 1,056 8.6	Actual Actual \$18,087,853 \$20,261,103 678,607 916,678 0 0 0 0 0 0 0 0 0 0 0 0 \$18,766,460 \$21,177,781 \$(5,499,150) \$(8,217,522) \$13,267,310 \$12,960,259 \$78.50 608.00 170,182 170,596 1,056 1,298 8.6 9.4	Actual Actual Actual \$18,087,853 \$20,261,103 \$23,737,304 678,607 916,678 899,498 0 0 151,083 0 0 49,091 0 0 0 18,766,460 \$21,177,781 \$24,836,976 \$(5,499,150) \$(8,217,522) \$(9,251,251) \$13,267,310 \$12,960,259 \$15,585,725 578.50 608.00 650.50 170,182 170,596 210,008 1,056 1,298 1,419 8.6 9.4 9.2	Actual Actual Actual Budget \$18,087,853 \$20,261,103 \$23,737,304 \$20,934,028 678,607 916,678 899,498 1,084,432 0 0 151,083 151,083 0 0 191,083 151,083 0 0 49,091 0 0 0 0 0 0 0 0 0 18,766,460 \$21,177,781 \$24,836,976 \$22,169,543 \$(5,499,150) \$(8,217,522) \$(9,251,251) \$(8,777,390) \$13,267,310 \$12,960,259 \$15,585,725 \$13,392,153 578.50 608.00 650.50 616.50 170,182 170,596 210,008 181,508 1,056 1,298 1,419 1,242 8.6 9.4 9.2 10.5

PROGRAM DESCRIPTION:

San Diego's residents and visitors are entitled to the availability of efficient and effective resources to meet their unique and varied needs for law enforcement services. The Sheriff, as the County's Chief Law Enforcement Officer, provides public safety services throughout the 4314 sq. miles encompassing San Diego County. The critical nature of these services and the demands of the criminal justice system require a well-trained professional staff and supporting technicians.

Law enforcement services in unincorporated North County and the cities of Del Mar, San Marcos, and Vista are provided by resources deployed from the Vista and Encinitas stations and substations located in Valley Center and Fallbrook. Law enforcement services in the unincorporated areas of East County, and the cities of Lemon Grove, Imperial Beach, Poway and Santee are provided from Sheriff's patrol stations in Santee, Poway, Imperial Beach and Lemon Grove, substations in Ramona and Alpine and a substation in Julian which oversees the operation of eight smaller resident deputy offices located throughout the rural area. Sheriff's officers respond to requests for service and investigate crimes. Assigned staff are specifically charged with protecting lives and property, effecting arrests, and preserving the peace. Specialized resources are provided Countywide in the form of air support, reserves, and selective enforcement teams. These resources are in a continuous state of preparedness and are frequently deployed in response to unique and unusual circumstances where specialized public safety strategies (helicopters, canine units, etc.) are warranted.

PROGRAM DESCRIPTION: (cont'd)

The Special Investigations' Division monitors and analyzes organized criminal activity which affects San Diego County in order to enforce applicable laws. The Vice Detail investigates bookmaking, gambling and prostitution. The unit also provides regulation and control by Inspection of activities licensed by the County under State law and County Ordinances. Another need fulfilled by this unit is the inspection and enforcement of Alcohol Beverage Control laws as designed to protect the public interest. Finally, the activities of the narcotics unit are coordinated with those of various local, State and Federal law enforcement agencies to provide an integrated approach to the suppression of narcotics trafficking.

In direct support of field operations are the Communications Division, Scientific Investigations Unit, and Central Investigations Division. The Communications Division processes all citizen requests for service; dispatches patrol units in response to these requests; receives and disseminates criminal history information to field personnel and other criminal justice agencies; serves as regional coordinator for paramedic/ambulance units, enroute to hospital emergency rooms. Personnel assigned to Scientific Investigations collect and analyze evidence, prepare documentation, and testify during the judicial process. They restore and maintain for court or legal disposition more than 150,000 items of seized evidence, narcotics, and other personal property.

Central investigations Division staff directs its efforts at crimes involving homicides, rapes, kidnapping, missing adults, robberies where violence occurs, arson, fraud and major property offenses.

1983-84 ACTUAL:

Actual salaries and benefits exceeded the budgeted amount due to the underfunding of specific positions. This was partially offset by savings generated in the services and supplies category. A mid-year approval for vehicles and communications equipment for the Imperial Beach Station resulted in a cost of \$49,091. Revenue projections exceeded the budgeted amount due to contract increases.

1984-85 ADOPTED BUDGET:

Expenditures increased in 1984-85 due to an increase in personnel: Three-fourths year funding for Phase I implementation of the base level of service which required the addition of thirteen (13) deputy Sheriffs, two (2) Sergeants, two (2) Intermediate Clerks; the increase in contract cities' service level (revenue offset) added seven (7) Deputy Sheriffs, one (1) Administrative Secretary I and one (1) Intermediate Clerk Typist. One (1) position upgrade was requested from Senior Property Investigator to Property Coordinator due to increase in responsibility. The addition of one (1) Chief Communications Supervisor was made due to the expansion of the Communications Center into several new areas of operation. There was a corresponding deletion of one (1) Director of Communications position. Two (2) Criminalist II positions were required to assist in bringing forensic services up to court standards.

One (1) additional Lieutenant, one (1) Intermediate Clerk Typist (1/2 time) and one (1) Disaster Coordinator were approved to implement a disaster planning program. This program was funded for three-fourths of a year. One (1) Assistant Sheriff was approved to administer the Law Enforcement Services Program. One (1) Administrative Secretary 11 position was added to provide secretarial support to the Assistant Sheriff.

The addition of five (5) Communication Dispatchers is revenue offset. The positions are being funded through EMS funds. An upgrade of one (1) Intermediate Clerk Typist to Administrative Secretary I was approved due to the nature of the secretarial work in the Homicide Detail.

Sufficient appropriations were also required for the following underfunded positions: Five (5) Lieutenants' staff years for Ramona, SED, Special Investigations and Central Investigations; Seven (7) Deputy Sheriff staff years -three (3) revenue offset in Poway, two (2) for Special Investigations and two (2) for Central Investigations; Ten (10) staff years' funding for Sheriff's Sergeants: (Two (2) in SED, one (1) in Valley Center, one (1) for Reserves, three (3) in Special Investigations and three (3) in Central Investigations); Six (6) Intermediate Clerk staff years - three (3) for ARJIS, one (1) revenue offset in Santee, one (1) in Fallbrook, one (1) for Reserves; One Administrative Secretary I staff year for Lemon Grove.

PROGRAM:	Law Enforcement Services	# 12002	MANAGER: B. R. Oldham, Assistant Sheriff
----------	--------------------------	---------	--

Funding was approved for five (5) Supervising Communications Dispatcher staff years for the Communications Center. Sufficient appropriations were required for County contributions and benefits, overtime, and premium pay.

The increase in Services and Supplies is due to Copier Maintenance which had previously been budgeted by the Department of General Services. Special expenses for ASTREA for maintenance and repairs increased the Services and Supplies budget by \$148,800.

Fixed assets included revenue-offset equipment for the Crime Laboratory and Contract Law Enforcement, and furniture and office equipment for newly-authorized personnel, vehicles and communications equipment included required items for the Assistant Sheriff, the base leve of service additions and various stations and substations. Other fixed assets and vehicles/communications equipment were included in the SANCAL budget.

PROGRAM REVENUE BY SOURCE:

The increase in revenue relates to contracts with cities to which the Sheriff's Department provides law and traffic enforcement services.

SOURCE OF REVENUE	1983–84	1983/84	1984/85		
	<u>Actual</u>	Budget	Adopted		
Aid from Other Governmental Agencies	\$ 622,825	\$ 60,000	\$65,000		
Charges for Current Services	8,584,332	8,697,890	9,173,497		
Other Revenue	44,094	19,500	21,200		
Total	\$ 9,251,251	\$ 8,777,390	\$ 9,259,697		

1984-85 OBJECTIVES:

1. To increase the present number of eight-hour patrol units from six to nine in Masterbeat 45.

2. To increase the present number of eight-hour patrol units from three to six in Masterbeat 22.

3. To implement a Computer Aided Dispatch System.

4. To increase the capability at the Sheriff's Crime Lab in order to bring lab production up to Court standards.

,

5. To establish a Street Narcotics Team.

6. To establish a Gang Detail.

7. To develop an ongoing disaster planning program, and logistics control, for the entire department.

Law Enforcement Services Program:

Department:

Sheriff

		BUDGET ST.	AFF - YEARS	SALARY AND	SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-84 Adopted		
5778	Sheriff's Commander	2.00	2.00	\$ 87,274	\$ 89,106		
5775	Sheriff's Captain	10.00	10.00	376,807	394,977		
5780	Sheriff's Lieutenant	19.00	24.75	666,492	886,004		
5 790	Sheriff's Sergeant	54.00	65.50	1,715,182	2,097,589		
57 34	Supervising Criminalist	1.00	1.00	35,683	36,588		
5736	Criminalist III	1.00	1.00	33,054	33,879		
5737	Criminalist II	7.00	9.00	191,957	241,756		
5721	Documents Examiner	2.00	2.00	61,702	63,224		
2303	Administrative Assistant II	2.00	2.00	52,704	50,121		
4317	Clinical Lab Technician	3.00	3.00	66,347	71,473		
5786	Sheriff's Senior Prop. Invest.	1.00	0.00	20,928	0		
5746	Deputy Sheriff	393.00	416.75	9,728,242	10,336,665		
8803	Property Coordinator	0.00	1.00	0	23,984		
5785	Sheriff's Property Investigator	1.00	1.00	18,931	19,237		
2801	Communications Dispatcher	53.00	58.00	871,506	977,944		
2757	Administrative Secretary 11	8.00	9.00	124,502	145,690		
2730	Senior Clerk	9.00	9.00	145,046	139,728		
2671	Estate Mover	1.00	1.00	16,417	16,053		
2756	Administrative Secretary I	11.00	14.00	162,944	198,161		
330	Laboratory Assistant	1.00	1.00	13,423	14,410		
2700	Intermediate Clerk Typist	24.50	32,50	319,433	424,191		
2710	Junior Clerk/Typist	3.00	3.00	29,418	30,043		
5236	Departmental Aid	10.00	10.00	85,420	94,049		
3802	Chief Communications Supervisor	0.00	1.00	0	28,993		
0265	Assistant Sheriff	0.00	1.00	0 0	48,463		
865	Disaster Preparedness Operations Officer 11	0.00	0.75	0	14,525		
2804	Supervising Communications Dispatcher	0.00	5.00	0	102,227		
	Sub-total	616.50	684.25	\$14,823,412	\$16,579,080		
	Sub-total						
	Adjustments: County Contributions and Benet	fits		5,433,307	6,107,696		
	Special Payments:			1 145 071	1 236 340		
	Overtime Premium			1,145,971 271,718	1,236,340 276,760		
	Salary Adjustment			(134,700)	(85,365		
	Salary Savings			(605,680)	(729,105		
	Salary Settlement			-	1,454,449		

616.50 684.25

PROGRAM:	Adr	ninistrative	Support	Services	#	12006
Department	:	Sheriff			#	2400

Authority: Section 605 of the County Charter charges the Sheriff with organizing his department in order to provide the County with efficient and effective police protection. The Sheriff is the chief law enforcement officer in the County and is charged with preserving the peace and arresting all persons who commit or attempt to commit crimes within the County (Government Code 26600 et. seq.). The State also mandates the Sheriff to maintain the County Jail and its prisoners (G.C. 26605).

MANAGER: F. P. HIII, Assistant Sheriff

	1981-82 Actual	1982 - 83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 3,760,026	\$ 3,943,593	\$ 4,890,670	\$ 4,225,090	\$ 4,971,981
Services & Supplies	936,260	820,134	897,481	945,000	1,332,614
Fixed Assets	0	0	1,515	1,515	11,310
Vehicles/Comm. Equip.	0	0	0	0	10,529
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 4,696,286	\$ 4,763,727	\$ 5,789,666	\$ 5,171,605	\$ 6,326,434
FUNDING	\$ (831,459)	\$ (746,786)	\$ (727,970)	\$ (932,596)	22% \$ (728,400) -22%
NET COUNTY COSTS	\$ 3,864,827	\$ 4,016,941	\$ 5,061,806	\$ 4,239,009	\$ 5,598,034 32 %
STAFF YEARS	178.50	176.50	182.00	169.00	190.50
PERFORMANCE INDICATORS:					
Population	533,446	562,373	588,918	572,758	595,287
Square Miles	3,739	3,743	3,743	3,743	3,743
Records Services	161,142	167,519	175,216	175,346	180,800
License Services	161,692	166,512	168,100	168,177	169,000

PROGRAM DESCRIPTION:

This program provides administrative control and operational support to direct program activities included within the Sheriff's Department.

The Office of Staff Services is directed by the Department's Director, Staff Services and includes four divisions: Records, License, Administrative Management, and Financial Services. The Divisions fulfill federal, state and local mandates to provide justice system data and services to individuals and to law enforcement agencies. Staff Services also provides budget coordination, comprehensive research, short and long range planning, grant development and monitoring and complete logistical support for programs and activities in terms of accounting and EDP coordination.

The Sheriff's Special Services Bureau includes the Personnel Division, Training Division, Office of Internal Affairs and the Public Affairs Division. The Sheriff's Personnel Division has the primary responsibility for recruiting and selecting qualified personnel for the position of Deputy Sheriff and for civilian support positions. The unit maintains the Departmental Affirmative Action Program, processes employee complaints and claims, maintains personnel records for approximately 1,600 employees, performs background investigations and polygraph services, coordinates recruitment activities and provides workers' compensation investigative support. Additionally, Personnel is responsible for personnel evaluation and career development. The Sheriff's Training Division administers the Sheriff's Regional Training Academy, which provides basic training to Sheriff's sworn personnel, as well as to personnel employed by other local enforcement agencies. The division provides the training required by statute and by the Commission on Peace Officers' Standards and Training. The Office of

PROGRAM DESCRIPTION: (continued)

Internal Affairs investigates all complaints concerning both Sheriff's personnel and procedures. Pertinent testimony is gathered and the Sheriff approves sanctions designed to protect the high standards and integrity of the Department and its personnel. Internal Affairs also provides investigative support to County-related legal representatives in their defense of civil suits, and is responsible for the coordination of claims against the County concerning false arrest, general liability, and auto liability matters. The Public Affairs Division consists of Media Relations, Labor Relations, International Relations, Juvenile Diversion and Crime Prevention. The Crime Prevention program is the largest component designed to educate the public in the methods and means to secure property and provide for personal safety. Efforts such as "Neighborhood Watch," "Merchants Alert,", "Operation Identification," and self defense seminars for women are typical presentations utilized in this program. The Juvenile Diversion Unit provides guidance and counseling to selected youthful first-time offenders eliminating involvement in formal judicial proceedings.

1983~84 ACTUAL:

The estimated actual salaries and benefits exceed the budget due to the underfunding of positions within the Sheriff's Department. This was partially offset by savings generated in the services and supplies category. The actual revenue was less than budget due to the decrease in P.O.S.T. revenue which was generated in 1983-84.

1984-85 ADOPTED BUDGET:

To provide responsible and accountable administration of the Administration and Support program, appropriations were required for one (1) unclassified Assistant Sheriff position. One (1) Departmental EDP Coordinator position was authorized to effectively coordinate complex data systems, provide technical assistance to the Department of EDP Services and implement an essential Crime Analysis Program. One (1) Records Clerk II and five (5) Records Clerk I positions were added to ensure the Records Division's capability to continue to efficiently handle arrests/ booking operations, crime report processing and ARJIS entry. These positions were funded for three-fourths of a staff year. To ensure that essential clerical services, in support of direct law enforcement and detention facilities' programs, are to be continued sufficient appropriations were made (three (3) staff years for Intermediate Clerk Typist - Personnel and Public Affairs Divisions; one (1) staff year for a Senior Account Clerk - Fiscal Control Division) for positions underfunded in 1983-84.

To meet the requirements of the Commission on Peace Officer Standards and Training (P.O.S.T.), appropriations were approved for the Sheriff's Training Division staff (one (1) staff year - Sheriff's Lieutenant; one (1) staff year - Sheriff's Sergeant; four (4) staff years - Deputy Sheriff). <u>All</u> training performed is part of the Regional Training Academy, to which the County is committed, and is substantially offset by P.O.S.T. revenues. To ensure that the Personnel Division's functions are efficiently and effectively completed, adequate appropriations were made for one (1) staff year - Administrative Assistant. To be certain that ARJIS entry is completed in an accurate and timely manner, sufficient appropriations were required for four (4) staff years - Records Clerk 1. These positions were underfunded in 1983-84.

To maintain consistency with the aims of the Hay Study, that is, to bring job classifications up-to-date; to improve career mobility; and to better reflect levels of responsibility the following additions/deletions of positions assigned to the Records Division were approved; one (I) Principal Clerk to Sheriff's Records Manager; two (2) Supervising Clerk positions to Sheriff's Supervising Records Clerk. The reclassification of one I) Supervising Clerk to Principal Clerk in the payroll section was made due to an increase in the area of responsibility and the complexity of the position's functions. One (I) Director, Staff Services was approved with a corresponding deletion of a Chief, Administrative Services position. The upgrade reflects the level of responsibility of the positions are were authorized, with a corresponding deletion of two (2) Administrative Assistant III positions. The positions function as administrators of specific divisions and critical support operations (Financial Services; Personnel). One (I) Administrative Assistant III position was approved in the Personnel Division (there was a corresponding deletion of an Administrative Assistant III position). The higher classification reflects the level of responsibility of the position function and the critical nature of its function. Other increases in position costs relate to salary increases.

1984-85 DEPARTMENT REQUESTED: (continued)

Increased appropriations were required to fund actual County contributions and benefits, overtime and premium costs. The Services and Supplies budget reflects a substantial increase in ARJIS user costs and equipment rental and in P.O.S.T. reimbursable travel. Other increases relate to a transfer of maintenance costs for copiers from the Department of General Services. Lesser increases are the result of inflation and increased travel, printing, and costs relating to the Personnel Division's operations.

Approved fixed assets and vehicles/communications included furniture and a vehicle for the Assistant Sheriff position; handguns for new personnel; shotguns for training. Additional fixed assets were include in the SANCAL budget.

PROGRAM REVENUE BY SOURCE:

The decrease in revenue relates to a projected decrease in P.O.S.T. reimbursement in 1984/85.

SOURCE OF REVENUE	1983-84 Actual	1983/84 Budget	1984/85 Adopted
Licenses, Permits	\$ 211,796	\$ 286,500	\$ 290,500
Aid from Other Governmental Agencies	190,130	212,099	190,000
Charges for Current Services	305,016	415,177	247,100
Other Revenue	20,918	18,820	800
Total	\$ 727,860	\$ 932,596	\$ 728,400

1984-85 OBJECTIVES:

The objectives for 1984-85 are:

- 1. To maintain the capability of a crime prevention forum which emphasizes involvement through Neighborhood Watch, Business Alert, security surveys for homes/businesses (focused on burglary, theft, robberty, and auto theft) and children's educational programs.
- To effectively coordinate complex data systems, provide technical assistance to the Department of EDP Services and implement a Crime Analysis Program.
- To provide 180,000 Records Services and continue to efficiently handle arrest/booking operations, crime report processing and Automated Regional Justice Information System (ARJIS) entry.
- 4. To provide 169,000 license services.
- 5. To maintain the capability to train 225 new deputy and reserve candidates.
- 6. To maintain the capability for thorough background investigations of 450 prospective departmental employees.

Program:

Administrative Support Services

```
Department:
              Sheriff
```

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
<u>Class</u>	Title	1983-84 Budget			1984-84 Adopted	
5778	Sheriff's Commander	1.00	1.00	\$ 43,637	\$ 44,563	
5.775	Sheriff's Captain	1.00	1.00	38,793	39,601	
2305	Chief Administrative Services	1.00	0.00	38,111	0	
5780	Sheriff's Lieutenant	3.00	4.00	108,371	144,272	
5790	Sheriff's Sergeant	9.00	10.00	288,158	317,252	
2302	Administrative Assistant III	3.00	2.00	96,360	65,882	
2303	Administrative Assistant II	3.00	3.00	84,528	88,624	
5746	Deputy Sheriff	25.00	29.00	646,402	745,234	
2425	Associate Accountant	1.00	1.00	24,821	25,228	
2337	Public Information Specialist	1.00	1.00	24,742	25,670	
2725	Principal Clerk	2.00	2.00	41,954	36,822	
2745	Supervising Clerk	4.00	1.00	77,610	19,364	
2906	Legal Procedures Clerk III	1.00	1.00	19,060	19,364	
2758	Administrative Secretary 111	1.00	1.00	16,420	19,364	
5706	Asst. Weapons Training Coordinator	1.00	1.00	16,745	19,124	
2500	Junior Accountant	1.00	1.00	16,496	17,332	
2511	Senior Payroll Clerk	4.00	4.00	66,559	66,501	
2757	Administrative Secretary 11	2.00	2.00	32,573	33,217	
5744	Crime Prevention Specialist	23.00	23.00	363,585	377,102	
2703	Sheriff's Records Clerk II	6.00	6.75	95,454	114,322	
2907	Legal Procedures Clerk II	10.00	10.00	163,756	162,974	
2756	Administrative Secretary 1	1.00	1.00	15,280	13,176	
2510	Senior Account Clerk	1.00	2.00	16,383	33,322	
2705	Sheriff's Records Clerk	45.00	52.75	625,344	668,509	
2493	Intermediate Account Clerk	1.00	1.00	14,259	14,221	
2650	Stock Clerk	2.00	2.00	24,344	27,634	
2700	Intermediate Clerk Typist	6.00	9.00	78,775	121,385	
2798	Security Guard	5.00	5.00	63,970	74,613	
2710	Junior Clerk Typist	5.00	5.00	53,305	56,973	
0265	Assistant Sheriff	0.00	1.00	0,00	48,463	
3806	Sheriff's Records Manager	0.00	1.00	õ	24,108	
3805	Sheriff's Supervising Records Clerk	0.00	2.00	0	41,912	
3801	, .	0.00	1.00	Ő		
2414	Sheriff's Director, Staff Services	0.00		0	41,016	
	Analyst IV		2.00	0	72,652	
2469	Dept. EDP Coordinator	0.00	1.00		28,831	
	Sub-total	169.00	190.50	\$3,195,795	\$3,648,627	
	Adjustments: County Contributions and Benefi	ts		1,083,161	1,213,460	
	Special Payments:					
	Overtime			50,000	53,892	
	Premium			54,225	57,441	
	Salary Adjustment			(32,550)	(12,788)	
	Salary Savings			(125,541)	(280,784)	
	Salary Settlement				292,133	

•

169.00 190.50

\$4,225,090

PROGRAM:	Of	fice	of	the	Sher i	ff	#	92101	
Department	+:	Sher	-iff	F			#	2400	

Authority: Section 605 of the County Charter charges the Sheriff with organizing his department in order to provide the County with efficient and effective police protection. The Sheriff is the chief law enforcement officer in the County and is charged with preserving the peace and arresting all persons who commit or attempt to commit crimes within the County (Government Code 26600 et. seq.). The State also mandates the Sheriff to maintain the County Jail and its prisoners (G.C. 26605).

MANAGER: R. E. Sandberg, Undersheriff

	 1981-82 Actual	82 - 83 tual	 1983-84 Actual	 1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 428,708	\$ 403,699	\$ 431,702	\$ 4 4,732	\$ 464,975
Services & Supplies	73,689	74,885	84,667	108,813	117,813
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 502,397	\$ 478,584	\$ 516,369	\$ 523,545	\$ 582,788
FUNDING	\$ 0	\$ 0	\$ 0	\$ 0	\$ 11% 0
NET COUNTY COSTS	\$ 502,397	\$ 478,584	\$ 516,369	\$ 523,545	\$ 582,788 11%
STAFF YEARS	 11.00	 10.00	10.00	10.00	10.00
PERFORMANCE INDICATORS: Population Square Miles	 533,446 3,739	 562,373 3,743	588,918 3,743	 572,758 3,743	 595,287 3,743

PROGRAM DESCRIPTION:

This program provides administrative control and direction to direct program activities included within the Sheriff's Department. The Office of the Sheriff, as the executive unit, provides overall management of the Department, and maintains relations with other governmental programs and the community at large.

1983-84 ACTUAL:

The actual cost for 1983-84 was less than the 1983-84 budget, because the Sheriff generated savings in Services and Supplies to offset the deficit in Salaries and Benefits. The Salaries and Benefits category had been purposely underfunded.

1984-85 ADOPTED BUDGET:

The Office of the Sheriff program activities include administrative control and direction to direct program activities within the Sheriff's Department.

The increase in Salaries and Benefits are related to wage and benefit increases, and a reduction in estimated salary savings. The Services and Supplies increase is the result of the lease of necessary word processing equipment.

PROGRAM: Office of the Sheriff # 92101

PROGRAM REVENUE BY SOURCE:

SOURCE OF REVENUE	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
None	\$ -0-	\$ -0-	\$ -0-

1984-85 OBJECTIVES

The objectives for 1984-85 are:

1. To continue to prevent crime and delinquency, protect life and property, and preserve the peace.

2. To provide an increased level of law enforcement services to the unincorporated area.

3. To eliminate overcrowding in the Central Detention Facility.

Program: Office of the Sheriff

1

```
Department: Sheriff
```

+

		BUDGET STAFF - YEARS		SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-84 Adopted	
0160	Sheriff	1.00	1.00	\$ 58,500	\$ 58.321	
0260	Undersheriff	1.00	1.00	52,559	52,393	
0362	Confidential Assistant	3.00	3.00	98,909	110,073	
5746	Deputy Sheriff	1.00	1.00	25,456	25,353	
2759	Administrative Secretary IV	1.00	1.00	20,523	21,026	
2758	Administrative Secretary III	2.00	2.00	36,444	35,830	
2757	Administrative Secretary II	1.00	1.00	7,796	18,013	
	Subtotal	10.00	10.00	\$ 310,187	\$ 321,009	

Adjustments: County Contributions and Benefits	\$ 110,946	\$ 119,914
Special Payments:	• • • • • • • • • • • • • • • • • • • •	· · · · · · · · · · · · · · · · · · ·
Overtime	5,000	5,000
Salary Savings	(11,401)	(8,918)
Salary Settlement	-	27,970

.

.

SUPERIOR COURT

	1981–82 <u>Actual</u>	1982-83 Actual	983-84 Actua	1983-84 Budget	1984–85 Adopted
Superior Court Operations	\$ 6,220,934	\$ 6,221,027	\$ 6,665,949	\$ 6,665,132	\$ 7,442,196
Conciliation Court	647,993	704,448	817,163	812,255	988,317
Mental Health Counselor	514,900	550,844	628,206	632,546	702,785
Department Overhead	209,778	241,129	268,834	270,299	294,649
Total Direct Costs	\$ 7,593,605	\$ 7,717,448	\$ 8,380,152	\$ 8,380,232	\$ 9,427,947
Funding	2,474,127	2,467,035	2,726,471	2,478,817	2,990,085
Net Program Cost (Without Externals)	\$ 5,119,478	\$ 5,250,413	\$ 5,653,681	\$ 5,901,415	\$ 6,437,862
Staff Years	214.00	216.00	220.00	220.00	229.75

PROGRAM: OPERATIONS

13039

Department: SUPERIOR COURT # 2000 Ref: 1983-84 Final Budget - Pg: 97 Authority: This program was developed to carry out the provisions of Article Six, Section Six of the Constitution of the State of California which states that there shall be a Superior Court in every county.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 4,012,975	\$ 4,103,213	\$ 4,571,515	\$ 4,614,080	\$ 5,230,336
Services & Supplies	2,207,959	2,117,814	2,094,434	2,051,052	2,161,930
Other Charges	0	0	0	0	0
Flxed Assets	0	0	0	0	49,930
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 6,220,934	\$ 6,221,027	\$ 6,665,949	\$ 6,665,132	\$ 7,442,196
FUNDING	\$(1,700,732)	(1,677,885)	(1,869,106)	(1,673,170)	(2,068,000)
NET COUNTY COSTS	\$ 4,520,202	\$ 4,543,142	\$ 4,796,843	\$ 4,991,962	\$ 5,374,196
STAFF YEARS	162.00	164.00	168.00	168.00	174.75
PERFORMANCE INDICATORS:					
Total Filings	50,094	52,532	53,864	53,000	53,462
Weighted Caseload	4,056,615	4,521,704	4,753,003	4,594,000	4,754,933
Weighted Caseload					
Per Judicial Position	92,196	100,482	103,326	99,870	100,104
(State Standard 74,000)					
\$ Understaffed PROCRAM DESCRIPTION:	25%	36%	40\$	35%	35%

PROGRAM DESCRIPTION:

The Superior Court has jurisdiction over all felonies; civil cases over \$15,000; cases involving title and possession of real property; dissolution of marriage; probate; conservatorship; mental health and juvenile proceedings. These proceedings, with the exception of juvenile matters, are conducted at the San Diego Courthouse and Vista Courthouse. All juvenile court hearings are conducted at the Juvenile Court in Linda Vista. The Superior Court serves all the citizens of San Diego County through the operation of forty-six court departments which includes one presiding department, five juvenile court departments and seven court departments in Vista.

The Superior Court supports all County courts through the management of a combined arbitration program and a joint jury pool in Vista and San Diego. Funding for both Superior and Municipal Court jurors at these court locations is included in this program. All costs for the combined arbitration program are also included in this program. Centralization of these functions has reduced total county costs for these activities.

1983-84 ACTUAL:

There are no major differences between 1983-84 Budget amounts and 1983-84 Actual.

1984-85 COURT ADOPTED BUDGET

Funding levels in 1984-85 have increased for this program as a result of the following:

I. Salarles and Benefits

<u>Workload Increases</u>: Four new positions and 3.5 staff years are added to meet continued workload increases in judicial services and calendar management.

The new position of Calendar Coordinator will permit all calendar activities of the court to be consolidated under one new management position. The expanding calendar management activities of the Superior Court have produced exceptional results in reducing case backlogs and improving overall court efficiency. To continue expanding these efforts and to manage automation of the calendars and statistics a new management position is proposed. This position will have responsibility countywide for both Arbitration and Civil Calendar Services. The position will coordinate preparation of all caseload statistics and work directly with all Superior and Municipal Court judges in our countywide arbitration program. The position will supervise all calendar and arbitration staff.

One Court Systems Analyst position funded for .5 staff year is proposed to coordinate the improvement and expansion of existing court computer systems as well as assist in implementing other new court technology improvements. In order to meet caseload demands and efficiently manage over 50,00 case filings per year in three locations, the Superior Court must embark on a program to expand automation efforts and implement technology improvements. This position is critical to these efforts. Extensive recruitment is planned for this position so only half year funding is requested for 1984-85.

One judicial secretary is requested for the North County Superior Court which has grown from five judges to seven judges in the last two years. Continued caseload growth is projected in the North County which will add more judges to this court. There is currently only one judicial secretary for the North County Superior Court which is staffed with seven judges. A second judicial secretary must be added to support the expanded North County Superior Court.

One new Research Attorney I position is requested for increased trial research workload. The complexity of trial matters and the increasing volume of criminal motions and law and motion matters cannot be effectively handled by existing research staff.

<u>New Judgeships</u>: A total of 3.25 staff years are added for six new judicial positions and necessary support staff. The judges will not be appointed until the last quarter of fiscal 1984-85 so only one quarter staff year is being budgeted per position.

A court reporter must be added for each new judge to record and prepare transcripts of the proceedings. Eight court reporters funded at a .25 staff year each are requested to support the proposed eight new judges which are also budgeted at a .25 staff year each.

One Research Attorney I position funded at a .25 staff year each will be necessary to support the new judges. We anticipate that the majority of the new judicial positions will be devoted to crime. Criminal motions and trial research require a high level of research support.

<u>II. SERVICES AND SUPPLIES:</u> In 1984-85 services and supplies costs will increase by \$67,496. This increase is largely due to purchasing department's projected cost increases for various vendor supplied items such as copier and stenograph paper; equipment maintenance; and minor equipment. Copier maintenance costs which were previously budgeted by General Services add \$4,000. The planned postage cost increase adds \$5,000 with the major accounts of jury fees and transcript costs increasing a total of \$34,000 to cover increased criminal trial workload which adds directly to these costs.

In 1984-85 approximately \$400,000 will be utilized for Municipal Court arbitrator fees and jurors.

PROGRAM REVENUE BY SOURCE:

Source of Revenue		Actual		Budget	Adopted
Judges Block Grant	\$	900,000	\$	804,370	\$1,200,000
Jury Fees		226,821		190,000	190,000
Court Reporter Fees		694,230		678,800	678,000
Recovered Expenditures		48,055		-0-	-0-
	\$1	,869,106	\$1	,673,170	\$2,068,000

1984-85 OBJECTIVES:

.

- 1) To Implement the Regional Juvenile Information System (REJIS).
- 2) To reduce time to trial for civil cases from 16 to 12 months.
- 3) To improve existing court computer systems and develop a court technology improvement plan.

PROGRAM: OPERATIONS

DEPT: SUPERIOR COURT

-

		STAFF -	YEARS	SALARY AND	BENEFITS COST
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984~85 Adopted
	Judge, Superior Court	43	44,50	\$ 408,500	\$ 422,750
0538	Referee	3	3	181,527	160,809
0540	Court Reporter	46	47,50	1,541,239	1,645,416
0541	Court Reporter - Pro Tem	6	6	174,156	176,970
0513	Court Systems Analyst	0	0,50	0	20,112
0523	Chief Probate Examiner	1	1	32,685	33,800
0530	Research Attorney	10	6,25	239,821	157,950
0553	Research Attorney 11	0	5	0	163,735
0529	Coordinator, Court Reptr. Services	1	1	28,425	29, 158
0526	Probate Examiner III	2	2	56,850	58,778
0525	Coordinator, Jury Services	1	1	32,685	33,531
0514	Coordinator, Calendar Services	0	1	0	33,528
0531	Chief Calendar Clerk	2	2	56,850	56,926
0522	Deputy Jury Commissioner III	1	1	28,425	29,158
0527	Probate Examiner II	7	7	170,647	170,093
0554	Court Services Clerk IV	2	2	49,120	50,372
0515	Judicial Secretary	10	11	206,272	230,358
0555	Court Services Clerk III	4	4	64,270	69,999
0535	Deputy Jury Commissioner II	7	7	126,937	131,126
0521	Conservatorship Investigator	2	2	48,240	49,008
0504	Interpreter Clerk	1	1	18,210	18,532
0556	Court Services Clerk II	14	14	210,091	226,403
0511	Chief Arbitration Clerk	1	1	28,425	29,158
0517	Juvenile Court Coordinator	1	1	36,654	39,063
9999	Temporary Extra Help	3	3	58,095	60,000
	TOTAL:	168	174.75	\$3,798,124	\$4,096,733
	Adjustments:				
	County Contributions and Benefits	5		\$ 847,285	918,163
	Salary Settlement Costs			-0-	234,317
	Premium Pay			44,160	44,160
	Salary Savings			(75,489)	(63,037)
	Total Adjustments:			815,956	1,133,603
	Program Totals:	168	174.75	\$4,614,080	\$5,230,336

PROGRAM: CONCILIATION COURT # 13040 MANAGER: MURRAY BLOOM

Department:SUPERIOR COURT# 2000Ref: 1983-84 Final Budget - Pg: 100Authority:This program was developed to carry out sections 1730 to 1772 of the Code of Civil Procedureand Sections 4602 and 4607 of the Civil Code regarding mediation/investigations of child custody issues.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984–85 Adopted
COSTS			·		
Salaries & Benefits	\$ 628,974	\$ 682,758	\$ 801,536	\$ 785 ,7 35	\$ 950,297
Services & Supplies	19,019	21,690	15,627	26,520	26,520
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	11,500
New Vehicle/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 647,993	\$ 704,448	\$ 817,163	\$ 812,255	\$ 988,317
FUNDING	\$ (404,395)	\$ (413,788)	(475,127)	(430,285)	(521,285)
NET COUNTY COSTS	\$ 243,598	\$ 290,660	\$ 342,036	\$ 381,970	\$ 467,032
STAFF YEARS	24.00	24.00	24.00	24.00	27.00
PERFORMANCE INDICATORS:					
Child Custody/Visitation					
Mediation Hearings \$ Mediation Settlements	3,035 69	3,641 73	5,161 68	4,209 73	4,979 70

PROGRAM DESCRIPTION:

in 1983 there were 14,635 dissolutions filed in San Diego County. During the dissolution process and after, the parties may argue over child custody and visitation. Disputed child visitation/custody cases normally go to trial court. The Conciliation Court provides mediation and investigation in these disputes. In each case resolved through mediation, costly trial court time is saved.

This program serves the entire San Diego County population from the downtown Courthouse, North County Branch in Vista and a one staff year office in the El Cajon Municipal Court.

Staff is comprised of mediation counselors (licensed marriage, family, child counselors); child custody investigators; plus interns and necessary clerical staff.

The process used consists of individual, couple and family group methods; mediation, and investigation procedures.

1983-84 ACTUAL:

There are no major differences between 1983-84 Budget amounts and 1983-84 Actual.

1984-85 ADOPTED BUDGET:

Salary and Benefit costs will increase in 1984-85 due to the necessary addition of three new positions. These positions will be revenue offset. Two Conciliation Counselor II positions and one Court Services Clerk if position are added to meet increased workload which results from three recently enacted legislative bills. AB 2635 enacted in January, 1983 mandates the visitation rights of stepparents. As a result of this legislation the Conciliation Court is conducting hearings and investigations to determine stepparent visitation. AB 300 enacted in January, 1984 mandates the visitation rights of grandparents. This legislation as with AB 2635 brings in additional petitions for visitation which must be acted upon by Conciliation Court staff. An additional bill, AB 238 effective January 1, 1984, also impacts the workload of this program. This bill mandates that court orders more specifically define joint custody or visitation. Many court orders previously issued will be brought back for more clearly defined definitions of joint custody and visitation under the new law.

These new legislature bills and the mandate that all custody and visitation issues be mediated by Conciliation Court staff have severely impacted workload since 1981-82. During the period from 1981-82 to 1984-85 mediation hearings will increase 64%. Fortunately, recently enacted legislation has permitted increased filing fees to support additional staff for this new workload. The requested revenue offset positions are the minimum necessary to meet state and court ordered mediation time frames.

PROGRAM REVENUE BY SOURCE:

Effective January 1, 1984 the amount of the domestic filing fee allocated to the Conciliation Court will be increased from \$17.00 to \$22.00. This increase was authorized pursuant to AB300 which mandated visitation rights for grandparents. For each marriage license issued \$5.00 is allocated for the Conciliation Court. In 1984-85 projected fee revenue is \$475,000. These fees are for the exclusive support of the Conciliation Court. These revenues, however, do not reflect the millions in county cost avoidance resulting from greatly reduced domestic trial time.

	1983-84	1983-84	1984-85
Source of Revenue	Actual	Budget	Adopted
Marriage license	\$107,370	\$ 94,000	\$100,000
Filing documents	326,997	290,000	375,000
Recovered expenditures	40,760	46,285	46,285
	\$475,127	\$430,285	\$521,285

1984-85 OBJECTIVES:

- To present a minimum of two educational conferences regarding conciliation court services to the community.
- 2) To increase the \$ mediation settlement to 70.

PROGRAM: CONCILIATION COURT

DEPT: SUPERIOR COURT

.

		STAFF - YEARS		SALARY AND E	SALARY AND BENEFITS COST	
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted	
0505	Director, Conciliation Court	1	1	42,541	40,826	
0506	Conciliation Counselor 111	8	8	252,665	259,915	
0518	Concillation Counselor 11	8	10	220,147	273,241	
0554	Court Services Clerk IV	1	1	21,548	24,208	
0555	Court Services Clerk III	2	2	33,778	36,337	
0556	Court Services Clerk II	4	5	54,636	79,097	
	TOTAL	24	27	625,315	713,624	

Adjustments:

County Contributions and Benefits			162,180	190,770
Salary Settlement Costs			-0-	41,163
Premium Pay			4,740	4,740
Salary Savings			(6,500)	
Total Adjustments:			160,420	236,673
Program Totals:	24	27	785,735	950,297

PROGRAM: OFFICE OF COUNSELOR IN MENTAL HEALTH # 13018

MANAGER: WILLIAM D. MILLER

Department: SUPERIOR COURT # 2000 Ref: 1983-84 Final Budget - Pg: 103 Authority: Mandated by the Lanterman-Petris-Short Act (LPS) to provide conservatorship investigation for persons who are "gravely disabled", and to investigate the need for involuntary mental health treatment and evaluation in order to protect individuals and the community.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Bud get	1984-85 Adopted
COSTS					
Salarles & Benefits	\$ 480,635	\$ 524,663	\$ 600,885	\$ 603,066	\$ 664,705
Services & Supplies	34,265	26,181	27,321	29,480	29,480
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	8,600
New Vehicles/Comm, Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 514,900	\$ 550,844	\$ 628,206	\$ 632,546	\$ 702,785
FUNDING	\$ (369,000)	(375,362)	(382,238)	(375,362)	(400,800)
NET COUNTY COSTS	\$ 145,900	\$ 175,482	\$ 245,968	\$ 257,184	\$ 301,985
STAFF YEARS	21.00	21.00	21.00	21.00	21.00
PERFORMANCE INDICATORS:					
Conservatorship investigations	1,633	1,695	1,539	1,664	1,635
Mental Health Hearings Involuntary Psychiatric	994	1,201	1,443	1,352	1,420
Evaluations	398	298	313	323	340
% Private Conservators Appointed	33	37	39	36	40

PROGRAM DESCRIPTION:

Functions provided by the Office of Counselor in Mental Health include the following: (1) Conduct Investigations and make recommendations to the Superior Court regarding conservatorships of the person pursuant to Section 5350 of the Welfare & Institutions Code. (2) Serve as Temporary Conservator of the person for all persons in San Diego County for whom conservatorships have been filed. (3) Conduct investigations and take related legal actions pertaining to court ordered psychiatric evaluations for persons alleged to be a danger to self or others, or who are gravely disabled (W & I Code 5200). (4) Provide counseling, referral and information regarding mental health and the law. (5) Conduct and administer "Roger S" hearings for minors, and "Certification Review Hearings" for all persons involuntarily treated in the 15 L.P.S. approved hospitals throughout the county (pursuant to AB3454, Chapter 1598 of 1982) to determine the need for continued treatment. The program functions county-wide with hearings held in fifteen approved LPS Psychiatric Facilities. All age, income and cultural groups are served.

1984-85 Final Budget

1983-84 ACTUAL:

There are no major differences between 1983-84 Budget amounts and 1983-84 Actual.

1984-85 ADOPTED BUDGET:

The only change from 1983-84 budget to 1984-85 for this program is in fixed assets. No new positions or services and supplies increases are requested.

PROGRAM REVENUE BY SOUCE:

In 1984-85 it is estimated that the state will provide \$400,800 in revenue.

.

Source of Revenue	1983-84	1983-84	1984-85
	<u>Actual</u>	Budget	Adopted
LPS	\$382,238	\$375,362	\$400,800

1984-85 OBJECTIVES:

- 1) To increase the percent of private conservators appointed to 40% which alleviates county costs associated with appointment of a public conservator.
- 2) To develop and implement Mental Health Court Rules and to revise program policy and procedures in compliance with these rules.
- 3) To continue to provide pamphlets and other information to private conservators so that they may continue in their role.

PROGRAM: OFFICE OF THE COUNSELOR IN MENTAL HEALTH

DEPT: SUPERIOR COURT

		STAFF - YEARS		SALARY AND BENEFITS COST	
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
0548	Director, Mental Health Services	1	1	42,541	40,826
0552	Mental Health Counselor III	1	1	31,955	32,657
0549	Mental Health Counselor II	10	10	276,262	282,526
0554	Court Services Clerk IV	1	1	24,560	25,186
0555	Court Services Clerk III	1	1	17,721	19,064
0556	Court Services Clerk II TOTAL	$\frac{7}{21}$	7 21	<u>107,029</u> 500,068	<u>114,940</u> 515,199
	Adjustments:				
	County Contributions and Benefi	ts		106,438	119,448
	Salary Settlement Costs			-0-	28,498
	Premium Pay			1,560	1,560
	Salary Savings			(5,000)	
	Total Adjustments:			102,998	149,506
	Program Totals:	21	21	603,066	664,705

.

PROGRAM: OVERHEAD# 92101MANAGER: WILLIAM N. PIERCEDepartment: SUPERIOR COURT# 2000Ref: i983-84 Final Budget - Pg: 106

Authority: This program provides necessary support to the Superior Court. Article Six, Section Six of the State Constitution mandates that there shall be a Superior Court in every County.

	1981-82 Actual	1982–83 Actual	1983–84 Actual	1983-84 Budget	1984–85 Adopted
COSTS					
Salaries & Benefits	\$ 209,778	\$ 241,129	\$ 268,834	\$ 270,299	\$ 284,849
Services & Supplies	0	0	0	0	0
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	9,800
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 209,778	\$ 241,129	\$ 268,834	\$ 270,299	\$ 294,649
FUNDING	\$0	0	0	0	0
NET COUNTY COSTS	\$ 209,778	\$ 241,129	\$ 268,834	\$ 270,299	\$ 294,649
STAFF YEARS	7.00	7.00	7.00	7.00	7.00
PERFORMANCE INDICATORS:					
Overhead Staff Ratio					
to Direct Staff	.034	.034	.033	.033	.031

PROGRAM DESCRIPTION:

This program is established to provide guidance, administrative services, and management to the direct service programs of the Court. The functions associated with this program include coordination and development of the Court's line item and program budget; fiscal management and monitoring, personnel/payroll management and processing; implementation of staff training; calendar management and safety.

This program is also responsible for obtaining supplies, continuous legal publications and books, work orders, telephone service, statistics and records maintenance.

Under the direction of the Executive Officer, program staff ensure that sound policies and consistent procedures are developed, implemented and followed in concert with those policies established by the Judges, Judicial Council and the Board of Supervisors.

PROGRAM: OVERHEAD

1983-84 ACTUAL:

There are no major differences between 1983-84 Budget amounts and 1983-84 Actual.

1984-85 ADOPTED BUDGET:

The only change from 1983-84 budget to 1984-85 proposed for this program is in fixed assets.

•

PROGRAM: OVERHEAD

DEPT: SUPERIOR COURT

STAFF - YEARS SALARY AND BENEFITS COST

Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted
0520	Executive Officer	1	1	56,000	56,241
0519	Assistant Executive Officer	1	1	44,035	48,252
0524	Administrative Assistant	1	1	28,296	28,993
0512	Chief Judicial Secretary	1	1	25,650	26,294
0555	Court Services Clerk III	1	1	18,721	19,064
0556	Court Services Clerk II	2	2	29,524	29,820
	TOTAL	7	7	202,226	208,664

Adjustments:

County Contributions and Benefits Salary Settlement Costs			68,073 0-	63,519 12,666
Total Adjustments:			68,073	76,185
Program Totals:	7	7	270,299	284,849

TREASURER-TAX COLLECTOR

.

	1981-82 <u>Actual</u>	1982-83 Actual	1983-84 Actual	1983–84 Budget	1984-85 Adopted
Tax Collection	\$ 1,147,614	\$ 1,268,203	\$ 1,342,220	\$ 1,332,343	\$ 1,713,396
Treasury	563,074	443,006	549,493	605,125	639,537
Retirement Administration	217,662	263,904	277,882	345,947	364,304
Department Overhead	275,552	298,588	313,603	325,040	364,268
Total Direct Costs	\$ 2,203,902	\$ 2,273,701	\$ 2,483,198	\$ 2,608,455	\$ 3,081,505
Less Funding	1,191,580	824,610	1,033,311	959,698	1,399,344
Net Program Cost	\$ 1,012,322	\$ 1,449,091	\$ 1,449,887	\$ 1,648,757	\$ 1,682,161
Staff Years	90.75	88.81	92.39	90.50	96.50
Fixed Assets (Central Purchasing)	\$ 15,278	\$ 14,646	\$ 4,912	\$ 54,130	\$ O

PROGRAM: TAX COLLECTION	#	07401	MANAGER:	PAUL BOLAND
Department: TREASURER-TAX COLLECTOR	#	1200	REF: 198	3-84 Final Budget - Pg: 109

Authority: This program was developed for the purpose of carrying out California Revenue and Taxation Code Section 2602 et seq which mandates that the Tax Collector shall collect all property taxes and sets forth specific instructions for the collection of these taxes.

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 1,007,822	\$ 1,079,553	\$ 1,191,185	\$ 1,184,922	\$ 1,430,846
Services & Supplies	139,792	188,650	150,135	147,421	195,050
Fixed Assets	0	0	0	0	87,500
Vehicle/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 1,147,614	\$ 1,268,203	\$ 1,342,220	\$ 1,332,343	\$ 1,713,396
FUNDING	(650,221)	\$ (358,547)	(486,742)	\$ (353,000)	\$ (808,444)
NET COUNTY COSTS	\$ 497,393	\$ 909,656	\$ 855,478	\$ 979,343	\$ 904,952
STAFF YEARS	61.30	62.30	63.51	62.16	68.16
PERFORMANCE INDICATORS:		<u></u>			
Current year tax payment	1,145,897	1,183,429	1,214,194	1,220,000	1,340,000
Prior year tax payments	15,297	20,450	21,628	20,000	20,000
Unsecured tax charge collected	98.8%	97.7%	98.42	98 •0%	98•2%

PROGRAM DESCRIPTION:

Provide centralized collection of secured and unsecured property taxes for the County, school districts, most special districts and all cities within the County. Distribute 1,175,000 tax bills or statements to property owners or their agents and collect \$720,000,000 in property taxes. Issue redemption certificates when prior year secured property taxes are completely paid; manage tax-deeded lands and sell at auction all property on which taxes are unpaid. Collect transient occupancy taxes in unincorporated areas of the County, and racehorse taxes. State law requires that the Tax Collector shall collect all property taxes and sets forth specific duties, procedures to be followed, and legal requirements to be met. This program is operated totally by County employees.

MANAGER: PAUL BOLAND

1983-84 ACTUAL:

This program had an over-realization of revenue of \$134,000 primarily due to a large increase in late tax payments resulting in higher than average delinquent payment penalties and costs. Program costs exceeded the original budget by about \$10,000 from expenditures associated with implementation of SB 813 supplemental billing procedures. The 1983-84 budget was augmented by the mid-year appropriations transfer to cover SB 813 costs.

1984-85 ADOPTED BUDGET:

SB 813 mandated implementation of an accelerated Property Tax System. This involves major changes to existing systems with a related workload increase of 16%, beginning in FY 1983-84. Required additional staffing, and support costs authorized by the Board of Supervisors, 11-22-83 (#39), and commencing in 1983-84, are to be sustained at the increased level for 1984-85 and on. Offsetting revenues to cover costs are included as part of this program's overall revenues.

On-going billing/collection activity will increase by 3% relative to the change in the number of parcels in the County.

A. Expenditures/Revenues/Staff Years

1983-84 E/R/SY	\$1,332,343/\$353,000/62.16
1984-85 E/R/SY	\$1,713,396/\$808,444/68.16

B. Activities

The major activities of the Tax Collection Program are: (1) Current Secured Tax Collection, (2) Unsecured Tax Collection, and (3) Prior Year Secured Tax Collection, as summarized below. The authorized FY 1983-84 changes brought about by adoption and implementation of SB 813 are included.

- 1. Current Secured Tax Collection (34.74 SY; \$822,430) is:
 - Mandated
 - ° Offset by \$429,877 in program revenue and collects \$685,000,000 in taxes
 - * Expediting deposits of taxes received and delaying work and service to taxpayers in other areas
- 2. Unsecured Tax Collection (21.29 SY; \$548,287) is:
 - Mandated
 - ° Offset by \$47,956 in program revenue and collects \$30,000,000 in taxes
 - Remaining at current level with 5% increase in workload to be absorbed by use of word processing equipment
 - Impacted by the increase in bankruptcies and general economic climate
 - * Able to provide only minimum level of service to mobile home taxpayers on changes of ownership
- 3. Prior Year Secured Tax Collection (12.14 SY; \$342,679) is:

- Offset by \$330,611 in program revenue and collects \$24,000,000 in taxes. Increase in direct revenue results from County's share of legislated administrative cost for redemptions raised from \$2.50 to \$10.00.
- Providing minimum service to delinquent taxpayers

Mandated

PROGRAM REVENUES BY SOURCE:

5

All revenues, less SB 813, are based on charges and fees specified in the California Revenue and Taxation Code, except returned check fees which are County imposed. SB 813 revenues are generated through collection of the related accelerated tax payments.

Revenue	1983-84 Actual	1983–84 Budget	1984-85 Adopted
Delinquent Costs of Secured Property	\$ 413,888	\$ 271,000	\$ 402,000
Redemption Fees	47,815	50,000	100,000
Returned Check Fees	15,476	14,000	14,000
Recovery of Costs of Tax Deeds and Public Auctions	4,906	7,000	7,000
Escheatment of Unclaimed Money	2,745	7,000	7,000
Other Miscellaneous Fees	3,239	4,000	4,000
Reimbursement of State mandated costs (SB 813)		~	274,444
TOTAL	\$ 486,742	\$ 353,000	\$ 808,444

Program: Tax Collection

Department: Treasurer-Tax Collector

	-	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984 ~ 85 Adopted	
			······································	<u>~</u>	·	
2455	Manager, Secured Taxes	0.00	1.00	\$ 0	\$ 34,580	
2469	Departmental EDP Coordinator	0.00	1.00	0	32,066	
2449	Manager, Field Collections	1.00	1.00	29,845	30,575	
2505	Senior Accountant	1.00	1.00	29,543	29,991	
5715	Senior Field Investigator	1.00	1.00	26,410	28,447	
3011	Manager, Redemptions and Tax Sales	1.00	0.00	24,560	0	
2456	Manager, Secured Tax Services	1.00	0.00	24,560	0	
5719	Field Investigator	4.00	5.00	97,627	121,471	
2454	Tax Services Division Chief	0.00	2.00	0	36,960	
2745	Supervising Clerk	3.00	1.00	57,180	19,364	
2403	Accounting Technician	1.00	1.00	15,833	18,469	
2513	Senior Cashier	1.00	0.00	16,869	0	
8800	Senior Payment Processor	0.00	1.00	0	17,117	
2510	Senior Account Clerk	3.00	3.00	47,016	49,983	
2730	Senior Clerk	6.00	6.00	96,873	97,358	
2430	Cashier	2.50	1.50	37,780	23,987	
8802	Payment Processor	0.00	4.00	0	57,916	
2756	Administrative Secretary 1	4.00	3.00	57,009	45,274	
2493	Intermediate Account Clerk	15.00	16.00	198,322	217,832	
2700	Intermediate Clerk Typist	11.00	12.00	139,994	152,602	
3040	Microfilm Operator	1.00	1.00	13,907	14,128	
9999	Extra Help	5.66	6.66	66,351	82,730	
	Totals	62.16	68.16	\$ 979,679	\$1,110,850	

Adjustments:		
County Contributions and Benefits	\$ 248,388	\$ 274,977
Salary Settlement Costs	0	61,148
Special Payments:		
Premium Overtime	3,029	3,029
Shift Differential	260	260
CRT/Transcribing & Bilingual Premium	3,180	3,180
Salary Adjustments		5,900
Salary Savings	(49,614)	(28,498)
Total Adjustments	\$ 205,243	\$ 319,996

PROGRAM TOTALS:	62.16	68.16	\$1,184,922	\$1,430,846
-----------------	-------	-------	-------------	-------------

PROGRAM: TREASURY	#	07701	MANAG	ER: RICHARD H. JARVIS
Department: TREASURER-TAX COLLECTOR	#	1200	REF:	1983-84 Final Budget - Pg: III

Authority: Program developed to carry out the following: Government Code 53601 et seq states the County Treasurer may invest surplus money. Streets and Highways Codes 6400-6427, 6440-6632, and 10600-09 states the Treasurer may act as Fiscal Agent for assessment districts.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983 - 84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 266,267	\$ 230,060	\$ 286,200	\$ 284,502	\$ 309,757
Services & Supplies	296,807	212,946	263,293	320,623	328,980
Fixed Assets	0	0	0	0	800
Vehicle/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 563,074	\$ 443,006	\$ 549,493	\$ 605,125	\$ 638,537
FUNDING	\$ (541,359)	\$ (466,063)	\$ (545,496)	\$ (606,698)	\$ (590,900)
NET COUNTY COSTS	\$ 21,715	\$ (23,057)	\$ 3,997	\$ (1,573)	\$ 47,837
STAFF YEARS	12.55	10.00	12.50	12.50	12.50
PERFORMANCE INDICATORS:				, , , , , , , , , , , , , , , , ,	
Items deposited	1,009,658	989,508	881,000	1,000,000	1,050,000
Investment transactions	2,215	2,762	4,441	2,250	2,400
Average rate of return to investment fund	17.09\$	13.20%	11.31%	12.00%	11.00%
Bonds and coupons paid	124,735	106,335	84,752	111,000	105,550

PROGRAM DESCRIPTION:

To protect and conserve public funds by means of centralized management of banking investment, disbursement and accountability of all funds, the Treasurer provides custody and payment of all County school and special district monies in the County Treasury. He manages the investment of the Pooled Money Fund. Temporarily unneeded County funds and monies from participating school and special districts are invested in interest-bearing bank accounts, government securities, treasury obligations, and money market instruments. These funds currently range upwards to \$900,000,000 at peak times. Using computerized telephonic equipment to keep informed of changing short-term rates, a sophisticated cash flow projecting system, and daily contact with brokers and banks nationwide, ensures a maximum rate of return. The Treasurer administers the Improvement Bond Act of 1911 and 1913, which includes the issuing of bonds, billing and collection of payments, and payments of coupons. He is the paying agent for the payment and redemption of general obligation school and district bonds.

1983-84 ACTUAL:

The Salary and Benefit costs difference from budget is less than one-half of one percent and was offset from significant savings in other departmental programs. The lower Services and Supplies costs resulted from the rescheduling of investment Management computer software till 1984-85.

1984-85 ADOPTED BUDGET:

A. Expenditures/Revenues/Staff Years

1983-84 E/R/SY	\$605,125/\$606,698/12.50
1984-85 E/R/SY	\$638,737/\$590,900/12.50

- B. The major activities of the Treasury Program are comprised of two sections, described below.
 - I. Treasury (7.5 SY; \$536,225) is:
 - Mandated
 - ° Offset by \$576,100 in program revenue
 - Enhancing investment capabilities and results through use of micro-computer and word processing systems
 - * Maximizing interest earnings of the Pooled Money Fund
 - 2. General Obligaton and Imrovement Bond Program (5.0 SY; \$102,512) is:
 - Mandated
 - Offset by \$14,800 in program revenue this year
 - Managing the County Deferred Compensation program

The staffing level remains constant. The decrease in program costs occur from the higher personnel costs being offset by a lower level of expenditures for support and services from sources external to the County. Recoverable costs as described in the revenue section, will have a corresponding reduction in revenues.

PROGRAM REVENUES BY SOURCE:

The major source of revenue is charges and fees for the administration of the Pooled Money Fund. A full cost recovery system is used based on actual expenses incurred for personnel, services and supplies, and fixed assets. Other revenues are charges and fees for operation of the County deferred compensation program and the improvement Bond Act of 1911.

	1983-84 Actual	1983-84 Budget	1984–85 Adopted
Pooled Money Fund Banking Service	\$ 529,091	\$ 586,798	\$ 576,000
Audit Fees, Deferred Compensation	13,239	15,000	10,000
Audit Fees, Improvement Bonds	1,060	4,800	4,800
Miscellaneous Fees	2,106	100	100
Total	\$ 545,496	\$ 606,698	\$ 590,900

The revenue decreases are derived from lower recoverable costs in both the Treasury and Bond Program functions. Treasury lowered costs through services and supplies reductions of specialized computer programming efforts. Bond Program revenues decreased relative to reduced deferred compensation program administration costs.

Program: Treasury

Department: Treasurer-Tax Collector

		BUDGET ST	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST		
Class	Title	1983–84 Budget	1984-85 Adopted	1 983-84 Budget	1984-85 Adopted		
2492	Investment Manager	1.00	1.00	\$ 39,923	\$ 38,040		
2505	Senior Accountant	1.00	1.00	29,543	29,991		
2429	Associate Accountant	1.00	1.00	24,821	25,228		
2745	Supervising Clerk	1.00	1.00	19,060	19,364		
2513	Senior Cashier	1.00	1.00	16,869	17,138		
2430	Cashier	1.50	1.50	17,777	22,016		
2493	Intermediate Account Clerk	2.00	2.00	26,088	28,120		
2700	Intermediate Clerk Typist	4.00	4.00	54,544	56.346		
9999	Extra Help		-	_			
	Totals	12.50	12.50	\$ 228,625	\$ 236,243		

Adjustments:		
County Contributions and Benefits	\$ 61,475	\$ 65,523
Salary Settlement Costs	0	13,589
Special Payments:		
Bilingual Pay	840	840
Salary Savings	(6,438)	(6,438)
Total Adjustments	\$ 55,877	73,514

PROGRAM:	RETIREMENT ADMINISTRATION	#	81203	MANAGER: RICHARD H. JARVIS
Departmen	+: TREASURER-TAX COLLECTOR	#	1200	REF: 1983-84 Final Budget - Pg: 113

Authority: This program was developed to carry out California Government code Section 31451 et seq which states that retirement compensation and death benefits shall be additional elements of employee compensation and the system is a responsibility of the Treasurer.

		1981-82 Actual		1982-83 Actual		1983–84 Actual	1983–84 Budget					1984-85 Adopted
COSTS Salaries & Benefits	s	173,982	\$	174,206	\$	184,961	\$	186,057	\$	199,614		
Services & Supplies	•	43,680	·	89,698	•	92,921	•	159,890	•	163,890		
		·		·		-		-		-		
Fixed Assets		0		0		0		0		800		
Vehicle/Comm. Equip.		0		0		0		0		0		
Less Reimbursements		0		0		0		0		0		
TOTAL DIRECT COSTS	\$	217,662	\$	263,904	\$	277,882	\$	345,947	\$	364,304		
FUNDING	\$	0		0		(1,073)	\$	0	\$	0		
NET COUNTY COSTS	\$	217,662	\$	263,904	\$	276,809	\$	345,947	\$	364,304		
STAFF YEARS		9.50	- <u></u>	9.31		8.38		8.42		8.42		
PERFORMANCE INDICATORS:						<u> </u>						
Members		15,277		15,478		15,693		15,900		15,900		
Retirements		290		295		238		325		325		
Terminations		1,334		1,135		751		1,300		1,300		
Disability retirement applications		50		43		38		60		50		

PROGRAM DESCRIPTION:

To provide management and accountability of funds for employees' retirement system. All active and retired members of the County Retirement System are served by this program. Program activities include: maintaining records and accounts for all members; counseling employees regarding their retirement benefits; determination of all eligible service time; computation of monthly allowances using computerized benefit estimates; developing actuarial data; maintenance of a voluntary deduction register for 10,500 active employees, and a payroll for 5,100 retirees, including a paid health insurance plan; and preparing disability cases which involve medical and legal investigation for formal hearing by the Retirement Board or a Hearing Officer. The Retirement Board, composed of four elected members of the system, four members appointed by the Board of Supervisors, and the Treasurer, manage the County Retirement System.

۱.

PROGRAM: RETIREMENT ADMINISTRATION

1983-84 ACTUAL:

.

Salary and Benefit costs reflect a savings of one-half of one percent from budget. Services and Supplies savings of forty two percent were generated through selective, reduced requirements for banking services.

1984-85 ADOPTED BUDGET:

Expenditures/Revenues/Staff Years

1983-84 E/R/SY	\$345,947/\$0/8.42
1984-85 E/R/SY	\$364,304/\$0/8.42

° Mandated

° Providing minimum level of service to active and retired County employees.

The 1984-85 program requires change only for approved salaries and benefits and services and supplies increases. Stability is predicted on the basis of a relatively constant County work force for which retirement activity and its administration remain essentially at the same level.

PROGRAM REVENUES BY SOURCE:

No revenue normally accrues to this program.

	1983-84	1983-84	1984-85
Revenue	Actual	Budget	Adopted
Transcription Fees	\$ 1,073	-0-	-0-

Program: Retirement Administration

Department: Treasurer-Tax Collector

		BUDGET ST	BUDGET STAFF - YEARS			BENEFI	TS COST
~ .		1983-84	1984-85	1983-			984-85
Class	Title	Budget	Adopted	Budge		<u>A</u>	dopted
2340	Retirement Officer	1.00	1.00	\$ 33,	712	\$	34,568
2403	Accounting Technician	1.00	1.00	16,	672		16,511
2510	Senior Account Clerk	3.00	3.00	48,	808		49,983
756	Admin. Secretary	1.00	1.00	14,	004		14,984
2493	Intermediate Account Clerk	2.00	2.00	28,	518		28,503
99 99	Extra Help	0.42	0.42	5,	056		5,056
	Totals	8.42	8.42	\$ 146,	7 70	\$	149,605

Adjustments:		
County Contributions and Benefits	\$ 36,617	\$ 38,604
Salary Settlement Costs	0	8,735
Special Payments:		
Retirement Board (5 members)	7,200	7,200
Salary Adjustments		
Salary Savings	(4,530)	(4,530)
Total Adjustments	\$ 39,287	\$ 50,009

PROGRAM TOTALS:	8.42	8.42	٢	186,057	۲	199 614
Hood He To Mes.	0.42		*	100,027	*	122,014

PROGRAM: DEPARTMENT OVERHEAD	#	92101	MANAGER: Norman H. Ernst
Department: Treasurer-Tax Collector	#	1200	REF: 1983-84 Final Budget - Pg: 115

Authority: This program was developed for the purpose of carrying out County Charter Section 602 which states that the Treasurer-Tax Collector duties shall be performed by one person elected by general law.

	1981- Actua			1982-83 Actual		1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 247,	,617	\$	277,254	\$	298,125	\$ 286,457	\$ 311,555
Services & Supplies	27,	,935		21,334		15,478	38,583	40,113
Fixed Assets		0		0		0	0	12,600
Vehicles/Comm. Equip.		0		0		0	0	0
Less Interfund Chgs		0		0		0	0	0
TOTAL DIRECT COSTS	\$ 275,	,552	5	298,588	5	313,603	\$ 325,040	\$ 364,268
FUNDING		0	\$	0		0	\$ 0	\$ 0
NET COUNTY COSTS	\$ 275,	552	\$	298,588	\$	313,603	\$ 325,040	\$ 364,268
= STAFF YEARS	7	7 • 4 0		7.20		8.00	7.42	7.42

PROGRAM DESCRIPTION:

To provide management and administrative direction for three programs in the Treasurer-Tax Collector's Department: Tax Collection, Treasury, and Retirement Administration.

1983-84 ACTUAL:

Total Direct Costs were 4% under the budget. The staffing cost was offset through action minimizing services and supplies expenditures.

1984-85 ADOPTED BUDGET:

This is the management and central support activity for the Department. All required direction and day-to-day operation of the department is provided through this program.

Expenditures/Revenues/Staff Years

1983-84 E/R/SY	\$325,040/\$0/7.42
1984-85 E/R/SY	\$364,268/\$0/7.42

The increase over 1983-84 is directly related to costs associated with annualized 1983-84 salaries and benefits and authorized salary increases with no change in staff year levels. The balance is for fixed assets which were not included as program costs in the previous budget.

PROGRAM REVENUE BY SOURCES:

No revenues accrue to this program.

Program: Department Overhead

Department: Treasurer-Tax Collector

		BUDGET ST	BUDGET STAFF - YEARS			SALARY AND BENEFITS COST					
Class	Title	1983-84 Budget	1984–85 Adopted		1983-84 Budget	•	984 - 85 dopted				
0185	Treasurer-Tax Collector	1.00	1.00	\$	49,664	\$	49,424				
270	Chief Deputy Tax Collector	1.00	1.00		41,925		42,077				
280	Chief Deputy Treasurer	1.00	1.00		41,925		42,077				
305	Chief, Administrative Services	1.00	1.00		38,111		39,063				
758	Administrative Secretary 111	1.00	1.00		18,871		19,364				
757	Administrative Secretary II	1.00	1.00		16,289		18,013				
730	Senior Clerk	1.00	1.00		16,383		16,661				
999	Extra Help	0.42	0.42		5,056		5,056				
	Totals	7.42	7.42	\$	228,224	\$	231,735				

Adjustments:		
County Contributions and Benefits	\$ 64,074	\$ 72,072
Salary Settlement Costs	0	13,589
Special Payments:		
Bilingual Pay	840	840
Salary Adjustments		
Salary Savings	(6,681)	(6,681)
Total Adjustments	\$ 58,233	\$ 79,820

PROGRAM TOTALS:	7.42	7•42	\$ 286,457	\$ 311,555

		HEALTH SERVICES	-		
	1981 -82 Ac tual	1982-83 <u>Actual</u>	198 3-84 Actual	1983-84 Budg et	1984-85 Adopted
Alcohol	\$ 2,457,543	\$ 2,511,113	\$ 2,657,096	\$ 2,606,508	\$ 3,007,967
County Medical Services	.0	18,312,522	31,305,590	32,697,381	31,275,838
Drug	1,621,221	1,590,511	1,755,530	1,709,096	1,958,244
Mental Health Services	23,144,350	24,750,223	27,601,709	27,158,015	32,641,595
Correctional Facilities Nursing Services	901,732	1,097,773	1,182,867	1,113,911	1,171,868
County Patient Services	3,390,735	3,678,306	4,191,770	4,461,488	5,555,240
Edgemoor Geriatric Hospital	4,675,916	5,311,362	5,997,828	6,151,979	7,001,730
Emergency Medical Services	385,072	413,789	603,479	527,692	1,796,207
Primary Care	3,730,435	3,347,890	3,499,761	3,674,960	3,924,210
University Hospital	335,492	245,125	219,771	248,491	220 ,285
Adult Special Health Services	662,503	303,215	# 405,315	344,466	382,965
Callfornia Children Services	5,435,431	4,990,398	3,884,297	6,511,717	6,494,052
Child Health	1,655,667	1,665,024	1,679,698	1,948,340	2,193,139
Community Disease Control	2,789,680	3,106,616	3,511,495	3,273,091	3,642,821
County Veterinarian	187,801	183,158	204,635	226,848	231,731
Environmental Health Protection	2,577,772	2,834,484	3,515,392	3,309,189	4,319,228
Maternal Health	1,703,825	1,635,407	1,478,929	1,880,273	2,009,027
Records and Statistics	346,860	404,716	341,294	376,398	428,393
Support Services	3,308,933	3,081,560	2,860,453	3,008,063	3,127,764
Department Administration	701,979	685,920	825,213	946, 797	950,909
Fixed Assets	344,154	194,252	391 ,937	191,866	**
Total Direct Costs	\$ 60,357,101	\$ 80,343,364	\$ 98,114,059	\$102,366,569	\$112,333,213
External Support Costs	7,416,572	7, 395, 455	8,201,778	8,201,778	8,631,793
Funding	(54,427,926)*	(75,810,618)*	(90,480,093)*	(91,750,460)*	(102,335,564)
Net Program Cost	\$ 13,345,747	\$ 11,928,201	\$ 15,835,744	\$ 18,817,887	\$ 18,629,442
Staff Years	1,416.81	1,411.40	1,414.85	1,427.87	1,499.60
Fixed Assets	\$0	\$0	\$ 0	\$ O	\$ 0
<i></i>					

.

(Central Purchasing)

* Funding does not include Federal Revenue Sharing.

** A total of \$435,599 in fixed assets is included in direct costs for five programs: Support Services, Mental Health Services, California Children Services, Environmental Health Protection, and Primary Care. PROGRAM: ALCOHOL # 42111 MANAGER: Robert I. Revnolds

Department: HEALTH SERVICES # 6000 Ref: 1983-84 Final Budget - Pg: 42 Authority: California Health & Safety Code Sec 11795 provides state funds to counties to alleviate algohol related problems. Health & Safety Code Sec 11837 and Vehicle Code Sec. 23161 require the Alcohol Program Admin-Istrator to assure that couvidted drinking driver programs comply with state or county regulations. California Penal Code Sec 1463.16 requires deposit of certain fines in an account for exclusive support of alcoholism services.

		1981-82 Actual	 1982-83 Actual	 1983-84 Actual		1983-84 Budget	 1984-85 Adopted
COSTS Salaries & Benefits	\$	390,564	\$ 319,070	\$ 342,008	\$	320,794	\$ 383,458
Services & Supplies		2,066,979	2,192,043	2,315,088		2,285,714	2,624,509
Fixed Assets		0	0	0		0	0
New Vehicles/Comm. Equip.		0	0	0		0	× 0
Less Reimbursements		0	0	0		0	0
FOTAL DIRECT COSTS	\$	2,457,543	 \$ 2,511,113	\$ 2,657,096	5	2,606,508	\$ 3,007,967
Dept. Overhead		41,958	40,520	44,272		45,274	42,204
Ext. Support Costs		185,895	186,000	186,000		186,000	187,849
FUNDING	\$	(2,599,405)	\$ (2,773,734)	\$ (2,863,420)	\$	(2,793,000)	\$ (3,200,000)
NET COUNTY COSTS	\$	85,991	\$ (36,101)	\$ 23,948	\$	44,782	\$ 38,020
STAFF YEARS		14.92	 10.99	 10.04		9.50	10.35
PERFORMANCE INDICATORS: Program-wide Volunteer Hours NRC Visits Recovery Home Resident Days	5	86,501 199,543 118,078	94,870 208,418 121,557	 95,000 216,000 125,000		93,000 210,000 118,000	 95,000 220,000 123,000
Drinking Driver Program Admissions		3,235	12,443	15,500		13,000	16,000

PROGRAM DESCRIPTION:

An estimated 150,000 persons in the County have problems with alcohol consumption, contributing to numerous legal violations. In 1983, the County jails recorded 30,762 bookings for drinking driving. Also, police interventions due to public inebriety totalled 37,476. Sales of alcoholic beverages in the County grossed an estimated \$501 million in 1983, and consumption created a direct cost of \$237 million to society.

This program serves as a community catalyst to overcome alcohol problems. It subvents State and County funds to community agencies assisting persons with alcohol problems, and complements other non-program funded services. The Program staff has systems management responsibilities which include Halson with the Alcoholism Advisory Board, and other alcohol, health and legal agencies; preparation of the State-mandated Alcohol Plan; program development; technical assistance; evaluation; and reporting. The program-funded services include: neighbor-hood recovery centers (NRC) which provide scheduled and drop-in services; recovery homes, which provide clients with a three-month to one-year living environment in which to learn and practice sobriety; a downtown San Diego services center which provides inebriate reception, support for withdrawal, primary and follow-up recovery services; and vocational rehabilitation services which the State provides under County contract. The program also manages, but does not fund, the drinking driver programs for both first and multiple offenders.

1983-84 ACTUAL:

Net increased revenue of \$70,420 received during the fiscal year was utilized to: offset midyear salary increases; add 10 recovery home beds for women and open a women's central city reception center; initiate contracts with Outward Bound and Deaf Community Services; add a vocational component to Clairemont NRC; and offset Social Security tax increases for staff of Volunteers of America. These service levels will be sustained in 1984-85.

1984-85 ADOPTED BUDGET:

Program revenue is estimated to increase by \$407,000 in 1984-85 over 1983-84 levels. This increase will permit the program to maintain current service levels and also provide contract service providers a cost-of-living funding increase, the first such increase since 1982-83. The program will also continue its special studies and reports on the factors impacting the incidence and management of drinking driving and public inebriety problems in San Diego County. These, and other studies, contribute to ongoing program efforts to propose public policy initiatives designed to mediate community alcohol problems. During 1984-85 these special studies require .85 staff years of extra help. In addition, the adopted budget includes the reclassification of one Stenographer to Word Processing Operator to operate the program's word processor, respond to all cierical support requests and supervise one half-time cierk.

PROGRAM REVENUE BY SOURCE:

In 1984-85, revenue will be received in the amount of \$3,200,000. Required matches will be provided from the court fines earmarked for Alcohol Services. In 1984-85 Trust Fund transfers will again approximate annual deposits, with the 1983-84 balance remaining to fund special Program one-time projects or revenue shortfalls.

Revenue	1983-84 <u>Actual</u>	1983-84 Budget	1984–85 Adopted	
Charges Admin. Fees, Drinking-Driving Programs	\$ 87,935	\$ 90,000	\$ 90,000	
Subventions State Dept. of Alcohol Programs Rev App Prior Year - Aid Other State Government	2,148,276 (22,791)	1,926,000 0	2,225,000 0	
Court Fines AB 2086 Trust Fund	650,000	777,000	885,000	
TOTAL	\$2,863,420	\$2,793,000	\$3,200,000	

1984-85 OBJECTIVES:

1. To sustain the low level of central jail public inebriety bookings at no more than 6,000 per year.

2. To sustain program volunteer hours at 95,000 per year

3. To present to the Board of Supervisors a major public policy proposal designed to reduce alcohol problems.

4. To sustain 14,000 enrollments in the First Conviction Drinking Driver Program.

.

PROGRAM: ALCOHOL

DEPT: HEALTH SERVICES 6000

			TAFF - YEARS	SALARY AND BENEFITS COS				
Class	Title	1983-84 Budget	1984-85 Adopted		1983-84 Budget		1984-85 Adopted	
2316	Chief, Alcohol Program	1.00	1.00	\$	38,112	\$	39,060	
5191	Alcohol Program Manager	1.00	1.00		32,124		32,940	
2413	Analyst III	2.00	2.00		63,696		65,472	
2412	Analyst II	4.00	4.00		106,656		113,472	
3009	Word Processor Operator	0.00	1.00		0		15,552	
2760	Stenographer	1.00	0.00		14,232		0	
2700	Intermediate Clerk Typist	0.50	0.50		6,738		6,834	
9999	Extra Help	0.00	0.85		0		22,393	
	Total	9.50	10.35	\$	261,558	\$	295,723	
	Adjustments:							
	County Contributions and Benef	its		\$	71,913	\$	77,499	
	Salary Settlement Costs				0		17,160	
	Special Payments:							
	Premium				550		550	
	Salary Adjustment				0		0	
	Salary Savings				(13,227)		(7,474)	
	Total Adjustments			\$	59,236	\$	87,735	

	PROGRAM	TOTALS:
--	---------	---------

.

9.50 10.35 \$ 320,794 \$ 383,458

.

1983-84 ACTUAL:

The C.M.S. Program, in its first <u>full</u> fiscal year, performed on target in terms of revenue, expenditures, and delivery of services - meeting your Board's directive that no County funds be expended on the program.

Program budget actual amounts for services and supplies and revenue have been adjusted from the final line item budget which reflected \$931,013 in overaccrued expenditures and \$530,813 in overaccrued revenue.

1984-85 ADOPTED BUDGET:

The 1984-85 program is proposed to continue along the same lines as its current successful operation, with only very minor changes. The slight reduction in estimated revenue to this program results from a modest increase in the amount of the State allocation diverted to the Mental Health program to offset the cost of C.M.S. clients being served by County Mental Health. The increase of 3.5 staff years is for program-related activities: a full-time health educator and half-time secretary for C.M.S. public awareness activities (helping potential clients to access and appropriately utilize C.M.S. health care), an intermediate Clerk Typist position to handle the financial eligibility inquiries, and a Social Services Administrator I position to coordinate C.M.S. Regional Contractors, and the administrative contractor. The intermediate Clerk Typist position was added to the Department by Salary Ordinance amendment during 1983-84.

The indicated net County cost of \$48,068 reflects increased salary and indirect costs that will be covered by increased revenues that are not reflected in the adopted budget, but have since been appropriated, so that the 1984-85 Actuals will continue to follow the Board's directive that no County funds be expended on the program.

PROGRAM REVENUE BY SOURCE:

The State Allocation for the Medically Indigent Services Program (called County Medical Services in San Diego County) is a lump sum, with no required County match. The bulk of the allocation is budgeted in this program, with the balance budgeted in other Health Services programs, and in the Department of Social Services, for C.M.S.related activities.

Revenue	•	1983-84 Actual	1983-84 Budget	1984–85 Adopted
State - MISP Allocation		\$32,086,017	\$32,712,609	\$32,098,526
Total		\$32,086,017	\$32,712,609	` \$32,098,5 26

1984-85 OBJECTIVES:

- 1. To control costs of services by treating 90% of C.M.S. users as clinic outpatients or emergency room treatand-release episodes, thereby maintaining the percent of C.M.S. users requiring inpatient care at 10% or less.
- 2. To control costs of services by maintaining the average of length of stay for C.M.S. acute inpatient clients at seven (7) days or less.

PROGRAM: COUNTY MEDICAL SERVICES

DEPT: HEALTH SERVICES 6000

		BUDGET S	TAFF - YEARS	SALARY AND BENEFITS COST				
Class	Title	1983–84 Budget	1984-85 Adopted		1983-84 Budget		1984-85 Adopted	
5287	Social Services Administrator I	0.00	1.00	\$	0	\$	32,280	
2413	Analyst III	0.50	0.50		15,924		16,368	
4825	Health Educator	0.00	1.00		0		24,840	
2757	Administrative Secretary II	0.50	0.50		8,490		8,748	
2756	Administrative Secretary 1	0.00	0.50		0		7,266	
2700	Intermediate Clerk Typist	0.00	1.00		0		13,668	
	Total	1.00	4.50	\$	24,414	\$	103,170	
	Adjustments:							
	County Contributions and Benefits			\$	5,150	\$	21,518	
	Salary Settlement Costs				0		5,733	
	Special Payments:							
	Premium				0		0	
	Salary Adjustment				0		0	
	Salary Savings				(1,203)		(2,493)	
	Total Adjustments			s	3,947	\$	24,758	

PROGRAM:	COUNTY MEDICAL SERVICES	#	42603	MANAGER: James A. Forde
Department:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 42

Authority: AB 799 and SB 2012 transferred responsibility to the County for the provision of health services to eligible persons disenrolled from the Medically Indigent Adult Category of Medi-Cal, effective January 1, 1983.

		1981-82 Actual		1982-83 Actual	1983-84 Actual				1983-84 Budget		1984–85 Adopted	
COSTS		_										
Salaries & Benefits	\$	0	\$	23,919	\$	84,720	\$	28,361	\$	127,928		
Services & Supplies		0	1	8,288,603	3	1,220,870	3	2,669,020	3	1,147,910		
Fixed Assets		0		0		0		0		0		
New Vehicles/Comm. Equip.		0		0		0		0		0		
Loss Reimbursements		0		0		0		0		0		
TOTAL DIRECT COSTS	\$	0	\$ 1	8,312,522	\$ 3	1,305,590	\$ 3	2,697,381	\$ 3	1,275,838		
Dept. Overhead		0		9,986		697,786		9,367		755,556		
Ext. Support Costs		0		5,990		82,641		5,861		115,200		
FUNDING	\$	0	\$ (1	8,328,498)	\$ (3:	2,086,017)	\$ (3	2,712,609)	\$ (3	2,098,526)		
NET COUNTY COSTS	\$	0	s	0	\$	0	\$	0	\$	48,068		
STAFF YEARS		0		0.85		3.29		1.00		4.50		
PERFORMANCE INDICATORS:												
C.M.S. Hospital Admissions		0		1,948		4,054		4,500		4,500		
C.M.S. Outpatient and Emerg	ency	0		29,818		82,553		108,000		108,000		
Room Encounters C.M.S. Unduplicated clients		0		10,087		19,566		28,000		28,000		

PROGRAM DESCRIPTION:

In mid 1982-83, the State Legislature transferred the responsibility for the health care of Medically Indigent Adults (MIA) to counties. Therefore, the County Medical Services Program (C.M.S.) began providing health services on January 1, 1983 to residents who face life-threatening and/or disabling medical conditions. The program has both financial and medical severity criteria which patients must meet in order to be eligible. Because the County has no direct physical health services capacity, the provision of these services is carried out by private contractors serving four discrete regions of the County. The County also contracts for administrative management services to provide the following services: monitoring of patient volume and utilization patterns; measurement of provider productivity and performance using cost and volume variance analysis; identification of provider management problems and the provision of technical assistance where indicated; development of C.M.S. patient profiles; management of risk reserve funds; quality assurance studies; resolution of patient grievances; and provision of operating reports to the Department of Health Services through the use of appropriate management information systems. Mental health services are provided to C.M.S. cilents as part of the integrated County Mental Health program. The funding and program information on mental health services is, therefore, not included in this program, but rather is included in the County Mental Health Program budget.

PROGRAM:	DRUG	#	42311	MANAGER: Melinda Newman	
Department:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 42	

Authority: California Welfare and Institutions Code, Sec. 5800 et seq., requires as a condition of State funding that the County prepare an annual drug abuse services plan, study drug program need and performance, coordinate all public and private programs and services in the County and be accountable for State drug funding.

		1981-82 Actual		1982-83 Actual	1983-84 Actual		1983-84 Budget		1984-85 Adopted
COSTS Salaries & Benefits	5	262,663	\$	266,056	\$ 292,980	\$	285,049	ł	519,079
Services & Supplies		1,358,558		1,324,455	1,462,550		1,424,047		1,639,165
Flxed Assets		0		0	0		0		0
New Vehicles/Comm. Equip.		0		0	0		0		0
Less Reimbursements		0		0	0		0		0
TOTAL DIRECT COSTS	\$	1,621,221	\$	1,590,511	\$ 1,755,530	\$	1,709,096	\$	1,958,244
Dept. Overhead		26,003		24,119	26,353		26,949		24,924
Ext. Support Costs		105,031		130,000	130,000		130,000		132,065
FUNDING	\$	(1,525,579)	\$	(1,638,543)	\$ (1,700,647)	\$	(1,691,044)	\$	(1,918,596)
NET COUNTY COSTS	\$	226,676	\$	106,087	\$ 211,236	5	175,001	\$	196,637
STAFF YEARS	-	8.75		8.66	8.66		8.50		8.50
PERFORMANCE INDICATORS: Outpatient Clinic Treatment Hours		11,957		12,159	15,011		11,500		12,500
Residential Client Bed-Days		30,134	•	33,575	33,653	•	30,000	•	32,000
Outpatient Treatment Hour Cost	\$	29.00	\$	29.00	\$ 22.59	\$	30.00	\$	30.00
Residential Treatment Day Cost	†	23.00	\$	21.00	\$ 19.47	\$	25.00	\$	25.00

PROGRAM DESCRIPTION:

San Diego experiences severe problems related to drug use, ranging from marijuana to cocaine to heroin. Indirect indices such as drug-related deaths, emergency room episodes, arrests and treatment admissions remain at high levels. These data and other sources (including preliminary reports from a 1983 needs indicator study funded by the State) indicate an estimated 19,000 heroin addicts among approximately 163,000 active drug misusers in San Diego County.

The drug program, through countywide contracts, provides treatment services (outpatient and residential group, family and individual counseling) for persons with drug problems, plus prevention services (education, training, information and referral) for the general public. Linkages are maintained with private agencies for provision of herbin detoxification and methadona maintenance services as indicated in the Drug Abuse Services Plan. The role of County staff is to collect and analyze drug indicator data; determine countywide and regional needs; plan, condinate, contract for, monitor and evaluate treatment and prevention services; provide technical assistance to service providers; prepare the County Drug Abuse Services Plan; and maintain communication and cooperation with the County Advisory Committee on Drug Abuse, State and Federal funding agencies, health planning agencies, and the criminal justice system.

1983-84 ACTUAL:

Actual costs for salaries and benefits and services and supplies in 1983-84 over budgeted levels account for a net County cost approximately \$36,000 higher than planned.

1984-85 ADOPTED BUDGET:

The Drug Program budget maintains 1983-84 staff levels which reflect the deletion of an Analyst II position and the addition of a Health Educator position. Services remain the same, including several one-time projects. The 1984-85 program budget gives contract service providers a cost-of-living funding increase equal to the 2.5% COLA in the 1984-85 State allocation. Contractors are becoming increasingly dependent on community support and client fees. In compliance with recent State legislation, the Drug Program during 1983-84 completed a three-year Drug Abuse Services Plan for implementation beginning in 1984-85.

The major activities of the Drug Program are summarized below:

- 1. <u>Contract Services</u> (6.5 staff years; \$1,879,914) including design, implementation and oversight of contract direct services, is:
 - . Discretionary
 - 90% offset by program revenue
 - . Responsible for ten programs totaling \$1,615,956 in public funds plus \$400,000 in agency earned income.
- 2. <u>Program Planning, Evaluation and Coordination</u> (2.00 staff years; \$78,330) including coordination and planning activities and the program management information system, is:
 - Discretionary
 - . 90% offset by program revenue
 - . Responsible for liaison with State funding agencies and local community groups.

PROGRAM REVENUE BY SOURCE:

In 1984-85, this Program anticipates receiving revenue from the State in the form of a subvention for drug abuse services. The first two sources of revenue listed below may be folded into the proposed Alcohol/Drug Block Grant, and the amount specified for State Short-Doyle 05 includes \$198,927 for a State Realignment Award:

Revenue	1983-84 <u>Actual</u>	198 3- 84 Budget	1984-85 Adopted
State Short-Doyle 05	\$1,248,479	\$1,248,479	\$1,488,724
Federal Block Grant	374,845	374,845	358,704
Federal P.L. 92-255 (Section 410)	25,000	25,000	0
Federal Jobs Bill	31,500	0	28,448
State MIA	42,720	42,720	42,720
Rev. App. Prior Year - Aid Other State Govt.	(21,897)	0	0
TOTAL	\$1,700,647	\$1,691,044	\$1,918,596

Based on Section 5705 of the Welfare and Institutions Code, the required County match to receive the Short-Doyle revenue is \$165,414; there is no match required for Federal funding or the MIA funding.

PROGRAM: DRUG

\$

In 1984-85, drug abuse services contractors are required to generate \$200,344 in client fees and other revenues and approximately \$84,400 in fees from court-diverted education (P.C. 1000) clients; the contractors will also generate approximately \$110,000 overmatch during this fiscal year. These revenues expand the impact of the contracted services to the public over and above net contract levels; the related expenditures are not appropriated in the County general fund and are outside the official County budget.

1984-85 OBJECTIVES:

1

- 1. To provide drug-free treatment and/or education services for approximately 3,800 persons misusing drugs, with 55% outpatient/30% residential clients successfully completing treatment.
- 2. To provide 19,000 hours of other services to persons not enrolled in treatment services, with 75% demonstrating an increase in knowledge, as measured on a sample basis.
- 3. To provide accurate drug information/education to 9,000 county adolescents, through 150 adolescents trained as peer counselors.

.

PROGRAM: DRUG

DEPT: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	<u></u>	LARY AND B	ENEF	FITS COST	
Class	Title	1983-84 Budget	1984-85 Adopted	_	1983-84 Budget		1984-85 Adopted	
2318	Chlef, Drug Program	1.00	1.00	\$	38,112	\$	39,060	
5193	Drug Program Manager	1.00	1.00		32,124		32,940	
2412	Analyst II	5.00	4.00		133,320		113,472	
4825	Health Educator	0.00	1.00		0		24,840	
2757	Administrative Secretary II	1.00	1.00		16,980		17,496	
2700	Intermediate Clerk Typist	0.50	0.50	_	6,738		6,834	
	Total	8.50	8.50	\$	227,274	\$	234,642	
	Adjustments:							
	County Contributions and Benefits			\$	69,535	\$	76,041	
	Salary Settlement Costs				0		14,285	
	Special Payments:							
	Premium				330		330	
	Salary Adjustment				0		0	
	Salary Savings				(12,090)		(6,219)	
	Total Adjustments			\$	57,775	\$	84,437	

PROGRAM TOTALS:

PROGRAM:	MENTAL HEALTH	#	42001	MANAGER: Kathy Wachter-Poynor
Department:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 43, 44

Authority: This program was developed for the purpose of carrying out the provisions of Division 5, Part 2, of the California Welfare and Institutions Code (i.e., "The Short-Doyle Act") which states that the County Board of Supervisors shall establish a community mental health service to cover the entire area of the County in accordance with the County's approved Short-Doyle Plan.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 13,078,713	\$ 13,763,915	\$ 15,611,818	\$ 15,288,649	\$ 17,489,935
Services & Supplies	10,065,637	10,986,308	11,989,891	11,869,366	15,134,617
Fixed Assets	0	0	0	0	5,443
New Vehicles/Comm. Equip.	0	0	0	0	11,600
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 23,144,350	\$ 24,750,223	\$ 27,601,709	\$ 27,158,015	\$ 32,641,595
Dept. Overhead	1,658,703	1,616,170	885,222	1,399,760	1,198,981
Ext. Support Costs	3,235,965	3,130,116	3,564,573	3,581,529	3,586,274
FUNDING	\$(24,275,149)	\$(26,073,824)	\$(26,794,719)	\$ (26,660,594)	\$(31,933,206)
NET COUNTY COSTS	\$ 3,763,869	\$ 3,422,685	\$ 5,256,785	\$ 5,478,710	\$ 5,493,644
STAFF YEARS	513.08	515.25	541.79	537.57	565.41
PERFORMANCE INDICATORS:					
Days of 24-hour Care Days of Partial Day Treatme Outpatient Visits	72,097 nt 99,253 143,760	82,274 97,868 151,741	81,045 95,143 160,695	97,206 79,278 175,324	97,400 83,400 176,900
Community Client Care Conta	•	185,423	200,015	197,400	233,600

PROGRAM DESCRIPTION:

The mission of County Mental Health is to support a comprehensive and coordinated single community mental health system of care and treatment with a full range of services available and accessible to individuals in all mental health regions of San Diego County. These services are provided as a first priority to persons who have significant mental disturbance and who can be improved or stabilized by treatment, regardless of whether the person is acutely mentally disabled or chronically mentally disabled. Mental health services are provided as part of a continuum so that individuals may participate in their care and treatment in the least restrictive setting that will increase the individual's level of functioning and ability to live independently in their community. This range of services includes twenty-four hour acute inpatient services for adults, senior citizens, children, adolescents, and jail inmates; residential treatment; outpatient clinics and partial day treatment programs. Additional services provided include emergency and screening, case management, patient advocacy, services to the justice system and social and vocational rehabilitation.

PROGRAM: MENTAL HEALTH

PROGRAM DESCRIPTION (continued):

Mental health services are divided into regional (Central, East, North and South) and county-wide core programs. Performance indicators for these services are by twenty-four hour care, outpatient services, day treatment and community client care. These services are a mix of county-operated programs and contract providers.

San Diego County Mental Health Services are financed primarily through the Short-Doyle system (state and county taxes), patient fees and public and private insurers. An individual's liability is based upon the services received, income and number of family members in the home.

1983-84 ACTUAL:

The actual expenditures for 1983-84 were on target with the Adopted Budget. The variance for salaries and benefits of approximately \$300,000 was due to midyear increases. A \$400,000 increase in the County Medical Services funding allocation for mental health services was appropriated to offset increased services and supplies costs. However, a reduction in department overhead resulted in a net County cost for 1983-84 lower than originally budgeted by approximately \$221,000.

1984-85 ADOPTED BUDGET:

The 1984-85 proposed budget projects a slight increase of less than \$15,000 in net County costs from the Adopted Budget for 1983-84. This is significantly accounted for by the \$17,043 addition of fixed assets and a new vehicle purchased to replace old, worn equipment as well as a new generator to be used in the mobile unit. Revenue increases of approximately \$5,300,000 offset salary increases, allow a 5% cost-of-living increase for contract providers and allow the augmentation and expansion of regional contracted services by approximately \$2,000,000.

Significant staff-year changes include the following:

- The Governor's Budget will transfer of Office of Mental Health Social Services staff from the State Department of Mental Health to the counties in order to provide case management services for the mentally disabled. This change is to become effective January 1, 1985, and funding for the positions is included in the State allocation. The classifications and staff years for the six months are Senior Social Worker Supervisor, 1.00; Senior Social Worker, MSW, 5.25; Social Services Aid 11, .50; Stenographer, .50; Senior Clerk, .50; Intermediate Clerk Typist, 1.25.
- A Regional Manager has been added for the Central Region Mental Health Services.
- A Principal Clerk position was transferred from Management Services.
- A Custodian was added to provide coverage for the Hospital on various shifts and during leaves.
- . 8.00 Nurses Assistants were reclassified from Intermediate Clerk Typist by the Office of Employee Services.
- 11.60 staff years of extra help were added to the Mental Health program primarily as a result of reallocation from other Health Services programs.
- A reorganization in CMH program planning and review and Mental Health administrative functions necessitated the following changes: the reclassification of the Chief, Program Review and Development position to Assistant Deputy Director, Mental Health Services; the reclassification of the Hospital Administrator position to Administrator, Mental Health Support Services; and the addition 1.00 staff years Administrative Secretary I.
- One additional staff year each of Administrator, Mental Health Planning and Evaluation and Analyst III are needed as a result of the County's negotiated contract responsibilities with the State under SB 900.

PROGRAM REVENUE BY SOURCE:

Patient fee and insurance revenues reflect adjustments of rates of charge to projected costs. The Short-Doyle subvention and Short-Doyle/Medi-Cal increases are based on the State's final allocation. Short-Doyle/Medi-Cal increase reflects the most recent collection experience in 1983-84. County Medical Services funding allocation is based on projected usage for 1984-85 and reflects the amount calculated to offset the cost of C.M.S. clients being served by Mental Health Services.

The mandated County match on the Short-Doyle subvention is 15% for the portion budgeted for acute inpatient hospital services and State Hospitals and 10% for the balance used for outpatient, partial day, community services, and other 24-hour treatment programs, for an overall match requirement of approximately 12%.

Revenue	1983-84 <u>Actual</u>	1983–84 <u>Budget</u>	1984–85 Adopted
Patient fee and insurance revenues	\$ 2,810,618	\$ 2,933,000	\$ 3,136,308
Short-Doyle subvention	16,533,630	17,443,518	20,318,190
Short-Doyle/Medi-Cal	3,678,708	3,584,076	5,078,708
Prior year revenue - Short-Doyle	599,451	0	0
County Medical Services funding	3,100,000	2,700,000	3,400,000
Federal Jobs Bill	48,907	0	0
Prior Year - Other Revenue	23,405	0	0
TOTAL	\$26,794,719	\$26,660,594	\$31,933,206

1984-85 OBJECTIVES:

- 1. Between admission and discharge of adults who complete treatment, the mean annual Global Assessment Scale improvement shall be 23 points for discharges from 24-hour care, 11 points for discharges from outpatient, and 9 points for discharges from partial day treatment.
- Between admission and discharge of children and adolescents who complete treatment, at least one of the Children's Impairment Rating scales will be increased by 20% for 60% of discharges from 24-hour care, 50% of discharges from partial day treatment and 70% of discharges from outpatient treatment.
- 3. Of adult discharges with treatment completed, at least 85% will have no subsequent treatment activity within the Short-Doyle system which includes regressive moves from outpatient to partial day or to 24-hour care, or from partial day to 24-hour care during the fiscal year.
- 4. Of the child and adolescent discharges with treatment completed, at least 80% will have no subsequent treatment activity within the Short-Doyle system which includes regressive moves from outpatient to partial day or to 24-hour care, or from partial day to 24-hour care during the fiscal year.

PROGRAM: MENTAL HEALTH

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
Class	TItle	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted	
4115	Chief, Children & Adolescent Mental Health Services	1.00	1.00	\$ 73,752	\$ 75,564	
4111	Chief, Adult Mental Health Services	1.00	1.00	70,200	71,964	
4183	Neurologist	0.50	0.50	29,496	29,208	
4198	Staff Psychlatrist	32.17	32.00	1,996,778	2,008,320	
4162	Consultant in Internal Medicine	0.75	0.75	39,186	41,013	
4192	Senior Physician	1.00	1.00	52,752	53,964	
4193	Physician	4.33	4.33	198,380	199,940	
8810	Assist. Deputy Director, MH Services	0.00	1.00	0	43,020	
5035	Chief Probation/Welfare Psychology	1.00	1.00	42,840	42,660	
8811	Admin., Mental Health Support Services	0.00	1.00	0	39,060	
8812	Admin., Mental Health Planning & Evaluation	0.00	1.00	0	38,256	
5220	Chief, Mental Health Community Services	1.00	1.00	38,112	39,060	
4102	Hospital Administrator	1.00	0.00	38,112	0	
4145	Chief, Mental Health Program Review & Development	1.00	0.00	35,436	0	
5087	Senior Clinical Psychologist	18.17	18.58	665,118	684,610	
52 5 2	Mental Health Program Manager	2.00	3.00	70,368	111,996	
4504	Chief Nurse	1.00	1.00	35,868	36,684	
5237	Case Management Coordinator	1.00	1.00	33,864	31,092	
2355	Regional Manager, Mental Health Services	4.00	5.00	138,144	176,460	
4497	Assistant Chief Nurse	1.00	1.00	33,348	33,384	
4834	Mental Health Staff Development Coordinator	1.00	1.00	30,420	32,724	
5263	Senior Social Worker Supervisor	0.00	1.00	0	26,604	
5208	Mental Health Contract Manager	1.00	1.00	29,868	32,940	
2413	Analyst III	2.00	3.00	63,696	98,208	
4533	Inservice Education Coordinator	1.00	1.00	26,484	30,084	
4544	Supervising Nurse	4.00	4.00	119,856	119,280	
5219	Day Treatment Coordinator	2.00	1.00	59,688	30,300	
5247	Adult Extended Care Coordinator	1.00	1.00	25,104	30,516	
5249	Children and Adolescent Continuing Care Coordinator	1.00	1.00	28,020	30,516	
5240	Senior Services Extended Care Coordinator	1.00	1.00	25,104	30,516	
5261	Senior Social Worker, MSW	1.00	6.25	27,960	161,550	
2303	Administrative Assistant II	4.00	4.00	108,192	114,288	
2412	Analyst II	3.00	3.00	79,992	85,104	
4536	Staff Head Nurse	8.00	8.00	214,080	221,472	
8808	Coordinator, Crisis Intervention Svcs.	0.00	1.00	0	31,428	
4831	Mental Health Consultant 11	18.00	18.00	473,472	477,576	
5250	Senior Psychiatric Social Worker	44.50	44.00	1,201,500	1,199,616	
4534	Nursing Inservice Instructor	1.00	1.00	25,356	24,300	
2337	Public Information Specialist	0.00	1.00	0	25,668	
4567	Senior Public Health Nurse	1.00	1.00	25,872	27,216	
4830	Health Information Specialist	1.00	0.00	25,044	27,210	

PROGRAM: MENTAL HEALTH

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
	* •••	1983-84	1984-85	1983-84	1984-85	
Class	Title	Budget	Adopted	Budget	Adopted	
4538	Staff Nurse II	65.75	65.75	1,596,936	1,635,597	
4304	Utilization Review Supervisor	1.00	1.00	\$ 22,824	\$ 28,344	
4400	Occupational Therapist II	6.83	6.83	160,720	162,278	
4314	Utilization Review Specialist	5.00	5.00	108,960	116,760	
4408	Recreation Therapy Supervisor	1.00	1.00	22,980	23,736	
3048	Medical Records Administrator	1.00	1.00	22,368	22,716	
2725	Principal Clerk	2.00	3.00	43,080	64,152	
4836	Mental Health Specialist	15.00	14.00	302,400	291,144	
4407	Recreational Therapist	8.00	8.00	157,440	164,832	
2745	Supervising Clerk	1.00	1.00	18,924	18,996	
5221	Eligibility Technician	0.00	8.75	0	128,835	
2403	Accounting Technician	1.00	1.00	17,100	17,304	
5223	Eligibility Worker II	8.75	0.00	154,770	0	
4838	Mental Health Assistant	1.00	1.00	17,832	18,276	
2757	Administrative Secretary II	5.50	5.50	93, 390	96,228	
2761	Group Secretary	3.00	3.00	52,344	49,608	
3009	Word Processor Operator	1.00	1.00	15,288	15,552	
4625	Licensed Vocational Nurse	54.00	54.00	879,984	913,680	
4618	Psychiatric Technician	21.00	21.00	348,264	357,084	
2730	Sentor Clerk	10.00	11.50	159,840	190,026	
3049	Medical Records Technician	2.00	2.00	30,144	32,328	
7085	Supervising Custodian	1.00	1.00	15,804	14,484	
2756	Administrative Secretary 1	3.50	4.00	50,694	58,128	
2760	Stenographer	0.00	0.50	0	6,654	
4398	Occupational Therapy Assistant	0.50	0.50	6,570	7,236	
4911	Social Services Aid II	0.00	0.50	0	7,272	
3039	Mail Clerk Driver	1.00	1.00	14,256	13,896	
7030	Senior Custodian	2.00	2.00	27,864	26,304	
4615	Nurses Assistant	59.00	67.00	795,792	940,680	
2700	Intermediate Clerk Typist	60.42	54.67	814,175	747,184	
4406	Recreational Therapy Aid	2.00	2.00	26,472	27,240	
7031	Custodian	13.00	14.00	162,084	167,328	
2709	Department Clerk	6.00	6.00	65,448	67,608	
2710	Junior Clerk Typist	3.00	3.00	31,212	31,824	
9999	Extra Help	4.90	16.50	155,077	366,051	
	Total	537.57	565.41	\$12,572,498	\$13,415,526	
	Adjustments:					
	County Contributions and Benefits			\$ 3,015,049	\$ 3,305,674	
	Salary Settlement Costs			0	768,821	
	Special Payments:				•	
	Premlum			340,800	340,800	
	Salary Adjustment			0	0	
	Salary Savings			(639,698)	(340,886)	
	Total Adjustments			\$ 2,716,151	\$ 4,074,409	
PROGRAM	TOTALS:	537.57	565.41	\$15,288,649	\$17,489,935	

PROGRAM:	CORRECTIONAL FACILITY NURSING SERVICES	#	85490	MANAGER: Paul B. Simms	
Departmen	+: HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 45	

Authority: This program was developed for the purpose of carrying out the provisions of Art. XV, Sec. 233.4, of the County Administrative Code, which states that the Director of Health Services shall be responsible for the administrative supervision and control of interdepartmental Medical Services, including all medical and/or nursing services supplied by the department to other county departments.

		981-82 Actual		1982-83 Actual		1983-84 Actual		1983-84 Budget		1984-85 Adopted
COSTS Salaries & Benefits	\$ 7	772,668	\$	936,161	\$	986,346	\$	937,994	\$	995 , 9 51
Services & Supplies		29,064	·	161,612	Ŧ	196,521	¥	175,917	Ŷ	175,917
Fixed Assets		0		0		0		0		0
New Vehicles/Comm. Equip.		0		ů o		0		0		0
Hew Henriches/ Commis Equip.		Ŭ		Ū		v		v		0
Less Reimbursements		0		0		0		0		0
TOTAL DIRECT COSTS	\$ 9	001,732	\$	1,097,773	5	1,182,867	\$	1,113,911	\$	1,171,868
Dept. Overhead	1	28,932		127,773		112,377		130,557		99,694
Ext. Support Costs		30,221		99,685		113,443		115,104		127,731
FUNDING	\$	0	\$	0	\$	0	\$	0	\$	0
NET COUNTY COSTS	\$ 1,0	60,885	\$	1,325,231	5	1,408,687	5	1,359,572	5	1,399,293
STAFF YEARS		29.50		32.28		31.58		29.50		28.75
PERFORMANCE INDICATORS:				<u></u>				<u></u> .		<u></u>
Interdepartmental Services										
Nursing Contacts Admissions and readmission at nursing stations	Ì	19,421		18,850		19,139		17,000		20,000
Sick calls by nurses		84,294		87,302		96,175		83,000		85,000
Medications and treatments Emergency calls treated at		82,926 1,850		82,171 1,621		97,538 1,208		78,000 1,700		85,000 1,500
facility TOTAL Nursing Contacts	1	88,491		189,944		214,060		179,700		191,500

PROGRAM DESCRIPTION:

This program is needed to assure that adequate medical, nursing and pharmaceutical services are supplied by the Department of Health Services (DHS) to other County Departments.

Correctional Facility Nursing Services are provided to the County's protectory institutions, which include Hillcrest Receiving Home, Honor Camps (six facilities), Juvenile Hall and Rancho Del Campo. Pediatric (physician) services are provided to Hillcrest Receiving Home by contract with University Hospital. Contracted laboratory and x-ray tests are provided as needed. These services shall also continue to be provided to Camp Viejas and Camp Descanso while temporarily utilized by the Sheriff's Department.

1983-84 ACTUAL:

Actual expenditures for salaries and benefits and services and supplies reflect an increase in nursing services provided to protectory institutions. Total contacts were up 19% and medications and treatments were up 25% from those expected in FY 1983-84.

1984-85 ADOPTED BUDGET:

Correctional Facility Nursing Services (28.75 staff years; \$1,171,868 direct cost) consists of medical and nursing services provided to other County departments. There are no anticipated changes in the overall program structure, emphasis or content of these services for 1984-85. The 1984-85 budget was adopted as proposed. It is funded entirely with County funds. There are no revenues associated with the program since the cost of these services is transferred (via memo billings) as indirect cost to the County departments benefiting from such services. The Board of Supervisors has full discretion over the level of services; however, other County departments need these services and would have to use other outside services if this program were not available. In 1984-85 this activity will:

- . Implement County Administrative Code, Article XV, Section 233.4
- Provide medical, nursing, first aid and pharmaceutical services for the County's nine protectory institutions and two temporary locations utilized by the Sheriff's Department.
- . Conduct 20,000 admissions and readmissions at nursing stations.
- · Conduct sick call for 85,000 persons.
- Dispense 85,000 medications and treatments.
- Respond to 1,500 emergency calls.
- · Conduct 191,500 nursing contacts.
- . Provide 24 hour nursing service at the County's Hillcrest Receiving Home and Juvenile Hall.
- . Conduct a nursing contact, and refer if necessary, all entrants to the County's Juvenile Hall.

PROGRAM REVENUE BY SOURCE:

None.

1984-85 OBJECTIVES:

- 1. To maintain and provide services at a level commensurate with fiscal restraints and inflation, at the least possible cost.
- 2. To provide medical and nursing services, at the existing level for 20,000 admissions and readmissions focusing on continued cost containment operations.

PROGRAM: CORRECTIONAL FACILITY NURSING SERVICES

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SA	LARY AND B	ENEF	ITS COST
Class	Title	1983-84 Budget	1984–85 Adopted		1983-84 Budget		1984-85 Adopted
4193 4544	Physician Supervising Nurse	0.50 4.00	0.50 4.00	\$	22,890 119,856	\$	23,070 119,280
4538 9999	Staff Nurse II Extra Help	24.25 0.75	24.25 0.00		588,984	5	603,243
	Total	29,50	28.75	\$	755,466	\$	745,593
	Adjustments: County Contributions and Benefits Salary Settlement Costs	;		\$	211,310 0	\$	214,621 44,149
	Special Payments: Premium Salary Adjustment Salary Savings				11,000 0 (39,782)		11,000 0 (19,412)
	Total Adjustments			\$	182,528	\$	250,358

PROGRAM TOTALS:

29.50 28.75

\$ 937,994 \$ 995,951

PROGRAM:	COUNTY PATIENT SERVICES	#	42601	MANAGER: Paul B. Simms
Department:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 45

Authority: The County shall relieve and support all indigent persons, and those incapacitated by age, disease or accident, lawfully resident therein; when such persons are not supported by their relatives or friends, by their own means, or hy State hospitals or other private institutions, W&I Code 10804, 17000 et seq.; Gov't Code Art. 1, Sec. 13961.5 and Co. Admin. Code Art. XV, Sec. 233.4 and 233.5.

,

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984–85 Adopted
COSTS Salaries & Benefits	\$ 152,770	\$ 155,643	\$ 152,182	\$ 177,021	\$ 174,261
Services & Supplies	3,237,965	3,522,663	4,039,588	4,284,467	5,380,979
Fixed Assets	0	0	0	0	0
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 3,390,735	\$ 3,678,306	\$ 4,191,770	\$ 4,461,488	\$ 5,555,240
Dept. Overhead	119,710	36,798	42,350	49,332	37,551
Ext. Support Costs	169,616	162,449	163,171	165,581	164,700
FUNDING	\$ (1,718,686)	\$ (1,942,120)	\$ (1,483,159)	\$ (1,434,614)	\$ (1,876,851)
NET COUNTY COSTS	\$ 1,961,375	\$ 1,935,433	\$ 2,914,132	\$ 3,241,787	\$ 3,880,640
STAFF YEARS	6.94	6.99	6.38	7.00	7.00
PERFORMANCE INDICATORS:					
University Hospital Inpatient Days					
Custodial Patients	449	159	159	275	160
Indigent Care	2,327	2,334	2,588	2,300	2,400
TOTAL Days	2,776	2,493	2,747	2,575	2,560
Outpatient Visits (Clinic	-				
and Emergency)	4 224		1 204	1 005	300
Custodial Patients	1,551	660 5 7 6 7	1,604	1,225	700 E 400
Indigent Care	6,648	5,367	8,473	6,500	5,400
TOTAL Visits	8,199	6,027	, 10 ,077	7,725	6,100
Victims of Sexual Assau	17 132	174	274	135	175
(Persons Served)	261	1/4	2/4	201	175

PROGRAM DESCRIPTION:

The County is responsible for providing medical services to County residents who are unable to finance needed medical care, either personally or through a third party. In addition, the County is responsible for provision of medical services to individuals in custody of the County in the Protectory Institutions and the Jail. This program provides funding to discharge the County's responsibility through purchase of services via contract with the Regents of the University of California for individuals determined to be County eligible patients and for those in the Protectory Institutions. In addition, in its discretion, the County provides reimbursement to University Hospital for those indigents admitted thereto for emergency purposes. Funding for Jail inmates is

PROGRAM: COUNTY PATIENT SERVICES

PROGRAM DESCRIPTION (continued):

administered by the Sheriff and is contained in his budget. The County is also responsible for defraying the cost of gathering medical evidence in cases of sexual assault when the alleged crime occurred in an unincorporated area or when the examination is performed in a district hospital.

1983-84 ACTUAL:

Net County costs for 1983-84 are lower than anticipated in the 1983-84 budget due primarily to lower support and care costs.

1984-85 ADOPTED BUDGET:

The County Patient Services Program (7.00 staff years; \$5,555,240 direct cost) is funded from patient fees, insurance, Medi-Cal and AB 8, and is approximately 33% revenue offset.

The 1984-85 budget was adopted as proposed. Salary and benefit cost for 1984-85 decreased slightly from budgeted 1983-84 amounts although staff years remained the same because two staff years previously budgeted at the Senior Social Worker level were reduced to the Eligibility Technician level in compliance with a department-wide layoff of Eligibility Technicians.

The County's agreement with the Regents of the University of California is the most significant cost of this program. On December 17, 1980, the County entered into the agreement effective January 1, 1981, to January 1, 1991, to provide medical services to County residents unable to finance needed medical care and to individuals in custody of the County (B/S #1, 12/17/80). Under the Agreement, the County purchases, via a lump sum payment, requisite medical services for County eligible patients. This payment is based on a base year funding level (1978-79) of \$2,375,000 and is adjusted annually based upon changes in the medical cost components of the Consumer Price index.

Increased net County cost of approximately \$600,000 over 1983-84 budgeted levels have resulted from an estimated increase of \$1,097,000 in support and care costs which will be partially revenue offset by a \$400,000 increase in this program's proportionate share of AB 8 funds.

PROGRAM REVENUE BY SOURCE:

In FY 1984-85, revenue will be received in the amount of \$1,876,851. The following table compares, by source, the FY 1983-84 budgeted and actual revenue with that which is anticipated for FY 1984-85.

Revenue	1983-84 Actual	1983-84 Budget	1984-85 Adopted	
Charges:				
Patient Fees, Insurance and Medi-Cal	\$ 267,192	\$ 100,000	\$ 122,205	
Current Services - Prior Year	24,786	0	0	
Other Revenue - Prior Year	(322)	0	0	
Recovered Expenditures	6,501	0	0	
Grants:				
State AB 8	1,185,002	1,334,614	1,754,646	
TOTAL	\$1,483,159	\$1,434,614	\$1,876,851	

For 1984-85, this program's proportionate share of AB 8 funds has increased from the 1983-84 budget. The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The total net county cost of these programs includes the matching amount for AB 8 funds and the unallowable portion of external overhead.

1984-85 OBJECTIVES:

- 1. To continue to provide adequate medical care to those individuals certified as County sponsored patients.
- 2. To seek Federal or State participation in the cost of care provided to the alien poor.
- 3. To closely monitor the implementation of the Third Operating Agreement relative to volume of patients and the appropriateness of their certification as County responsibility.
- 4. To examine and monitor the revenue and recovery aspects of this Agreement and the improved collections from those who have the ability to pay in full or in part.
- 5. To continue a coordinated information system regarding all aspects of the Agreement.
- 6. To implement a policy and procedures manual for the County Patient Services Program.

PROGRAM: COUNTY PATIENT SERVICES

Department: HEALTH SERVICES 6000

	Title	BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST			
Class		1983–84 Budg et	1984-85 Adopted	1983-84 Budget		1984–85 Adopted	
5270	Social Worker Supervisor	1.00	1.00	\$	27,516	\$	28,020
5260	Senior Social Worker	4.00	2.00		92,400		48,984
5221	Eligibility Technician	0.00	2.00		0		29,448
2 700	Intermediate Clerk Typist	2.00	2.00	_	26,952		27,336
	Total	7.00	7.00	\$	146,868	\$	133,788
	Adjustments:						
	County Contributions and Benefits			\$	\$ 37,661 0	\$ 36,061 7,809	36,061
	Salary Settlement Costs						
	Special Payments:						
	Premlum				0		0
	Salary Adjustment				0		0
	Salary Savings				(7,508)		(3,397)
	Total Adjustments			\$	30,153	\$	40,473

PROGRAM	TOTALS:
---------	---------

PROGRAM:	EDGEMOOR GERIATRIC HOSPITAL	#	42651	MANAGER:	Francolse Eullss	
Department:	HEALTH SERVICES	#	6000	Ref: 198	83-84 Final Budget - Pg:	46

Authority: This program was developed to carry out W&! Code Sec. 17000 et. seq. which mandated the County to provide care to persons not supported by other means; and, B/S Policy E-11 which established the role of providing inpatient care not otherwise available and services to the general population best provided by the County.

	1981–82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984–85 Adopted
COSTS Salaries & Benefits	\$ 4,085,277	\$ 4,585,381	\$ 4,968,369	\$ 5,564,299	\$ 6,205,523
Services & Supplies	590,639	725,981	1,029,459	587,680	796,207
Fixed Assets	· O	0	0	0	0
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 4,675,916	\$ 5,311,362	\$ 5,997,828	\$ 6,151,979	\$ 7,001,730
Dept. Overhead	1,110,324	1,032,447	939,611	1,204,942	1,061,071
Ext. Support Costs	1,359,649	1,511,774	1,648,805	1,671,997	1,730,392
FUNDING	\$ (6,061,047)	\$ (7,572,117)	\$ (7,879,115)	\$ (7,878,975)	\$ (8,075,603)
NET COUNTY COSTS	\$ 1,084,842	\$ 283,466	\$ 707,129	\$ 1,149,943	\$ 1,717,590
STAFF YEARS	255.59	261.71	255•19	281.00	286.50
PERFORMANCE INDICATORS:				······································	
Average Inpatient Census Nutrition Center Average	267	304	306	310	310
Attendance Meals-on-Wheels Meals	135	126	129	140	135
Served	21,886	20,842	21,836	18,000	18,000

PROGRAM DESCRIPTION:

Through the efforts of employees and volunteers, Edgemoor provides inpatient care to persons requiring skilled nursing services, care of County-sponsored patients, and intermediate physical and/or mental rehabilitation. This is a County-wide program. The use of separate ward areas, varying staff-patient ratios and employment of physicians and therapists enhances continuity of care and emphasizes rehabilitation at a self-help level.

This program is also involved in community services intended to delay the need to admit seniors to health care facilities: reimbursement contracts to provide support services to the Heartland Senior Day Care Center and the East County "Meals-on-Wheels" service and direct employee and volunteer operation of the Santee-Lakeside Nutrition Center.

1983-84 ACTUAL:

Actual total expenditures were 2.5% under the amount budgeted for 1983-84. Salaries and benefits and staff years were lower while services and supplies were higher than budgeted due to increased usage of temporary help necessitating payment of claims through services and supplies. With revenue received approximately as budgeted this resulted in a net County cost of \$442,814 lower than originally planned.

1984-85 ADOPTED BUDGET:

The 1984-85 budget was adopted as proposed. Services and supplies increased \$849,751 over 1983-84 budgeted levels. Significant adjustments were made to average monthly salaries, salary and benefit increases, and premium pay (\$641,224) and projections for food, medical supplies and drug costs (\$208,527). Revenue will increase to cover full cost of providing care to private patients but the State's schedule of maximum allowances prevents full recovery in Medi-Cal cases.

Summarized below are the major activities of the Edgemoor Geriatric Hospital program, including expenditures, revenue and staff years for each activity.

Day Care Maintenance (0.00 staff years; \$15,250) provides space, maintenance and utilities by contract to Adult Protective Services to operate an adult senior day care center on Edgemoor property. All costs are allocated from other County departments. This activity:

- Is offset by \$5,400 in revenue
- ° is not mandated
- serves an average of 22 seniors per day

Meals-on-Wheels (.25 staff-years; \$18,071) provides support to provide pre-packaged hot and cold meals to Senior Adult Services for delivery via volunteers to private homes. Expenditures and revenue will increase to cover the cost of food. 18,000 meals are to be provided this year.

Senior Nutrition Center (6.00 staff years; \$138,254) provides nutrition-socialization services to seniors in the Santee-Lakeside area. This activity is:

- * contracted as a nutrition site through the Area Agency on Aging
- * 86% revenue offset (10% is required County match)
- * serving a daily average of 135 area senior citizens

Skilled Nursing Facility (265.75 staff-years; \$9,621,618) provides inpatient nursing, medical and therapy services. An increase of 6.0 staff-years in extra help is to provide temporary registry personnel to cover unscheduled nursing absences and maintain mandated staff-patient ratios. This activity is:

- Mandated by W & I Code that the County provide care to persons not supported by other means (1,200 patient days annually)
- * Providing care to an average daily census of 310 patients (89% Medi-Cal sponsored)

PROGRAM REVENUE BY SOURCE:

In 1984-85, revenue will be received in the amount of \$8,075,603. The following table compares, by source, the 1983-84 budgeted and actual revenues with that which is anticipated for 1984-85.

Revenue	1983–84 Actual	1983-84 Budget	1984–85 Adopted
Charges:			
Telephone, Commissions and Canteen Rent	\$ 378	\$ 420	\$ 200
Patient Fees, Insurance and Medi-Cal	5,699,041	5,655,000	5,844,207
Employee Meal Sales	983	1,960	1,200
Employee Housing Rental	17,525	16,760	16,760
Meals-On-Wheels	14,995	17,000	17,000
Meal Donations	30,157	26,000	28,000
Day Care Maintenance	5,440	5,400	5,400
Recovered Expenditures	21	0	0
Duplicate Charges - Records & Files	234	0	0
Other Miscellaneous	187	0	0
Grants:			
State AB 8	\$2,027,747	\$2,076,435	\$2,082,836
Nutrition Center Grant	82,407	80,000	80,000
TOTAL	\$7,879,115	\$7,878,975	\$8,075,603

Charges in the amount of \$5,844,207 will come primarily form Medi-Cal and patient fees. These fees are based on full cost recovery in accordance with Board Policy B-29. The Medi-Cal reimbursement is subject to the schedule of maximum allowances adopted by the State. The Medi-Cal patient rate is projected at \$52.07.

Other fees involve services provided to other agencies for which the County is reimbursed. These include maintenance and utilities to the Adult Protective Services Heartland Day Care housed on Edgemoor grounds (\$5,400) and food and preparation services to Senior Adult Services for their local Meals-on-Wheels served (\$17,000).

Subsequent to the 1983-84 Adopted Budget, an additional cost-of-living increase for AB 8 was provided. The difference between the 1983-84 budget and the 1984-85 adopted budget is based on a revised allocation of this program's proportionate share of AB 8. The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The total net County cost of these programs includes the matching amount for AB 8 funds and the unallowable portion of external overhead.

The Nutrition Center grant in the amount of \$80,000 will be received from the Area Agency on Aging.

1984-85 OBJECTIVES:

- To provide quality inpatient nursing, medical and therapeutic care as needed to an average census of 310 patients.
- To avoid institutionalization of persons through a) support of the Heartland Senior Day Care Center operated by Adult Protective Services, b) support of East County "Meals-on-Wheels" Service operated by Senior Adult Services; and c) operation of a nutrition-socialization service for 135 senior citizens from the Santee-Lakeside area.

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST			
lass	Title	1983-84 Budget	1984–85 Adopted	1983–84 Budg ot	1984-85 Adopted		
130	Medical Director, Edgemoor	1.00	1.00	\$ 59,616	\$ 67,38		
193	Physician	2.50	2.00	114,450	92,28		
100	Administrator, Geriatric Hospital	1.00	1.00	40,008	41,02		
504	Chief Nurse	1.00	1.00	35,868	36,68		
497	Assistant Chief Nurse	1.00	1.00	33, 348	33,38		
302	Administrative Assistant III	1.00	1.00	30,984	30,88		
533	Inservice Education Coordinator	1.00	1.00	26,484	30,08		
544	Supervising Nurse	5.00	5.00	149,820	149,10		
261	Senior Social Worker, MSW	1.00	1.00	27,960	25,84		
435	Supervising Physical Therapist	1.00	1.00	25,596	27,34		
161	Hospital Food Service Manager	1.00	1.00	25,068	25,46		
260	Senior Social Worker	1.00	1.00	23,100	24,49		
538	Staff Nurse II	26.67	26.67	647,680	663,36		
604	Administrative Assistant 1	1.00	1.00	22,356	22,35		
00	Occupational Therapist II	1.00	1.00	23,520	23,74		
08	Recruation Therapy Supervisor	1.00	1.00	22,980	23,73		
70	Dietitian	2.00	1.50	38,592	32,05		
105	Food Service Supervisor	0.00	2.00	0	38,44		
/64	Office Manager	1.00	1.00	18,780	19,33		
)45	Executive Housekeeper	1.00	1.00	18,408	16,87		
110	Senior Cook	5.00	4.00	87,720	71,28		
25	Licensed Vocational Nurse	3.00	8.00	130,368	135,36		
510	Senior Account Clerk	1.00	1.00	16,188	16,42		
730	Senior Clerk	3.00	3.00	47,952	49,57		
30	Cashler Dia la Thanana Anglatant	1.00	1.00	15,276	15,54		
126	Physical Therapy Assistant	2.00	2.00	30,432	31,15		
911	Social Services Aid II	2.00	2.00	28,608	29,08		
93 30	Intermediate Account Clerk	1.00 1.00	1.00 1.00	12,864 13,932	13,62 13,15		
i15	Senior Custodian Nurses Assistant	145.33	145.33	1,960,256	2,040,48		
700	Intermediate Clerk Typist	6.00	7.00	80,856	95,67		
.06	Recreation Therapy Aid	2.00	2.00	26,472	27,24		
30	Sewing & Linen Room Supervisor	1.00	1.00	13,464	13,66		
20	Linen Marker and Distributor	5.00	5.00	65,160	65,64		
20	Sewing Room Operator	2.00	2.00	25,464	26,61		
31	Custodian	14.00	14.00	174,552	167,32		
15	Food Services Worker	22.00	22.00	251,592	261,36		
10	Junior Clerk Typist	2.00	1.00	20,808	10,60		
199	Extra Help	6.50	12.00	205,714	205,44		
	Total	281.00	286.50	\$ 4,592,296	\$ 4,713,13		
	Adjustments:				* * * * * * * * * *		
	County Contributions and Benefits			\$ 1,080,251	\$ 1,156,59		
	Salary Settlement Costs			0	269,88		
	Special Payments:				101		
	Premium			119,500	186,85		
	Salary Adjustment Salary Savings			0 (227,748)	(120,94)		
	Total Adjustments			\$ 972,003	\$ 1,492,38		
OGRAM	TOTALS:	281.00	286.50	\$ 5,564,299	\$ 6,205,523		

PROGRAM:	EMERGENCY MEDICAL SERVICES	#	41012	MANAGER: Gall Cooper	
Department:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 46	

Authority: Under Section 1797.200 - 1798.208 of the Health & Safety Code, the County is responsible for planning, developing, and implementing an Emergency Medical Services (EMS) system. This Section also requires the County EMS Medical Director to approve all prehospital training programs and certify prehospital personnel who complete those courses.

ď.:

	-	1981-82 Actual	 1982-83 Actual	 1983-84 Actual	 1983-84 Budget		1984–85 Adopted
COSTS							
Salaries & Benefits	\$	158,492	\$ 177,695	\$ 255,498	\$ 228,413	\$	608,046
Services & Supplies		226,580	236,094	347,981	299,279		1,188,161
Fixed Assets		0	0	0	0		0
New Vehicles/Comm. Equip.		0	0	0	0		0
Less Reimbursements		0	0	0	0		0
TOTAL DIRECT COSTS	\$	385,072	\$ 413,789	\$ 603,479	\$ 527,692	5	1,796,207
Dept. Overhead		38,868	14,252	15,673	18,125		42,290
Ext. Support Costs		81,949	78,271	80,809	82,109		165,908
FUNDING	\$	(413,763)	\$ (433,208)	\$ (539,495)	\$ (409,988)	\$	(1,803,858)
NET COUNTY COSTS	\$	92,126	\$ 73,104	\$ 160,466	\$ 217,938	\$	200,547
STAFF YEARS		8.27	8.44	7.57	7.90		22.00
PERFORMANCE INDICATORS:							
No. EMT-1A, EMT-INA, EMT-P (Paramedics certified/mon- itored by EMS Medical Dir.	,	60	615	777	725		680
No. Persons Trained in CPR/ System Access		50,000	30,000	21,000	35,000		28,000
No. Prehospital Reports		34,000	22,000	53,000	85,000		50 ,0 00
Processed No. EMS System Presentation	s	130	130	20	100		12
Conducted No. Disaster Exercises		8	8	6	12		5
Coordinated No. EMS System Field Evalu-		25	30	11	30		12
ations Conducted No. EMT-1 Classes Monitored		N/A	65	12	60		30

PROGRAM DESCRIPTION:

The purpose of this program is to maintain and further develop an emergency medical services system for the residents and/or visitors of San Diego County through the coordination and management of the resources involved in providing an organized system of emergency medical care. The Board of Supervisors, in recognizing their State mandated responsibility, has designated the Department of Health Services as the local EMS Agency. The Department of Health Services, Emergency Medical Services, has responsibility for planning, Implementing and evaluating the EMS system. This responsibility includes the following:

PROGRAM DESCRIPTION (Continued):

- Establishment of policies and procedures to assure medical control
- Development and submission of a County-wide EMS plan to the State EMS Authority.
- Designation of and contract with base station hospitals
- Development of triage and transfer protocols
- Establishment of guidelines and standards for patient transfer
- Authorization of the implementation of advanced life support systems,
- Approval of emergency medical technician (EMT) training programs.
- Development and implementation of a countywide Trauma Management System to effectively monitor the emergency care of 1,500 to 2,000 major trauma victims annually.
- Review and designation of qualified hospitals as regional trauma centers.
- Upgrading the level of training for public safety personnel and rural firefighters to meet the EMT-1 State standards.
- Auditing and monitoring the Trauma Management System.

1983-84 ACTUAL:

The 1983-84 Actual costs are higher than the Budget, due to the mid-year approval of Trauma Designations.

1984-85 ADOPTED BUDGET:

The Budget for 1984-85 is increased by \$1,376,479 due to the inclusion of the Trauma Management System. 14 additional staff years were added for this program which was approved mid 1983-84. The net County cost for Emergency Medical Services, however, will remain approximately the same.

Summarized below are the four major activities of the Emergency Medical Services program. They are: County-wide Coordination of EMS, Disaster Preparedness, County Service Area (CSA) Administration and Trauma Management.

- 1. County Wide Coordination of EMS (6.0 staff years; \$442,868 direct cost) will:
 - . Implement mandated State Health and Safety Code 1797.200 1798.208.
 - Conduct 12 EMS System presentations.
 - . Conduct 12 field evaluations of the EMS System.
 - . Coordinate the development of EMT-1 and EMTP Treatment Protocols.
 - Monitor State policies and procedures regarding EMT-1, EMTP certification, recertification and decertification.
 - . Evaluate and assess Countywide emergency communications needs and medical equipment.
 - . Monitor and evaluate EMT certification and testing process.
 - Educate and train County residents regarding importance of OPR training and lifesaving first aid techniques.
 - . Coordinate provision of mutual aid agreements with local agencies.
 - · Establish emergency medical training and educational standards for ambulance personnel.
 - . Assist in coordinating CPR training for 25,000 trainees.
 - . Monitor the certification of 141 paramedics.
 - Monitor 30 classes of EMT-1 training.
 - Monitor/certify 584 EMT-1A basic life support ambulance personnel to maintain compliance with County and State standards.
 - . Develop County major trauma transportation plan.
 - . Coordinate activities and planning efforts of 151 community agencies.

1984-85 ADOPTED BUDGET (continued):

2. Disaster Preparedness (1.00 staff year; \$33,000 direct cost) will:

- . Implement Health and Safety Code 1797.200 1798.208.
- · Conduct 12 major disaster preparedness exercises.
- . Design, develop and implement the Countywide Disaster Plan.
- Coordinate and review disaster plans of convalescent hospitals and senior home health centers.
- . Train and educate County personnel as to staff roles & responsibilities during medical emergencies.
- 3. County Service Area Administration San Dieguito and Heartland Paramedic Districts (2.00 staff years; \$41,000 direct cost) will:
 - Implement Government Code Section 25210.1 et. seq. and Health and Safety Code 1797.200 1798.208. CSA 17 and 69 were established by the Board of Supervisors in 1969.
 - . Provide fiscal and programmatic services to CSA 17 & 69 Advisory Committees.
 - Administer and monitor seven (7) CSA paramedic and back-up ambulance contracts and one (1) mutual aid agreement.
 - . Represent the CSAs during budget hearings and deliberations.
 - · Recommend fiscal guidelines to Advisory Committees.
 - Act as liaison between contracted fire departments and County agencies.
 - · Evaluate services rendered by paramedic units in compliance with contracts.
- 4. Trauma Management System (13 staff years; \$1,279,339 direct cost) will:
 - Establish a comprehensive data collection and evaluation system to be operational around August 1, 1984.
 - Strengthen and expand the existing communications system by requiring all EMT-1 providers establish twoway communication with a designated Trauma/Base Station Hospital for medical control and direction.
 - Upgrade all rural and urban prehospital personnel to an EMT-1 level.
 - · Design, develop and implement a field Triage Criteria.
 - . Develop and Implement a Countywide Public Information System regarding EMS system and Trauma Care.
 - . Monitor all designated Trauma Care Centers utilizing a nationally recognized criteria.

PROGRAM REVENUE BY SOURCE:

In 1984-85 revenue will be received in the amount of \$1,803,858 including a carry over of unspent revenue from 1983-84 designation fees. Revenue received in 1983-84 for Trauma Designation Fees were deposited in a Trust Fund per Board Direction and therefore accrued but do not appear in the 1983-84 Actual revenue detail; they appear only in the carry over to the 1984-85 Budget. The following table compares, by source, the 1983-84 budgeted and actual revenues with the adopted for 1984-85.

Revenue	198 3- 84 Actual		1983-84 Budget		1984–85 Adopted	
Charges:						
EMT Certification Fee	\$ 2,856	\$	7,000	\$	3,500	
Recovered Expenditures	0		4,000		0	
Other Miscellaneous	0		6,000		8,000	
Trauma Center Designation Fees	0		0	1,	537,710	
Institutional Care Transfer	0		0		300	
Health Fees - Other Government Agencles	50,000		0		0	
Grants:						
AB 8	460,639		392,988		254,348	
Other State Grants	26,000		0		0	
TOTAL	\$ 539,495	\$	409,988	\$1,	803,858	

The EMT Certification Fee is a charge to individuals who apply for County certification as an Emergency Medical Technician. The \$5.00 fee provides full cost recovery.

1984-85 OBJECTIVES:

- 1. To implement a Trauma Management System within the County of San Diego, pursuant to Board of Supervisors' approved standards and criteria.
- 2. To design and implement an EMS/Trauma Management information System and to continue to collect, analyze and report data from 85,000 ambulance runs.
- 3. To conduct monitoring and verification site visits for six designated trauma centers.
- 4. To upgrade the County Communication system such that all EMT-1s are in medical communication with a base station.
- 5. To develop and implement a coordinated training program for EMT-1s (particularly for non-urban and volunteer public safety agencies) and dispatchers.
- 6. To Implement the County Ambulance Ordinance.
- 7. To improve the current average response times of paramedics and basic life support ambulances and closely monitor the impact of variable staffing of paramedic units within the City of San Diego; to monitor/certify the 584 (EHT-1A) basic life support ambulance personnel for compliance with County criteria and State standards; to continue active coordination with approximately 151 agencies which participate in planning, implementing and/or monitoring the EMS system; and to certify/monitor approximately 141 persons as EMT-P.

PROGRAM: EMERGENCY MEDICAL SERVICES

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST				
Class	Title	1983-84 Budget	1984–85 Adopted		1983-84 Budget		1984-85 Adopted	
2379	Chief, Emergency Medical Services	0.00	1.00	\$	0	\$	40,224	
2382	Coordinator, Emergency Medical Services	1.00	0.00		33,708		0	
2302	Administrative Assistant III	0.00	2.00		0		61,776	
4544	Supervising Nurse	0.00	1.00		0		29,820	
4570	Supervising Public Health Nurse	0.00	1.00		0		29,808	
2303	Administrative Assistant II	1.00	1.00		27,048		28,572	
2412	Analyst II	1.00	2.00		26,664		56,736	
4538	Staff Nurse II	0.00	1.00		0		24,876	
2583	Emergency Medical Services Training Specialist	1.00	2.00		20,304		42,696	
2304	Administrative Assistant	0.00	1.00		0		22,356	
2757	Administrative Secretary II	1.00	1.00		16,980		17,496	
2761	Group Secretary	0.00	1.00		0		16,536	
2700	Intermediate Clerk Typist	1.00	2.00		13,476		27,336	
9999	Extra Help	1.90	6.00	_	60,132		96,300	
	Total	7.90	22.00	\$	198,312	\$	494,532	
	Adjustments:							
	County Contributions and Benefits			\$	38,688	\$	97,064	
	Salary Settlement Costs		÷		0		27,201	
	Special Payments:							
	Premlum				1,100		1,100	
	Salary Adjustment				0		0	
	Salary Savings				(9,687)		(11,851)	
	Total Adjustments			\$	30,101	\$	113,514	
	1							

PROGRAM TOTALS:	7.90	22.00	\$ 228,413	\$ 608,046

PROGRAM:	PR IMARY CARE	#	40128	MANAGER	: Howard DeYoung
Department:	HEALTH SERVICES	#	6000	Ref: 1	983-84 Final Budget - Pg: 47

Authority: Sec. 1441 et. seq. of the California Health and Safety Code and Section 17000 et. seq. of the Welfare and Institutions Code authorizes the County to provide health care services to the indigent sick and low income persons. Authority is also derived from the B/S action of January 10, 1976 (56), and a San Diego Model Cities Agreement.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 175,663	\$ 209,6 72	\$ 231,500	\$ 246,606	\$ 265,157
	-			-	-
Services & Supplies	3,554,772	3,138,218	3,268,261	3,428,354	3,506,578
Fixed Assets	0	0	0	0	152,475
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 3,730,435	\$ 3,347,890	\$ 3,499,761	\$ 3,674,960	\$ 3,924,210
Dept. Overhead	90,563	136,828	149,725	174,012	132,925
Ext. Support Costs	366,775	350,005	350,429	354,558	351,036
FUNDING	\$ (1,776,973)*	\$ (1,105,094)*	\$ (1,504,561)*	\$ (1,214,368)*	\$ (4,029,302)
NET COUNTY COSTS	\$ 2,410,800	\$ 2,729,629	\$ 2,495,354	\$ 2,989,162	\$ 378,869
STAFF YEARS	6.68	7.88	7.22	7.65	7.65
PERFORMANCE INDICATORS:					<u></u>
Primary Care: Patient Visits	186,000	190,528	195,584	170,000	180,000
Refugee Preventive Health: Patient Visits	6,982	8,840	6,262	8,800	8,840

PROGRAM DESCRIPTION:

Primary Care Services is responsible for the coordination and administration of primary care services purchased by the County from Community Clinics, the Comprehensive Health Centers, and other ambulatory care programs. The purpose of these programs is to provide quality, low-cost accessible health services to residents of the County. These residents, who represent significant segments of the population, are affected by such conditions as infant mortality, low birth-weight babies, inaccessible primary care physicians and inadequate resources to pay for health care services. In relation to these clinics, functions performed by Primary Care Services include coordinating contract development and negotiation, claims processing, performance and program evaluations and the provision and/or acquisition of technical assistance, and assisting in the implementation of COSTAR -- a computer medical record, billing, and information system.

^{*} Funding does not include Revenue Sharing

1983-84 ACTUAL:

1983-84 Actual expenditures are slightly less than the 1983-84 Budget. This and the receipt of additional AB 8 money and other funding has resulted in lower 1983-84 Actual net County costs than Budget.

1984-85 ADOPTED BUDGET:

Summarized below are the major activities of the Primary Care Program. Staffing remains the same. Revenue sharing is budgeted the same as in 1983-84. SNAP revenues and expenses (\$141,125) are only for that portion of currently approved projects which will be spent in 1984-85.

- 1. <u>Primary Care</u> (4.15 staff years; \$2,791,500 in contracts) provides accessible, low cost primary care services (general medicine, pediatrics, preventive health, and related services) to poor County residents through 17 contracts with community clinics. These services:
 - Are not mandated•
 - Are supported 100% by revenue sharing.
 - Will provide 180,000 medical visits for 80,000 residents.
- Refugee Preventive Health (2 staff years; \$105,355 in contracts) provides health care for newly arrived refugees to prevent the spread of communicable diseases, improve health status, and eliminate barriers to employment. These services:
 - Are discretionary.
 - . Are 100% revenue offset.
 - Will provide 8,840 visits to ensure that 80% of all newly arrived refugees are screened for health problems and receive appropriate care.
- 3. <u>COSTAR Implementation/Support</u> (1.5 staff years; \$45,000 in contracts) to continue to provide technical and programming support to the COSTAR computerized medical record and billing system and develop standardized computer reports for County use.

In addition, \$152,475 was approved in the 1984-85 Budget change letter for Fixed Assets. This equipment will provide for the expansion of the COSTAR computer system for the DHS Pharmacy and the California Children Services Program case management system. It will increase the Department's capacity to add computer billing and records service to two Primary Care clinics and it will provide computer support to the County Medical Services Program. AB-8 funds from 1983-84 carried over into fund balance will totally offset this expenditure.

PROGRAM: PRIMARY CARE

PROGRAM REVENUE BY SOURCE:

Discussion: In 1984-85, revenue will be received in the amount of \$4,029,302. The following table compares, by source, the 1983-84 budgeted and actual revenue with that which is anticipated for 1984-85.

Revenue	1983-84 <u>Actual</u>	1983-84 Budget	1984–85 Adopted	
Charges:				
Pharmacy Issues - Community Clinics	\$ 184,615	\$ 300,000	\$ 375,000	
Revenue Applied - Prior Year	18,427	0	0	
Other Miscellaneous	9,368	0	0	
Grants:				
State - AB 8	777,108	533,183	576,677	
State – SNAP	137,503	69,185	141,125	
State - MIA	150,000	150,000	97,500	
Refugee Preventive Health	227,540	162,000	145,000	
Other:				
Federal Revenue Sharing	2,512,032	2,694,000	2,694,000	
TOTAL	\$4,016,593	\$3,908,368	\$4,029,302	

Pharmaceutical reimbursement represents a \$75,000 increase over 1983-84 Budget because of anticipated need. These are purchases made by the County for the clinics and then reimbursed.

Subsequent to the 1983-84 Adopted Budget, an additional cost-of-living increase for AB 8 was provided. For 1984-85, this program's proportionate share of these monies has increased from the 1983-84 Budget. The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The total net County cost of these programs includes the matching amount for AB 8 funds and the unallowable portion of external overhead.

The Special Needs and Priorities (SNAP) program and the Refugee Preventive Health Grant require 50% County matching funds. SNAP revenue spans two fiscal years; thus, the 1984-85 revenue represents only that which is currently approved.

In addition, the 1984-85 Adopted State Medically Indigent Adult (MIA) allocation is less than the 1983-84 Budget because of a reallocation of these revenues. This change, approved in the 1984-85 Budget change letter, results in a corresponding reduction in provider contracts.

1984-85 OBJECTIVES:

- 1. To provide 180,000 primary care patient visits.
- 2. To provide 8,840 refugee preventive health visits.
- 3. To continue to provide technical and programming support to the COSTAR V computerized medical record and billing system and develop standardized computer reports for County use.

PROGRAM: PRIMARY CARE

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST			
Class	T1†le	1983-84 Title Budget			1983-84 Budget		1984-85 Adopted
4125	Chief, Primary Care Services	1.00	1.00	\$	38,112	\$	39,060
2413	Analyst III	1.00	1.00		31,848		32,736
2412	Analyst 11	3.00	3.00		79,992		85,104
2730	Senior Clerk	1.00	1.00		15,984		16,524
2700	Intermediate Clerk Typist	1.00	1.00		13,476		13,668
99 99	Extra Help	0.65	0.65		20,571		8,622
	Total	7.65	7.65	\$	199,983	\$	195,714
	Adjustments:						
	County Contributions and Benefits			\$	55,982	\$	61,676
	Salary Settlement Costs				0		11,835
	Special Payments:						
	Premium				1,100		1,100
	Salary Adjustment				0		0
	Salary Savings				(10,459)		(5,168)
	Total Adjustments			\$	46,623	\$	69,443

PROGRAM TOTALS:

.

.

PROGRAM:	UNIVERSITY HOSPITAL	#	42699	MANAGER	R: Paul B.	Simms	
Department:	HEALTH SERVICES	#	6000	Ref: 1	983-84 Fir	al Budget - Pg:	47

Authority: Under the terms of the Operating Agreement, Contract #2969-6100E, the Regents of the University of California shall reimburse the County of San Diego for salary and fringe benefits of those County employees ratained by the University.

	 1981-82 Actual	· · · · · · · · · · · · · · · · · · ·	1982-83 Actual		1983-84 Actual	 1983-84 Budget	 1984-85 Adopted
COSTS Salaries & Benefits	\$ 335,492	\$	245,125	\$	219,771	\$ 248,491	\$ 220,285
Services & Supplies	0		0		0	0	0
Fixed Assets	0		0		0	0	0
New Vehicles/Comm. Equip.	0		0		0	0	0
Less Reimbursements	0		0		0	0	0
TOTAL DIRECT COSTS	\$ 335,492	\$	245,125	5	219,771	\$ 248,491	\$ 220,285
Dept. Overhead	12,924		15,556		17,006	19,783	14,954
Ext. Support Costs	4,543		4,430		8,547	8,481	11,635
FUNDING	\$ (334,677)	\$	(244,555)	\$	(221,573)	\$ (270,000)	\$ (213,000)
NET COUNTY COSTS	\$ 18,282	\$	20,556	\$	23,751	\$ 6,755	\$ 33,874
STAFF YEARS	 13.28		8.54		7.53	 8.00	 6.00

PERFORMANCE INDICATORS:

PROGRAM DESCRIPTION:

The purpose of this program is to fulfill the contractual agreement with University Hospital concerning those County employees working at the County General Hospital at the time of transfer of the hospital to the University of California.

The Operating Agreement with the Regents of the University of California (Sections #10 and #14) provides that those County employees in the classified services as of 6-30-66 shall be retained by University Hospital as long as the agreement is in effect or until promotion, advancement, retirement, resignation, removal, or assignment to another County activity, whichever occurs first. The University is to reimburse the County for gross salary and fringe benefits paid by or on behalf of those employees.

Not Applicable.

PROGRAM: UNIVERSITY HOSPITAL

DEPARTMENT: HEALTH SERVICES

1983-84 ACTUAL:

County employees in the classified service of the County of San Diego as of 6-30-66 were to be retained at University Hospital by the Regents of the University of California under terms of the Operating Agreement. Revenue is received by the County from the Regents of the University of California sufficient to reimburse the County for all salaries and fringe benefits of those employees, as well as a payroll preparation charge.

Vacancies occurring during 1983-84 led to lower direct costs than originally budgeted. A commensurate reduction in revenue as a reimbursement from the University for salaries paid resulted in net County costs in line with previous years.

1984-85 ADOPTED BUDGET:

The 1984-85 budget was adopted as proposed. Previous year vacancies will become permanent staff year reductions in 1984-85, affecting both direct costs and revenue. Net County costs of \$33,874 reflect \$9,872 in negotiated salary settlements not anticipated at the time 1984-85 revenue was calculated. Subsequent reports of actual revenue for 1984-85 are expected to reflect revenue to offset salary increases and again bring net County costs in line with previous years.

PROGRAM REVENUE BY SOURCE:

In 1984-85 revenue will be received in the amount of \$213,000 from charges from University Hospital as reimbursement for salaries and warrant preparation fees. The following table compares, by source, the 1983-84 budgeted and actual revenues with that which is anticipated for 1984-85.

Revenue	1983–84 Actual	1983-84 Budget	1984-85 Adopted
Charges: University Hospital P/R Warrant Preparation Charge	\$ 221,220 	\$ 268,000 2,000	\$ 211,000 2,000
TOTAL	\$ 251,573	\$ 270,000	\$ 213,000

1984-85 OBJECTIVES:

Not applicable.

PROGRAM: UNIVERSITY HOSPITAL

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SA	LARY AND B	ENEF	ITS COST	
lass	Title	1983-84 Budget	1984–85 Adopted	1983-84 Budget		1984–85 Adopted		
530	Nurse Anesthetist	1.00	1.00	\$	37,596	\$	38,208	
354	Supr. Clinical Laboratory Technician	1.00	1.00		33,300		33,840	
620	Urologist Assistant	1.00	1.00		27,180		27,600	
538	Staff Nurse 11	1.00	1.00		24,288		24,876	
317	Clinical Laboratory Technician	2.00	1.00		47,520		24,372	
700	Intermediate Clerk Typist	1.00	0.00		13,476		0	
325	Laboratory Aid	1.00	1.00		12,396		12,708	
	Total	8.00	6.00	\$	195,756	\$	161,604	
	Adjustments:							
	County Contributions and Benefits			\$	63,274	\$	53,103	
	Salary Settlement Costs				0		9,872	
	Special Payments:							
	Premium				0		0	
	Salary Adjustment				0		0	
	Salary Savings				(10,539)		(4,294)	
	Total Adjustments			\$	52,735	\$	58,681	

PROGRAM	TOTA	LS:
PROGRAM	IUIA	25

PROGRAM:	ADULT SPECIAL HEALTH SERVICES	#	41014	MANAGER: Antoinette Harris
Department:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 48

i.

Authority: In accordance with Sec. 300-3507 of the Health & Safety Code requiring health information, education, and nursing services to senior citizens and high risk groups and also the identification of health needs and problems.

		1981-82 Actual		1982-83 Actual	· -	1983-84 Actual		1983-84 Budget		1984–85 Adopted
COSTS Salaries & Benefits	\$	592,404	\$	273,698	\$	376,944	\$	319,119	\$	347,708
Services & Supplies	÷	70,099	·	29,517	•	28,371	•	25,347	¥	35,257
Fixed Assets		0		0		. 0		0		0
New Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimbursements		0		0		0		0		0
TOTAL DIRECT COSTS	\$	662,503	\$	303,215	\$	405,315	\$	344,466	\$	382,965
Dept. Overhead		93,249		29,075		11,004		12,827		9,637
Ext. Support Costs		174,093		116,369		94,795		96,352		99,566
FUNDING	\$	(609,307)	\$	(415,685)	\$	(382,757)	\$	(291,429)	\$	(305,445)
NET COUNTY COSTS	\$	320,538	\$	32,947	\$.	128,357	\$	162,216	\$	186,723
STAFF YEARS	=	24.96		11.33		11.55		10.34		11.24
PERFORMANCE INDICATORS:										
Public Health Nursing		15 075		6 000		0,500		7 000		7 000
Public Health Nurse Visit: Individuals Visited	5	15,265 3,255		6,880 3,550		8,592 2,058		7,000 3,000		7,000 3,000
Senior Citizen Screening	Visl	•		2,885		7,724		3,000		3,000
Individuals Screened		925		1,645		2,575		2,000		2,000
Anti-Smoking Program		•		•		~		^		
No. of presentations		0 0		0		0 0		0 0		50 2,000
No. of individuals reached No-Smoking Ordinance Complaints Handled	1	0		ŏ		0		0		2,000

PROGRAM DESCRIPTION:

Adult Special Health Nursing Services provides early recognition, identification and management of health problems, illnesses and/or conditions that lead to illness, disability or untimely death for the low income, high risk adults, especially the elderly. These high risk adults are assisted in maintaining independent living through positive health practices. Program services are provided by working in cooperation with the community clinics, hospitals, private physicians and other related disciplines in health and social service agencies. Also, public health nurses provide a coordinated health service for some of the low income high risk elderly who have complex health problems.

1983-84 ACTUAL:

During 1983-84 the Employee Health Fitness Program consisting of one Health Educator position, \$17,552 in services and supplies, and \$74,057 in revenue was transferred to Office of Employee Services. Salary and benefit costs exceeded the budgeted amount because of midyear increases and a record number of public health nursing visits. However, increased revenue from an AB 8 allocation and an unanticipated portion of the State Employee Fitness program grant received prior to the program transfer resulted in a lower net County cost than originally budgeted.

1984-85 ADOPTED BUDGET:

The 1984-85 budget was adopted as proposed. One Health information Specialist position has been added to conduct an Anti-Smoking Education Program among high risk adults. The cost is offset by revenue from State MIA funds. One half-time (.50 SY) Stenographer is deleted and an Administrative Secretary I (.50 SY) is added to make one full-time position of the same classification between this program and the .50 SY of Administrative Secretary I which supports the Health Educator in County Medical Services. Net County costs are approximately \$24,500 higher than budgeted for 1983-84 primarily because of salary increases and a reduced AB 8 allocation.

PROGRAM REVENUE BY SOURCE:

State MIA funds offset the staffing of one Health Information Specialist. The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The total net County cost of this Program is the amount for AB 8 funds and the unallowable portion of external overhead costs.

Revenue will accrue from the following source:

Revenue	1983-84 Actual	1983-84 Budget	1984–85 Adopted
Grants:			
State AB 8	\$ 370,386	\$ 291,429	\$ 275,445
State MIA	0	0	30,000
Prior Year - State Aid	(745)	0	0
Other Miscellaneous	25	0	0
State – Employee Fitness Program Grant	13,091	0	0
TOTAL	\$ 382,757	\$ 291,429	\$ 305,445

1984-85 OBJECTIVES:

- 1. Continue to serve 7,000 senior citizens and other adults with nursing health assessments, counseling and follow-up services County-wide.
- Continue to give special screening, counseling and follow-up services to 3,000 senior citizens in East County, Southeast San Diego and South Bay areas, especially for the isolated, low income and minority communities.
- 3. To develop and implement a comprehensive county-wide anti-smoking campaign including:
 - a. development of mass media and billboard messages;
 - b. presentation of information on smoking and the no-smoking ordinance to at least 50 groups involving a total of 2,000 individuals;
 - c. the implementation of the Non-Smoking Generation program with youth in San Diego County; and
 - d. use of all appropriate outreach techniques to reduce the prevalence of cigarette smoking in San Diego County.

PROGRAM: ADULT SPECIAL HEALTH SERVICES

.

Department: HEALTH SERVICES 6000

.

		BUDGET ST	AFF - YEARS	SA	LARY AND B	ENEF	ITS COST	
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget		1984-85 Adopted		
4560	Chief Nurse, Public Health	0.25	0.25	\$	8,967	\$	9,189	
4805	Chief, Public Health Education	0.08	0.08		2,809		2,881	
8815	Nutritionist III	0.00	0.08		0		2,550	
4567	Senior Public Health Nurse	2.00	2.00		51,744		54,432	
4465	Nutritionist	0.08	0.00		2,074		0	
4830	Health Information Specialist	0.00	1.00		0		21,108	
4565	Public Health Nurse 11	5.00	5.00		122,340		128,820	
2730	Senior Cierk	2.25	2.25		35,964		37,179	
2756	Administrative Secretary I	0.00	0.50		0		7,266	
2760	Stenographer	0.50	0.00		7,116		0	
2700	Intermediate Clerk Typist	0.08	0.08		1,123		1,139	
9999	Extra Help	0.10	0.00		3,165		0	
	Total	10.34	11.24	\$	235,302	\$	264,564	
	Adjustments:							
	County Contributions and Benefi	ts		. \$	69,438	\$	73,287	
	Salary Settlement Costs				0		15,534	
	Special Payments:							
	Premlum				1,100		1,100	
	Salary Adjustment				16,814		0	
	Salary Savings				(3,535)		(6,777	
	Total Adjustments			\$	83,817	\$	83,144	

1

ŧ

10.34 11.24

\$ 319,119 \$ 347,708

PROGRAM:	CALIFORNIA CHILOREN SERVICES	#	41 005	MANAGER: Georgia P. Reaser, M.D.
Department:	HEALTH SERVICES	#	6000	Ref: 1983-34 Final Budget - Pg: 49

Authority: in accordance with Sections 248-270.1 of the Health and Safety Code which directs the County to establish and administer a program for physically defective or handlcapped persons under the age of 21.

		1981-82 Actual		1982 -83 Actual		1983-84 Actual	1983-84 Budget		1984-85 Adopted
COSTS	•							_	
Salaries & Benefits	S	1,206,150	\$	1,340,015	\$	1,489,530	\$ 1,660,970	\$	1,769,033
Services & Supplies		4,229,281		3,650,383		2,394,767	4,850,747		4,721,574
Fixed Assets		0		0		0	0		3,445
New Vehicles/Comm. Equip.		0		0		0	0		0
Less Reimb <mark>ursements</mark>		0		0		0	0		0
TOTAL DIRECT COSTS	\$	5,435,431	\$	4,990,398	- \$	3,884,297	\$ 6,511,717	\$	6,494,052
Dept. Overhead		102,959		147,312		161,396	187,345		141,897
Ext. Support Costs		213,008		203,453		227,663	230,799		252,668
FUNDING	\$	(5,735,100)	\$	(5,283,907)	\$	(3,906,121)	\$ (6,140,355)	\$	(5,819,408)
NET COUNTY COSTS	\$	16,298	5	57,256	5	367,235	\$ 789,506	\$	1,069,209
STAFF YEARS		52.72		62.32		58.91	 64.34		62.64
PERFORMANCE INDICATORS:							 		
Total number of children receiving physical or occupational therapy treatment in Medical Thorapy Matty		1,250		1,002		922	1,250		1,250
Therapy Units Total therapy treatments given in medical therapy units		110,000		112,528		146,654	110,000		110,000
New Referrals		3,900		4,000		5,082	4,000		4,000
Number of claims processed		16,500		22,742		19,162	 24,000		19,500

PROGRAM DESCRIPTION:

By passage of the Crown Act in 1927 the California Legislature mandated the provision of service to physically defective and/or handicapped individuals up to 21 years of age. Such services are to be provided through a State and County funded, County administered program, California Children Services (CCS). In San Diego County, 15 is estimated that there are 51,000 medically eligible cases of which the CCS program serves 6,000. The program provides care for very serious illnesses such as renal disease, leukemia, cancer, muscular dystrophy, cerebral calsy, cystic fibrosis, serious heart conditions, etc., which are devastating to the families medically, economic cally, and socially. Services include diagnostic and treatment service, paid on a fee-for-service basis through approved medical resources. CCS staff and approved CCS panel physicians working at and in conjunction with CCS approved facilities, provide the services of outreach, expert diagnosis, medical and surgical treatment, provision of appropriate equipment and prosthetic appliances (including up-keep and maintenance) and public health nursing outreach. Therapy and rehabilitation are provided in Medical Therapy Units (MTU's) in conjunction with

PROGRAM DESCRIPTION (Continued):

schools for the physically handicapped. Medical Therapy Units are located in San Diego, El Cajon, Chula Vista, and Vista. This helps children to obtain maximum benefits from education and therapy. CCS also provides the school districts with physical and occupational therapy services to fulfill the requirements of Public Law 94-142. PL 94-142 requires that CCS provide physical and occupational therapy to eligible children attending school for the physically handicapped or attending school in regular classes in the public school system.

1983-84 ACTUAL:

The number of children requiring medical services and the overall cost of those services was lower than anticipated, resulting in 1983-84 Actual costs which are less than Budget.

1984-85 ADOPTED BUDGET:

Program service levels will remain stable for 1984-85, although management effort will be focused on the improvement of efficiency and cost-effectiveness in the program. Funds are budgeted for contracted physical and occupational therapy services needed when professional staffing levels are down due to turnover. Implementation of a written agreement with the County Department of Education dealing with the provision of physical and occupational therapy services is a major objective for 1984-85.

Program staffing has been reduced overall by 1.7 staff years, and staffing adjustments have been made to accommodate an internal reorganization. Seven Eligibility Worker II positions have been eliminated and intermediate Clerk Typist staff years have been increased by 3.5 due to a decrease in the amount of eligibility screening work. One Staff Nurse II position was eliminated and one Senior Public Health Nurse position has been added. In addition, one position of Senior Social Worker, M.S.W. was approved in the 1984-85 Budget change letter as well as the reclassification of California Children Services Administrator to Chief, California Children Services Program. One staff month of Nutritionist is a position shared with other Public Health programs in Health Education and will be reclassified to Nutritionist III. Total salary costs are up, due primarily to salary increases and a reduced salary saving projection.

Also, Fixed Assets in the amount of \$3,445 were approved in the 1984-85 Budget change letter for five dictaphones for the Medical Therapy Units as the existing equipment is old and inadequate.

PROGRAM REVENUE BY SOURCE:

Revenue for 1984-85 is not substantially changed from the 1983-84 Budget. The fees for family repayment for services are set by the State and are based on the actual cost of care to the program, up to 200 percent of the eligible family's total State income tax liability. The State required fund allocation is one-fourtieth mill per dollar of assessed valuation of the County.

The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health programs in the department. The total net county cost of these programs is the matching amount for AB 8 funds and the unallowable portion of external overhead.

Total revenue for 1984-85 will accrue from the following sources:

Revenue	1983-84 <u>Actual</u>	1983-84 Budget	1984-85 Adopted	
Charges:				
Family Repayment for Services	\$ 62,970	\$ 100,000	\$ 100,000	
Subventions:				
State - California Children Services (CCS)				
CCS - Treatment	2,368,952	4,314,117	4,075,000	
CCS - Administration	139,449	200,000	200,000	
CCS - Medi-Cal	280,919	100,000	100,000	
Prior Year – State Aid	(1,066)	0	0	
Grants:				
State - AB 8	1,054,897	1,426,238	1,344,408	
TOTAL	\$3,906,121	\$6,140,355	\$5,819,408	

1984-85 OBJECTIVES:

- 1. To implement a written agreement with County Department of Education specifying each agency's responsibilities in providing physical and occupational therapy services and to improve services to school districts.
- 2. Reorganize Client Services Administrative Unit to Improve efficiency and cost-effectiveness.
- 3. To continue provision of therapy services to 1,250 children by CCS staff within the Medical Therapy Unit setting.
- 4. To provide 110,000 physical and occupational therapy treatments to eligible children through a combination of County provided and purchased services in Medical Therapy Units, other schools, homes and hospitals.
- 5. To process at least 95% of private providers' claims within 30 days or less.
- 6. To provide diagnostic and treatment services to at least 4,300 children.

PROGRAM: CALIFORNIA CHILDREN SERVICES

Department: HEALTH SERVICES 6000

		BODOLI OI	AFF - YEARS	SALARY AND BENEFITS COST			
Class		1983-84 Budget	1984-85 Adopted	1983–84 Budg et	1984-85 Adopted		
4124	Chief, Maternal & Child Health	0.08	0.08	\$ 5,895	\$ 6,03		
4192	Senior Physician	0.50	0.50	26, 376	26,98		
4390	Chief, Callfornia Children Services	0.00	1.00	0	32,14		
4392	Medical Therapy Unit Coordinator	1.00	1.00	31,356	34,57		
4805	Chief, Public Health Education	0.08	0.08	2,809	2,88		
4104	California Children Services Administrator	1.00	0.00	29,868			
8815	Nutritionist ill	0.00	0.08	0	2,55		
5261	Senior Social Worker, MSW	1.00	2.00	27,960	51,69		
4430	Supervising Occupational Therapist	1.00	1.00	28,284	29,01		
4435	Supervising Physical Therapist	1.00	1.00	25,596	27,34		
4841	Senior Health Information Specialist	0.08	0.08	2,266	2,30		
4840	Senior Health Educator	0.08	0.08	2,266	2,24		
4428	Senior Therapist	4.00	4.00	104,832	107,13		
4567	Senior Public Health Nurse	1.00	2.00	25,872	54,43		
4465	Nutritionist	0.08	0.00	2,074	-		
1825	Health Educator	0.08	0.08	2,052	2,07		
4538	Staff Nurse II	1.00	0.00	24, 288	•		
4565	Public Health Nurse II	2.00	2.00	48,936	51,52		
4410	Physical Therapist II	14.00	14.00	300,552	330,62		
400	Occupational Therapist II	13.00	13.00	305,760	308,72		
5221	Eligibility Technician	0.00	3.00	. 0	44,17		
5223	Eligibility Worker II	10.00	0.00	176,880			
2730	Senlor Clerk	1.08	1.08	17,316	17,90		
2756	Administrative Secretary	0.08	0.08	1,207	1,21		
2493	Intermediate Account Clerk	4.00	4.00	51,456	54,48		
1425	Medical Therapy Unit Aid	4.00	4.00	49,824	52,99		
2700	Intermediate Clerk Typist	2.00	5.50	26,952	75,17		
2710	Junior Clerk Typist	2.00	2.00	20,808	21,210		
9999	Extra Help	0.20	1.00	6,330	11,120		
	Total	64.34	62.64	\$ 1,347,815	\$ 1,350,569		
	Adjustments: County Contributions and Benefits Salary Settlement Costs			\$ 364,192 0	\$		
	Special Payments:			3 754			
	Premium Selemu Adiustment			2,750	2,750		
	Salary Adjustment			0)		
	Salary Savings			(53,787)	(34,479		
	Total Adjustments		,	\$ 313,155	\$ 418,464		
	TOTALS:	64.34	62.64	\$ 1,660,970	\$ 1,769,033		

PROGRAM:	CHILD HEALTH	ŧ	41013	MANAGER: Georgia P. Reaser, M.D.
Department:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 49

Authority: In accordance with Sections 300-329 of the Health & Safety Code which state the County must provide a program designed to reduce infant mortality and improve the health of mothers and children.

		1981-82 Actual		1982-83 Actual		1983-84 Actual		1983-84 Budget		1984-85 Adopted
COSTS	•		•							
Salaries & Benefits	\$	1,583,911	2	1,559,773	2	1,573,655	2	1,822,757	\$	2,052,196
Services & Supplies		71,756		105,251		106,043		125,583		140,943
Fixed Assets		0		0		0		0		0
New Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimb ursements		0		0		0		0		0
TOTAL DIRECT COSTS	5	1,655,667	5	1,665,024	5	1,679,698	5	1,948,340	\$	2,193,139
Dept. Overhead		92,524		87,869		96,370		111,749		84,739
Ext. Support Costs		220,577		210,580		236,987		240,570		266,518
FUNDING	\$	(1,569,996)	\$	(1,731,463)	\$	(1,693,933)	\$	(1,866,145)	\$	(1,826,088)
NET COUNTY COSTS	5	398,772	5	232,010	5	319,122	5	434,514	5	718,308
STAFF YEARS	-	69.81		68.04		60.29		69.49		69.99
PERFORMANCE INDICATORS:					- 1 .					
Child Health Patient Servic CHYC Patients Screened	es									
County San Ysidro Community Clin CHYC Patient Visits	ic	3,616 N/A		2,866 285		4,274 895		3,600 870		4,000 0
County		6,926		3,074		4,779		3,896		4,500
San Ysidro Community Clin		N/A		285		895		1,400		0
Child Health PHN home conta				33,415		26,718		18,000		25,000
Medi-Cal County-wide outrea contacts	ch	20,004		21,422		21,070		18,000		18,000
WIC Program participants		4,139		3,792		5,070		4,500		5,500
CHDP Program Services										
(Screenings)										7,000
б уээг old non-Medi-Cal		7,274		7,022		6,497		6,500		7 (10)

PROGRAM DESCRIPTION:

This program includes as its primary components the Women, infants & Children (WiC), the Child Health & Disability Prevention (CHDP) Programs and the Child Health and Youth Clinics (CHYC). WIC is a special supplemental food program directed at financially eligible individuals determined to be at nutritional risk. The focus of the CHDP Program is the prevention and early detection of disease and disability with referrals to sources of treatment. This is accomplished through physical and dental screening examinations, selected laboratory tests and developmental assessments. The County, through CHYC, provides periodic health assessments and health supervision for eligible children from birth through first grade entry.

The target population is: Medi-Cal eligible children from birth through 20 years and non-Medi-Cal eligible children with family incomes below 200% of poverty level. Services are provided to children who are non-Medi-Cal eligible through Head Start/State Preschool, first-grade enterers, and infants from birth to 13 months. The majority of these children receive medical care from the private sector. However, about 60,000 children in this target population have no ongoing source of medical care. These are the children who need services. Health supervision is also provided for children with special needs or who are at high risk. Staff works with community clinics for provision of well child and youth screening services. These services identify potentially handicapping problems for which treatment is necessary to correct the defects and prevent costly physical and mental disabilities.

1983-84 ACTUAL:

Actual program costs for 1983-84 reflect a mid-year addition of one half-time intermediate Clerk Typist to the WIC Program. Actual revenues from State subventions, with the exception of the WIC program, decreased from those originally budgeted. However, overall net County cost was lower than the final budget figure due to a reallocation of AB 8 revenue.

1984-85 ADOPTED BUDGET:

The 1984-85 budget was adopted as proposed. For 1984-85, the direct costs of \$2,193,139 represent a 12.6% increase over the 1983-84 budget mainly due to an increase in salaries and benefits, a reduced salary saving projection, and an overall price increase of services and supplies. Staffing was changed through Board action in 1983-84 and has since been classified: one Nutritionist staff year was reclassified to Nutritionist II. One-quarter of a staff year of Nutritionist shared with other Public Health programs in Health Education will be reclassified to Nutritionist III. The San Ysidro Community Clinic, a contracted (CHDP) pilot project, was funded through August, 1984.

Overall, revenues for 1984-85 are expected to decrease approximately \$40,000 despite an increase in this program's proportionate share of AB 8 funds, because of reductions in other State monies.

The Child Health program includes the Women, Infants and Children (WIC), the Child Health and Disability Prevention (CHDP) activities and the Child Health and Youth Clinics (CHYC). The proposed program effort for each activity is as follows:

- 1. Women, Infants and Children (WIC) (6.0 staff years; \$151,327 direct cost) will:
 - Provide a special supplemental food program directed at financially eligible individuals determined to be at nutritional risk.
 - . Implement State Health and Safety Code, Sec. 311-319.
 - Be offset 91.7% by program revenues from State subvention and AB 8 grant funds.
 - Change staffing by the addition of one half time intermediate clerk (bilingual) position and reclassification of one position from Nutritionist to Nutritionist II; both changes occurred mid 1983-84.
 - . Provide service and nutritional counseling to 5,500 women and children participants.
 - . Increase caseload by 900 participants from estimated 1983-84.

PROGRAM: CHILD HEALTH

1984-85 ADOPTED BUDGET (Continued):

- 2. Child Health and Disability Program (CHDP) (23.15 staff years; \$649,169 direct cost) will:
 - · Provide early detection and prevention of disease and childhood disability through referrals to treatment.
 - Continue to follow State Health and Safety Code, Sec. 320-324.5.
 - Have no staffing changes.
 - Provide 7,000 non Medi-Cai health screenings.
 - . Monitor 40,000 Medi-Cal private provider health screenings.
 - · Service 8,500 patients screened/patient visits.
 - · Provide 18,000 Medi-Cal outreach contacts.
- 3. Child Health and Youth clinics (CHYC) and other child Health Services (40.84 staff years; \$1,392,643 direct cost) will:
 - Provide periodic health assessments and health supervision for children who have special needs or are at high risk.
 - . Continue to follow State Health and Safety Code 300-309.
 - . Have no staffing changes.
 - Provide 4,000 patient screenings in CHYC.
 - Provide 25,000 Public Health Nursing home contacts.

Funding as proposed will maintain 1983-84 service levels through 1984-85.

PROGRAM REVENUE BY SOURCE:

Total revenue in the amount of \$1,826,088 for 1984-85 will accrue from the following sources:

Revenue	1983-84 Actual	1983-84 Budget	1984–85 Adopted	
Charges:				
School Nursing Contracts	\$ 22,351	\$ 27,132	\$ 22,351*	
State - Medi-Cal	0	23,220	29,502	
State - CHDP	0	52,020	54,846	
State - Non Medi-Cal or CHDP	14,454	9,100	17,010	
State - CHDP Learning Disability	66,027	0	0	
Subventions:				
State - Child Health and Disability	325,192	374,626	343,028	
Prevention Program (CHDP)				
State - Early Periodic Screening, Diagnosis and Treatment Contract (EPSDI)	261,111	322,279	276,395	
State - Women and Infant Children Program	132,717	111,048	145,000	
State - Prior Year State Aid	(72,907)	40,000	0	
Other Miscellaneous	0	90,000	0	
Grants:				
State - Outreach and Early Intervention	30,744	30,744	30,744	
State - AB 8	914,244	785,976	907,212	
TOTAL	\$1,693,933	\$1,866,145	\$1,826,088	

* Adjusted rates of charge for school nursing contracts were approved November 29, 1983, and set at 80% of full cost recovery in consideration of the public benefit (B/S #15-23, 11/29/83).

The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The total net County cost of these programs is the matching amount for AB 8 funds and the unallowable portion of external overhead.

1984-85 OBJECTIVES:

- 1. Provide CHDP screenings through County clinics to at least 4,000 Medi-Cal and non-Medi-Cal eligible children birth to first grade entry whose families are at or below 200% of poverty level.
- Provide outreach contacts and referral services to 18,000 of the Medi-Cal eligibles birth through 20 years who want assistance in obtaining preventive health care services and are referred from the Department of Social Services.
- 3. Ensure screening services by private physicians for 40,000 of the Medi-Cal eligibles birth through 20 years who are without medical care and 7,000 of the non-Medi-Cal first grade school enterers whose families are at or below 200% of poverty level.
- 4. Ensure that at least 90 percent of the Medi-Cal children birth through 20 years who are referred for further diagnosis and treatment are placed under treatment.
- 5. Provide WIC program services, including nutritional counseling to at least 5,500 low income women, infants and children.

PROGRAM: CHILD HEALTH

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST				
Class	Title	1983-84 Budget	1984–85 Adopted	-	1983-84 Budget		1984–85 Adopted	
4124	Chief, Maternal & Child Health	0.42	0.42	\$	29,475	\$	30,195	
4192	Sentor Physician	0.58	0.58		30,772		31,479	
4193	Physician	0.33	0.33		15,260		15,380	
4560	Chief Nurse, Public Health	0.25	0.25		8,967		9,189	
4805	Chief, Public Health Education	0.25	0.25		8,427		8,643	
4112	Child Health and Disability Program Coordinator	1.00	1.00		32,124		32,940	
3815	Nutritionist III	0.00	0.25		0		7,650	
4517	Certified Nurse Practitioner	1.00	1.00		29,004		29,736	
4570	Supervising Public Health Nurse	3.00	3.00		85,968		89,424	
9914	Nutritionist (1	0.00	1.00		0		27,804	
4841	Senior Health Information Specialist	0.25	0.25		6,798		6,906	
4840	Senior Health Educator	0.83	0.83		22,660		22,470	
4567	Senior Public Health Nurse	1.67	1.67		43,120		45,360	
4465	Nutritionist	1.25	0.00		31,110		0	
4825	Health Educator	0.83	0.83		20,520		20,700	
4565	Public Health Nurse II	26.00	26.00		636,168		669,864	
\$538	Staff Nurse II	2.00	2.00		48,576		49,752	
4770	Dietitian	1.50	1.50		28,944		32,058	
4824	Health Education Associate	1.50	1.50		30,798		31,302	
\$826	Health Education Specialist	0.50	0.50		10,266		9,228	
2745	Supervising Clerk	1.17	1.17		22,078		22,162	
4625	Licensed Vocational Nurse	2.00	2.00		32,592		33,840	
2730	Sentor Clerk	1.58	1.58		25,308		26,163	
2756	Administrative Secretary	0.75	0.75		10,863		10,899	
4911	Social Services Aid II	12.00	12.00		171,648		174,528	
2700	Intermediate Clerk Typist	8.58	9,08		115,669		124,151	
9999	Extra Help	0.25	0.25	-	7,912		3,662	
	Total	69.49	69.99	\$	1,505,027	\$	1,565,485	
	Adjustments:				700 474	•	130 470	
	County Contributions and Benefits			\$		\$	432,638	
	Salary Settlement Costs				0		91,871	
	Special Payments:							
	Premium				2,200		2,200	
	Salary Adjustment				0		0	
	Salary Savings				(84,105)		(39,998	
	Total Adjustments			\$	317,730	\$	486,711	

PROGRAM TOTALS:	69.49	69.99	\$ 1,822,757 \$ 2,052,196

PROGRAM:	COMMUNITY DISEASE CONTROL	#	41003	MANAGER:	William A. Townsend, M.D.	
Department:	HEALTH SERVICES	#	6000	Ref: 198	33-84 Final Budget - Pg: 50	

Authority: This program is designed to carry out Sections 3000-3507 of the Health and Safety Code which requires the Health Officer to prevent contagious, infectious or communicable disease within the County. County Regulatory Ordinance Chapter 5, Section 66.506 requires the Health Officer to provide massage technician exams.

		1981-82 Actual		1982-83 Actual		198 3-8 4 Actual		1983-84 Budget		1984-85 Adopted
COSTS Salaries & Benefits	\$	2,406,628	\$	2,693,409	\$	3,200,208	\$	2,842,040	\$	3,183,021
	*		•		*		v		Ţ	
Services & Supplies		383,052		413,207		311,287		431,051		459,800
Fixed Assets		0		0		0		0		0
New Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimbursements		0		0		0		0		0
TOTAL DIRECT COSTS	\$	2,789,680	5	3,106,616	5	3,511,495	5	3,273,091	\$	3,642,821
Dept. Overhead		205,433		140,205		153,393		178,307		135,583
Ext. Support Costs		507,240		484,285		523,702		531,284		568,169
FUNDING	\$ C	2,697,160)	\$	(2,842,872)	\$	(3,247,602)	\$	(2,802,714)	\$	(2,691,096)
NET COUNTY COSTS	\$	805,193	\$	888,234	· \$	940,988	<u> </u>	1,179,968	\$	1,655,477
STAFF YEARS		98.08		101.34		116.57		101.42		103.92
PERFORMANCE INDICATORS:									•••••	
Gonorrhea reported by DHS		4,306		3,708		3,016		4,200		3,700
Syphillis reported by DHS		353		342		253		375		350
Tuberculosis cases -		355		275		244		360		216
DHS Supervision Indochinese		85		275 47		244 31		350 60		275 40
Food Borne Illness Complaint Investigated	ts	700		624		602		700		· 700
Individuals Served by Health Ed. Program	ו	18,132		14,501		18,112		14,500		14,500
PHN Communicable Disease Vis	sits	14,824		10,877		8,979		10,500		10,500
V.D. Laboratory Tests		102,792		96,012		88,789		95,400		95,400
V.D. Clinic Visits		26,737		25,093		19,403		25,000		25,000
Tuberculosis Clinic Visits, Primary		5,417		3,377		3,733		3,000		3,400
Immunizations (Diphtheria, Measles, Polio)		110,898		98,192		91,643		97,600		97,600

PROGRAM DESCRIPTION:

A large number of communicable diseases potentially or actually infect San Diego County residents each year. The presence of the continuing danger of widespread illness and disability complications requires a well staffed and well equipped program for disease identification, prevention and control.

The Community Disease Control Program (CDC) identifies, prevents, and controls communicable diseases in San Diego County by: (1) identification of disease or potential disease through a reporting system and diagnostic assistance; (2) development and utilization of recommended prevention and control practices; (3) education of County population to adopt the recommended practices; (4) diagnosis and treatment of tuberculosis, venereal disease, and leprosy; (5) follow-up of cases, close contacts, and others exposed or at risk of communicable diseases; (6) immunization of children and adults; and (7) providing consultation and education for health care professionals to up-date their knowledge of communicable disease control. These disease control activities are provided by public health physicians, nurse practitioners, public health and clinic nurses, health educators, public health laboratory staff, disease control investigators and clerical staff. The program also provides a practical and written examination for massage technicians employed in San Diego City and unincorporated areas of the County.

1983-84 ACTUAL:

Program staff was increased by 2.5 staff years during 1983-84 by Board of Supervisors actions 12/13/84 (#17), "Health Education Regarding the Acquired Deficiency Syndrome" and 1/31/84 (#19), "Tuberculosis Coordination Agreement with the Federal Center for Disease Control". The positions are 100% reimbursed by State and Federal funds.

Overall fee revenue was \$277,656 in 1983-84, compared to \$400,500 originally budgeted. This was due primarily to loss of expected Medi-Cal fee revenue for tuberculosis clinic services, a service which was not initiated. In addition, during 1983-84 a signed waiver statement for VD clinic fees was eliminated. Removal of the waiver resulted in a 23% reduction in VD clinic fees. However, increased revenue from this program's proportionate share of AB 8 revenue resulted in a lower net County cost than originally budgeted.

1984-85 ADOPTED BUDGET:

The 1984-85 budget was adopted as proposed. Staffing levels remain the same during 1984-85, including the 2.5 staff years added in 1983-84. Service levels are also expected to remain the same although revenue is expected to decrease from 1983-84 budgeted levels. The decrease is due primarily to fee revenue projections based on partial year data and a reduced AB 8 allocation.

PROGRAM REVENUE BY SOURCE :

Discussion: Total revenue in the amount of \$2,691,096 for 1984-85 will accrue from the following sources:

Revenue	1983-84 <u>Actual</u>	1983-84 <u>Budget</u>	1984-85 Adopted
Charges:			
Employment Tbc Skin Tests	\$ 25,338	\$ 45,000	\$ 47,000
Employment Tbc X-rays	26,171	24,000	33,000
Immunizations	100,940	160,000	112,000
Venereal Disease Clinic Visits	58,941	76,500	70,000
Laboratory Fees	66,266	95,000	73,000
Subventions:			
Prior Year - State Aid	(34,315)	0	0
Grants:			
State and Federal			
State - Special P.H. Assistance	\$ 16,000	\$ 16,000	\$ 16,000
State - Tuberculosis Allocation	28,831	27,010	27,010
State - Pediatric Immunization Project	103,052	103,000	102,000
State - Rabies Exam	288	768	768
State - Hypertension Grant (SNAP)	13,633	25,000	0
State – Gonorrhea Screening	21,300	20,941	20,941
State - AIDS Grant	13,577 (8	Mo) 0	18,057
Federal - Comp. Public Health (314d)	17,013	19,270	19,270
Federal - Tuberculosis Grant	51,350	57,492	57,492
State AB 8	\$2,739,217	\$2,132,733	\$2,094,558
TOTAL	\$3,247,602	\$2,802,714	\$2,691,096

Revenues of \$335,000 are anticipated in 1984-85 as a result of fee collections. The fees are for tuberculosis employment screening tests, immunizations, venereal disease clinic visits, Medi-Cal eligible tuberculosis clinic visits, and laboratory virus tests. Grants in the amount of \$261,538 will also be received exclusive of AB 8. The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The total net County cost of these programs includes the matching amount for AB 8 funds and the unallowable portion of external overhead.

1984-85 OBJECTIVES:

- 1. Contain or reduce the FY 1981-83 *average annual reported levels of the following immunizable diseases: measles, diphtheria, tetanus, polio, and pertussis.
- 2. Have over 91% of entering school children adequately immunized against measles, diphtheria, tetanus, polio and pertussis.
- 3. Contain or reduce the FY 1981-83 average annual reported rates of tuberculosis among the non-indochinese and indochinese populations.
- 4. Contain or reduce the FY 1981-83 average annual levels of reported gonorrhea and syphilis.
- 5. Contain or reduce the FY 1981-83 average annual levels of reported infectious hepatitis cases.

* The FY 1981-83 average is an average of the following fiscal years: 1981/82, 1982/83, and 1983/84.

PROGRAM: COMMUNITY DISEASE CONTROL

٠

Department: HEALTH SERVICES 6000

		BUDGET S	TAFF - YEARS	SALARY AND	BENEFITS COST
Class	Title	198 3- 84 Budget	1984-85 Adopted	1983-84 Budg et	1984–85 Adopted
4123	Chief, Community Disease Control	0.92	0.92	\$ 64,84	5 \$ 66,429
4192	Senior Physician	3.67	3.67	193,42	
41 93	Physician	2.17	2.17	99,19	
4315	Chief, Public Health Laboratory	0.83	0.83	36,69	
4560	Chief Nurse, Public Health	0.33	0.33	11,95	
4300	Assistant Chief, Public Health Laboratory		0.83	31,68	
4805	Chief, Public Health Education	0.25	0.25	8,42	
3815	Nutritionist III	0.00	0.17	-	0 5,100
4348	Supervising Public Health Microbiologist	1.83	1.83	55,06	
5794	Supervising Communicable Disease Investigator	1.00	1.00	29,05	-
4570	Supervising Public Health Nurse	2.00	2.00	57,31	2 59,616
5261	Senior Social Worker, MSW	1.00	1.00	27,96	
2412	Analyst 1	1.00	1.00	26,66	
4353	Senior Public Health Microbiologist	4.67	4.67	131,04	
4841	Sentor Health Information Specialist	0.25	0.25	6,79	•
4840	Senior Health Educator	0.67	0.67	18,12	
4567	Senior Public Health Nurse	4.08	4.08	105,54	
4346		5.58	6.08	138,08	
+ 340 1165	Public Health Microbiologist Nutritionist	0.17	0.00	4,14	
				-	
4825	Health Educator	3.50	4.00	86,18	-
4565	Public Health Nurse II	7.50	7.50	183,51	
4538	Staff Nurse II	11.42	11.42	277,288	-
5735	Communicable Disease Investigator	4.00	5.00	97,34	
1324	Health Education Associate	0.50	0.50	10,260	
1826	Health Education Specialist	0.50	0.50	10,260	
27 45	Supervising Clerk	0.92	0.92	17,34	
4370	Radiologic Technician	2.00	2.00	37,10	
2662	Pharmacy Storekeeper	0.00	0.50) 8,316
4351	Senior Laboratory Assistant	1.75	1.75	29,883	
4625	Licensed Vocational Nurse	2.00	2.00	32,59	2 33,840
2730	Sentor Clerk	3.33	4.33	53,280) 71,604
2756	Administrative Secretary 1	3.00	.3.00	43,452	43,596
4330	Laboratory Assistant	4.33	4.33	62,244	
4911	Social Services Aid II	3.50	3.50	50,064	
3039	Mail Clerk Driver	0.00	1.00		•
2700	Intermediate Clerk Typist	19.92	17.92	268,397	
2 709	Department Clerk	1.00	1.00	10,908	
9999	Extra Help	1.00	1.00	31,648	•
	Total	101.42	103.92	\$ 2,347,888	\$ 2,429,955
	Adjustments: County Contributions and Benefits			\$ 619,287	\$ 670,355
	Salary Settlement Costs			· · · · , · · · , · · · · , · · · · · · · · · · · · · · · · · · ·	
	Special Payments:				142,545
	Special rayments.			2,200	2,200
	Salary Adjustment			2,200	
	Salary Savings			(127,335	-
	Total Adjustments			\$ 494,152	\$ 753,066
PROGRAM	TOTALS:	101.42	103.92	\$ 2,842,040	\$ 3,183,021

PROGRAM:	COUNTY VETERINARIAN	# 41018	MANAGER: Dr. H.C. Johnstone
Department:	HEALTH SERVICES	# 6000	Ref: 1983-84 Final Budget - Pg: 48

Authority: Under Article VII of the County Charter, the position of the County Veterinarian (the Program Manager) is established to enforce veterinary disease control laws and regulations under authority of the California Food and Agriculture Code, California Administrative Code, and the County Regulatory Code.

		1981-82 Actual	 1982-83 Actual	 1983-84 Actual		1983-84 Budget		1984- 85 Adopted
COSTS Salaries & Benefits	\$	170,228	\$ 169,729	\$ 190 , 290	\$	210,978	\$	215,661
Services & Supplies		17,573	13,429	14,345		15,870		16,070
Fixed Assets		0	0	0		0		. 0
New Vehicles/Comm. Equip.		0	0	0		0		0
Less Reimbursements		0	0	0		0		0
TOTAL DIRECT COSTS	\$	187,801	\$ 183,158	\$ 204,635	\$	226,848	\$	231,731
Dept. Overhead		3,660	3,629	4,002		4,614		3,655
Ext. Support Costs		65,744	39,874	42,735		43,369		45,710
FUNDING	\$	(20,181)	\$ (25,636)	\$ (36,925)	\$.	(21,000)	\$	(25,000)
NET COUNTY COSTS	\$	237,024	\$ 201,025	\$ 214,447	\$	253,831	\$	256,096
STAFF YEARS		6.25	6.25	6.15		6.25		6.25
PERFORMANCE INDICATORS:			<u></u>					
LABORATORY ACCESSIONS (one or more animals or samples received as a single batch) 80% of Budg	et	2,513	2,573	2,837		2,704	,	2,700
FIELD SERVICES & OFFICE - 20% of Budget Salesyard Inspections Hog Ranch Inspections Zoonotic Inspections Public Inquiries & Consul tations		2 8 100 3,500	 2 8 100 4,000	2 8 100 4,000		2 8 100 4,000		2 8 100 4,000

PROGRAM DESCRIPTION:

People in the County of San Diego live in close proximity to a large number of livestock and pets which have a potential of acquiring over 180 diseases transmissible from animal to man. These livestock and animals constitute a 110 million dollar industry in the county. This significant economic activity is highly vulnerable to disease epidemics. Therefore, it is essential to maintain a veterinary disease surveillance and control program for the health, safety and economy of the county.

PROGRAM: COUNTY VETERINARIAN

PROGRAM DESCRIPTION (Continued):

The County Veterinarian receives reports of major infectious diseases from veterinarians practicing in the County; diagnoses samples submitted by the State livestock inspectors from hog ranches, livestock salesyards, and animal fairs; performs autopsies for psittacosis surveillance, dog poisoning, humane (physical abuse) cases, and on animals that die in County custody; removes the brain of dogs and cats that have bitten people for Public Health's rables examination; and informs the public of disease control, and interstate and foreign regulations pertaining to transporting animals. The program also receives specimens for rables and other zoonotic disease surveillance from County Animal Control and the general public; maintains a laboratory to support the surveillance and for the confirmation of disease entities; and instigates preventative disease management systems with the cooperation of the County Farm Advisor, the Health Officer, and the State and Federal Veterinarian's offices.

1983-84 ACTUAL:

Increased revenue in FY 1983-84 resulted in a net County cost which was lower than Mat budgeted. The revenue increase was higher than expected and due to a shift in requested agricultural livestock services to more expensive autopsy procedures.

1984-85 ADOPTED BUDGET:

The 1984-85 budget was adopted as proposed at essentially the same staffing and program level as in 1983-84.

PROGRAM REVENUE BY SOURCE:

Total revenue for 1984-85 will accrue as follows:

Revenue	1983-84 Actual	1983-84 Budget	1984–85 Adopted	
Charges: Agricultural Livestock Services	\$ 36,925	<u>\$ 21,000</u>	<u>\$</u> 25,000	
TOTAL	\$ 36,925	\$ 21,000	\$ 25,000	

Revenue projections for FY 1984-85 were based on partial year forecasts of increased service requests.

1984-85 OBJECTIVES:

To achieve and maintain an average laboratory response time of four days.

PROGRAM: COUNTY VETERINARIAN

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SA	LARY AND B	ENEF	ITS COST
Class	Title	1983-84 Budget	1984-85 Adopted		1983-84 Budget		1984-85 Adopted
120	County Veterinarian	1.00	1.00	\$	39,420	\$	40,164
230	Veterinary Pathologist	1.00	1.00		35,868		36,444
210	Associate Veterinary Pathologist	0.50	0.50		17,268		16,950
317	Clinical Laboratory Technician	1.00	1.00		23,760		24,372
318	Histology Technician	1.00	1.00		18,936		20,340
757	Administrative Secretary II	1.00	1.00		16,980		17,496
99 99	Extra Help	0.75	0.75		23,736	_	8,730
	Total	6.25	6.25	\$	175,968	\$	164,496
	Adjustments:						
	County Contributions and Benefits			\$	43,738	\$	45,493
Salary	Salary Settlement Costs				0		9,655
	Special Payments:						
	Premium				220		220
	Salary Adjustment				0		0
	Salary Savings				(8,948)		(4,203)
	Total Adjustments			\$	35,010	\$	51,165

PROGRAM TOTALS:

PROGRAM:	ENVIRONMENTAL HEALTH PROTECTION	#	41029	MANAGER: Gary Stephany
Dep artment:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 50

Authority: Division 5, 13, 20, 21 and 22 of the Health and Safety Code provides for the regulation of establishments involved in food, housing, water and water systems, mobile parks, homes, sewage and solid waste disposal systems in the County. Chapter 6.5 of the Health and Safety Code provides for regulation of hazardous materials under the State Hazardous Waste Law. Sections 36.401-36.443 relating to noise abatement and control are also enforced.

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 2,424,234	\$ 2,656,2 50	\$ 3,175,479	\$ 3,090,595	\$ 3,917,127
Services & Supplies	153,538	178,234	339,913	218,594	399,255
Fixed Assets	0	0	0	0	2,846
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 2,577,772	\$ 2,834,484	\$ 3,515,392	\$ 3,309,189	\$ 4,319,228
Dept. Overhead	203,390	187,350	200,410	232,370	176,125
Ext. Support Costs	415,939	447,159	491,067	498, 385	547,082
FUNDING	\$ (2,743,101)	\$ (3,011,005)	\$ (3,971,488)	\$ (3,331,071)	\$ (4,334,477)
NET COUNTY COSTS	\$ 454,000	\$ 457,988	\$ 235,381	\$ 708,873	\$ 707,958
STAFF YEARS	104.07	112.01	119.93	115.59	1 34.83
PERFORMANCE INDICATORS:				* • • • • • • • • • • • • • • • • • • •	
Food handling establishment Inspections	18,704	22,665	18,961	23,000	25,200
Small Water System Inspecti	ons 100	150	175	175	175
Subsurface sewage disposal services	44,438	26,049	14,000	30,000	15,000
Multi-Family housing inspec	tions 2,316	3,188	2,169	2,000	2,200
Public Pool Inspections	10,648	8,956	9,000	8,500	8,400
Hazardous Materials Inspect	ions N/A	N/A	1,800	1,700	3,000
Occupational Health service		1,200	935	1,200	1,200
Noise Regulation services	9,728	8,000	9,194	8,000	8,000
Vector Control services	120,480	94,756	95,000	100,000	95,000

PROGRAM DESCRIPTION:

San Diego County's population of approximately 1.9 million persons must be protected from disease, illness and economic loss that can result from lack of control of environmental health hazards such as unsafe foods, polluted water, substandard housing, unsafe recreational facilities, excessive noise, improperly managed hazardous materials, and disease bearing vectors; e.g., rodents, mosquitos, etc. This program provides environmental protection services Countywide, for the entire population, to prevent these hazardous conditions. This is accomplished through County staff by the regulation of food handling establishments, apartment houses and hotels, small water

PROGRAM DESCRIPTION (Continued):

systems, sub-surface sewage disposal system installations, solid waste disposal, noise control, recreational activities (swimming pools, public beaches, camps, etc.), hazardous waste disposal, hazardous materials handling and public health nuisances. Services include inspections, parcel map reviews, response to complaints, and issuance of notifications for correction of sanitary deficiencies. Also, a rodent control program is conducted in the City of San Diego and a mosquito control program is conducted Countywide. In addition, Environmental Health Protection includes routine and special requested surveys of potentially hazardous County government work locations and environmental conditions or job-related substances.

During 1983-84, the performance indicator Subsurface Sewage Disposal Services was evaluated, and the enumeration system was refined which resulted in work outputs being measured by field events. The 1982-83 and 1983-84 Actuals have been adjusted to reflect this revision.

1983-84 ACTUAL:

1983-84 Actual expenditures are more than the 1983-84 Budget because of a number of mid-year additions due to an increased demand for environmental health protection services because of the improved economy. This has resulted in an increase in the number of health regulated businesses requiring services such as restaurants, apartments and others. Also the resurgence of the building industry has resulted in an increase in processing construction permits such as grading permits, septic tank permits and parcel maps which in turn generated the need for staffing increases and the receipt of additional revenue.

1984-85 ADOPTED BUDGET:

The 1984-85 Adopted Budget represents an increase in staffing and direct costs from the 1983-84 Budget and Actual due to the factors discussed in the "1983-84 Actual" section. Ten positions were added in mid 1983-84 including 6 Environmental Health Sanitarians, 3.5 Intermediate Clerk Typists and one-half Health Educator (3/4/84 #8 and 11/22/83 #7-10).

New positions approved for 1984-85 were one Supervising Environmental Health Sanitarian and one Senior Environmental Health Sanitarian to plan and direct the work of the Environmental Health Sanitarian field staff whose size far exceeded the effective supervisory span of control. Also, one Senior Vector Control Technician was reclassified to Vector Control Supervisor in order to reduce the present Vector Control Supervisor's span of control from 16 staff to seven and reorganize control services to effectively meet the demands of mosquito and rodent vectors in the County.

In addition 7.25 staff years were approved in the 1983-85 Budget change letter as follows: 1.00 Intermediate Clerk Typist, 3.00 Senior Hazardous Materials Specialists and 2.00 Environmental Health Sanitarians (previously approved by the Board of Supervisors, March 4, 1984, MO #8) for the reorganization/expansion of the Hazardous Materials Management Unit; .25 SY Health Educator for monitoring the Food Handler Program; and 1 Senior Sanitarian to provide Title 14 health related inspection activities designated by State Solid Waste Management Standards in conjunction with the Department of Public Works.

Also, \$79,263 in Services and Supplies was added in the 1984-85 Budget change letter to support the new and expanded programs. All of the change letter items are offset by additional revenue from Environmental Health Protection fees (\$272,314) and from the Solid Waste Enterprise Fund (\$50,625).

FIXED ASSETS:

Fixed Assets in the amount of \$2,846 approved in the 1984-85 Budget change letter are for two sampling pumps and a calibrator for use by the Hazardous Materials Management Unit in emergency air sampling of enclosed environments.

PROGRAM REVENUE BY SOURCE:

The 1984-85 Actual revenue reflects a 19% increase over the 1983-84 Budget due to the recovery of the building industry. Adopted revenue for 1984-85 is expected to follow the continued industry recovery:

Revenue	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Charges:			
Public Health Permits	\$1,673,844	\$1,580,703	\$2,145,473
Construction Permits - Septic	109,626	80,000	121,500
Land Use Project Processing	246,438	99,568	130,000
Returned Check Fees	1,104	100	100
Prior Year Revenue	89,942	50,000	50,000
Construction Permits - Grading	14,670	5,000	22,925
Contracts - Rodent Control, Massage and Sanitation	177,052	186,177	190,000
Other Sales - Taxable	5,952	10,000	4,000
State – Other Hazardous Waste	0	0	50,625
Interfund Chgs - Chg in Rd Fund	686	0	0
Interfund Chgs - Chg in COF	6,335	0	0
Sanitation Services - Other Governmental Agencies	20,245	0	0
Other - Service to Governmental Agencies	38,000	0	0
Other Miscellaneous	5,153	0	0
Rev. App. Prior Year - Licenses, Permits, Franch.	(4,133)	0	0
Rev. App. Prior Year - Fines, Forfeits, Pen.	15,379	0	0
Rev. App. Prior Year - Chgs. Current Svg.	315	0	0
Recovered Expenditures	32,902	0	0
Subventions:			
Prior Year - State Aid	(18,582)	0	0
Grants:			
State - AB 8	1,556,560	1,280,523	1,619,854
Other State and Federal	0	39,000	0
TOTAL	\$3,971,488	\$3,331,071	\$4,334, 477

Subsequent to the FY 1983-84 Adopted Budget, an additional cost-of-living increase for AB 8 was provided. For 1934-85, this program's proportionate share of these monies has increased from the 1983-84 Budget and Actual.

The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The total net County cost of these programs is the matching amount for AB 3 funds and the unallowable portion of external overhead.

1984-85 OBJECTIVES:

- 1. Regulate food establishments by completing four restaurant inspections per year to ensure that at least 94 percent or above will score 90 or above to maintain adequate food quality.
- 2. Regulate the construction of septic tank systems to assure that the majority (75% or more) of annual septic tank failures occur only in systems 10 years of age or older.
- 3. Provide inspection services for small water systems to assure all water systems will achieve 80 percent compliance with State standards for bacteriological guality.
- 4. Provide 95,000 Vector Control Services throughout the County to prevent cases of vector borne diseases.
- 5. Respond to all hazardous materials emergencies reported to the Department of Health Servies and provide at least one inspection for every hazardous waste generator (estimate 3,000) under Department of Health Services' jurisdiction and achieve correction of deficiencies found.
- 6. Provide regular inspection services for at least 1,200 occupational health problems in the working conditions of San Diego County employees.
- 7. Investigate all noise complaints within 3 working days.

PROGRAM: ENVIRONMENTAL HEALTH PROTECTION

Department: HEALTH SERVICES 6000

			AFF - YEARS	SALARY AND BI	
		1983-84	1984-85	1983-84	1994-85
lass		Budget	Adopted	Budget	Adopted
123	Chief, Community Disease Control	0.08	0.08	5,895	\$ 6,039
711	Chief, Div. of Environmental Health Protection	1.00	1.00	37,896	46,344
193	Physician	0.33	0.33	15,260	15,380
710	Public Health Engineer	1.00	1.00	41,592	42,630
315	Chief, Public Health Laboratory	0.08	0.08	3,669	3,762
300	Assistant Chief, Public Health Laboratory	0.08	0.08	3,168	3,249
859	Occupational Health Engineer	1.00	1.00	34,620	31,104
805	Chief, Public Health Education	0.17	0.17	5,618	5,16
700	Assistant Chief, Division of Sanitation	2.00	2.00	65,424	66,432
413	Analyst III	0.00	0.17	0	5,456
756	Manager, Hazardous Materials Program	1.00	1.00	29,388	32,112
815	Nutritionist III	0.00	0.17	0	5,100
348	Supervising Public Health Microbiologist	0.08	0.08	2,503	2,419
1755	Supervising Environmental Health Sanitarian	7.00	8.00	200,760	228,480
763	Manager, Vector Control	1.00	1.00	28,896	29,640
2303	Administrative Assistant II	1.17	1.00	31,556	28,572
748	Senior Hazardous Materials Specialist	0.00	3.00	0	82,008
353	Senior Public Health Microbiologist	0.17	0.17	4,680	4,792
841	Senior Health Information Specialist	0.17	0.17	4,532	4,604
747	Hazardous Materials Specialist	6.00	6.00	138,816	157,032
840	Senior Health Educator	0.08	0.08	2,266	2,247
745	Senior Environmental Health Sanitarian	12.00	14.00	307,008	356,664
838	Assistant Noise Control Officer	1.00	1.00	25,908	26,448
346	Public Health Microbiologist	0.50	0.50	12,366	12,330
465	Nutritionist	0.17	0.00	4,148	
825	Health Educator	0.58	1.33	14,364	33,120
735	Environmental Health Sanitarian	40.00	48.00	894,720	1,070,784
765	Vector Control Supervisor	1.00	2.00	21,684	42,072
750	Senior Vector Control Technician	1.00	0.00	19,560	i d
745	Supervising Clerk	1.25	1.25	23,655	23,745
760	Vector Control Technician	12.00	12.00	211,104	216,576
351	Senior Laboratory Assistant	0.17	0.17	2,846	2,918
730	Senior Clerk	5.75	6.75	107,892	111,537
756	Administrative Secretary I	3.67	3.67	53,108	53,284
330	Laboratory Assistant	0.42	0.42	5,985	6,000
493	Intermediate Account Clerk	1.00	1.00	12,864	13,620
700	Intermedi ate Clerk Typist	10.50	15.00	141,498	205,020
710	Junior Clerk Typist	0.17	0.17	1,734	1,768
999	Extra Help	1.00	1.00	31 ,648	9,970
	Total	115.59	134.84	\$ 2,548,631	\$ 2,989,026
	Adjustments: County Contributions and Benefits			\$ 673,725	\$ 825,223
	Salary Settlement Costs			3 01 2,12 9	175,375
	Special Payments:			° (115,515
	Premium			3,850	3,850
	Salary Adjustment			0,000	0,000
	Satary Savings			(135,611)	(76,347
	Total Adjus tments			\$ 541,964	\$ 928,101
ROGRAM	TOTALS:	115.59	134.84	\$ 3,090,595	\$ 3,917,1 27

PROGRAM:	MATERNAL HEALTH	#	41006	MANAGER: Georgia P. Reaser, M.D.
Department:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 51

Authority: In accordance with Sections 289-329 of the Health and Safety Code which state the County must provide a program designed to reduce infant montality and improve the health of mothers and children.

		1981-82 Actual	1982-83 Actual	 1983 -84 Actual	 1983-84 Budget	 1984-85 Adopted
COSTS Salaries & Benefits Services & Supplies	\$	1,137,386 566,439	\$ 1,078,376 557,031	\$ 1,217,954 260,975	\$ 1,304,648 575,625	\$ 1,423,224 585,803
Fixed Assets		0	0	0	0	0
New Vehicles/Comm. Equip.		0	0	0	0	0
Lass Reimbursements		0	0	0		0
TOTAL DIRECT COSTS	\$	1,703,825	\$ 1,635,407	\$ 1,478,929	\$ 1,880,273	 2,009,027
Dept. Overhead		63,320	94,331	103,374	119,966	90,721
Ext. Support Costs		203,299	194,121	212,899	215,653	232,610
FUNDING	\$	(1,815,245)	\$ (1,764,302)	\$ (1,573,085)	\$ (1,814,887)	\$ (1,712,296)
NET COUNTY COSTS	\$	155,199	\$ 159,557	\$ 222,117	\$ 401,005	\$ 620,062
STAFF YEARS	-	44.01	44.73	42.03	43.32	43.32
PERFORMANCE INDICATORS: Cervical Cancer Services County Pap smear clinic patients Contract-provided patients San Ysidro County Dysplasia clinic patients	s -	1,326 N/A 278	1,273 138 511	 799 212 383	1, 350 212 370	900 0 400
Cervical cancer PHN visit: contacts	s/	437	1,051	487	1,200	1,050
Other Maternal Health Nursin PHN visits and contacts	ng	14,558	17,340	17,444	14,650	17,340
Family Planning Services County-provided patients Contract-provided patients PHN visits and contacts	5	8,781 5,738 5,865	9,505 4,093 8,255	8,840 4,179 8,387	8,600 6,570 7,200	8,275 4,995 7,200

PROGRAM DESCRIPTION:

Studies indicate morbidity, infant mortality, low birth weight and birth rates are higher in low income communities and that dysplasia (abnormal cells) of the cervix appears to occur in almost 2 percent of the population. In 1980, 134,980 low-income women in the County at risk of unintended pregnancies were in need of public funded family planning services (figure derived from current state and national Planned Parenthood data reports). The Maternal Health Program provides regional program coordination/contract administration, clinic services, and PROGRAM: MATERNAL HEALTH

PROGRAM DESCRIPTION (Continued):

public health nursing services directed at this population. The County manages contracts with family planning grant recipients. County-provided clinic services operate in areas unserved or underserved by private providers for low-income and working-poor women and includes dysplasia clinics for cervical dysplasia care (minor treatment of abnormal Pap Smears or exposure to genital carcinogenic agents), pap smear screening and birth control. Referrals to Dysplasia Clinics are made from community clinics and other family planning agencies. Public Health nursing services consist of case-finding, home visits and follow-up care for prenatal and postpartal (perinatal), birth control, cancer screening, cervical dysplasia, genetic counseling and related health services to women.

1983-84 ACTUAL:

Actual net County costs of \$222,117 for 1983-84 were \$178,888 lower than budgeted primarily because of major expenditure and revenue changes during 1983-84: a prior year expenditure of \$119,000 for the State contract with Obstetrical (0.8.) Access was cancelled; State and Federal Family Planning funds were reduced approximately \$82,500 midyear due to State budget reductions and Federal determination of high unit and administrative costs; and a reallocation of this program's proportionate share of AB 8 funds resulted in a \$95,000 revenue decrease.

1984-85 ADOPTED BUDGET:

The 1984-85 budget was adopted as proposed. However, budgeted amounts were based on partial data from 1983-84 and do not reflect the cancellation of a \$119,000 prior year expenditure which occurred late in 1983-84. The effect will be shown subsequently in estimated actual figures for 1984-85.

The Maternal Health Program consists of Family Planning Services, cervical cancer services and other Maternal Health Nursing activities. It is funded through patient fees, subventions and grant revenues which offset much of the direct cost of this program. Staffing will not change, however, total salary costs have increased slightly due to salary increases, increased County Contributions and Benefits, and a reduced salary saving projection. One quarter of a staff year of nutritionist is shared with other Public Health programs in Health Education and will be reclassified to Nutritionist III. Service levels remain nearly the same with a small adjustment of services from cervical cancer contacts to maternal health nursing contacts. Reduced State funding and low patient count necessitated the elimination of the Urban League Medical services from this program and substitution of education/referral services instead. The proposed program effort of each activity is as follows:

1. Cervical Cancer Services (5.20 staff years; \$241,083 direct cost) will:

- Continue to carry out County Board of Supervisors action 10/8/74 (96) relating to Dysplasia screening clinics and 8/26/75 (44) relating to cervical cancer screening clinics.
- . Screen 900 women for early cervical cancer in pap smear clinics.
- . Maintain at 58% the number of diagnosed cervical cancer cases served or referred to others for treatment.
- Provide diagnosis and service to 400 patients through 750 Dysplasia clinic visits for women with abnormal pap smears.
- . Provide 1,050 Public Health Nurse visit/contacts for early cancer case finding, counseling and follow-up.
- 2. Other Maternal Health Nursing (15.42 staff years; \$723,250 direct cost) will:
 - Continue to follow State Health and Safety Code 289-320 and Administrative Code, Sec. 1276(d).
 - Provide case finding, counseling, and follow-up care for maternal health.
 - Provide 17,340 Public Health Nurse visit/contacts.
- 3. Family Planning Services (22.70 staff years; \$1,044,694 direct cost) will:
 - Continue to follow State Administrative Code, Sec. 1276(k).
 - . Provide family planning services to 13,270 women or 10% of the target population.
 - Provide for 12,200 medical visits.
 - . Provide 7,200 Public Health Nurse visit/contacts.

PROGRAM REVENUE BY SOURCE:

Total revenue in the amount of \$1,712,296 for 1984-85 will accrue from the following sources:

Revenue	1983-84 <u>Actual</u>	1983–84 Budget	1984–85 Adopted
Charges:			
Patient Fees	\$ 42,630	\$ 28,600	\$ 40,000
Subventions:			
State - Family Planning - Title XIX (Medi-Cal)	14,532	12,000	10,500
State - Maternal and Child Health Categorical Allotment - Title V	54,592	55,000	55,000
State - Family Planning	239,962	290,000	215,713
Prior Year - State Aid	(19,211)	6,253	3,405
Other Miscellaneous	0	60,000	0
Grants:			
Federal - Family Planning - Title X	605,297	637,772	605,882
State AB 8	635,283	725,262	781,796
TOTAL	\$1,573,085	\$1,814,887	\$1,712,296

Patient fees are based on a sliding co-payment fee scale for patients above 100% of the poverty level. They are based on the State's maximum allowance. Fees are proposed \$11,400 higher than the 1983-84 budget and reflect a full year's receipts.

For 1984-35, this program's proportionate share of AB 8 monies has increased from the 1983-84 budget. The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The total net County cost of these programs is the matching amount for AB 8 funds and the unallowable portion of external overhead.

1984-85 OBJECTIVES:

1. To provide treatment and/or referral services to 58 percent of the cases investigated in Dysplasia Clinics.

2. To provide family planning services through Title X providers to at least 10 percent of low-income women within the target population.

.

PROGRAM: MATERNAL HEALTH

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SALARY AND BE	NEFITS COST	
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted	
4124	Chief, Maternal & Child Health	0.50	0.50	\$ 35,370	\$ 36,234	
4192	Senior Physician	1.00	1.00	52,752	53,964	
193	Physician	1.58	1.58	72,485	73,055	
315	Chief, Public Health Laboratory	0.08	0.08	3,669	3,762	
560	Chief Nurse, Public Health	0.17	0.17	5,978	6,126	
300	Assistant Chief, Public Health Laboratory	0.08	0.08	3,168	3,249	
805	Chief, Public Health Education	0.17	0+17	5,618	5,762	
815	Nutritionist	0.00	0.25	0	7,650	
348	Supervising Public Health Microbiologist	0.08	0.08	2,503	2,419	
570	Supervising Public Health Nurse	3.00	3.00	85,968	89,424	
303	Administrative Assistant II	1.00	1.00	27,048	28,572	
353	Senior Public Health Microbiologist	0.17	0.17	4,680	4,792	
841	Senior Health Information Specialist	0.17	0.17	4,532	4,604	
840	Senior Health Educator	0.33	0.33	9,064	8,988	
567	Senior Public Health Nurse	2.25	2.25	58,212	61,236	
346	Public Health Microbiologist	0.92	0.92	22,671	22,605	
465	Nutritionist	0.25	0.00	6,222	0	
565	Public Haalth Nurse II	15.50	15.50	379, 254	399,342	
538	Staff Nurse 11	3.58	3.58	87,032	89,139	
745	Supervising Clerk	0.33	0.33	6,308	6,332	
403	Accounting Technician	1.00	1.00	17,100	17,304	
351	Senior Laboratory Assistant	0.08	0.08	1,423	1,459	
625	Licensed Vocational Nurse	2.00	2.00	32,592	33,840	
730	Senior Clerk	1.33	1.33	21,312	22,032	
756	Administrative Secretary	1.00	1.00	14,484	14,532	
330	Laboratory Assistant	0.25	0.25	3,591	3,600	
911	Social Services Aid II	3.00	3.00	42,912	43,632	
493	Intermediate Account Clerk	1.00	1.00	12,864	13,620	
700	Intermediate Clerk Typist	0.42	0.42	5,615	5,695	
71.0	Junior Clerk Typist	0.08	0.08	867	884	
999	Extra Help	2.00	2.00	63,297	26,530	
	Total	43.32	43.32	\$ 1,088,591	\$ 1,090,383	
	Adjushments:				• • • • • • •	
	County Contributions and Benefits			\$ 273,722	\$ 294,696	
	Salary Settlement Costs			0	63,684	
	Special Payments:					
	Premium			2,200	2,200	
	Salary Adjustment			0	0	
	Salary Savings			(59,865)	(27,739)	
	Total Adjustments			\$ 216,057	\$ 332,841	
ROGRAM	TOTALS:	43.32	43.32	\$ 1,304,648	\$ 1,423,224	

PROGRAM:	RECORDS AND STATISTICS	#	41002	MANAGER: Donald G. Rammas, M.D.	
Department:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 51	

Authority: Sections 10000-10690 of the Health & Safety Code require each County to register births, deaths, and fetal deaths, and to issue certified copies of such records to bona fide persons requesting them. This program is 100 percent mandated by State Statutes.

		1981-82 Actual		1982-83 Actual		1983-84 Actual		1983-84 Budget		1984-85 Adopted
COSTS Salaries & Benefits	\$	191,225	\$	253,370	\$	199,132	\$	195,995	\$	229,500
	•	-	•		•	-	·		*	-
Services & Supplies		155,635		151,346		142,162		180,403		198,893
Fixed Assets		0		0		0		0		0
New Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimbursements		0		0		0		0		0
TOTAL DIRECT COSTS	\$	346,860	\$	404,716	\$	341,294	\$	376,398	\$	428,393
Dept. Overhead		16,323		23,260		25,342		29,581		22,597
Ext. Support Costs		42,899		40,894		43,512		44,146		46,680
FUNDING	\$	(532,557)	\$	(624,055)	\$.	(595,476)	\$	(417,667)	\$	(472,812)
NET COUNTY COSTS	\$	(126,475)	\$	(155,185)	\$	(185,328)	\$	32,458	\$	24,858
STAFF YEARS		11.49		13.75		10.66		9.67		10.57
PERFORMANCE INDICATORS:										
Births Registered		34,000		35,700		34,588		36,711		36,228
Deaths Registered		14,500		15,225		14,803		15,681		14,244
Certified Copies of Births		65,000		68,250		34,944		17,592		25,596
Certified Copies of Deaths		95,000		107,100		103,412		43,596		73,890
Mail (Letters, Orders, etc.)	96,000		113,400		109,203		119,070		114,774

PROGRAM DESCRIPTION:

Records and Statistics is responsible for registering, processing, reproducing, storing, and analyzing birth and death records within the County. The program generates tabulation of data utilized by numerous community groups and programs and acts as the local statutory agent in the birth and death registration process within the State vital statistics collection program.

More than 50,000 birth and death records are expected to be processed in 1984-85. Birth and death records are used to document the official date for a variety of legal and administrative uses. Data from the records are tabulated to yield statistical measures of the natality and mortality levels in the community for schools, businesses, government agencies, and individuals. Certified copies are used as proof of birth or death to settle estates, obtain passports, enter school, and many other legal uses.

1983-84 ACTUAL:

During 1983-84 the responsibility for long term storage of birth and death certificates was transferred from this program to the County Recorder's Office, along with four staff years. Equipment problems in the Recorder's Office arising during the transition period precluded a full transfer of service, resulting in higher expected revenues in this program for 1983-84 than originally budgeted. A negative net County cost in this program during 1983-84 is primarily attributable to these increased revenues.

1984-85 ADOPTED BUDGET:

The transition period for the transfer of record storage services to the County Recorder's Office will continue in 1984-85. This will result in lower revenues which will continue to be offset by additional revenues from certified copy services now provided by this program as well as the County Recorder. Workload and revenue are expected to stabilize at 99,486 certified copies. One position, shared with the Environmental Health Protection Program, was reclassified from Administrative Assistant 11 to Analyst 111 because of an increased scope of responsibility for this program and administrative support to the Deputy Director, Public Health Services. The 1984-85 budget was adopted as proposed with salary adjustments.

PROGRAM REVENUE BY SOURCE:

All fees are set by the State of California. The fee for certified copies of death certificates is \$4.00, with \$3.40 being retained by the County and \$.60 going to the State. The birth certificate fee is \$8.00, with \$4.20 being retained by the County, \$.60 going to the State and the remaining \$3.20 going to a special local trust fund for child abuse programs. The fee for issuance of a permit to dispose of human remains is \$3.00, with the funds divided equally between the State and the County.

The AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health programs in the department. The total net County cost of these programs is the matching amount for AB 8 funds and the unallowable portion of external overhead.

Revenue	1983-84 Actual	1983-84 Budge t	1984–85 Adopted
Charges:			
Returned check fees	\$.0	\$ 50	\$ 50
Certified Coples - Vital Statistics	545,062	312,120	398,923
Permits for Disposal of Human Remains	50,289	45,886	44,536
Other Miscellaneous	125	0	0
Grants:			
State - AB 8	0	59,611	29,303
TOTAL	\$ 595,476	\$ 417,667	\$ 472,812

1984-85 OBJECTIVES:

- 1. To continue to register all births and deaths within one week of receipt of the document.
- 2. To continue to provide a certified copy of a birth or death certificate within 24 hours of 96% of the pickup requests.
- 3. To continue the transition of the orderly transfer of responsibility for the long term storage of birth and death certificates to the County Recorder's Office through FY 1984-85 by the completion of a computerized intex system to be shared by both departments.

PROGRAM: RECORDS AND STATISTICS

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SA	LARY AND BI	ENEF	ITS COST
Class	Title	1983-84 1984-85 1983-84 Budget Adopted Budget			1984 -85 Adopted		
2413	Analyst III	0.00	0.83	\$	0	\$	27,280
2303	Administrative Assistant 11	0.83	0.00		22,540		0
841	Senior Health Information Specialist	0.08	0.08		2,266		2,302
1825	Health Educator	0.08	0.08		2,052		2,070
2725	Principal Clerk	1.00	1.00		21,540		21,384
2745	Supervising Clerk	1.00	1.00		18,924		18,996
730	Senior Clerk	1.58	1.58		25,308		26,163
700	Intermediate Clerk Typist	5.00	5.00		67,380		68,340
99 9	Extra Help	0.10	1.00		3,165		9,970
	Total	9.67	10.57	\$	163,175	\$	176,505
	Adjustments:			•		•	
	County Contributions and Benefits			\$	42,299	\$	46,131
	Salary Settlement Costs				0		10,237
	Special Payments:		I.				
	Premium				1,100		1,100
	Salary Adjustment				0		0
	Salary Savings				(10,579)		(4,473)
	Total Adjustments			\$	32,820	\$	52,995

PROGRAM TOTALS: 9	.67	10.57	\$	195,995	\$	229,500
-------------------	-----	-------	----	---------	----	---------

PROGRAM:	SUPPORT SERVICES	#	92199	MANAGER: William J. Burfitt
Dep artment:	HEALTH SERVICES	#	6000	Ref: 1983-84 Final Budget - Pg: 52

Authority: The Department of Health Services was created by Article XV of the California Administrative Code which provides for preparation of budgets, supervision of expenditures, and coordination of various health activities including but not limited to Public Health Services, Physical Health Services, including Edgemoor Geriatric Hospital, Mental Health Services, Alcohol, and Medical and Nursing Services.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 2,679,241	\$ 2,427,666	\$ 2,412,623	\$ 2,320,615	\$ 2,444,268
Services & Supplies	629,692	653,894	447,830	687,448	423,706
Fixed Assets	0	0	0	0	259,790
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 3,308,933	\$ 3,081,560	\$ 2,860,453	\$ 3,008,063	\$ 3,127,764
D o pt. Overhead	0	0	0	0	0
Ext. Support Costs	0	0	0	0	0
FUNDING	\$ (2,984,666)	\$ (2,889,839)	\$ (2,640,198)	\$ (2,796,158)	\$ (2,861,904)
NET COUNTY COSTS	\$ 324,267	\$ 191,721	\$ 220,255	\$ 211,905	\$ 265,860
STAFF YEARS	128.17	115.91	92.54	90.50	89.85
PERFORMANCE INDICATORS:					
Number of employees, plus estimated new hires	1,957	1,865	1,872	1,952	1,870
Claims and receiving requests processed	37,200	37,302	37,284	37,150	37,310
Number of pharmacy prescriptions and issues	83,800	94,500	98,375	99,800	105,000
Laundry pounds	2,200,000	1,694,839	1,460,177	1,700,000	1,600,000

PROGRAM DESCRIPTION:

In order to accomplish the overall goals and objectives of the Department, indirect services are needed to manage the Department's direct service activities. Without these services, the direct service programs could not perform their functions properly and the Department would not be able to meet the health needs of the community.

PROGRAM: SUPPORT SERVICES

PROGRAM DESCRIPTION (Continued):

Support Services provides centralized management and support services to all programs within the Department. The program is comprised of the indirect support activities under the Deputy Director of Management Services and Includes Fiscal, Personnel, General and EDP Support functions, the DHS Storeroom, and the DHS Pharmacy. It also includes the DHS Laundry, under the Deputy Director, Physical Health Services.

The cost of this program is allocated to the direct service programs according to generally accepted cost accounting principles, based on statistical data that measure the amount of service rendered by oach administrative-support activity to other direct service activities. The purpose of this cost finding procedure is to determine the total or full cost of operating the direct service programs; to establish rates of charge for billing patients and other third party payors for services rendered; and, to provide financial information to State and Federal agencies for cost reimbursement purposes.

1983-84 ACTUAL:

Total direct costs for the 1983-84 Actual and Budget for Support Services are approximately the same.

1984-85 ADOPTED BUDGET:

The Support Services Program Includes Management Services, under the Deputy Director, Management Services which provides all budget, fiscal, personnel, contract, EDP and other support services related to the ongoing operation of the Department. The program also includes the DHS Pharmacy, Storeroom and Laundry. It centralizes all of these functions to provide more efficient and cost effective services to meet the needs of the services. There is a decrease in program appropriations (with the exclusion of fixed assets not shown in the prior years). Both the services and supplies appropriations and the level of staffing is down. While extra help staffing is reduced, an extra help position is included to provide services for the departmental copy center.

This program is 91.5% offset by direct program revenue. Each program activity is summarized as follows:

- 1. EDP Support Services (5 staff years; \$201,182):
 - Provides EDP support to the Department's 18 direct service programs, as well as Department Administration and Support Services.
 - . Serves as a word processing center providing word processing services for the entire Department.
 - . Acts as liaison with County EDP.
 - Includes the reclassification of Associate Systems Analyst to Senior Systems Analyst, approved in the 1984-85 Budget change letter.
- 2. Personnel (17 staff years; \$541,729):
 - Provides personnel services, in cooperation with the County Personnel Department for recruitment: examinations; staff utilization, job analysis; validation; employee relations (including negotiations, meet and confer and grievances), affirmative action, disciplinary action, payroll administration; training, staff development and personnel, statistics and reports.
 - Consults with and advises department management, staff, and representatives of other departments and organizations concerning personnel administration and staff development matters.
 - Provides personnel services for 1,870 Health Services Department employees (annual budgeted positions), plus turnover).
 - Includes the addition of one Payroll Clerk, approved in the 1984-85 Budget change letter, to take on the added responsibilities created by a new system to pay mileage through the DHS Payroll Weekly Time Accounting System, provide employee information statistics to Managers and handle the workload associated with the days worked of intermittent workers.

1984-85 ADOPTED BUDGET (Continued):

- 3. Management and General Services (7.0 staff years; \$287,897):
 - Provides direction for all budget, fiscal, personnel, contract review, and EDP Support services for the department.
 - Acts for Director in selected areas.
 - Provides special program development.
 - Has responsibility as delineated in Sections 233.4, 255.5, 238, 239 of the County Administrative Code for operational support of Departmental functions.
- 4. Fiscal Services (31.50 staff years, \$953,717):
 - Provides for the department's general program and cost accounting; audits and appropriation control, including program cost reporting, periodic and year-end reporting, specialized reporting for Short-Doyle, Short-Doyle/Medi-Cal and Medicare cost reports, CHFC cost reports, and audits performed by County, State and Federal auditors.
 - Represents the department on audit appeals; reconciliation of budget and program costs/revenues.
 - Coordinates EDP and ARMS; billing; accounts payable/receivable, cash, petty cash, inventory control, claims
 processing, expediting cash flow, storerooms; and contract management including fiscal monitoring and
 review.
 - Performs functions required to satisfy State and Federal grant requirements for cost reimbursement purposes and County cost accounting requirements.
 - Proposes the deletion of one position of Principal Clerk and the addition of a new position of Senior Accountant.
- 5. Laundry (15.00 shaff years, \$342,203):
 - Provides clean linen for all of the inpatient health services, including County Mental Health and Edgemoor Geriatric Hospital.
 - Will process over 1,600,000 pounds of linen and clothing articles in 1984-85.
- 6. Pharmacy (8 staff years, \$395,318):
 - · Provides pharmaceutical services to Public Health, Mental Health, and Physical Health programs.
 - Provides pharmaceutical services to other County departments (Sheriff, Jail, Probation, Honor Camps, Juvenile Hall).
 - Provides certain consultant services to Public Health programs; e.g., medication requirements (type, packaging, quantity, etc.) are coordinated with other programs' requirements to combine cooperative purchasing and establish annual contracts for pharmaceutical purchases.
 - Will issue 105,000 pharmacy prescriptions during FY 1984-85.
- 7. DHS Storeroom (5 staff years, \$145,928):
 - · Serves as receiving points and limited storage areas for the Department.
 - Has two locations one at Edgemoor Geriatric Hospital and the other at the J.B. Askew Bullding.
 - The Edgemoor location has a computerized inventory system and provides supplies to several locations on a weekly basis. The J.B. Askew location is partially computerized.
 - The J.B. Askew location plays a major role as the receiving and distribution point for the vaccines used in the immunization programs.

TEMPORARY CONTRACT HELP:

The Department of Health Services, in its entirety, spent \$686,865 for contracted clerical and nursing temporary help during 1983-84. This is broken down as follows: \$45,785 which is reflected in the Support Services Program Budget was spent on nursing to support the Hillcrest Receiving Home and Juvenile Hall; \$291,113 reflected in Mental Health Services was spent primarily on nursing at Loma Portal (Children & Adolescents and SET), Hillcrest (Main Psychiatrict Wards 100 and 200), the Jall (Psychiatric Security Unit), and Edgemoor (STAR); \$299,991 was spent for Edgemoor Geriatric Hospital on nursing and clerical support (including food service workers); and \$49,976 was spent for Public Health Services clerical support. Temporary contract help is used when vacancies or other staff shortages occur due to vacations, illness, etc. and occasionally for special projects.

FIXED ASSETS:

\$259,790 was included in Support Services for Fixed Assets, approved in the 1984-85 Budget change letter. \$255,000 was added for the Department's Planned Distributed Data Processing System for which funds were approved by the Board of Supervisors November 8, 1983, MO #11, through an appropriation of overrealized AB 8 revenues into the Department of Health Services budget. This system, planned in conjunction with the Department of Electronic Data Processing, is a component of the larger Board approved Planned Distributed System. Since time did not allow for the complete planning and purchase of this equipment in 1983-84, the revenue, with the Auditor and Controller's concurrence, was carried over into fund balance earmarked for this purchase and does not show in the 1984-85 adopted revenue for this program. Also, \$4,790 was included for a video cassette player deleted from the Non-Profit Corporation purchase. This item is offset by additional revenue accruing Support Services from the direct service programs.

PROGRAM REVENUE BY SOURCE:

For FY 1984-85, 91.5% of Support Services is funded through direct program funding.

Revenue	1983-84	1983-84	1984-85
	<u>Actual</u>	Budget	Adopted
Various Funding Sources	\$2,640,198	\$2,796,158	\$2,861,904

1984-85 OBJECTIVES:

- 1. To reduce the number of grievances prior to arbitration by 50%, from 8 grievances to 4.
- 2. To increase the number of hispanic candidates for DHS vacancies by 10% from approximately 160 to 176.
- 3. To complete computerization of the Public Health storeroom.
- 4. To continue to provide necessary administrative and fiscal services to support 18 direct service programs as required by mandate and program requirements.
- 5. To continue to promote program efficiency and effectiveness, generate cost savings and free program staff to direct service program activities.
- 6. To process 105,000 pharmacy prescriptions and issues.
- 7. To process 2,860 storeroom issues and receipts.
- 8. To implement the relocation of the Askew and Grantville facilities as well as portions of the Hillcrest facilities operations into the Health Services Complex.

PROGRAM: SUPPORT SERVICES

Department: HEALTH SERVICES 6000

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST			
Class	Title	198 <i>3</i> -84 Budget	1984–85 Adopted	_	1983-84 Budget		1984-85 Adopted
MA	NAGEMENT SERVICES						
8801	Deputy Director, Management Services	0.00	1.00	\$	0	\$	44,328
4147	Chief, Support Services	1.00	0.00		38,112		0
2758	Administrative Secretary III	1.00	1.00	<u></u>	18,720		18,804
	Sub-Total	2.00	2.00	\$	56,832	\$	63,132
ED	P SUPPORT SERVICES SECTION						
525	Senior Systems Analyst	0.00	1.00	\$	0	\$	34,188
427	Associate Systems Analyst	1.00	0.00		33,360		í c
426	Assistant Systems Analyst	1.00	1.00		24,408		28,764
008	Senior Word Processon Operator	1.00	1.00		18,276		17,100
009	Word Processor Operator	2.00	2.00		30,576		31,104
	Sub-Total	5.00	5.00	\$	106,620	\$	111,156
F I	SCAL SERVICES SECTION						
497	Principal Accountant	1.00	1.00	\$	35,388	\$	35,796
413	Analyst	1.00	1.00		31,848		32,736
5 05	Senior Accountant	2.00	3,00		59,088		86,292
303	Administrative Assistant II	1.00	1.00		27,048		28,572
425	Associate Accountant	8.00	8.00		195,456		196,032
725	Principal Clerk	1.00	0.00		21,540		0
403	Accounting Technician	2.00	2.00		34,200		34,608
510	Sentor Account Clerk	4.00	4.00		64,752		65,712
730	Senior Clerk	2.00	2.00		31,968		33,048
430	Cashier	2.00	2.00		30,552		31,080
756	Administrative Secretary 1	1.00	1.00		14,484		14,532
493 700	Internediate Account Clerk	4.50 1.00	4.50 1.00		57,888 1 3,476		61,290 13,668
710	Intermediate Clerk Typist Junior Clerk Typist	1.00	1.00		10,404		10,608
	Sub-Total	31.50	31.50	\$	628,092	\$	643,974
GEN	NERAL SERVICES SECTION			·		•	,
414	Analyst IV	0.00	1.00	\$	0	\$	38,256
302	Administrative Assistant	1.00	0.00	•	30,984	-	0
413	Analyst III	2.00	2.00		63,696		65,472
303	Administrative Assistant II	1.00	1.00		27,048		28,572
745	Supervising Clerk	1.00	1.00		18,924		18,996
	Sub-Total	5.00	5.00	\$	140,652	\$	151,296

PROGRAM: SUPPORT SERVICES

Department: HEALTH SERVICES 6000

		BUDGET STAFF ~ YEARS			ALARY AND B 1983-84	ENEFITS COST 1984-85	
lass	Title	Budget	Adopted		Budget		Adopted
2312	RSONNEL SERVICES SECTION	1.00	1.00	\$	32,520	\$	33,540
512	Departmental Personnel & Training Administrator	1.00	1.00	Ð	52,520	Þ	ن+ر ورر
41.2		3.00	3.00		70 002		95 104
412	Analyst II Analyst II	1.00	1.00		79,992		85,104
359	Audio-Visual Specialist				23,100		23,664
745	Supervising Clerk	1.00	1.00		18,924		18,996
761	Group Secretary	1.00	1.00		17,448		16,536
511	Senior Payroll Clerk	4.00	4.00		66,000		68,880
760	Stenographer	1.00	1.00		14,232		13,308
494	Payroll Clerk	4.00	5.00	-	53,376		68,700
	Sub-Total	16.00	17.00	\$	305,592	\$	328,728
	LAUNDRY						
510	Laundry Supervisor	1.00	1.00	\$	16,728	\$	18,432
5 30	Laundry Worker III	1.00	1.00		16,464		16,740
531	Laundry Worker 11	5.00	5.00		73,440		74,100
520	Sewing Room Operator	1.00	1.00		12,732		13,308
500	Laundry Worker 1	7.00	7.00		83,244	_	86,520
	Sub-Total	15.00	15.00	\$	202,608	\$	209,100
DHS	PHARMACY						
245	Chief Pharmacist	1.00	1.00	\$	38,832	\$	39,816
250	Pharmacist	3.00	3.00	•	104,796	•	105,660
200	Pharmacy Technician	1.00	1.00		20,988		21,552
.00 255	Pharmacist Assistant	3.00	3.00		51,336		52,668
	Sub-Total	8.00	8.00	\$	215,952	\$	219,696
DHS	STOREROOM						
558	Storekeeper 11	1.00	1.00	\$	17,580	\$	17,868
562	Pharmacy Storekeeper	1.00	1.00	•	14,820	•	16,632
64	Pharmacy Stock Clerk	1.00	1.00		13,464		16,224
50 50	•	2.00	2.00		28,776		29,256
00	Stock Clerk	2:00	2:00		20,770		29,230
	Sub-Total	5.00	5.00	\$	74,640	\$	79,980
999	Extra Help	3.00	1.35		94,945		20,679
	TOTAL	90. 50	89,85	\$	1,825,933	\$	1,827,741
	Adjustments:			*	501 972	•	500 167
	County Contributions and Benefits Salary Settlement Costs Special Payments:			\$	591,832 0	\$	520,167 107,954
	Premtum				100,000		36,046
	Salary Adjustment Salary Savings				318,420 (515,570)		0 (47,640
	Total Adjustments			\$	494,682	\$	616,527
					2,320,615		2,444,268

PROGRAM:	DEPARTMENT ADMINISTRATION	#	92199	MANAGER	R: James A. Forde
Department:	HEALTH SERVICES	#	6000	Ref: 1	983-84 Final Budget - Pg: 53

Authority: The Department of Health Services was created by Article XV of the California Administrative Code which provides for preparation of budgets, supervision of expenditures, and coordination of various health activities including but not limited to Public Health Services, Physical Health Services, including Edgemoor GerTatric Hospital, Mental Health Services, Alcohol, and Medical and Nursing Services.

	 1981-82 Actual	1982-83 Actual	 1983-84 Actual	 1983-84 Budg et	 1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 656,130	\$ 637,220	\$ 776,054	\$ 895,777	\$ 899,889
Services & Supplies	45,849	48,700	49,159	51,020	51,020
Fixed Assets	0	0	0	0	0
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 701,979	\$ 685,920	\$ 825,213	\$ 946,797	\$ 950 ,909
Dapt. Overhead	0	0	0	0	0
Ext. Support Costs	0	0	0	0	0
FUNDING	\$ (633,185)	\$ (685,920)	\$ (761,672)	\$ (771,029)	\$ (870,082)
NET COUNTY COSTS	\$ 68,794	\$ 0	\$ 63,541	\$ 175,768	\$ 80,827
STAFF YEARS	19.57	17.33	16.97	19.33	20.33

PROGRAM DESCRIPTION:

in order to accomplish the overall goals and objectives of the Department, indirect services are needed to manage the Department's direct service activities. Without these services, the direct service programs could not perform their function properly and the Department would not be able to meet the health needs of the community.

Department Administration provides direction and management to all programs within the Department. The program is comprised of activities including the Director's Office and the Deputy Directors of Public Health, Mental Health and Physical Health Services. The Deputy Directors oversee the overall activities of their individual programs.

The cost of this program is allocated to the direct service programs according to generally accepted cost accounting principles, based on statistical data that measure the amount of service rendered by each administrative-support activity to other direct service activities. The purpose of this cost finding procedure is to determine the total or full cost of operating the direct service programs; to establish rates of charge for billing patients and other third party payors for services rendered; and, to provide financial information to State and Federal agencies for cost reimbursement purposes.

1983-84 ACTUAL:

The 1983-84 Actual Salaries and Benefits as well as Staff Years for Department Administration are less than the 1983-84 Budget as a result of salary and staff year savings, since several new positions in 1983-84 were not filled until mid-year. For Services and Supplies, there was no significant difference between the 1983-84 Budget and Actual.

1984-85 ADOPTED BUDGET:

The Department of Health Services is responsible for improving the health of the residents of San Diego County by carrying out statutes and regulations of the Federal and State governments as well as ordinances and policies of the Board of Supervisors that relate to health care. This is accomplished through the administration, implementation, coordination, and evaluation of direct service programs, or programs contracted out to community agencies. These functions are carried out by the Director's Office and the Deputy Directors of Public, Physical and Mental Health Services as summarized below. For 1984-85, the cost of this program has not changed significantly from the 1983-84 Budget.

- 1. Physical Health General Administration (3.12 staff years; \$150,964):
 - Administers the medical and nursing services at County correctional facilities, Edgemoor Geriatric Hospital, the operating agreement with University Hospital, and emergency medical and primary care services.
 - Is offset by 91.5% program revenue.
- 2. Director's Office (6.12 staff years; \$319,857):
 - Provides overall department direct and general management, llaison with the Board of Supervisors, Health Systems Agency, Health Services Advisory Board, and the various State and Federal Health agencies.
 - Is offset by 91.5% program revenue.
 - Is established by County Administrative Code, Article XV, Section 231.

3. Mental Health General Administration (4.12 staff years; \$208,275):

- Administers County Short-Doyle Mental Health treatment systems including 95 County and contracted program elements.
- . Is offset by 91.5% program revenue and subventions.
- · Acts as Local Mental Health Director.
- . Is established by Weifare and Institutions Code, Chapter 1, Section 5607.
- . Includes the addition of one Administrative Secretary 1, approved in the 1984-85 Budget change letter.

4. Public Health General Administration (6.97 staff years; \$271,813):

- Responsible for the overall direction of public health programs and for enforcing the health and sanitary laws of the County.
- Is offset by 91.5% program revenue.
- . Reflects 4.83 existing staff years responsible for the administration of seven public health centers.
- Acts as Public Health Officer.
- Is established by County Administrative Code, Article XV, Section 321 and Health and Safety Code Section 452 and 458.
- Includes the midyean meclassification of an intermediate to Senior Clerk (11/8/83, MO #11).
- Includes the reclassification of one Intermediate Clerk Typist to Mail Clerk Driver, approved in the 1984-85 Budget change letter.

PROGRAM: DEPARTMENT ADMINISTRATION

PROGRAM REVENUE BY SOURCE:

For 1984-85, 91.5% of Department Administration is funded through direct program funding.

Revenue	1983-84	1983-84	1984–85
	Actual	Budget	Adopted
Various Funding Sources	\$ 761,672	\$ 771,029	\$ 870,082

1984-85 OBJECTIVES:

- 1. To continue to provide direction to the top level management of the department and the 18 direct service programs as required by mandate and program requirements.
- 2. For each Deputy Director to continue to oversee the overall activities of their individual programs.

PROGRAM: DEPARTMENT ADMINISTRATION

Department: HEALTH SERVICES 6000

		BUDGET STAFF - YEARS 1983-84 1984-85			SALARY AND BENEFITS COS 1983-84 1984-85			
lass	Title	Budget	Adopted	_	Budget		Adopted	
DIR	RECTOR'S OFFICE							
26	Director, Health Services	1.00	1.00	\$	63,576	\$	64,164	
30	Medical Director, Health Services	1.00	1.00	·	58,884	•	58,236	
114	Analyst IV	1.00	1.00		35,112		38,250	
13	Analyst 111	0.50	0.50		15,924		16,36	
12	Analyst 11	1.00	1.00		26,664		28,36	
59	Administrative Secretary IV	1.00	1.00		18,876		21,02	
57	Administrative Secretary II	0.50	0.50		8,490		8,74	
27	Sub-Total	6.00	6.00	\$	227,526	\$	235,16	
MEN	ITAL HEALTH GENERAL ADMINISTRATION							
46	Clinical Director, M.H. Services	1.00	1.00	\$	62,388	\$	63,870	
13	Deputy Director, M.H. Services	1.00	1.00		59,796		59,61	
58	Administrative Secretary III	1.00	1.00		18,720		18,80	
56	Administrative Secretary i	0.00	1.00		0		14,53	
	Sub-Total	3.00	4.00	\$	140,904	\$	156,82	
PHY	SICAL HEALTH GENERAL ADMINISTRATION							
23	Deputy Director, Physical Health Services	1.00	1.00	\$	44,640	\$	44,50	
14	Analyst IV	1.00	1.00		35,112		38,25	
58	Administrative Secretary III	1.00	1.00		18,720		18,80	
	Sub-Total	3.00	3.00	\$	98,472	\$	101,56	
PUB	LIC HEALTH GENERAL ADMINISTRATION							
21	Deputy Director, Public Health Services	1.00	1.00	\$	75,204	\$	74,880	
25	Principal Clerk	1.00	1.00		21,540		21,384	
45	Supervising Clerk	1.33	1.33		25,232		25,32	
58	Administrative Secretary III	1.00	1.00		18,720		18,80	
50	Stenographer	0.50	0.50		7,116		6,65	
00	Intermediate Clerk Typist	2.00	2.00		26,952		27,33	
	Sub-Total	6.83	6.83	\$	174,764	\$	174,38	
3 9	Extra Help	0.50	0.50		15,824		7,32	
	TOTAL	19.33	20.33	\$	657,490	\$	675,27	
	Adjustments:			\$	203 447	¢	102 20	
	County Contributions and Benefits Salary Settlement Costs Special Payments:			\$	203,447 0	\$	192,26 39,88	
	Premium Salary Adjustment				10,000 28,639		10,000	
	Salary Savings				(3,799)		(17,539	
	Total Adjustments			\$	238,287	\$	224,618	
	TOTALS:	19.33	20.33	\$	895,777	\$	899,889	

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983–84 Budget	1984~85 Adopted
Social Services Bureau					
Adult Social Services	\$ 12,988,096	\$ 9,303,18 7	\$ 9,673,847	\$ 9,736,102	\$ 9,754,606
Initial Child Protective Svs.	5,297,721	5,279,933	5,377,511	5,939,975	6,573,392
Continuing Child Protective Services	6,731,171	6,812,119	8,426,679	7,916,937	9,736,001
Community Action Partnership	8,499,006	6,633,567	7,627,807	7,577,292	7,804,136
Employment Services Bureau					
Employment Development	4,190,756	4,290,500	4,543,498	6,750,076	5,935,795
Workfare/Exp. Work Experience	602,506	778,460	1,595,915	1 ,69 8,786	1,546,697
Income Maintenance Bureau					
Aid to Familles with Depen- dent Children	179,855,084	195 ,9 02 ,6 40	209,537,750	196,609,83 0	225,041,945
Aid to Families with Depen- dent Children - Foster Care	17,056,311	19,394,251	19,432,053	18,643,472	19,610,333
Eligibility Review	1,717,502	1,542,457	1,178,267	1,561,902	1,866,491
Food Stamp Administration	2,807,110	2,529,838	3,464,752	3,613,205	3,584,239
General Relief	4,679,075	5,530,162	5,073,295	5,963,645	5,434,236
Medi-Cal	6,889,163	6,548,302	5,891,801	6,849,628	6,556,919
Refugee Assistance	29,986,579	24,452,549	15,864,157	15,610,741	14,833,850
Management Services Bureau	4,522,552	4,051,682	4,424,083	4,495,899	5,097,469
Department Administration	576,281	651,507	720,800	750,898	824,221
Fixed Assets	23,521	37,418	36,028	39,798	307,815
Total Direct Costs	\$286,422,434	\$ 293,738,572	\$302,868,243	\$293, 758, 18 6	\$324,510,145*
Funding	262,984,016	269,278,998	277,916,409	267,607,967	295,066,686
Net Program Cost	\$ 23,438,418	\$ 24,459,574	\$ 24,951,834	\$ 26,150,219	\$ 29,443,459
Staff Years	2,300.00	2,207.25	2,089.00	2,220.50	2,130.25

* This appropriation includes \$1.7 million from a total of \$3.0 million in unanticipated revenues from SB 14. These funds were received in October 1984 after Final Budget Adoption and will be used to offset 1984-85 salary increases. The \$1.7 million is shown here to reflect a more accurate picture of salaries and benefits for this department, but has not been included in the line item summary on p. III of this document. To do so would have distorted the overall adopted budget total for the County. PROGRAM:ADULT SOCIAL SERVICES# 2704MANAGER:DONALD DUDLEYDepartment:SOCIAL SERVICES# 3900Ref:1983-84 Final Budget - Pg:188Authority:The in Home Supportive Services (IHSS) function is mandated by Title XX of the Social SecurityAct and Section 10800 and 12300-12308 of the Weifare and Institutions (W & I) Code; the Adult ProtectiveService function by Title XX and W & I Code Sections 10800 and 12251; and the Conservatorship function by W &I Code 10800 and 5350.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983–84 Budge†	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 5,728,120	\$ 5,119,610	\$ 4,994,696	\$ 5,234,492	\$ 4,671,723
Services & Supplies	401,756	369,329	331,808	361,610	340,672
IHSS Contract	6,858,220	3,814,248	4,347,343	4,140,000	4,742,211
TOTAL DIRECT COSTS	\$ 12,988,096	\$ 9,303,187	\$ 9,673,847	\$ 9,736,102	\$ 9,754,606
FUNDING	11,277,999	8,138,753	8,231,671	7,912,880	7,828,243
NET COUNTY COSTS	\$ 1,710,097	\$ 1,164,434	\$ 1,442,176	\$ 1,823,222	\$ 1,926,363
STAFF YEARS	241.00	209.00	177.50	189.00	163.00
PERFORMANCE INDICATORS: (Mc	• •				
Adults Provided IHSS	6,518	6,622	6,997	6,900	7,200
Adults Provided Protective	1 700	0/7	6 00		
Services Adults Provided	1,300	867	922	1,000	900
Conservatorship Services	1,840	1,876	1,716	1,700	1,750

PROGRAM DESCRIPTION:

The in Home Supportive Services (IHSS) Program helps aged and disabled persons to remain safely in their own homes. Social workers provide case management services. They determine eligibility, financial share of cost, assess need for care, authorize number of hours and types of service, keep case records, authorize payment to homemaker providers and assist clients to obtain other services when needed. Actual homemaker services are provided by individual providers hired by the clients or by homemakers hired by a private agency contracted with for this purpose. Individual provider payments are handled by a state-wide, state financed payroll system. The contract agency has its own payroll system.

The major types of services available are domestic, meal and personal services. Domestic services include cleaning, washing, shopping and vacuuming. Meal services include food preparation, serving and clean-up of meals. Personal services include assistance with dressing, bathing, walking, getting into and out of bed and using the restroom.

DEPARTMENT: SOCIAL SERVICES

PROGRAM DESCRIPTION (continued)

The In Home Supportive Services Contract Program consists of a contract with a private agency to provide direct homemaker services through trained and supervised providers. The current contractor is Upjohn Healthcare Services. The current contract period is March 1, 1984 through November 30, 1984. The maximum number of hours of service to be provided is 536,250 at a rate of \$6.30 per hour for this nine month period. For a full year period, an estimated 715,000 hours of service would be provided. The County staff assigned to this program monitor the contract through random field reviews, bi-weekly claim audits, client surveys, follow-up on client complaints and regular reviews of contractor records.

The Adult Protective Services (APS) Program assists adults who are neglected, exploited or who are in circumstances which may endanger their health and safety. Social workers assess need for services, provide shortterm problem solving, assist in finding appropriate out-of-home living arrangements and arrange for other services such as financial aid, medical help, transportation, and homemaker assistance. The objective of this program is to remove or alleviate abuse and danger as quickly as possible. The social worker then links the adult to other resources, so that any ongoing needs for counseling, supervision and supportive services are met.

The Conservatorship Program provides case management services to those whom the Superior Court has found to be gravely disabled and a danger to themselves or others. Social workers develop a treatment plan and arrange for basic needs such as food, clothing, shelter and medical care when necessary. A primary objective of the program is to move conservatees into less restrictive and less costly facilities as their mental health and ability to function independently improves.

The program does not deal with estates or property, but only with care of the person. It is funded by Short-Doyle funds through an interdepartmental agreement with the County Department of Health Services.

1983-84 ACTUAL:

- Due to the SB14 mandated increase in contact requirements in the children service programs, midyear reallocations of staff were made from this program to the children's programs.
- Caseloads are up as demands for adult services have steadily increased.

1984-85 ADOPTED BUDGET:

The demands of SB14 on the provision of child protection services has resulted in a necessary realignment and a transfer of staff from Adult Protective Services and IHSS to the Child Protective Services programs. The net staff reduction for Adult Social Services is 26 staff years.

The major revisions to the Adult Social Services programs are summarized below:

- 1. In-Home Support Services
 - Twenty staff were eliminated from the program (1 Public Health Nurse, 2 Social Work Supervisor, 16 Senior Social Workers, and 1 Eligibility Technician). Thirteen Social Workers were transferred to Child Protective Services and the Eligibility Technician was transferred to Adult Protective Services.
 - Six Intermediate Clerk typist positions added to the program. The clerks will process all the paperwork formerly completed by Social Workers.

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

1984-85 ADOPTED BUDGET: (Continued)

- 2. In-Home Support Services Contract
 - o The State allocation for IHSS is used for payment to individual providers of homemaker services and for the IHSS contract with Upjohn. A portion of the allocation requires a 10% match. As the number of clients served and the amount of funds used increases, more of the portion earmarked for contracting requires matching funds. This budget reflects the \$4,392,211 in State IHSS revenue allocated for contracting. The increase in the County's portion of that contract from \$101,707 to \$350,000 is a result of the increased amount of the allocation that requires a match.
- 3. Adult Protective Services
 - Fifteen staff were eliminated from the program (1 Senior Social Work Supervisors, 1 Social Services Admin. 11, 11 Social Workers, and 2 Intermediate Clerk Typists). All of those positions transferred to Child Protective Services. The total number of staff eliminated has changed from sixteen in the proposed budget to fifteen in the adopted budget. This resulted from the Board's approval of the Department's request to restore one Senior Social Work Supervisor to this program.
 - o Two Eligibility Technicians were added to the program and one was transferred from IHSS to assume responsibility for the most routine functions of the banked cases.

4. Conservatorship

 A reclassification of a Social Worker Supervisor to a Senior Social Work Supervisor was requested and adopted. The higher classification is required to supervise MSW staff.

PROGRAM REVENUES BY SOURCE:

Refugee Social Services revenue has been significantly reduced during fiscal year 1983-84 and is questionable for fiscal year 1984-85. Therefore, revenue has not been anticipated in this budget.

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
Social Services Block Fund (Title XX) (25\$ match required)	\$2,931,157	\$2,922,668	\$2,529,392
Short-Doyle (10% match required)	874,241	887,193	906,640
Refugee Social Services	34,096	64,726	0
in-Home Supportive Services (up to 10% match required)	4,373,770	4,038,293	4,392,211
Non-Medical Out-of-Home Care	18,407	0	. 0
TOTAL	\$8,231,671	\$7,912,880	\$7,828,243

1984-85 OBJECTIVES:

1. To make initial contact on 95% of all in-Home Supportive Service referrals within seven days.

- 2. To make initial contact on 95% of all Adult Protective Service referrals within five days.
- 3. To make initial contact on 95% of all new Conservatorship cases within five days.
- 4. To terminate Conservatorship on a minimum of 15 persons per month for whom treatment services have been successful.
- 5. To provide in-Home Support Services to 7,200 eligible blind, aged or disabled adults so they remain in their homes.
- 6. To keep the complaint level of clients served by the contractor below a 5% caseload tolerance level.

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

		BUDGET ST	BUDGET STAFF - YEARS			SALARY AND BENEFITS COST				
Class	Title	1983-84 Budget	1984-85 Adopted		1983-84 Budget		1984-85 Adopted			
5296	Soc Svcs Admin IV	1.00	1.00	\$	39,229	\$	40,181			
2757	Admin Sec II	1.00	1.00		17,482		18,013			
	Sub-Total	2.00	2.00	\$	56,711	\$	58,194			
3944	n-Home Supportive Services									
5289	Soc Svcs Admin 111	1.00	1.00	\$	35,553	\$	36,440			
5248	Program Assistant	1.00	1.00		27,867		28,557			
4565	Public Hith Nurse	1.00	0		25,073		0			
5270	Social Work Supv	7.00	5.00		192,626		140,100			
5260	Sr Social Worker	55.00	39.00		1,364,385		992,901			
5222	Eligibility Supv	1.00	1.00		21,400		21,761			
5221	Eligibility Technician	6.00	5.00		106,920		91,705			
2730	Sentor Clerk	5.00	5.00		81,915		83,296			
4911	Soc Svcs Aid II	4.00	4.00		57,564		59,404			
2708	CRT Operator	6.00	6.00		83,053		84,796			
2700	Intermediate Clerk Typist	22.00	28.00		291,844		375,466			
	Sub-Total	109.00	95.00	\$	2,288,200	\$	1,914,426			
3945 I	HSS Contract									
5287	Soc Svcs Admin I	1.00	1.00	\$	29,996	\$	30,737			
2412	Analyst II	3.00	3.00		76,950		80,742			
2730	Senior Clerk	1.00	1.00		16,383		16,661			
2700	Intermediate Clerk Typist	2.00	2.00		25,725		26,945			
2493	Inter Acct Clerk	1.00	1.00		12,025	_	13,644			
	Sub-Total	8.00	8.00	\$	161,079	\$	168,729			
3919 A	dult Protective Services									
5288	Soc Svcs Admin II	1.00	0	\$	32,244	\$	0			
5263	Sr Soc Work Supv	3.00	2.00		92,931		63,062			
5248	Program Assistant	1.00	1.00		27,867		28,557			
5261	Sr Soc Wkr, MSW	4.00	4.00		110,744		114,812			
5266	Social Worker, MSW	12.00	6.00		304,380		156,228			
5260	Sr Social Worker	5.00	0		124,035		0			
5221	Eligibility Technician	0	3.00		0		47,508			
2708	CRT Operator	1.00	1.00		14,592		14,811			
4911	Soc Svcs Aid II	2.00	2.00		28,782		29,702			
2700	Intermediate Clerk Typist	5.00	3.00		65,724		41,823			
	Sub-Total	34.00	22.00	\$	801,299	\$	496,503			

PROGRAM: ADULT SOCIAL SERVICES continued (Page 2)

DEPARTMENT: SOCIAL SERVICES

		BUDGET ST	BUDGET STAFF - YEARS			SALARY AND BENEFITS COST			
	Title	1983-84	1984-85		1983-84		1984-85		
Class		Budget	Adopted		Budget		Adopted		
3943 C	conservatorship Services								
5288	Soc Svcs Admin II	1.00	1.00	\$	32,244	\$	33,044		
5263	Sr Soc Work Supv	2.00	3.00		61,954		89,664		
5270	Soc Work Supv	1.00	0		. 27,518		0		
5261	Sr Soc Worker, MSW	3.00	3.00		74,729		78,021		
5266	Social Worker, MSW	16.00	16.00		404,977		415,444		
5260	Sr Social Worker	5.00	5.00		124,035		127,295		
4911	Soc Svcs Aid II	3.00	3.00		43,173		44,553		
2700	Intermediate Clerk Typist	5.00	5.00		67,461		69,919		
	Sub-Total	36.00	36.00	\$	836,091	\$	857,940		

ADJUSTMENTS:				
County Contribution/Benefits			\$ 1,100,517	\$ 975,969
Salary Settlement Costs			0	222,432
Bilingual Compensation			34,275	10,920
Worker's Comp and UIB			67,482	56,631
Salary Savings			(111,162)	(90,021)
PROGRAM TOTALS:	189.00	163.00	\$ 5,234,492	\$ 4,671,723

1

PROGRAM: INITIAL CHILD PROTECTIVE SERVICES Department: SOCIAL SERVICES

27001 3900

MANAGER: DONALD DUDLEY

Ref: 1983-84 Final Budget - Pg: 192

Authority: Child Protective Services: Title XX, Federal and Social Security Act; Code of Federal Regulations. Title 45, Chapter 11, Part 228, and Welfare and Institutions (W & 1) Code, Sections 16500, 300 and 900 Inclusive. Article 1 (Section 206), Article 5 (Section 272), and Article 23 (Sections 850 and 851) of the W & I Code; California Comprehensive Annual Service Plan.

#

	1981–82 Actual	1982-83 Actual	1983-84 Actual	1983–84 Budget	1984–85 Adopted
COSTS					
Salaries & Benefits	\$ 4,876,334	\$ 4,864,400	\$ 5,020,179	\$ 5,550,564	\$ 6, 158,963
Services & Supplies	421,387	415,533	357, 332	389,411	414,429
TOTAL DIRECT COSTS	\$ 5,297,721	\$ 5,279,933	\$ 5,377,511	\$ 5,939,975	\$ 6,573,392
FUNDING	4,118,687	3,340,432	3,705,720	3,804,732	4,148,090
NET COUNTY COSTS	\$ 1,179,034	\$ 1,939,501	\$ 1,671,791	\$ 2,135,243	\$ 2,425,302
STAFF YEARS	215.25	192.25	174.00	195.00	201.00
PERFORMANCE INDICATORS: (Number of Children Admitte					<u></u>
for Emergency Shelter Car	re 300	304	309	285	325
Number of Requests for Ini Service	itial 3,311	4,565	6,206	4,190	4,950

PROGRAM DESCRIPTION

Protective services to children are required under provisions of federal and state law. The Department of Social Services is the agency designated by law to receive and investigate complaints of child abuse and neglect. The Department is required to provide in-home supervision and out-of-home placement services to children needing protection.

Recent studies by the Child Welfare League indicate that an estimated 2.3% of all children under 18 are subjected to abuse, neglect or exploitation. Reported incidence of child abuse continues to rise as the public gains awareness and the reporting requirements are strengthened by law.

PROGRAM: INITIAL CHILD PROTECTIVE SERVICES DEPARTMENT: SOCIAL SERVICES

PROGRAM DESCRIPTION: INITIAL CHILD PROTECTIVE SERVICES (Continued Page 2) DEPARTMENT: SOCIAL SERVICES

Initial Services receives and investigates reports of child abuse and neglect from all sources in the community. Initial Services social work staff assess the need for child protective services and determine the level of intervention necessary. Services may be provided on a voluntary basis in the child's own home, on a voluntary short term placement basis, or under the jurisdiction of the Juvenile Court. Initial Services provides 24-hour screening and response services and short-term placement services.

Emergency Shelter Care is provided to children taken into custody by law enforcement or by juvenile court order. Emergency Shelter Care is provided at Hillcrest Receiving Home, at contracted private group homes and at specialized foster homes. Hillcrest is the County-operated central receiving facility for the housing or diversion of children into specialized foster homes or into contracted private group homes.

In 1982-83, Hillcrest Receiving Home shifted from use as a 40-bed detention facility to house three major program components: the County-operated 10-bed emergency care facility; a contractor-operated 20-bed independent group home for short-term placement; and an independent childrens' residential program operated in space leased from the County.

.

1983-84 ACTUAL:

Due to the newly mandated contact requirements of SB14, midyear reallocations of staff were necessary within the Social Services Bureau programs which resulted in adding staff years to this program.

1984-85 ADOPTED BUDGET:

Summarized below are the major revisions to the Emergency and Court Services, initial Services and Emergency Shelter Care programs that were required to provide immediate response in child protection situations.

The passage of Senate Bill 14 instituted major changes designed to reduce the placement of children away from their own homes. The goal is to keep children with their families or to establish permanent placement for any child in out-of-home care who cannot be reunited with his or her family. Major changes prescribed by SB14 include more intense services and frequent contact with the client in the initial phases. The intent is to resolve the problems and close as many cases as possible before the more permanent, long-term protective arrangements are necessary.

Emergency and Court Services

o One Senior Social Worker Supervisor position (from Adult Services) has been added to this program to help equalize the worker-supervisor ratio throughout the Child Protective programs.

Initial Services

o One Senior Social Work Supervisor position (from Adult Services) was added to this program to help equalize the worker-supervisor ratio throughout the Child Protective programs.

PROGRAM: INITIAL CHILD PROTECTIVE SERVICES DEPARTMENT: SOCIAL SERVICES

1984-85 ADOPTED BUDGET: (Continued)

Hillcrest - Emergency Shelter Care

- o County funds in the amount of \$608,880 will be used to fund Hillcrest. The emergency response and placement staff continue to be funded from Title XX Block Grant revenues.
- Three Social Worker, MSW positions (from Adult Services) have been added to this program in order to help meet the SB14 mandates requiring more intensive service levels in responding to and opening child protective cases. One Senior Clerk has been added to provide supervision of the clerical staff.
- Three Residential Care Supervisors were reclassified to Social Work Supervisor. One additional Social Work Supervisor was added to the program to provide adequate supervision for this 24 hour facility.

PROGRAM REVENUES BY SOURCE:

REVENUE:

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
Social Services Block Fund (Title XX) (25\$ match required)	\$1,519,605	\$2,129,322	\$2,206,184
Emergency Assistance (25% match required)	2,165,134	1,669,903	1,941,906
Child Nutrition	20,981	5,507	0
TOTAL	\$3,705,720	\$3,804,732	\$4,148,090

1984-85 OBJECTIVES:

- 1. To assign 100% of the requests for Child Protective Services to Emergency Response/Intake for field investigation.
- 2. To complete investigations and services in 85% of cases assigned in 30 days or less.
- 3. To limit the average length of stay in Hillcrest Receiving Home to three days.
- 4. To limit the number of cases assigned to Family Maintenance and Reunification to 15% of cases assigned to Emergency Response or Initial Services.

1

.

PROGRAM: INITIAL CHILD PROTECTIVE SERVICES

1

DEPARTMENT: SOCIAL SERVICES

		BUDGET ST	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST				
		1983-84	1984-85		1983-84		1984-85		
Class	Title	Budget	Adopted		Budget		Adopted		
5296	Soc Svcs Admin IV	1.00	1.00	\$	39,229	\$	40,181		
2757	Admin Sec II	1.00	1.00		16,040		18,013		
	Sub-Total	2.00	2.00	\$	55,269	\$	58,194		
3983 E	mergency & Court Services								
5289	Soc Svcs Admin III	1.00	1.00	\$	35,553	\$	36,440		
5263	Sr Soc Work Supv	1.00	3.00		30,977		94,593		
5261	Sr Soc Wkr, MSW	2.00	3.00		56,926		86,032		
5248	Program Assistant	1.00	1.00		27,867		28,557		
5270	Soc Work Supv	4.00	4.00		108,072		109,910		
5266	Soc Wkr, MSW	12.00	27.00		303,003		657,973		
5260	Sr Soc Wkr	37.00	30.00		934,361		763,169		
2745	Supv Clerk	1.00	1.00		19,060		19,364		
2730	Senior Clerk	1.00	1.00		14,383		14,953		
3009	Word Proc Operator	2.00	2.00		24,763		25,230		
4911	Soc Svcs Aid II	4.00	4.00		56,784		58,602		
2708	CRT Operator	1.00	1.00		13,447		14,371		
2700	Intermediate Clerk Typist	11.00	11.00		146,394		146,843		
	Sub-Total	78.00	89.00	\$	1,771,590	\$	2,056,037		
<u>3987 I</u>	nitial Services								
5288	Soc Svs Admin 11	1.00	1.00	\$	32,244	\$	33,044		
5263	Sr Soc Work Supv	6.00	6.00		185,862		189,186		
5261	Sr Soc Wkr, MSW	9.00	8.00		251,667		229,419		
5266	Soc Wkr, MSW	31.00	16.00		741,589		389,909		
5260	Sr Soc Wkr	15.00	22.00		361,361		559,658		
4911	Soc Svcs Aid II	1.00	1.00		14,196		14,650		
2708	CRT Operator	1.00	1.00		13,446		14,370		
2700	Intermediate Clerk Typist	13.00	13.00	<u> </u>	173,008		173,542		
	Sub-Total	77.00	68.00	\$	1,773,373	\$	1,603,778		

PROGRAM: INITIAL CHILD PROTECTIVE SERVICES (continued pg. 2)

DEPARTMENT: SOCIAL SERVICES

	BUDGET ST	BUDGET STAFF - YEARS		BENEFITS COST
Class Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted
3984 Hillcrest-Emergency Shelter Care				
5289 Soc Svcs Admin III	1.00	1.00	\$ 35,553	\$ 36,145
5263 Sr Soc Work Supv	2.00	2.00	58,514	63,062
5261 Sr Soc Wkr, MSW	2.00	2.00	55,912	57,124
5248 Program Assistant	1.00	1.00	27,867	28,557
5270 Social Work Supv	3.00	4.00	76,883	104,852
5266 Soc Wkr, MSW	2.00	5.00	50,276	96,617
5260 Sr Soc Wkr	6.00	6.00	149,170	152,754
5072 Child Care Wkr	9.00	9.00	141,743	150,565
2730 Senior Clerk	0	1.00	0	16,330
2700 Intermediate Clerk Typist	7.00	7.00	93,823	94,204
Temp & Seasonal	5.00	4.00	60,000	43,670
Sub-Total	38.00	42.00	\$ 749,741	\$ 843,880
ADJUSTMENTS:				
County Contribution/Benefits			\$ 1,149,027	\$ 1,213,182
Salary Settlement Costs				293,243
Bilingual Compensation			24,166	16,800
Overtime			91,232	144,877
Worker's Comp and UIB			62,898	47,961
Salary Savings			(126,732)	(118,989
PROGRAM TOTALS:	195.00	201.00	\$ 5,550,564	\$ 6,158,963

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES # 27001 MANAGER: DONALD DUDLEY Department: SOCIAL SERVICES # 3900 Ref: 1983-84 Final Budget - Pg: 195 Authority: Child Protective Services: Title XX, Federal and Social Security Act; Code of Federal Regulations, Title 45, Chapter II, Part 228, and Welfare and Institutions (W & 1) Code, Sections 16500, 300 and 900 inclusive. Adoption Services: Civil Codes 221-239; W&I Codes 16100-16130; California Admin. Code, Title XXII, Probate Code 1440-1444. Boarding Home Licensing: Health and Safety Code Section 1500; California Admin. Code, Title XXII.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 5,674,897	\$ 5,661,426	\$ 7,529,987	\$ 6,886,435	\$ 8,550,562
Services & Supplies	490, 396	483,618	405,664	442,088	572,854
Support & Care	25,000	24,974	6,859	25,000	25,000
Provider Payments	540,878	642,101	484,169	563,414	589,585
TOTAL DIRECT COSTS	\$ 6,731,171	\$ 6,812,119	\$ 8,426,679	\$ 7,916,937	\$ 9,738,001
FUNDING	5,567,598	5,426,571	6,615,152	6,068,633	7,782,346
NET COUNTY COSTS	\$ 1,163,573	\$ 1,385,548	\$ 1,811,527	\$ 1,848,304	\$ 1,955,655
STAFF YEARS	250.50	223.75	259.50	244.75	277.75
Number of Persons Receivi	-		1.000	1.075	2 000
Adoption Services License Actions	1,202 432	1,743 393	1,920 323	1,965 375	2,000 420
Number of Children Receiv		292	225	515	420
Family Maintenance/Reuni	-				

PROGRAM DESCRIPTION:

There are children in the community who are physically or sexually abused, neglected or exploited, or who have no permanent home or family to care for and support them. These children and their parents or caretakers are provided a range of services through the Continuing Child Protective Services Program, which consists of four major sections: Family Maintenance and Reunification, Adoptions, Permanent Placement, and Licensing.

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

PROGRAM DESCRIPTION (Continued)

Family Maintenance and Reunification Services combines two programs mandated by S.B.14 into one organization unit. <u>Family Maintenance Services</u> are provided to protect children who remain in their own homes or who are returned to their own homes from out-of-home care. This service seeks to stabilize the family and to improve and monitor home conditions so that the child is no longer endangered. <u>Family Reunification Services</u> are provided when it has been necessary to protect a child by removal from his own home and through placement in a safe setting such as a foster home. This service is intended to effect the earliest possible safe return of the child to his own home by eliminating or modifying the home conditions which necessitated the removal.

Those children for whom continued services toward return to or maintenance in their own homes is not appropriate are assessed for Adoption or Permanent Placement. Adoption Services are provided in cases where it is appropriate for the child's future welfare to become legally free from the natural parents. Permanent Placement Services are provided in instances where neither return to the home or adoption is feasible. Permanent Placement includes guardianship, long-term foster care, evaluation of group homes providing residential care for children and the recruitment and development of respite care homes and child care services. The Licensing section fulfills State law requirements that community facilities, including family homes caring for unrelated children, be licensed. Licensing activity includes inspection and evaluation of family homes.

1983-84 ACTUAL:

The passage of Senate Bill 14 instituted major program changes designed to reduce the placement of children away from their own homes. The intent is to keep children with their families or to establish permanent placement for any child in out-of-home care who cannot be reunited with his or her family. Major changes prescribed by SB14 include more frequent contact with the clients and an increased review of placements by the juvenile court.

The Continuing Child Protective Services program was unable to comply with the mandates of SB14. The cases that are not closed in Initial Services and therefore referred to the Continuing Child Protective program required a more intensive level of service. That situation plus the time restrictions of SB14 have increased the demand on the Continuing Child Protective staff. Management found it necessary to reallocate staff from the Adult Service programs in order to comply with the regulations of SB14.

1984-85 ADOPTED BUDGET:

Summarized below are the major revisions to the Continuing Child Protective Services program as it has been redesigned to comply with SB14.

Family Maintenance and Reunification

- In order for this program to fulfill the State requirements as to frequency and level of service, twelve staff were transferred from Adult Services; ten Senior Social Workers and two Intermediate Clerk Typists.
- o Two reclassifications were approved: Clinical Psychologist to Senior Clinical Psychologist and Word Processing Center Supervisor to Principal Clerk.

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

1984-85 ADOPTED BUDGET: (Continued)

Adoption Services

One Senior Social Work Supervisor position was transferred to this program from Adult Services in order to more equitably align the worker-supervisor ratio throughout the Social Services Bureau.

Permanent Placement

- Fourteen staff were added to this program in order to comply with SB14 requirements. Eleven of the positions (3 Social Workers MSW, and 8 Senior Social Workers) transferred from the Adult Services program. Two Intermediate Clerk Typists and one Eligibility Technician were added.
- o A reclassification of a Senior Social Worker position to Program Assistant was approved.
- A reclassification of a Social Work Supervisor to a Senior Social Work Supervisor was approved. 0

Licensing

Due to additional State revenue, six staff were added to this program by the Board on October 18. o 1983(46).

PROGRAM REVENUES BY SOURCE:

Refugee Social Services revenue has been significantly reduced during fiscal year 1983-84 and is questionable for fiscal year 1984-85. Therefore, revenue has not been anticipated in this budget.

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
Social Services Block Fund (Title XX) (25% match required)	\$3,497,837	\$2,923,091	\$3,520,525
Licensing Contract (no match required)	932,336	811,478	1,135,918
Adoptions Contract (no match required)	1,441,042	1,439,718	2,233,161
Refugee Social Services (no match required)	50,500	77,848	0
Refugee Unaccompanied Minor (no match required)	214,404	215,733	174,250
Department of Education Child Care	459,350	570,765	580,860
Revenue Sharing DOE Child Care (maintenance of effort)	0*	0	105,332
Adoption fees	19,683	30,000	32,300
TOTAL	\$6,615,152	\$6,068,633	\$7,782 ,3 46

* An accounting change in the treatment of Revenue Sharing resulted in the DOE maintenance of effort shown as County cost in 1983-84 and as a revenue in 1984-85.

1984-85 OBJECTIVES:

- 1. To provide Family Maintenance/Reunification or Permanent Placement services to 3962 children monthly.
- 2. To close 5% of cases each month.
- 3. To reduce by 25% the time required to process adoptive applicant approvals/denials and free children for adoptive placement.
- 4. To maintain the response time to citizen complaints on licensing violations at 3.5 days. -229-

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

		BUDGET ST	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST				
Class	Title	1983-84 Budge†	1984-85 Adopted	1983-84 Budget	1984-85 Adopted				
5296	Soc Svcs Admin IV	1.00	1.00	\$ 39,229	\$ 40,181				
2757	Admin Sec II	1.00	1.00	17,482	18,013				
	Sub-Total	2.00	2.00	\$ 56,711	\$ 58,194				
3986 F	amily Maintenance &								
Reunif	ication								
5087	Sr. Clinical Psychologist	0	1.00	\$ 0	\$ 37,190				
5289	Soc Svcs Admin 111	1.00	1.00	35,553	36,440				
5045	Clinical Psychologist	1.00	0	31,994	0				
5263	Sr Soc Work Supv	7.00	7.00	216,839	220,717				
5261	Sr Soc Wkr, MSW	13.00	13.00	360,430	372,857				
5266	Social Wkr, MSW	27.00	27.00	678,918	699,030				
5260	Sr Soc Wkr	7.00	17.00	168,510	432,475				
2725	Principal Clerk	0	1.00	0	21,296				
3010	Word Proc Crt Supv	1.00	0	17,682	0				
2730	Senior Clerk	1.00	1.00	15,133	16,661				
2708	CRT Operator	1.00	1.00	14,592	14,811				
4911	Soc Svc Ald II	13.00	13.00	187,083	190,147				
3009	Word Proc Operator	2.00	2.00	27,814	26,147				
2700	Intermediate Clerk Typist	13.00	15.00	178,791	207,703				
	Sub-Total	87.00	99.00	\$ 1,933,339	\$ 2,275,474				
3988 A	doptions								
5288	Soc Svcs Admin 11	1.00	1.00	\$ 32,244	\$ 33,042				
5263	Sr Soc Work Supv	4.00	5.00	117,027	157,655				
5248	Program Assistant	1.00	1.00	28,401	28,557				
5261	Sr Soc Wkr, MSW	12.00	12.00	335,340	343,997				
5266	Soc Wkr, MSW	29.25	29.25	736,552	742,976				
3008	Sr Word Proc Opr	1.00	1.00	16,383	16,908				
2730	Senior Clerk	2.00	2.00	30,059	30,789				
2 708	CRT Operator	1.00	1.00	14,202	14,811				
2903	Legal Proc Clerk	2.00	2.00	27,840	28,600				
3009	Word Proc Operator	2.00	2.00	29,269	30,466				
2760	Steno	1.00	1.00	15,169	15,619				
2 700	Intermediate Clerk Typist	10.00	10.00	136,281	140,740				
	Sub-Total	66.25	67.25	\$ 1,518,767	\$ 1,584,160				

.

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES (continued Page 2)

DEPARTMENT: SOCIAL SERVICES

		BUDGET ST	AFF - YEARS		SALARY AND BENEFITS COST				
Class Title		1983-84 Budget	1984-85 Adopted		1983-84 Budget		1984-85 Adopted		
3985 F	Permanent Placement								
5289	Soc Svs Admin III	1.00	1.00	\$	35,553	\$	36,440		
5263	Sr Soc Work Supv	5.00	6.00		139,285		165,556		
5270	Soc Work Supv	1.00	0		24,518		0		
5261	Sr Soc Wkr, MSW	5.00	5.00		141,725		142,846		
5248	Program Assistant	1.00	2.00		27,867		55,121		
5266	Soc Wkr, MSW	7.00	10.00		176,286		252,791		
5260	Sr Soc Wkr	25.00	32.00		600,850		798,952		
2425	Asso Accountant	1.00	1.00	1	24,926		25,228		
5221	Eligibility Technician	0	1.00		0		15,836		
2730	Senior Clerk	1.00	1.00		15,529		16,661		
2700	Intermediate Clerk Typist	10.00	12.00		137,280		157,164		
4911	Soc Svs Aid II	5.00	5.00		64,138		68,923		
	Sub-Total	62.00	76.00	\$	1,387,957	\$	1,735,518		
3989 L	icensing								
5287	Soc Svcs Admin I	1.00	1.00	\$	28,996	\$	29,287		
5270	Soc Work Supv	2.00	3.00		60,036		79,680		
5260	Sr Soc Wkr	17.00	22.00		405,281		540,128		
2730	Senior Clerk	1.00	1.00		14,383		15,496		
2700	Intermediate Clerk Typist	5.50	5.50		73,304		77,242		
4911	Soc Svcs Ald	1.00	1.00		10,828		11,144		
	Sub-Total	27.50	33.50	\$	592,828	\$	752,977		

ADJUSTMENTS:		
County Contribution/Benefits	\$ 1,327,936	\$ 1,722,903
Salary Settlement Costs	0	407,113
Bilingual Compensation	27,746	9,660
Overtime	104,744	85,201
Worker's Comp and UIB	72,212	85,555
Salary Savings	(135,805)	(166,193)

PROGRAM TOTALS:	244.75	277.75	\$ 6,886,435	\$ 8,550,562

PROGRAM:COMMUNITY ACTION PARTNERSHIP# 27017MANAGER:G. TateDepartment:SOCIAL SERVICES# 3900Ref: 1983-84 Final Budget - Pg: 199Authority:Community Action Partnership is a Bureau within the Department of Social Services established by
Article XVI of the County Administrative Code and amended by Ordinance 5969(NS) 2-12-81.The Community Action
Partnership Program is funded by the Community Services Block Grant, Revenue Sharing, AB1733, AB2994, SB1246,
and AB90, to provide necessary social services to the County's poor and disadvantaged.

·····	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983–84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 469,937	\$ 373,449	\$ 425,426	\$ 424,552	\$ 431,981
Services & Supplies	36,650	45,032	43,446	47,341	50,061
Contracts	7,992,419	6,215,086	7,158,935	7,105,399	7,322,094
TOTAL DIRECT COSTS	\$ 8,499,006	\$ 6,633,567	\$ 7,627,807	\$ 7,577,292	\$ 7,804,136
FUNDING	4,687,483	2,974,183	7,465,263	7,541,275	7,783,568
NET COUNTY COSTS	\$ 3,811,523	\$ 3,659,384	\$ 162,544	\$ 36,017	\$ 20,568
STAFF YEARS	16.75	13.00	12.50	13.00	12.00
PERFORMANCE INDICATORS:	<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	<u> </u>			
Projects Administered	80	73	80	70	75
Number of Clients Served by Contract (per month)	6,775	6,268	7,403	6,268	7,329

PROGRAM DESCRIPTION:

The Community Action Partnership plans and provides services to the poor and disadvantaged through a combination of social service delivery systems. Revenue Sharing and Community Services Block Grant provide funding for the primary focus of self-sufficiency. Special emphasis is placed upon the needs of youth in the 10 to 17 year age group through Assembly Bill 90 and Revenue Sharing funds. Additionally, Revenue Sharing and Senate Bill 1246 are targeted to provide services to victims of domestic violence and child abuse. Assembly Bill 1733, Assembly Bill 2994 and Revenue Sharing funds are used to provide programs which prevent and remedy child abuse. With this funding, Community Action Partnership administers a total of 75 projects to provide a broad spectrum of services, including employment assistance, community organization, emergency assistance, residential care for ex-offenders, and services to the poor and disabled.

PROGRAM: COMMUNITY ACTION PARTNERSHIP

DEPARTMENT: SOCIAL SERVICES

1983-84 ACTUAL:

On November 1, 1983 (#21) and January 3, 1984 (#36), the Board of Supervisors accepted \$75,000 and \$50,400, respectively, in unanticipated Community Services Block Grants funds. The Board authorized contract expenditure of \$120,000 and administrative costs of \$5,400. Unanticipated Assembly Bill 90 funds of \$19,360 were accepted by the Board on December 13, 1983 (#40) and authorized for contract expenditures. The Board accepted on December 13, 1983 (#40) and on April 3, 1984 (#39) \$6,187 of Housing and Urban Development funds and approved the transfer of \$20,000 of general funds from the Department of Parks and Recreation. These funds were authorized for contract expenditures (\$68,806) and administrative costs (\$9,000). The net County cost increase of \$126,527 results from the County's underrealization of the Revenue Sharing funds required to fund contract obligations.

1984-85 ADOPTED BUDGET:

Revenues increase due to funding by AB2994 and Housing and Urban Development, an increase in available AB90 and Community Services Block Grant funds. The funding available for revenue sharing contracts is \$3,626,400.

One staff year Analyst III was deleted due to funding constraints. The remaining staff represent the minimum staff required to adequately monitor contracts and perform necessary administrative functions.

PROGRAM REVENUES BY SOURCE:

The Community Action Partnership program administers funds from seven different sources. The total revenue for 1984-85 will accrue from the following:

Revenue	1983-84	1983-84	1984-85
	Actual	Budget	Budget
Community Services Block Grant	\$1,546,049	\$1,447,090	\$1,482,950
Assembly Bill 90	1,542,828	1,542,031	1,667,602
Assembly Bill 1733	504,422	504,422	504,422
Senate Bill 1246	216,000	216,000	250,000
Refugee Resettlement	176,369	100,000	0
Housing and Urban Development	0	0	42,194
Assembly Bill 2994	0	0	210,000
Revenue Sharing	3,479,595	3,731,732	3,626,400
TOTAL	\$7,465,263	\$7,541,275	\$7,783,568

1984-85 OBJECTIVES

1. Increase community input by maintaining the six Regional Councils located within supervisorial districts.

2. Assist the Community Action Board in developing working relations with three public and private entities who deal with issues impacting the poor.

3. Review ten contract program standards to assure compliance with County and funding source policies.

PROGRAM: COMMUNITY ACTION PARTNERSHIP

DEPARTMENT: SOCIAL SERVICES

		BUDGET S	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST			
		1983-84	1984~85	1983-84	19	984-85		
Class	Title	Budget	Adopted	Budget	<u>Ac</u>	lopted		
5300	Deputy Director, CAP	1.00	1.00	\$ 39,229	\$ 4	10,181		
2413	Analyst III	2.00	1.00	64,240	3	32,941		
2412	Analyst II	4.00	4.00	105,246	11	15,972		
2505	Senior Accountant	1.00	1.00	29,543	2	29,991		
2425	Assoc Accountant	1.00	1.00	24,821	2	25,228		
2403	Accounting Tech	1.00	1.00	18,174	1	18,469		
2758	Admin Secretary 111	1.00	1.00	15,924	1	19,364		
2730	Senior Clerk	1.00	1.00	16,383	1	16,661		
2760	Stenographer	1.00	1.00	13,872	1	15,014		
	Sub-Total	13.00	12.00	\$ 327,432	\$ 31	13,821		

ADJUSTMENTS:				
County Contribution/Benefits			\$ 97,304	\$ 100,594
Salary Settlement Costs			0	20,568
Bilingual Compensation			840	1,680
Worker's Comp and UIB			3,733	3,714
Salary Savings			(4,757)	(8,396)
PROGRAM TOTALS:	13.00	12.00	\$ 424,552	\$ 431,981
			-	

PROGRAM: EMPLOYMENT DEVELOPMENT	# 27008	MANAGER: T. SCHWEND
Department: SOCIAL SERVICES	# 3900	Ref: 1983-84 Final Budget - Pg: 202
Authority: This program was developed to implem	ent the Board of Supe	ervisors' policy of reducing welfare

dependency by providing employment to welfare recipients, under the auspices of Title IV-C of the Social Security Act, Welfare and Institutions Code, Section 5000 and 11300, the Job Training Partnership Act and the Refugee Act, as amended.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salarles & Benefits \$	3,092,334	\$3,166,556	\$ 3,494,885	\$3,558,971	\$ 3,528,367
Services & Supplies	395,135	702,232	428,472	463,933	687,917
Contracts	703,287	421,712	620,141	2,727,172	1,719,511
TOTAL DIRECT COSTS \$	4,190,756	\$ 4,290,500	\$ 4,543,498	\$ 6,750,076	\$ 5,935,795
FUNDING	3,549,745	3,760,068	4,161,313	6,272,381	5,172,525
NET COUNTY COSTS	641,011	\$ 530,432	\$ 382,185	\$ 477,695	\$ 763,270
 STAFF YEARS	118.00	148.00	125.75	135.50	116.00
PERFORMANCE INDICATORS:					
1) WIN/EPP/Refugee cases served	16,338	25,357	24,250	24,250	23,780
2) WIN/EPP cases closed for employment	1,714	2,018	4,236	2,888	4,000
3) Refugee clients employed	730	600	459	600	600
 WIN grant savings 	\$25.8 mil	\$16.7 mil	\$17.6 mil	\$18•5 mil	\$18.5 mil

PROGRAM DESCRIPTION:

Persons throughout the County seek public assistance for themselves and their families because they are unemployed or not self-sufficient. The Employment Development program seeks to reduce their dependency through promotion of employment as an alternative to public assistance.

Federal Work Incentive (WIN) funds are used to provide employment and training services to AFDC recipients which include: employment orientation, vocational counseling, skill training, on-the-job training, job search assistance, and placement. Related supportive services are also provided to remove barriers to employment. These include: development of child care, transportation, and counseling on housing, legal, and family problems.

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

PROGRAM DESCRIPTION (continued)

In the Refugee Orientation and Employment Program (ROEP), Federal Refugee funds are used to assist refugees who need language skills and adaptation to our economic system. To assist the refugees to become productive members of the community, the following services are provided: English as a Second Language (ESL) and Vocational Training, Job Readiness, Job Development and Placement.

The Employment Preparation Program (EPP) uses funds to work with the State Employment Development Department and the Regional Employment Training Consortium to provide AFDC clients with job placement and job search assistance.

The Refugee Targeted Assistance Program (RTAP) will support community projects that enhance refugee employment potential, and increase job finding and retention during 1984-85.

1983-84 ACTUAL:

The full RTAP revenue contract with the State of California was anticipated in the 1983-84 budget. Subsequent to the budget submittal, the contract was received for an 18 month period and presented to the Board of Supervisors on September 20, 1983. As a result, \$1,497,280 of the respective revenue contract was frozen for carryover into fiscal year 1984-85. On January 3, 1984(14), the Board authorized the addition of one Analyst ill and three Job Developer Counselor II staff years in the RTAP Program.

Midyear reductions in the refugee social services allocation and the ROEP revenue contract have necessitated a scaled down Refugee Orientation and Employment Program.

1984-85 ADOPTED BUDGET:

There was a net reduction of nineteen and one-half staff years in this program, primarily as a result of reductions in ROEP funding and an increase in Services and Supplies expenditures of \$231,422. Specific changes are:

Work Incentive Program (WIN)

Three Social Services Aide 11 positions were reclassified to Senior Social Worker. One Senior Social Worker was added to provide increased client access to professional job search assistance.

One and one-half intermediate Clerk positions were deleted to make funds available for professional staff.

Refugee Orientation and Employment Program (ROEP)

Twenty six and one-half staff years were deleted as a result of midyear funding reductions and uncertainty about the availability and amount of future revenue. The remaining program represents the staff that can be funded at known funding levels although the possibility of additional funding remains. In addition, the majority of the staff has previously been housed in space provided by the community college under the ESL contract. That space is no longer available. Therefore, \$96,000 is included in the budget to lease a suit-able facility.

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

1984-85 ADOPTED BUDGET: (Continued)

Job Training

While funding remains stable, an increase in services and supplies of \$148,551 was required by an accounting change which moved employer reimbursement for on the job training funds from contracts to services and supplies in offsetting amounts.

Employment Preparation Program (EPP)

One-half Social Work Supervisor staff year was adopted to provide adequate supervision of outstationed staff working at seven County-wide worksites.

Refugee Targeted Assistance Program (RTAP)

In addition to the Analyst III and three Job Developer Counselor II staff years added by the Board at midyear, one additional Job Developer Counselor II and three Social Services Aide II positions were adopted to increase the direct service component of this program. The Administrative Secretary I was deleted to provide more direct service positions.

PROGRAM REVENUES BY SOURCE:

The Federal government reduced the revenue available for refugee social services and training during fiscal year 1983-84. In addition there is a possibility that a new mechanism may be implemented to transfer refugee funds to local government. The revenues estimated for 1984-85 are based upon current contracts. Should additional revenue become available services will be restored. The following revenues are available to this program.

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
State WIN	\$ 16,604	\$ 0	0
Work Incentive (WIN) 90%	852,745	866,146	\$ 962,321
Employment Preparation Program (EPP)	1,384,786	1,325,177	1,386,984
Refugee Orientation and Employment Program (ROEP)	633,400	805,845	436,407
Refugee Social Services	197,390	352,914	0
Refugee Targeted Assistance Program (RTAP)	594,180	2,204,843	1,573,469
Job Training	482,208	717,456	813,344
τοτ	FAL \$ 4,161,313	\$ 6,272,381	\$ 5,172,525

1984-85 OBJECTIVES:

1. Place 4,000 participants in permanent, unsubsidized employment through the Employment Preparation Program.

2. Implement a welfare grant diversion component as part of the Welfare Reform Demonstration Project.

3. Place 600 participants in permanent, unsubsidized employment through the Refugee Program.

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

		BUDGET ST	TAFF - YEARS		SALARY AND BENEFITS COST		
		1983-84	1984-85		1983-84		1984-85
Class	Title	Budget	Adopted		Budget		Adopted
Employr	ment Preparation Division						
5296	Soc Svcs Admin IV	1.00	1.00	\$	37,608	\$	40,181
5248	Program Assistant	1.00	1.00		27,867		28,557
2757	Admin Sec II	1.00	1.00		15,205		13,368
	Sub-Total	3.00	3.00		80,680		82,106
Work	Incentive Program (WIN)						
5288	Soc Svcs Admin 11	1.00	1.00		32,244		33,044
5278	Soc Work Supv	2.00	2.00		52,541		55,896
5260	Sr Soc Worker	16.00	20.00		406,271		500,516
4911	Soc Svcs Aid II	3.00	0		43,173		0
2708	CRT Operator	1.00	1.00		12,325		14,811
2700	Intermediate Cierk	10.50	9.00		132,885		124,766
	Sub-Total	33.50	33.00	\$	679,439	\$	729,033
Emplo	oyment Preparation Program (EPP)						
5289	Soc Svcs Admin III	1.00	1.00		32,244		33,041
5270	Soc Wrk Supv	3.50	4.00		91,947		111,793
5260	Sr Soc Worker	33.00	33.00		774,506		807,018
2700	Intermediate Clerk	7.00	7.00		93,045		96,181
	Sub-Total	44.50	45.00	\$	991,742	\$	1,048,033
	ment Training Division						
5296	Soc Svcs Admin IV	1.00	1.00		39,008		40,181
2413	Analyst III	0	1.00		0		31,790
5248	Program Assistant	1.00	1.00		25,912		28,557
2757	Admin Sec II	1.00	1.00		15,234		15,930
	Sub-Total	3.00	4.00	\$	80,154	\$	116,458
	gee Orientation & Employment Progr	and a second		•		•	
5288	Soc Svcs Admin II	1.00	1.00	S	31,812	\$	32,661
5270	Soc Work Supv	3.00	2.00		82,554		56,040
5260	Sr Sociał Wkr	16.50	5.00		387,270		127,295
5201	Job Dv Couns	3.00	0		64,737		0
2730	Senior Clerk	1.00	1.00		14,592		16,661
4911	Soc Svcs Aid II	12.00	2.00		162,181		28,814
2700	Intermediate Clerk	2.00	1.00	<u> </u>	27,814		13,357
	Sub-Total	38.50	12.00	\$	770,960	\$	274,828

PROGRAM: EMPLOYMENT DEVELOPMENT (continued Page 2)

DEPARTMENT: SOCIAL SERVICES

		BUDGET STAFF - YEARS		 SALARY AND BENEFITS COST		
		1983-84	1984-85	198384		1984-85
ass	Title	Budget	Adopted	 Budget		Adopted
Refuge	e Targeted Assistance Program (RTAP)					
2413	Analyst III	1.00	1.00	29,856		31,789
5201	Job Dvl Couns II	0	4.00	0		78,097
2756	Admin Secretary I	1.00	0	12,786		0
4911	Soc. Svc. Aid II	0	3.00	0		40,601
	Sub-Total	2.00	8.00	\$ 42,642	\$	150,487
Job Tr	aining					
2413	Analyst III	1.00	1.00	29,139		28,469
5201	Job Devi Cnsl II	8.00	8.00	164,876		172,654
2 700	Intermediate Clerk	2.00	2.00	25,423		27,875
	Sub-Total	11.00	11.00	\$ 219,438	\$	228,998

ADJUSTMENTS				
County Contribution/Benefits			\$ 695,365	\$ 741,009
Salary Settlement Costs			0	167,994
Bilingual Compensation			19,640	20,260
Worker's Comp and UIB			40,336	39,926
Salary Savings			(61,425)	(70,765)
PROGRAM TOTALS:	135.50	116.00	\$ 3,558,971	\$ 3,528,367

PROGRAM: WORKFARE/EXPERIMENTAL WORK EXPERIENCE						
PROGRAM	# 27030 MANAGER: T. SCHWEND					
Department: SOCIAL SERVICES	# 3900 Ref: 1983-84 Final Budget - Pg: 206					
Authority: The Experimental Work Experience Program	(EWEP) is authorized under the Omnibus Budget Reconcilia-					
tion Act of 1981 (P.L. 97-35) and Community Work Experience Program (45 CFR Part 238).						

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983–84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 582,482	\$ 657,966	\$ 1,244,557	\$ 1,316,025	\$ 1,313,138
Services & Supplies	20,024	120,494	351,358	382,761	233,559
TOTAL DIRECT COSTS	\$ 602,506	\$ 778,460	\$ 1,595, 915	\$ 1,698,786	\$ 1,546,697
FUNDING	494,674	513,885	1,081,610	1,117,429	1,080,267
NET COUNTY COSTS	\$ 107,832	\$ 264,575	\$ 514,305	\$ 581,357	\$ 466,430
STAFF YEARS	26.00	32.00	50.25	58.00	45.00
PERFORMANCE INDICATORS:					
Clients active/mo. to Work		2,678	4,703	5,384	4,308
Anni Workfare/EWEP hours w Dollar value of hrs worked	•	283,558	547,705	383,016	501,704
workfare/EWEP	\$ 410 , 436	\$518,076	\$1,834,812	\$1,283,100	\$1,680,707

PROGRAM DESCRIPTION:

The Experimental Work Experience Program (EWEP) is one of several components of the Welfare Reform Demonstration Program. Participants in EWEP are those recipients of Aid to Families with Dependent Children (AFDC) who have not found employment after receiving direct Job Placement Services and attending a Job Search Assistance Workshop conducted by Job Development Counselors. Recipients are required to participate in a work experience assignment providing them the opportunity to develop work skills and an employment history.

Job Developer/Counselors Interview, assess and assign AFDC recipients to worksites. They also develop and monitor the worksites in public and private non-profit agencies.

1983-84 ACTUAL:

The Workfare Program was expanded at Board direction to include Food Stamp recipients, AFDC, General Relief and Refugee cash aid clients. Two staff years were added January 17, 1984 (#31) to expand the program's job development capability. In addition, a Job Club demonstration project was operated under a USDA revenue contract. An integrated program has provided staff efficiencies through economy of scale.

1984-85 ADOPTED BUDGET:

The adopted budget continued all Workfare Programs. This action was taken on the basis of the Department's recommendation. The U.S. Department of Agriculture advised after the budget proposal was submitted, that funding could be anticipated for the full fiscal year. With the assurance of revenue, the Workfare Program which consists of Job Clubs. EWEP, RWEP and Food Stamp Workfare was continued.

Twenty-nine staff years were restored to this program along with \$938,404 in appropriations offset by \$784,190 in revenue. The net County cost increase of \$154,214 was added to the Workfare program by shifts from the income Maintenance Food Stamp and General Relief programs.

PROGRAM REVENUES BY SOURCE:

Workfare	1983-84	1984-85	1984-85
	Actual	Budget	Adopted
Food Stamp Workfare (50%)	\$ 615,666	\$ 476,211	\$ 210,874
Job Clubs	271,034	446,308	470,357
Experimental Work Experience Program	156,440	156,440	* 384,886
Refugee Work Experience Program	38,470	38,470	14,150
TOTAL	\$1,081,610	\$1,117,429	\$1,080,267

* This revenue estimate assumes that the State will provide funding of 25% of the program's cost.

1984-85 OBJECTIVES:

 To develop sufficient job sites to accommodate all Food Stamp, AFDC, Refugee, and General Relief participants.

2. To increase the average monthly value of aid payments, AFDC, and Food Stamp benefits earned to \$140,059.

PROGRAM: WORKFARE/EXPERIMENTAL WORK EXPERIENCE PROGRAM (EWEP) DEPARTMENT: SOCIAL SERVICES

-

		BUDGET S	TAFF - YEARS		SALARY AND	BENEFI	TS COST
		1983-84	1984-85		1983-84		1984-85
Class	Title	Budget	Adopted		Budget		Adopted
5296 9	Soc Svcs Admin IV	1.00	1.00	\$	39,229	\$	42,150
5248 H	Program Assistant	1.00	1.00		26,720		30,526
	Admin Sec 11	1.00	1.00		15,924		17,173
	Sub-Tota i	3.00	3.00	\$	81,873	\$	89,849
Food S	tamp Workfare						
5202	Supv Job Devel Cnsl	4.00	2.00	\$	93,434	\$	53,576
5201	Job Devel Cnsl II	6.00	0		123,714		0
5200	Job Devel Cnst 1	18.00	9.00		296,309		175,859
2700	Intermediate Clerk	4.00	1.00		51,235		16,097
	Sub-Total	32.00	12.00	\$	564,692	\$	245,532
Job Cit							
5287	Soc Svcs Admin 1	1.00	1.00	\$	29,996	\$	30,205
5202	Supv Job Devel Cnsl	1.00	1.00		23,359		23,038
5201	Job Devel Cnsl II	8.00	7.00		164,951		141,905
5200	Job Devel Cnsl I	0	4.00		0		66,825
2700	Intermediate Clerk	6.00	0		76,853	.	0
	Sub-Total	16.00	13.00	\$	295,159	\$	261,973
	mental Work Experience Program (EWEP)						
5288	Soc Svcs. Admin 11	1.00	1.00	\$	31,689	\$	35,013
5202	Supv Job Devel Cnsl	0	2.00		0		53,575
5201	Job Devel Cnsl II	2.00	8.00		41,238		192,630
5200	Job Devel Cnsl I	0	3.00		0		58,620
2700	Intermediate Clerk	2.00	2.00		25,618		32,193
	Sub-Total	5.00	16.00	\$	98,545	\$	372,031
	e Work Experience Program (RWEP)						
5201	Job Devel Cnsl II	2.00	1.00	5	41,238	<u>\$</u>	24,080
	Sub-Tota I	2.00	1.00	\$	41,238	\$	24,080
,	ADJUSTMENTS:						
	County Contribution/Benefits			\$	259,255	\$	250,801
	Salary Settlement Costs				0		62,522
	Bllingual Compensation				3,360		2,000
	Worker's Comp and UIB				14,268		13,899
	Salary Savings				(42,365)		(9,549)
PROGRAM T	TOTALS:	58.00	45.00	\$	1,316,025	\$	1,313,138
		-242-					

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN # 24001

MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1983-84 Final Budget - Pg: 209 Authority: This program was developed to carry out the Soc. Sec. Act, Title IV, Part A, Sect. 402, 407, and 408; 45 Code of Federal Regulations 200-499; Welfare and Institutions Code, Div. 9, Part 3, Chapters 1, 2; and the State Dept. of Soc. Services Eligibility Assistance Standards, Div. 15, 20, 40-44, and 48 which mandate County administration of this program.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 10,740,047	\$ 11,386,428	\$ 12,979,076	\$ 12,797,140	\$ 13,904,012
Services & Supplies	922,406	1,169,212	1,339,180	1,458,754	1,569,134
Support & Care	168, 192, 631	183,347,000	195,219,494	182,353,936	209,568,799
TOTAL DIRECT COSTS	\$179,855,084	\$195,902,640	\$209,537,750	\$196,609,830	\$225,041,945
FUNDING	167,857,068	183,772,124	195,211,503	183,606,889	209,973,023
NET COUNTY COSTS	\$ 11,998,016	\$ 12,130,516	\$ 14,326,247	\$ 13,002,941	\$ 15,068,922
				<u>, , , , , , , , , , , , , , , , , , , </u>	
STAFF YEARS	550.25	569.20	572.00	579.00	576.25
PERFORMANCE INDICATORS:	<u></u>				
Monthly					
Eligibility Determinations		2,720	2,390	2,740	2,800
Cases Supervised	32,300	32,510 190.0	33,410 182.6	33,300	33,500
Av Cases per Eligibility Tec	MILCION 191•/	190+0	102.0	190	195.60

PROGRAM DESCRIPTION:

t

This program provides financial assistance to meet the basic needs of food, clothing, shelter, utilities and household supplies to eligible familles. Operation is on a county-wide basis providing services at seven district offices. In the community, it provides for needy families, in which children are deprived of parental support and care due to the absence, death, incapacity or unemployment of either parent. Eligibility criteria and payment levels are established in accordance with State and Federal regulations. County Eligibility Technicians determine eligibility and authorize cash and associated Medi-Cal and Food Stamp assistance to eligible families based upon family size and income.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC)

DEPARTMENT: SOCIAL SERVICES

1983-84 ACTUAL:

Support and care costs exceed budget by \$12,865,558 primarily due to the State's granting of a 4% Cost of Living Adjustment (COLA) and court injunctions which prevented the implementation of state regulations which had been projected to save \$5.7 million.

1984-85 ADOPTED BUDGET:

The 1984-85 adopted budget reflects a two and three-quarter staff year reduction from the 1983-84 adopted budget. Summarized below are the significant changes in the AFDC program.

AFDC-Family Groups and Unemployed Parents

- This budget reflects an increase of three and three-quarter staff years of Eligibility Technician due to a .5% projected increase in caseloads.
- An increase of three and one-half staff years of Eligibility Supervisor was adopted in order to reduce errors, standardize practices among districts and automate the intake system.
- A reduction of one-half staff year of Telephone Operator resulted from the development of a more efficient telephone system in the Oceanside District Office.
- o A reduction of one staff year of Senior Clerk, two staff years of CRT Operators, one staff year of Stock Clerk, three and three-quarters staff years of intermediate Clerk, three-quarters staff years of Administrative Secretary II and one staff year of Social Services Aid II (total of nine and one-half staff) was the result of the consolidation of the Mission Valley and the Kearny Mesa District Offices.
- An increase of \$97,778 in services and supplies is for laser printers in support of the Automated Intake System.
- The Support and Care Increase of \$27,214,863 was due to a one-half of one percent increase in the number of cases and a State granted 5.6\$ COLA.

PROGRAM REVENUES BY SOURCE:	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
State AFDC Admin. Reimbursement	\$ 3,106,834	\$ 3,258,142	\$ 3,702,878
Federal AFDC Admin. Reimbursement	7,459,128	7,193,924	7,762,889
State AFDC Aid Payments Reimbursement	87,705,075	87,977,855	93,579,015
Federal AFDC Aid Payments Reimbursement	96,940,466	85,176,968	104,928,241
	\$195,211,503	\$183,606,889	\$209,973,023

1984-85 OBJECTIVES:

- 1. Schedule 100% of immediate need applicants within 3 days of application.
- 2. To see 95% of clients within 30 minutes of their schedule appointment.
- 3. To have a 97% accuracy of grants based on Quality Control (State/County) standards.
- 4. To make 100% of eligibility determinations within 45 days of application.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN

DEPARTMENT: SOCIAL SERVICES

.

		BUDGET S	STAFF - YEARS	SALARY AND B	SALARY AND BENEFITS COST			
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984–85 Adopted			
5296	Soc Svcs Admin IV	• 75	• 75	\$ 28,035	\$ 30,136			
5289	Soc Svcs Admin 111	5.75	5.75	199,381	209,060			
5288	Soc Svcs Admin 11	4.75	4.75	152,360	155,615			
5287	Soc Svcs Admin I	1.50	1.50	43,717	43,848			
5248	Program Assistant	3.25	3.25	91,865	92,207			
5222	Eligibility Supv	44.25	47.75	945, 395	1,034,986			
2745	Supervising Clerk	4.25	4.25	80,867	81,107			
5221	Eligibility Technician	389.00	392.75	6,854,239	7,147,665			
2757	Admin Secretary 11	1.75	1.00	28,145	17,578			
2730	Senior Clerk	10.50	9.50	166,787	154,894			
2760	Stenographer	1.00	1.00	14,620	14,360			
2756	Admin Secretary 1	2.25	2.25	33,533	35,142			
2708	CRT Operator	19.50	17.50	278,438	247,284			
2650	Stock Clerk	2.50	1.50	35,150	21,582			
2700	Intermediate Clerk	72.00	68.25	952,479	936,847			
2810	Telephone Operator	•50	0	6,544	0			
4911	Social Svcs Aid II	10.00	9.00	140,840	131,156			
2709	Departmental Clerk	2.00	2.00	20,948	21,838			
9999	Extra Help	3.50	3.50	47,455	47,455			
	Sub-Total	579.00	576.25	\$ 10,120,798	\$ 10,422,760			
	ADJUSTMENTS							
	County Contribution/Benefits			\$ 2,655,627	\$ 2,817,627			
	Salary Settlement Costs			0	661,972			
	Bilingual Compensation			80,247	73,780			
	Overtime			48,131	50,883			
	Worker's Comp and UIB			155,050	147,236			
	Salary Savings			(262,713)	(270,246			

PROGRAM TOTALS:

 579.00
 576.25
 \$ 12,797,140
 \$ 13,904,012

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

24002

MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1983-84 Final Budget - Pg: 212 Authority: This program was developed to carry out the Soc. Sec. Act., Title IV, Part A, Sect. 402, 407, and 408; 45 Code of Federal Regulations 200-499; Welfare and Institutions Code, Div. 9, Part 3, Chapters 1, 2; and the State Dept. of Soc. Services Eligibility Assistance Standards, Div. 15, 20, 40-44, and 48 which mandate County administration of this program.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984–85 Adopted
COSTS					
Salaries & Benefits	\$ 461,875	\$ 455,376	\$ 521,886	\$ 545,555	\$ 550,834
Services & Supplies	43,585	52,845	66,796	72,599	59,551
Support & Care	16,550,851	18,886,030	18,843,371	18,025,318	18,999,948
TOTAL DIRECT COSTS	\$ 17,056,311	\$ 19,394,251	\$ 19,432,053	\$ 18,643,472	\$ 19,610,333
FUNDING	14,494,657	17,421,186	17,116,541	16,169,526	17,288,516
NET COUNTY COSTS	\$ 2,561,654	\$ 1,973,065	\$ 2,315,512	\$ 2,473,946	\$ 2,321,817
- STAFF YEARS	26.00	25.30	23.00	24.00	21.75
PERFORMANCE INDICATORS:		<u></u>	<u></u>		
Mc Eligibility Determinations	181	294	349	257	250
Monthly Cases Supervised	2,600	2,860	2,741	2,600	2,500
					244.2

PROGRAM DESCRIPTION:

This program provides payments to foster homes and institutions to meet the basic needs of food, clothing, shelter, utilities and household supplies for eligible children who have been placed out of their own home. It is centralized in two County locations. Kearny Mesa serves the Mid City, East County and South Bay, while the Escondido District Office serves the North County. This program provides for the welfare of children when it is necessary to remove them from their own home or an environment where they are not receiving adequate care. Eligibility is established by State and Federal regulations.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

1983-84 ACTUAL:

The Support and Care portion of this budget exceeded the adopted budget by \$818,053. This resulted from higher caseloads than anticipated. Because the number of institutionalized children decreased and the State authorized additional revenue, this overexpenditure was more than offset by State and Federal revenue.

1984-85 ADOPTED BUDGET:

The 1984-85 adopted budget reflects a reduction of two and one-quarter staff years from the 1983-84 adopted budget. Summarized below are the significant changes in the Foster Care Program.

Foster Care

- o The increase of \$974,630 in Support and Care costs results from the State authorizing higher institutional rates and premanency placement plans relying more heavily upon long term placements.
- A reduction of one and one-quarter staff years of Eligibility Technician and one staff year of Intermediate Clerk are due to efficiencies demonstrated during fiscal year 1983-84.

PROGRAM REVENUES BY SOURCE:	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
State Administrative Reimbursement	\$ 123,623	\$ 141,571	\$ 146,040
State Aid Payments Reimbursement	13,551,554	12,538,640	13,402,566
Federal Administrative Reimbursement	294,341	309,078	305,658
Federal Aid Payments Reimbursement	3,147,023	3,180,237	3,434,252
	\$17,116,541	\$16,169,526	\$17,288,516

1984-85 Objectives

- 1. To make 95% of eligibility determinations prior to the end of the month of application.
- 2. To establish controls on application requests from Social Services Bureau to Income Maintenance Bureau to avoid payment of County funds prior to AFDC eligibility determination.
- 3. To have no more than 10% delinquent recertifications of eligibility.
- 4. To establish eligibility for federal funding in 50% of AFDC-FC cases.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN ~ FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

~

-

		BUDGET S	TAFF - YEARS	SALARY AND BENEFITS COST			
Class Title	1983-84	1984-85	1983-84	1984-85			
	Budget	Adopted	Budget	Adopted			
5289	Soc Svcs Admin III	•25	.25	\$ 8,612	\$ 9,090		
5288	Soc Svcs Admin []	•25	•25	8,061	8,190		
5248	Program Assistant	1.00	1.00	27,877	28,371		
5222	Eligibility Supv	2.00	2.00	42,730	43,350		
5221	Eligibility Tech	16.50	15.25	290,729	277,535		
2730	Senior Clerk	•25	.25	3,971	4,076		
2757	Admin Secretary 11	•25	.25	4,370	4,395		
2760	Stenographer	•25	•25	3,655	3,590		
2708	CRT Operator	•25	•25	3,569	3,533		
2650	Stock Clerk	1.00	1.00	14,060	14,388		
2700	Intermediate Clerk	1.75	• 75	23,476	10,295		
4911	Soc Svcs Aid 11	•25	•25	3,521	3,643		
9999	Extra Help	0	0	1,758	1,758		
	Sub-Total	24.00	21.75	\$ 436,389	\$ 412,214		

County Contribution/Benefits	\$ 112,008	\$ 112,831
Salary Settlement Costs	0	26,227
Bilingual Compensation	3,326	2,786
Overtime	1,997	1,921
Worker's Comp and UIB	6,432	5,557
Salary Savings	(14,597)	(10,702)

24.00 21.75 \$ 545,555 **\$** 550,834

PROGRAM	TOTALS:

PROGRAM: ELIGIBILITY REVIEW

2104

MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1983-84 Final Budget - Pg: 215 Authority: This program was developed to carry out the Federal Social Security Act Title IV, Part A, Sections 402-406; 7 Code of Federal Regulations (CFR) 270-283; 42 CFR 0-199; 45 CFR 205, 400-401; Civil Rights Act of 1964, Title VI; Welfare and Institutions Code, Division 9, Parts 2 & 3, Chapters 2 & 7; California Administrative Code Title 22, Chapter 2, Articles 1, 2, 4, 16 & 18 and State Department of Social Service Eligibility and Assistance Standards Division 15, 20 & 22 which mandate County administration of this program.

		1981-82 Actual	1982-83 Actual	1983–84 Actual		1983-84 Budget	1984-85 Adopted
COSTS						·····	
Salaries & Benefits	\$	1,607,702	\$ 1,413,646	\$ 1,026,754	\$	1,396,903	\$ 1,700,888
Services & Supplies		109,800	128,811	151,513		164,999	165,603
TOTAL DIRECT COSTS	\$	1,717,502	\$ 1,542,457	\$ 1,178,267	\$	1,561,902	\$ 1,866,491
FUNDING		1,288,127	1,156,843	891,201		1,178,853	1,394,781
NET COUNTY COSTS	\$	429,375	\$ 385,614	\$ 287,066	5	383,049	\$ 471,710
STAFF YEARS		65.50	54.00	45.00		52.50	56.50
STAFF YEARS PERFORMANCE INDICATORS:		65.50	 54.00	 45.00		52.50	 56.50
	Year	65.50	 54.00	 45.00		52 . 50 900	 56.50

PROGRAM DESCRIPTION:

The volume and complexity of the public assistance eligibility determination process creates a potential for error and fraud. The Eligibility Review program exists to identify and reduce program abuse and ensure that only those eligible and truly in need receive welfare benefits. This is accomplished through the following functions:

The Appeals Section prepares cases and represents the County at State Hearings.

Welfare Investigations Investigates allegations of welfare fraud and, also engages in fraud prevention activities which reduce fraud and overpayments during the initial application process.

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT OF SOCIAL SERVICES

PROGRAM DESCRIPTION (continued)

Quality Control conducts a thorough eligibility review on a random sample of public assistance cases to determine the accuracy of the Department's eligibility determination process. The State has established maximum error tolerance levels and by use of the quality control process, the Department mitigates the possibility of fiscal sanctions.

1983-84 ACTUAL:

The Eligibility Review Program through Welfare Investigations and Fraud Prevention have prevented the mis-spending of \$1,253,367 in aid payments.

1984-85 ADOPTED BUDGET:

For 1984-85, four staff years were added to the Quality Control Section.

PROGRAM REVENUES BY SOURCE:	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
State AFDC Admin. Reimbursement	\$ 287,067	\$ 379,004	\$ 414,502
State CMS Admin. Reimbursement	30,000	29,632	35,000
Federal AFDC Admin. Reimbursement	574,134	770,217	864,342
State Food Stamp Reimbursement	0	0	11,562
Federal Food Stamp Reimbursement	0	0	23,125
State Medi-Cal Admin. Reimbursement	0	0	46,250
	\$ 891,201	\$1,178,853	\$1,394,781

1984-85 OBJECTIVES:

1. To resolve without going to hearing 55% of the issues raised in appeals filed with the state.

2. To implement 95% of state hearing decisions within 30 days of receipt.

3. To save, through the fraud prevention program, an average of \$115,000 per month in misspent dollars.

4. To identify for collection through overpayment specialist activity an average of \$320,000 each month in overpaid aid payments as a result of client's failure to report income.

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

		BUDGET S		SALARY AND BENEFITS COST			
Class	Títle	tle Budget Adopted		1983-84 Budget			1984-85 Adopted
Qualit	y Control						
5296	Soc Svcs Admin IV	.25	•25	\$	9,807	\$	10,045
5287	Soc Svcs Admin I	•50	•50		14,998		14,616
5233	Elig Control Supv	1.00	1.00		22,422		22,773
2757	Admin Secretary II	•25	•25		4,020		4,395
5225	Elig Control Wkr	8.00	12.00		147,344		218,564
2493	Inter Account Clk	1.00	1.00		14,259		14,497
2700	Intermediate Clerk	2.00	2.00		26,991		27,453
	Sub-Total	13.00	17.00	5	239,841	\$	312,343
Welfar	e Investigations						
5288	Soc Svcs Admin 11	1.00	1.00	\$	32,244	\$	32,761
5717	Sr Field Invest	3.00	3.00		81,269		86,667
5719	Field Investigator	17.00	17.00		420,336		423,666
2708	CRT Operator .	1.00	1.00		13,907		14,131
2700	intermediate Clerk	5.00	5.00		66,702		68,634
	Sub-Total	27.00	27.00	\$	614,458	\$	625,859
Appeal	<u>s</u>						
5287	Soc Svcs Admin I	•50	• 50	\$	14,998	\$	14,616
5248	Program Assistant	9.00	9.00		250,803		255,343
2708	CRT Operator	1.00	1.00		13,463		14,131
2700	Intermediate Clerk	2.00	2.00		27,814		27,453
	Sub-Total	12.50	12.50	\$	307,078	\$	311,543
	ADJUSTMENTS						
	County Contribution/Benefits			\$	241,886	\$	377,224
	Salary Settlement Costs				0		80,983
	Bilingual Compensation				7,415		7,746
	Overtime				4,425		5,342
	Worker's Comp and UIB				14,339		15,458
	Salary Savings				(32,539)		(35,610)
0000044	1 TOTALS:	52.50	56.50	•	1,396,903	\$	1,700,888

PROGRAM: FOOD STAMP ADMINISTRATION

MANAGER: C. E. REID

Department: SOCIAL SERVICES 3900 Ref: 1983-84 Final Budget - Pg: 218 # Authority: This program was developed for the purpose of carrying out the Federal Food Stamp Act of 1977, as amended; 7 Code of Federal Regulations 277-283; Welfare & Institutions Code, Division 9, Parts 3 & 6; State Department of Social Services, Manual of Policy and Procedures, Division 63 which mandates County administration of this program.

1981-82	1982-83	1983-84	1983-84	1984-85
Actual	Actual	Actual	Budget	Adopted
\$ 2,600,920	\$ 2,300,289	\$ 3,131,315	\$ 3,250,206	\$ 3,218,128
206,190	229,549	333,437	362,999	366,111
\$ 2,807,110	\$ 2,529,838	\$ 3,464,752	\$ 3,613,205	\$ 3,584,239
2,074,488	1,897,379	2,598,564	2,609,538	2,674,088
\$ 732,622	\$ 632,459	\$ 866,188	\$ 1,003,667	\$ 910,151
123.00	115.00	138.00	147.50	133.75
				······································
5,100	4,767	3, 758	5,100	4,478
8,650	9,307	8,133	10,500	11,290
. 442.5	442.3	300	437.1	256.9
	Actual \$ 2,600,920 206,190 \$ 2,807,110 2,074,488 \$ 732,622 123.00 5,100 8,650	Actual Actual \$ 2,600,920 \$ 2,300,289 206,190 229,549 \$ 2,807,110 \$ 2,529,838 2,074,488 1,897,379 \$ 732,622 \$ 632,459 123.00 115.00 \$ 5,100 4,767 8,650 9,307	Actual Actual Actual \$ 2,600,920 \$ 2,300,289 \$ 3,131,315 206,190 229,549 333,437 \$ 2,807,110 \$ 2,529,838 \$ 3,464,752 2,074,488 1,897,379 2,598,564 \$ 732,622 \$ 632,459 \$ 866,188 123.00 115.00 138.00 \$ 5,100 4,767 3,758 8,650 9,307 8,133	Actual Actual Actual Actual Budget \$ 2,600,920 \$ 2,300,289 \$ 3,131,315 \$ 3,250,206 206,190 229,549 333,437 362,999 \$ 2,807,110 \$ 2,529,838 \$ 3,464,752 \$ 3,613,205 2,074,488 1,897,379 2,598,564 2,609,538 \$ 732,622 \$ 632,459 \$ 866,188 \$ 1,003,667 123.00 115.00 138.00 147.50 \$ 5,100 4,767 3,758 5,100 8,650 9,307 8,133 10,500

PROGRAM DESCRIPTION:

This program, designed to improve nutrition among the working poor, provides United States Department of Agriculture Food Stamp Coupons to eligible persons who do not receive cash assistance. It is operated countywide, providing services at all eight district offices. Food Stamp eligibility criteria and allotment levels are established by State and Federal regulations. The Food Stamps are provided by the Federal Government at no cost to the County.

PROGRAM: FOOD STAMP ADMINISTRATION (NAFS)

DEPARTMENT: SOCIAL SERVICES

1983-84 ACTUAL:

As the economic conditions improved and the Workfare Program was expanded, a decline in the number of Food Stamp households was noted. These circumstances resulted in this program operating slightly under budget.

1984-85 ADOPTED BUDGET:

The 1984-85 adopted budget reflects an addition of two and one-quarter staff years from the 1983-84 adopted budget. Summarized below are the significant changes in the Food Stamp Program.

- A reduction of one Senior Clerk, one CRT Operator, one Intermediate Clerk and one Social Services
 Aid 11 (total of four staff years) resulted from the consolidation of the Mission Valley and Kearny
 Mesa district offices.
- o The reduction of one-quarter Telephone Operator staff years resulted from the development of a more efficient telephone system in the Oceanside District Office.
- A new Federally mandated Monthly Reporting/Retrospective Budgeting (MR/RB) System requires that additional staff time be spent on each Food Stamp case. This increase in case activity requires a decrease in the number of cases per Eligibility Technician from 437.1 to 256.9.

PROGRAM REVENUES BY SOURCE:	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
State Admin. Reimbursement	\$ 866,188	\$ 808,315	\$ 853,039
Federal Admin. Reimbursement	1,732,376	1,801,223	1,821,049
	\$2,598,564	\$2,609,538	\$2,674,088

1984-85 Objectives:

1. To schedule 95% of applicants for an intake appointment within 10 work days.

2. To make 80% of eligibility determinations within 15 work days.

3. To have no delinquent recertifications of eligibility.

4. To maintain at least 95% accuracy rate in determination of eligibility and benefits.

PROGRAM: FOOD STAMP ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

_

Class Title	BUDGET S	TAFF - YEARS	SALARY AND BENEFITS COST		
	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted	
5296	Soc Svcs Admin IV	.25	.25	\$ 9,113	\$ 10,045
5289	Soc Svcs Admin 111	1.00	1.00	34,450	36,358
5288	Soc Svcs Admin 11	1.50	1.50	48,366	49,142
5287	Soc Svcs Admin I	•25	•25	7,499	7,308
5248	Program Assistant	1.00	1.00	27,877	28,371
5222	Eligibility Supv	11.50	11.00	245,695	238,396
2745	Supervising Clerk	1.25	1.25	23,784	23,855
5221	Eligibility Technician	97.25	88.25	1,713,541	1,579,289
2757	Admin Secretary II	.25	•25	4,370	4,395
2730	Senior Clerk	3.00	2.00	47,653	32,609
2760	Stenographer	•50	•50	7,310	7,180
2756	Admin Secretary I	1.25	1.25	18,630	19,524
2708	CRT Operator	5.00	4.00	71,393	56,521
2650	Stock Clerk	1.50	1.50	21,090	21,582
2700	Intermediate Clerk	16.00	15.00	214,643	205,521
2810	Telephone Operator	.25	0	3,272	0
4911	Soc Svcs Ald II	5.00	4.00	70,420	58,292
999 9	Extra Help	• 75	• 75	9,667	9,667
	Sub-Total	147.50	133.75	\$ 2,578,773	\$ 2,388,055

ADJUSTMENTS:				
County Contribution/Benefits			\$ 688,864	\$ 682,653
Salary Settlement Costs			0	153,223
Billngual Compensation			20,409	17,125
Overtime			12,251	11,810
Worker's Comp and UIB			39,466	34,174
Salary Savings			(89,557)	(68,912)
PROGRAM TOTALS:	147.50	133.75	\$ 3,250,206	\$ 3,218,128

PROGRAM: GENERAL RELIEF

24004

MANAGER: C. E. REID

Department:SOCIAL SERVICES# 3900Ref: 1983-84 Final Budget - Pg: 221Authority:This program was developed to carry out the Welfare and Institutions Code, Division 9, Part 5,Chapters 1 through 5; and County Administrative Code, Article XVI, Sections 256 through 262 which mandateCounty administration of this program and assistance to indigents.

	1981-82	1982-83	1983-84	1983-84	1984-85
	Actual	Actual	Actual	Budget	Adopted
COSTS					
Salaries & Benefits	1,210,161	\$ 1,288,162	\$ 1,247,988	\$ 1,460,022	\$ 1,223,648
Services & Supplies	112,315	143,123	202,560	220, 798	140,276
Support & Care	3,356,599	4,098,877	3,622,747	4,282,825	4,070,312
TOTAL DIRECT COSTS	\$ 4,679,075	\$ 5,530,162	\$ 5,073,295	\$ 5,963,645	\$ 5,434,236
FUNDING	1,196,313	838,938	512,041	607,551	317,190
NET COUNTY COSTS	\$ 3,482,762	\$ 4,691,224	\$ 4,561,254	\$ 5,356,094	\$ 5,117,046
		·····			
STAFF YEARS	67.00	66.25	55.00	66.25	51.25
PERFORMANCE INDICATORS:	. <u> </u>				
Monthly Eligibility					
Determinations	1,235	1,435	1,022	1,465	1,100
Monthly Cases Supervised	1,800	2,201	2,182	2,185	2,300
Average Cases per Eligibilit	у				
Technician	445.6	492.1	400.8	498	473.2
DOODAN DECOBLIDE LONA					

PROGRAM DESCRIPTION:

This program is intended to provide temporary financial assistance to meet the basic needs of food, clothing, shelter, utilities and household supplies to eligible persons. It is operated in three district offices: El Cajon, Logan Heights and Oceanside. Assistance provided is limited to indigent county residents who do not qualify for financial assistance under any of the Federal or State programs, e.g. Aid to Familles with Dependent Children (AFDC), Supplemental Security income/State Supplemental Payment (SSI/SSP), Refugee Assistance. Payment levels are established by the County Board of Supervisors. There are three major components to this program: Employables, Unemployables and the Interim Assistance Program, which provides financial assistance to Supplemental Security Income/State Supplemental (SSI/SSP) applicants pending Federal Social Security Administration determination of SSI/SSP eligibility. Every recipient is required to sign a lien against real property and an agreement to repay all financial benefits received.

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

1983-84 ACTUAL:

Support and care is under budget by \$660,078 due to a change in accounting procedures which reduces expenditures by the amount of SSI/SSP repayments. This midyear change reduced expenditures by an average \$58,000 per month and was implemented to comply with the recommendations of Federal auditors.

A midyear change in the handling of Food Stamp cases moved the workload and revenue associated with food stamps issued to General Relief recipients from this program to the Food Stamp Program.

1984-85 ADOPTED BUDGET:

The 1984-85 adopted budget reflects a decrease of fifteen staff years from the 1983-84 adopted budget. Summarized below are the significant change the in the General Relief program.

General Relief

- o This budget reflects a reduction of one and one-quarter staff years of Eligibility Supervisor and twelve and three-quarters staff years of Eligibility Technician due to a program redesign that eliminated the pre-application and intake process every 30 days for General Relief employables.
- A reclassification of one-half staff year of Telephone Operator to Intermediate Clerk was adopted because the Oceanside District Office is eliminating the telephone switchboard and going to a Centrex Phone System. The Intermediate Clerk will function as a Telephone Message Clerk.
- Projected revenue of \$317,190 is for repayment of aid by recipients wishing to remove liens from their real property.

	1983-84	1983-84	1984-85
PROGRAM REVENUES BY SOURCE:	Actual	Budget	Adopted
Collection of Prior Aid Payments	\$ 512,041	\$ 386,870	\$ 317,190
State FS Admin. Reimbursement	0	73,560	0
Federal FS Admin. Reimbursement	0	147,121	0
	\$ 512,041	\$ 607,551	\$ 317,190

1984-85 Objectives:

- 1. To schedule 90% of applicants for an intake appointment within five working days.
- 2. To see 90% of applicants/clients within 30 minutes of their scheduled appointment.
- 3. To make 90% of eligibility determinations within three days of the intake appointment.
- 4. To assign 100% of the employable applicants to work-for-benefits projects each month.

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

	BUDGET S	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST		
		1983-84	1984-85	1983-84	1984-85	
Class	Title	Budget	Adopted	Budget	Adopted	
5289	Soc Svcs Admin III	• 75	• 75	\$ 25,837	\$ 27,269	
5288	Soc Svcs Admin 11	•50	•50	16,122	16,381	
5248	Program Assistant	1.00	1.00	27,877	28,371	
5222	Eligibility Supv	5.50	3.25	117,506	70,442	
2745	Supervising Clerk	•50	•50	9,514	9,542	
5221	Eligibility Tech	42.50	29.75	748,848	541,420	
2730	Senior Clerk	2.25	2.25	35,740	36,685	
2756	Admin Secretary 1	•50	•50	7,452	7,810	
2708	CRT Operator	1.25	1.25	17,848	17,663	
2650	Stock Clerk	1.00	1.00	14,060	14,388	
2700	Intermediate Clerk	6.00	6.50	80,491	89,280	
2810	Telephone Operator	•50	0	6,543	0	
4911	Social Svcs Aid 11	2.00	2.00	28,168	29,145	
2709	Department Clerk	1.50	1.50	15,710	16,379	
9999	Extra Help	•50	•50	7,030	7,030	
	Sub-Total	66.25	51.25	\$ 1,158,746	\$ 911,805	

ADJUSTMENTS:				
County Contribution/Benefits			\$ 309,189	\$ 254,740
Salary Settlement Costs			0	58,261
Bilingual Compensation			9,182	6,562
Overtime			5,512	4,525
Worker's Comp and UIB			17,686	13,095
Salary Savings			(40,293)	(25,340)
PROGRAM TOTALS:	66.25	51.25	\$ 1,460,022	\$ 1,223,648

PROGRAM: MEDI-CAL ADMINISTRATION

Department: SOCIAL SERVICES 3900 # Ref: 1983-84 Final Budget - Pg: 224 Authority: This program was developed to carry out the Fed. Soc. Sec. Act Title XVI, Part A, Sect. 1616 and Title XIX; 42 Code of Federal Regulations 0-199; Calif. Admin. Code, Title 22, Div. 3; W&I Code, Div. 9, Parts 3. 6: Dept. of Health Services Medi-Cal Elig. Manual: and Dept. of Soc. Services Elig. and Assistance Standards, Div. 46 which mandate County administration of this program.

	1981-82	1982-83	1983-84	1983-84	1984-85
	Actual	Actual	Actual	Budget	Adopted
COSTS					
Salaries & Benefits	\$ 6,296,882	\$ 5,727,718	\$ 5,218,859	\$ 6,111,334	\$ 5,814,703
Services & Supplies	544,391	755,804	608,767	663,294	667,216
Support & Care	47,890	64,780	64,175	75,000	75,000
TOTAL DIRECT COSTS	\$ 6,889,163	\$ 6,548,302	\$ 5,891,801	\$ 6,849,628	\$ 6,556,919
FUNDING	6,889,163	6,548,302	5,562,739	6,197,344	5,519,004
NET COUNTY COSTS	\$ 0	\$ 0	\$ 329,062	\$ 652,284	\$ 1,037,915
STAFF YEARS	324.75	286.30	230.00	278.50	243.75
PERFORMANCE INDICATORS:					
Mo Eligibility Determinations	5,130	4,490	3,915	3,700	3,800
Mo Cases Supervised	27,350	24,545	19,739	21,600	19,600
Average Cases per ET	366.6	331.9	359.1	311.2	354.50

PROGRAM DESCRIPTION:

The Medi-Cal program provides Medi-Cal cards to eligible individuals and families. This enables them to receive medical services from authorized providers. Benefits range from free medical care to a share-of-cost for medical services received each month similar to the deductible on an insurance policy. The program operates county-wide providing services at all eight district offices. Medical care is provided for individuals who do not receive cash assistance, but cannot afford to pay for any or all of their medical costs. Medi-Cal share of cost levels are established by State and Federal regulations based upon family size and income.

PROGRAM: MEDI-CAL ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

1983-84 ACTUAL:

A midyear reduction of twenty seven staff years of Eligibility['] Technician was due to the State not approving the budgeted workload and the termination of the Medically Indigent Adult Program. Improved economic conditions and a decline in the number of cases supervised resulted in this program operating at an additonal twenty-one and one-half staff years under adopted budget.

-

1984-85 ADOPTED BUDGET:

The 1984-85 adopted budget reflects a decrease of thirty-four and three-quarters staff years from the 1983-84 adopted budget.

PROGRAM REVENUES BY SOURCE:

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
State Admin. Reimbursement	\$5,104,682	\$5,722,344	\$5,058,510
State Spec. Payments Reimbursement	64,175	75,000	75,000
State Reim. for County Medical Services Admin.	393,882	400,000	385,494
	\$5,562,739	\$6,197,344	\$5,519,004

1984-85 Objectives:

1. To schedule 95% of applicants for an intake appointment within 10 work days.

2. To see 95% of applicants/clients within 30 minutes of their arrival for their scheduled appointment.

3. To make 90% of eligibility determinations within 20 work days of application.

1

PROGRAM: MEDI-CAL ASSISTANCE ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

-

-

-

	BUDGET S	TAFF – YEARS	SALARY AND BENEFITS COST		
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
5296	Soc Svcs Admin IV	•50	•50	\$ 18,921	\$ 20,091
5289	Soc Svcs Admin 111	1.75	1.75	60,287	63,627
5288	Soc Svcs Admin 11	3.00	3.00	96,732	98,283
5287	Soc Svcs Admin I	•25	•25	7,499	7,308
5248	Program Assistant	2.00	2.00	55,754	56,743
5222	Eligibility Supv	20.50	18.25	437,978	395,570
2745	Supervising Clerk	2.25	1.25	42,811	23,855
5221	Eligibility Tech	180.50	155+25	3,180,403	2,825,398
2757	Admin Secretary II	•25	0	4,372	0
2730	Senior Clerk	6.00	4.00	95, 306	65,218
2760	Stenographer	2.75	1.75	40,205	25,130
2708	CRT Operator	15.00	15.00	214,180	211,958
2650	Stock Clerk	2.00	2.00	28,119	28,778
2700	Intermediate Cierk	34.00	31.25	456,115	428,959
2810	Telephone Operator	•25	0	3,272	. 0
4911	Soc Svcs Ald II	6.00	6.00	84,503	87,438
9999	Extra Help	1.50	1.50	17,576	17,576
	Sub-Total	278.50	243.75	\$ 4,844,033	\$ 4,355,932

ADJUSTMENTS:				
County Contributions/Benefits			\$ 1,300,241	\$ 1,179,926
Salary Settlement Costs			0	276,852
Bilingual Compensation			38,565	31,207
Overtime			23,150	21,523
Worker's Comp and UIB			74,577	62,280
Salary Savings			(169,232)	(113,017)
PROGRAM TOTALS:	278.50	243.75	\$ 6,111,334	\$ 5,814,703

PROGRAM: REFUGEE ASSISTANCE

24008

MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1983-84 Final Budget - Pg: 227 Authority: This program was developed to carry out Public Law 86-571, 87-64, 87-510, 93-24; 296-212; Title XI of the Soc. Sec. Act; Refugee Act of 1980, 45 Code of Federal Regulations 400-401; and the State Dept. of Soc. Services Eligibility Assistance Standards, Div. 68 and 69 which mandates County administration of this program.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS			-		
Salaries & Benefits	\$ 1,946,167	\$ 1,679,210	\$ 1,089,153	\$ 1,183,414	\$ 1,112,087
Services & Supplies	149,613	227,897	172,692	188,397	123,877
Support & Care	27,890,799	22,545,442	14,602,312	14,238,930	13,597,886
TOTAL DIRECT COSTS	29,986,579	\$ 24,452,549	\$ 15,864,157	\$ 15,610,741	\$ 14,833,850
FUNDING	\$ 29,986,579	24,452,549	15,864,157	15,610,741	14,833,850
NET COUNTY COSTS	\$ 0	\$ 0	\$0	\$0	\$ 0
STAFF YEARS	89.25	83.75	48.00	53.50	45.25
PERFORMANCE INDICATORS:					
Monthly Eligibility					
Determinations	445	500	261	470	150
Monthly Cases Supervised	5,325	4,158	3,317	2,650	2,250
AV Cases per Eligibility	460.5	417-5	368-5	458-1	403.6
AV Cases per Eligibility Technician	460.5	417.5	368.5	458.1	403

PROGRAM DESCRIPTION:

This program provides financial assistance to meet the basic needs of food, clothing, shelter, utilities and household supplies to eligible refugees. It is centrally administered at the Kearny Mesa District Office in order to provide for those who require special language assistance. Assistance is provided for needy refugees currently living in San Diego County who have been admitted into the United States from Indo-China, Cuba, Haiti, Ethiopia, Afghanistan and other countries which are approved by the Federal government. Eligibility and payment levels are established by Federal regulations. Cash assistance sufficient to provide an adequate subsistance level is provided to eligible families based upon the family size and income.

PROGRAM: REFUGEE ASSISTANCE

DEPARTMENT: SOCIAL SERVICES

1983-84 ACTUAL:

The Support and Care costs exceeded budget by \$363,382, 100% offset by revenue, due to the average case cost being over the budgeted case cost. This resulted from the 4 percent Cost of Living Adjustment (COLA) granted by the State and a larger than anticipated refugee AFDC component.

1984-85 ADOPTED BUDGET:

The 1984-85 adopted budget reflects a reduction of eight and one-quarter staff years from the adopted 1983-84 budget. Summarized below are the significant changes in the Refugee Assistance Program.

Refugee Assistance

- A reduction of five and three-quarter staff years of Eligibility Technician, one staff year of Intermediate Clerk, and one staff year of Social Services Aid II (total of seven and three-quarter staff years) was due to lower anticipated caseloads.
- o The reduction of one-half staff year of Telephone Operator resulted from the development of a more efficient telephone system.

PROGRAM REVENUES BY SOURCE:

	1983~84	1983-84	1984-85
	Actual	Budget	Adopted
Federal Admin. Reimbursement	\$ 1,261,845	\$ 1,371,811	\$ 1,235,964
Federal Aid Payments Reimbursement	14,602,312	14,238,930	13,597,886
	\$15,864,157	\$15,610,741	\$14,833,850

1984-85 OBJECTIVES:

1. To schedule 100% of applicants for an intake appointment within 10 working days.

2. To see 95% of cilents within 30 minutes of their scheduled appointment.

3. To make 100% of eligibility determinations within 45 days of application.

4. To have 97% grant accuracy based on Quality Control (State/County) standards.

PROGRAM: REFUGEE ASSISTANCE

DEPARTMENT: SOCIAL SERVICES

		BUDGET S	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST			
Class Title	1983-84	1984-85	1983-84	1984-85				
	Title	Budget	Adopted	Budget	Adopted			
5296	Soc Svcs Admin IV	.25	•25	\$ 9,807	\$ 10,045			
5289	Soc Svcs Admin III	•50	•50	17,225	18,178			
5248	Program Assistant	1.00	1.00	27,877	28,371			
5222	Eligibility Supv	4.00	4.00	85,459	86,700			
2745	Supervising Clerk	• 75	• 75	14,270	14,313			
5221	Eligibility Tech	36.25	30.50	638,724	555,070			
2757	Admin Secretary 11	.25	•25	4,370	4,395			
2730	Senior Clerk	1.00	1.00	15,884	16,305			
2760	Stenographer	•50	•50	7,310	7,190			
2708	CRT Operator	1.00	1.00	14,278	14,131			
2650	Stock Clerk	1.00	1.00	14,060	14,388			
2700	Intermediate Clerk	4.50	3.50	60,368	48,043			
2810	Telephone Operator	•50	0	6,544	0			
4911	Soc Svcs Ald II	1.75	• 75	24,647	10,930			
99 99	Extra Help	.25	.25	4,394	4,394			
	Sub-Total	53.50	45.25	\$ 945,217	\$ 832,453			

ADJUSTMENTS:					
County Contribution/Benefits			\$	244,648	\$ 226,947
Salary Settlement Costs				0	52,949
Bilingual Compensation				7,554	5,794
Overtime				4,534	3,996
Worker's Comp and UIB				14,608	11,562
Salary Savings				(33,147)	(21,614)
PROGRAM TOTALS:	53.50	45.25	s	1,183,414	\$ 1,112,087

PROGRAM: MANAGEMENT SERVICES

92101 MANAGER: R. FELLERS

3900 Department: SOCIAL SERVICES Ref: 1983-84 Final Budget - Pg: 230 # Authority: This program was developed for the purposes of carrying out the provisions of Sec. 252-256, Art. XVI of the County Administrative Code, which provides for preparation of budgets, supervision of expenditures and coordination of various social service activities, and administration of programs as required by, and in conformity with, State and Federal statutes and regulations.

	1981-82	1982-83	1983-84	1983–84 Bud as t	1984-85
· · · · · · · · · · · · · · · · · · ·	Actual	Actual	Actual	Budget	Adopted
COSTS					
Salaries & Benefits	\$ 4,150,843	\$ 3,568,262	\$ 3,808,799	\$ 3,825,609	\$ 4,240,018
Services & Supplies	371,709	483,420	615,284	670,290	857,451
TOTAL DIRECT COSTS	\$ 4,522,552	\$ 4,051,682	\$ 4,424,083	\$ 4,495,899	\$ 5,097,469
FUNDING	3,693,961	3,220,878	3,566,253	3,461,000	3,681,943
NET COUNTY COSTS	\$ 828,591	\$ 830,804	\$ 857,830	\$ 1,034,899	\$ 1,415,526
STAFF YEARS	204.25	175.75	162.00	168.00	170.00
PERFORMANCE INDICATORS:					
Volunteer Hours Donated	26,500	28,452	30,600	30,600	31,000
Case Records Processed	504,000	418,440	421,000	420,000	427,000
Computer Docmnts Procsd	4,925,000	5,751,000	5,963,000	6,000,000	6,250,000

PROGRAM DESCRIPTION:

Management Services provides centralized administrative support for all department activities. Included in this support are accounting and revenue management, personnel management, training, budget development and monitoring, EDP development and implementation, centralized contracting, volunteer coordination, public inquiry and supplies management. In addition to these "housekeeping" functions, special studies and reports are provided by staff analysts. Coordination of services is provided department-wide to avoid duplication of effort and expenditures.

PROGRAM: MANAGEMENT SERVICES

.

1983-84 ACTUAL:

These support activities have operated within the adopted 1983-84 budget and accomplished the anticipated work units. In addition to the routine support function, assignments have included major improvements in automated systems, solicitation, negotiation and competitive award of eighteen contracts and coordination of several major staff relocations.

1984-85 ADOPTED BUDGET:

The Management Services Bureau was authorized the addition of two staff years. Changes in programs are as follows:

Support Services Division

Authorized in the services and supplies was \$138,248 to complete the lease purchase of the mass mailing system authorized by the Board on May 3, 1983 (67). This system inserts two person specific items in the same envelope. The Department of General Services is realizing postage savings of over \$80,000 annually on the Department of Social Services mailings, with additional savings for other County departments with large mail volumes. Additionally, this system provides state-of-the-art mechanization which reduces the number of steps required for the Auditor and Controller to prepare a mailing for mechanical insertion.

General Services Section

One staff year Offset Equipment Operator was reclassified to Senior Offset Equipment Operator.

Public Inquiry/Volunteer Coordination

One additional staff year of Eligibility Technician was authorized. Work counts indicated that large numbers of public inquiries were going unanswered due to not having sufficient staff to answer all of the telephone inquiries. This position was added to alleviate that situation.

Training Section

One-half staff year Staff Development Specialist was added to negotiate and contract for employee training by private training agencies.

Budget and Evaluation Division

One staff year Analyst III was deleted from the Budget Management Section due to the economy realized by consolidating the management of the Budget and Evaluation sections.

One-half staff year Analyst III was added to the Program Evaluation Section in a mid-year (83/84) change for the development of a Regional Human Services Information System. The Board authorized this addition on November 15, 1983(12). The position is fully offset by federal grant revenues.

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUES BY SOURCE:

REVENUE:

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
Foster Home Licensing Contracts (100% of authorized costs)	\$ 75,000	\$ 74,309	\$ 81,049
Adoptions Service Contract (100% of authorized costs)	105,000	104,983	112,696
Emergency Social Service Subvention (75% of authorized costs)	150,000	145,056	138,557
Refugee Social Services (100% of authorized costs)	40,000	45,049	0
Title XX Block Grant (75% of authorized costs)	725,000	715,766	630,330
Short-Doyle (90\$ of authorized costs)	80,000	81,242	80,458
Work Incentive Program (90% of authorized costs)	0	49,562	0
Employment Preparation Program (100% of authorized costs)	195,000	140,097	133,949
Refugee Orientation and Employment Project (100% of authorized costs)	45,000	44,157	. 42,219
RETC Contract Administration (100% of authorized costs)	1,000	1,143	16,173
Aid To Familles With Dependent Children Admin.	1,209,000	1,139,769	1,337,586
Medi-Cal Program Admin. (100% of authorized costs)	600,000	664,575	603,732
Food Stamp Program Admin.	321,000	255,292	254,571
Refugee Aid Admin.	0	0	127,930
Experimental Work Experience Program	0	0	94,398
Inst. Care	0	0	19,001
Dept. of Ed Contract Admin.	0	0	9,294
Workfare	20,253	0	0
TOTAL	\$3,566,253	\$3,461,000	\$3,681,943

1984-85 OBJECTIVES:

- 1. Evaluate three department operating programs.
- 2. Increase training opportunities through consultants by 50\$
- 3. Achieve 97% accuracy on fixed asset inventory controls for assets in use in the Departments' offices and at contract sites.
- 4. Provide a one week turn-around on routine printing requests and meet all "rush" deadlines.
- 5. Reduce the number of "lost" public inquiry calls (due to busy signals) by 25%.
- 6. Complete an evaluation of the "Gamut" television series.
- 7. Complete the annual evaluation of contract programs.
- 8. Through competitive processes, contract for three social service programs with community providers.
- 9. Provide 95% on-line availability for the Department's mini-computers.

.

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

		BUDGET \$	TAFF - YEARS	 SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget		1984-85 Adopted
Support	Services Division					
2414	Analyst IV	1.00	1.00	\$ 38,111	\$	40,327
2412	Analyst II	1.00	1.00	28,296		32,941
3010	Word Proc Ctr Supv	1.00	1.00	22,503		21,296
3008	Sr WP Operator	2.00	2.00	32,606		34,352
3009	Word Proc Operator	7.00	7.00	112,064		115,184
2730	Senior Clerk	1.00	1.00	16,383		16,661
2700	Intermediate Clerk	1.00	1.00	13,907		14,128
	Sub-Total	14.00	14.00	\$ 263,870	\$	274,889
Gener	al Services Section					
2302	Admin Assistant III	1.00	1.00	\$ 32,120	\$	32,941
2745	Supervising Clerk	2.00	2.00	37,687		38,728
2730	Senior Clerk	3.00	3.00	44,697		49,983
3073	Sr Offset Equip Oper	0	1.00	0		14,796
3050	Offset Equip Opr	3.00	2.00	45,464		31,816
2708	CRT Operator	9.00	9.00	126,520		130,986
2650	Stock Clerk	2.00	2.00	27,716		28,625
2700	Intermediate Clerk	14.00	14.00	176,559		178,420
	Sub-Total	34.00	34.00	\$ 490, 763	\$	506,295
Fiscal S	ervices Division					
2535	Soc Svcs Fin Ofcr	1.00	1.00	\$ 35,393	\$	35,799
2505	Senior Accountant	2.00	2.00	56,085		59,084
2425	Assoc Accountant	3.00	3.00	72,397		73,061
2745	Supervising Clerk	1.00	1.00	19,060		19,364
2403	Accounting Tech	5.00	5.00	89,175		92,195
2510	Sr Account Clerk	14.00	14.00	222,678		228,701
2493	Inter Account Cik	33.00	33.00	454,842		461,734
2700	Intermediate Clerk	6.00	6.00	 83,442		83,277
	Sub-Total	65.00	65.00	\$ 1,033,072	\$	1,053,215

PROGRAM: MANAGEMENT SERVICES (continued Page 2)

DEPARTMENT: SOCIAL SERVICES

	BUDGET S	TAFF - YEARS		SALARY AND	BENEFIT	TS COST
Class Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget			1984-85 Adopted
Public Inquiry/Volunteer Coor	dination					
5287 Soc Svcs Admin I	1.00	1.00	\$	25,141	\$	30,737
5248 Program Assistant	1.00	1.00		26,720		28,557
2359 Audio Visual Spec	1.00	1.00		23,095		23,664
5222 Eligibility Supervise	or 1.00	1.00		21,400		21,761
5221 Eligibility Technicia		4.00		47,900		73,364
2700 Intermediate Clerk	2.00	2.00		26,404		26,461
Sub-Total	9.00	10.00	\$	170,660	\$	204,544
Personnel & Training Division						
2312 Dept Persni Admin	1.00	1.00	\$	32,735	\$	33,545
2760 Stenographer	1.00	1.00		14,272		16,879
Sub-Total	2.00	2.00	\$	47,007	\$	50,424
Personnel & Payroll Section	n					
2413 Analyst III	1.00	1.00		32,120		32,941
2412 Analyst II	1.00	1.00		28,296		28,993
2320 Personnel Alde	1.00	1.00		17,784		18,243
2745 Supervising Clerk	1.00	1.00		19,060		19,364
2511 Sr Payroll Clerk	5.00	5.00		83,296		86,159
2494 Payroll Clerk	4.00	4.00		56,352		59,720
2700 Intermediate Clerk	2.00	2.00		25,395		26,704
Sub-Total	15.00	15.00	\$	262,303	\$	272,124
Training Section						
2308 Dept Trng Admin	1.00	1.00	\$	32,244	\$	33,044
2365 Staff Devel. Spec.		•50		0		13,481
5263 Sr Soc Work, Supv	1.00	1.00		30,977		31,531
5226 Elig Trng Spec	4.00	4.00		88,452		90,748
2747 Clerical Trng Supv		1.00		18,207		18,461
2756 Admin Secretary 1	1.00	1.00		14,108		15,619
2700 Intermediate Clerk	2.00	2.00		27,814		28,256
Sub-Total	10.00	10.50	\$	211,802	\$	231,140

i.

PROGRAM: MANAGEMENT SERVICES (continued Page 3)

DEPARTMENT: SOCIAL SERVICES

	BUDGET S	SALARY AND BENEFITS COST				
	1983-84	1984-85	1	983-84		1984-85
Class Title	Budget	Adopted	B	udget	-	Adopted
Budget and Evaluation Division						
2305 Chief, Admin Svcs	1.00	1.00	\$	38,111	\$	37,216
Sub-Total	1.00	1.00	\$	38,111	<u>\$</u> \$	37,216
Budget Management Section						
2413 Analyst III	2.00	1.00	\$	64,240	\$	32,941
2412 Analyst II	2.00	2.00		56,592		57,986
Sub-Total	4.00	3.00	\$	120,832	\$	90,927
, Program Evaluation Section						
2413 Analyst III	2.00	2.50	\$	64,240	\$	77,827
2412 Analyst II	1.00	1.00		24,588		25,652
Sub-Total	3.00	3.50	\$	88,828	\$	103,479
Electr Data Proc Division						
2471 EDP Systems Manager	1.00	1.00	\$	45,735	′\$	46,888
2499 Prin Systems Analyst	1.00	1.00		40,515		41,540
2427 Assoc \$yst Analyst	4.00	5.00		117,783		161,494
3036 EDP Operations Coord	1.00	1.00		27,660		29,533
2756 Admin Secretary I	1.00	1.00		12,786		15,619
2708 CRT Operator	2.00	2.00		28,988		29,622
3033 Data Control Tech II	1.00	1.00		14,169		12,902
Sub-Total	11.00	12.00	\$	287,636	\$	337,598

ADJUSTMENTS:		
County Contribution/Benefits	\$ 798,957	\$ 878,498
Salary Settlement Costs	0	201,878
Overtime	19,040	34,800
Bilingual Pay	425	1,260
Worker's Comp and UIB	40,681	43,305
Salary Savings	(48,378)	(81,574)

PROGRAM: DEPARTMENT ADMINISTRATION	#	93101	MANAGER: R. BACON
Department: SOCIAL SERVICES	#	3900	Ref: 1983-84 Final Budget - Pg: 235
Authority: This program was developed for the p		of carrying out	the provisions of Sec. 252-256 Art.

Authority: This program was developed for the purposes of carrying out the provisions of Sec. 252-256, Art. XVI of the County Administrative Code, which provides for preparation of budgets, supervision of expenditures, coordination of various social service activities and administration of programs as required by, and in conformity with, State and Federal statutes and regulations.

	 1981-82 Actual		1982-83 Actual	 1983-84 Actual		1983-84 Budget	 1984-85 Adopted
COSTS							
Salaries & Benefits	\$ 545,317	\$	627,744	698,535	\$	727,115	800,438
Services & Supplies	30,964	·	23,763	22,265		23,783	23,783
TOTAL DIRECT COSTS	\$ 576,281	\$	651,507	\$ 720,800	\$	750,898	\$ 824,221
FUNDING	465,059		499,054	581,037		551,159	589,559
NET COUNTY COSTS	\$ 111,222	\$	152,453	 139,763	\$	199,739	 234,662
	 		····	 	··		
STAFF YEARS	17.00		17.00	16.25		17.00	17.00

PROGRAM DESCRIPTION:

This program, consisting of the Director, Assistant Director and Deputy Directors and their administrative staff and secretarial support, provides accountability, coordination, policy development and administration for the Department's programs which are available to eligible citizens throughout the County.

PROGRAM: DEPARTMENT ADMINISTRATION

1983-84 ACTUAL:

The Department's administration has operated within the 1983-84 budget while accomplishing its objectives, operating experimental grant funded programs and improving the efficiency of the Department's operations.

1984-85 ADOPTED BUDGET:

One staff year Administrative Secretary III was deleted and replaced by an Intermediate Clerk. Word processing eliminated the need for this position's secretarial capabilities.

PROGRAM REVENUES BY SOURCE:

	FY 1983-84	FY 1983-84	FY 1984-85
	Actual	Budget	Budget
Foster Home Licensing Contracts (100% of costs)	\$ 10,000	\$ 9,888	\$ 11,329
Adoptions Service Contract (100% costs)	10,000	9,597	15,753
Emergency Social Service Subvention (75% costs)	19,000	19,302	19,368
Refugee Social Services (100% costs)	10,000	8,501	0
Title XX Block Grant (75% costs)	66,000	65,246	84,732
Short-Doyle (90% costs)	11,000	10,811	12,150
Work Incentive Program (90% costs)	0	6,595	0
Employment Preparation Program (100% costs)	25,000	18,642	18,724
Refugee Orientation and Employment Project (100% costs)	36,000	35,876	34,585
RETC Contract Administration (100% costs)	1,000	1,561	2,261
AFDC Admin.	273,000	273,183	265,831
Medi-Cal Program Admin.	50,000	48,434	67,403
Food Stamp Program Admin.	36,000	33,926	35,584
Refugee Aid Administration	10,000	9,597	17,882
Dept. of Education	0	0	1,299
Non-Medical Care	0	0	2,658
Workfare	24,037	0	0
TOTAL	\$ 581,037	\$ 551,159	\$ 589,559

1984-85 OBJECTIVES:

- 1. To complete the Income Maintenance and Social Services automation projects.
- 2. To complete and evaluate the Simplified Application Demonstration Project.
- 3. To continue the demonstration Employment Preparation Project.
- 4. To complete the Social Services Redesign.

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

		BUDGET STAFF - YEARS		SALARY AND BENEFIT COST			
Class	Title	1983-84 Budget	1984-85 Adopted		1983-84 Budget		1984-85 Adopted
				,			
	rector's Office						
2121	Director, Soc Svcs	1.00	1.00	\$	62,604	\$	64,329
2225	Asst Dir, Soc Svcs	1.00	1.00		55,478		54,533
2414	Analyst IV	1.00	1.00		38,111		39,063
2759	Admin Secretary IV	1.00	1.00		20,523		21,026
2758	Admin Secretary III	1.00	1.00		18,871		19,364
	Sub-Total	5.00	5.00	\$	195,587	\$	198,315
Income	Maintenance Bureau						
5293	Dep Dir, Soc Svcs	1.00	1.00	\$	47,684	\$	48,859
2302	Admin Assistant 111	1.00	1.00		32,120		32,941
2 758	Admin Secretary III	1.00	1.00		18,871		17,137
	Sub-Total	3.00	3.00	\$	98,675	\$	98,937
Social	Services Bureau						
5293	Dep Dir, Soc Svcs	1.00	1.00	\$	47,684	\$	48,283
2302	Admin Assistant III	1.00	1.00		32,120		32,941
2303	Admin Assistant II	1.00	1.00		25,911		28,993
2758	Admin Secretary III	1.00	1.00		18,871		19,364
	Sub-Total	4.00	4.00	\$	124,586	\$	129,581
Employn	ment Services Bureau						
5293	Dep Dir, Soc Svcs	1.00	1.00	\$	47,684	\$	48,859
2302	Admin Assistant III	1.00	1.00		32,120		32,941
2758	Admin Secretary III	1.00	1.00	_	18,871		19,364
	Sub-Tota I	3.00	3.00	\$	98,675	\$	101,164
Manager	ment Services Bureau						
5293	Dep Dir, Soc Svcs	1.00	1.00	\$	44,337	\$	48,859
2758	Admin Sec III	1.00	0		18,871		0
2700	Intermediate Clerk	0	1.00		0		13,877
	Sub-Total	2.00	2.00	\$	63,208	\$	62,736
	ADJUSTMENTS:						
	County Contribution/Benefits			\$	154,681	\$	182,256
	Salary Settlement Costs				0		38,142
	Worker's Comp and UIB				5,065		5,537
	Salary Savings				(13,362)		(16,230
PROGRAM	t TOTALS:	17.00	17.00	\$	727,115	\$	800,438
		-272-					

AREA AGENCY ON AGING

.

	1981-82 Actual	-	1982-83 Actual	1983- Actua		1983-84 Budget	1984-85 Adopted
Area Agency on Aging	\$ 6,629,	<u>477</u> <u>\$</u>	6,377,319	\$ 6,656	5,187 <u>\$</u>	6,902,497	\$ 7,377,149
Total Direct Costs	\$ 6,629,	477 \$	6,377,319	\$ 6,656	5,187	6,902,497	\$ 7,377,149
Less Funding	6,104,	888	5,772,984	(6,519	9,891)	6,713,515	 7,129,252
Net Program Cost (Without Externals)	\$ 524,	589 \$	604,335	\$ 13	36,296 \$	188,982	\$ 247,897
Staff Years .	51	•00	47.92	2	42.88	49.00	49.00
Fixed Assets	\$	0\$	0		0	0	0

.

1

.

PROGRAM: AREA AGENCY ON AGING	#	27014	MANAGER:	D. LAVER	
Department: AREA AGENCY ON AGING	#	3700	Ref: 1983	-84 Final Budget - Pg: 239	3

Authority: The Area Agency on Aging operates under the authority of Public Law 89-73, the Older Americans Act, as amended. The department was established by Board of Supervisors' Ordinance no. 6550 on 3/8/83 (47-8). The program is mandated but it is not mandated that the County be the operating agent. Service levels vary year to year depending on grant funding levels.

	1981-82 Actual	1982-83 Actual	l 983–84 Actua l	1983-84 Budget	1984–85 Adopted
COSTS					
Salaries & Benefits	\$ 1,276,265	\$ 1,258,220	\$ 1,272,565	\$ 1,393,692	\$ 1,537,739
Services & Supplies	5,353,212	\$ 5,119,099	5,365,785	5,508,805	5,839,410
Fixed Assets	0	0	17,837	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 6,629,477	\$ 6,377,319	\$ 6,656,187	\$ 6,902,497	\$ 7,377,149
FUNDING	\$ (6,104,888)	\$ (5,772,984)	\$ (6,519,891)	\$ (6,713,515)	\$(7,129,252)
NET COUNTY COSTS	\$ 524,589	\$ 604,335	\$ 136,296	\$ 188,982	\$ 247,897
STAFF YEARS	51,00	47.92	42.88	49.00	49.00
PERFORMANCE INDICATORS:				<u>, , , , , , , , , , , , , , , , , , , </u>	
Nutrition Program Meals	964,709	1,099,098	1,173,891	1,085,000	1,150,000
Nurshing Home Complaint	384	467	887	900	900
Investigations Legal Services Hours	14,700	11,065	15,786	11,000	13,500
MSSP Unduplicated Clients	361	312	347	400	400

PROGRAM DESCRIPTION:

There are approximately 280,000 persons 60 years and older and 77,000 age 75 and older who reside in San Diego County. In general, the elderly have special problems resulting from limited mobility and fixed incomes. The Area Agency on Aging is charged with being a catalyst in the development of a countywide comprehensive and coordinated service system to address the needs of the elderly. That mandate is met through administration of approximately 70 contracts with private and public agencies (for services such as in-home support, nutritious meals, legal assistance, transportation, employment and multipurpose senior centers), through AAA operated direct services (Nursing Home Ombudsman Program activities and the Central information and referral Service) and through coordination of activities of various agencies, coalitions and groups which comprise the local senior network. An additional component of the AAA is the Multipurpose Senior Services Project (MSSP). The MSSP serves frail elders residing in an extended area from University City on the north into National City on the south, and from the beach area on the west into El Cajon on the East. This program offers an alternative to the institutionalization of this population frail elderly by managing an array of services which are used on an as-needed basis. Those services may include social day care, housing assistance, in-home support services, respite care, transportation, meals, protective services, money management, emergency medical response and special communications. The program now has a rated capacity of 400 ongoing clients.

1983-84 ACTUAL:

The AAA's 1983-84 budget was severely affected by a budget action of the state legislature. The action came in the form of budget control language which limited the number of dollars an area agency on aging could spend on program development, coordination and advocacy activities. This required a reduction in staff which was reflected in expenditures for salaries and benefits, and in staff years. Funds diverted from salaries and benefits were redirected to service contracts (services and supplies category). Additional savings in administrative costs were used for the midyear purchase of a micro-computer and copying equipment.

1984-85 ADOPTED:

The AAA proposes to continue its major activities forward into 1984-85 with some changes in levels of support. A brief description of those activities and their projected status for 1984-85 follows:

Grant/Contract Administration - Both grant and contract dollars are expected to rise slightly from 1983-84 levels. The AAA will again administer contracts for in-home support, multipurpose senior centers, congregate and home delivered meals, legal services, information & referral, housing and adult day care. budgeted non-MSSP contract dollars and administrative costs for 1983-84 and 1984-85 area as follows:

Contract Dollars		Grant/Contract Administration Costs
1983-84	\$4,978,104	\$425,429
1984-85	\$5,272,146	\$489,935

Program Development, Advocacy and Coordination (PDAC) - These activities have been the subject of great attention over the past year. Many of the legal mandates of an area agency on aging fail into the program areas of PDAC. They relate to the development of new services, enhancement of existing services, coordination of the senior network and advocacy on issues affecting the elderly. In adopting the 1983-84 state budget, the California legislature limited AAA expenditures on PDAC budget from \$409,531 to \$40,486. In San Diego and other large county and municipal AAAs, PDAC activities were deemed to be sufficiently important to justify the use of alternative resources and other budget adjustments to produce replacement funds for PDAC. The most significant local adjustments were the use of some Revenue Sharing and County salary increase dollars for PDAC. We propose to continue that use into 1984-85 and allocate \$306,182 for PDAC, a reduction of \$103,349 from budgeted 1983-84 levels.

Nursing Home Ombudsman Program - This program is charged with oversight of the more than 350 skilled nursing, intermediate care, residential care and adult day health care facilities licensed to operate in San Diego County. This responsibility is carried out through regularly scheduled site visits to the larger facilities, periodic visits to others and investigation of complaints lodged against any facility either by residents, or friends and relatives of residents. Using two paid staff and approximately 50 highly qualified volunteers, the program is expected to make 15000 site visits and investigate 800 complaints in 1984-85. The proposed cost of this activity for the coming fiscal year is \$126,431 compared to a 1983-84 budgeted level of \$98,274. The cost increase reflects salary and benefit adjustments and a slight increase in staff time devoted to the program.

information and Referral (1&R) - The AAA will continue to offer its in-house 1&R service in 1984-85. The service includes operation of the central county number as well as coordination of the full system which also includes regional programs operated by AAA contractors. The in-house number is expected to process more than 15,000 requests for information or referrals to service agencies in the coming year in addition to its regional coordination and training functions. The budgeted resource level for 1984-85 will be \$81,539 compared to \$82,942 in the 1983-84 budget.

PROGRAM: AREA AGENCY ON AGING

Multipurpose Senior Services Program - The MSSP will continue to implement a change of focus begun in 1983-84. As it has done since its inception, the program will offer a range of health and social services to senior citizens to prevent premature institutionalization. However, the program now serves only the most frail elderly, or those considered to be in immediate need of nursing home care in the absence of MSSP services. In the past, the program had been able to serve a somewhat more independent client population. In addition, the service area has been expanded to include areas as far north as University City, as far east as El Cajon, as far west as the ocean and as far south as National City. The program formerly served only North Park. The budgeted resource level for 1984-85 will be \$1,100,916, compared to \$908,217 in 1983-84. The increase reflects the more intense service levels required by at-risk clients and the necessity of operating over an increased geographical area.

PROGRAM REVENUES BY SOURCES:

Slight increase are projected in most AAA revenue sources for 1984-85. The most significant increase is expected in Title XIX, which supports the MSSP. That increase will be partially offset by a decrease in State General Fund revenue which also support the program. Following is a comparison of revenues between the 1983-84 and 1984-85 budgets.

		83-84	84-85
Source	Purpose	Budget	Adopted
Title III-B	Social Services	\$1,713,445	\$1,709,789
Title III-C1	Congregate Meals	1,894,185	1,899,795
Title 111-C2	Home Meals	440,973	442,135
USDA	Meals	621,211	667,653
State Match	Social Services	217,910	218,078
Title IV-A	Training	1,000	1,000
Title V	Employment	305,760	341,496
City of San Diego	Meals	54,384	92,760
State Cong. Nutrition	Congregate Meals	0	57,001
Comm./Dev. Blk. Grant	Housing	0	23,306
Title XIX	Long Term Care	774,709	1,049,598
St. Gen. Fund	Long Term Care	86,047	22,750
Revenue Sharing	Social Services	603,891	603,891
Totals		\$6,713,515	\$7,129,252

1984-85 OBJECTIVES:

- 1. Participated in at least 20 health fairs providing preventive medical screening for 6,500 seniors.
- 2. Secure 8,000 hours of volunteer service in the Nursing Ombudsman Program.
- 3. Process 15,000 requests for information or referrals to services through the AAA operated central information and referral program.
- 4. Conduct 2,000 site visits to long term care facilities in San Diego County.
- 5. Investifatre 800 complaints regarding care in long term care facilities in San Diego County.
- 6. Maintain the per client cost of MSSP contracted services at or below \$125 per month.

Program: Area Agency on Aging

Department: Area Agency on Aging

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1 984-85 A dopted	
2119	Director, Area Agency on Aging	1.00	1.00	\$ 39,229	\$ 40,284	
8000	Deputy Director, Area Agency on Aging	0.00	3.00	0	102,674	
2497	Principal Accountant	0.00	1.00	0	31,845	
2413	Analyst 111	3.00	0.00	92,288	0	
8802	Senior Citizens Specialist IV	0.00	2.00	0	60,405	
5275	Project Director	1.00	0.00	33,068	0	
2302	Administrative Assistant III	0.00	1.00	0	30,039	
2505	Senior Accountant	1.00	0.00	29,543	0	
2303	Administrative Assistant	1.00	0.00	28,296	0	
2412	Analyst 11	7.00	0.00	185,690	0	
2396	Citizens Assistance Specialist	3.00	0.00	84,888	0	
5276	Senior Citizens Specialist III	2.00	8.00	54,153	211,286	
4353	Senior Public Health Nurse	1.00	1.00	16,601	24,582	
2425	Associate Accountant	2.00	2.00	47,277	49,184	
4565	Public Health Nurse II	2.00	2.00	43,647	48,617	
5277	Senior Citizens Specialist II	4.00	6.00	103,022	159,942	
5211	Sr. Citizens Community Consultant	5.00	0.00	101,635	0	
2403	Accounting Technician	2.00	2.00	29,547	35,780	
5278	Senior Citizens Specialist I	0.00	6.00	0	118,828	
2745	Supervising Clerk	0.00	1.00	0	16,666	
2758	Administrative Secretary III	0.00	1.00	0	16,666	
2757	Administrative Secretary II	2.00	0.00	34,824	0	
2730	Senior Clerk	1.00	1.00	13,822	16,661	
2510	Senior Account Clerk	1.00	1.00	20,511	15,891	
2760	Stenographer	1.00	1.00	15,169	13,626	
3030	Data Entry Operator	0.00	2.00	0	26,227	
2700	Intermediate Clerk	7.00	4.00	90,034	55,559	
4615	Nurses Assistant	2.00	3.00	27,550	37,831	
9999	Extra Help	0.00	0.00	9,748	25,000	
	Sub-total	49.00	49.00	\$1,100,542	\$1,137,593	

Adjustments:		
Salary Adjustments	\$ 0	\$ 99,927
County Contributions and Benefits	297,321	252,522
Salary Settlement Cost		47,697
Workers Comp and UIB	13,556	13,091
Salary Savings	(17,727)	(13,091)
, <u>-</u>		

PROGRAM TOTALS:	49.00	49.00	\$1,393,692	\$1,537,739
-----------------	-------	-------	-------------	-------------

AGRICULTURE, WEIGHTS & MEASURES

	1981-82 Actual	1982 <u>Actu</u>			1983-84 Actual	1983-84 Budget	1984-85 Adopted
Agriculture*	\$ 985,003	\$ 97	1,863	\$	1,970,780	\$ 1,963,755	\$ 2,193,215
Watershed Resources Management**	713,029	78	8,449		96,834	82,029	88,000
Weights & Measures	208,944	24	6,446		260,002	303,842	535,295
Department Overhead	247,919	20	7,994		193,879	211,922	205,794
TOTAL DIRECT COSTS	\$ 2,154,895	\$ 2,21	4,752	\$	2,521,995	\$ 2,561,548	\$ 3,022,304
FUNDING	1,043,735	83	7,700		1,352,276	1,226,717	1,340,700
NET PROGRAM COST (Without Externals)	\$ 1,111,160	\$ 1,37	7,052	\$	1,169,219	 1,334,831	\$ 1,681,604
					ţ		
Staff Years	100.85		87.52		82.65	84.00	88.00
Fixed Assets (Central Purchasing)	\$ 0	\$ 1	1,303	\$	10,252	\$ 20,133	\$ 0
		GRA	ZING LAN	DS			
Total Direct Costs	\$ 5,000	\$	0	\$	0	\$ 85,900	\$ 88,000
Løss Funding	 5,000	 6	6,000		85,900	 85,900	 88,000
Net Program Costs	\$ 0	\$ (6	6,000)	\$	(85,900)	\$ 0	\$ 0

* The Agriculture Program consolidates Agricultural related activities contained in the 1983-84 Enforcement and Specialists Programs.

** This portion of the 1983-84 Specialists Program has been named Watershed Resources Management.

PROGRAM: Agriculture	#32001	MANAGER: RAYMOND W. RINDER
Department: Agriculture, Weights & Measures	#4852	REF: 1983-84 Final Budget - Pg:

Authority: This program was developed to carry out the mandates of the State Food & Agriculture Code, Sections 1-2281; 5001-8808; 11401-12121; 27501-29735; 42501-53564; 67500-67740; and appropriate sections of the California Administrative Code - Title 3 Agriculture.

	1981-82 Actual	 1982-83 Actual		1983-84 Actual		1983-84 Budget	1984–85 Adopted
COSTS Salaries & Benefits	\$ 873,653	\$ 1,537,846	\$	1,710,801	\$	1,714,321	\$ 1,927,815
Services & Supplies	111,350	222,466		259,979		249,434	264,500
Fixed Assets	0	0		0		0	900
Vehicles/Comm Equip.	0	0		0		0	0
Less Reimbursements	0	` O		0		0	0
TOTAL DIRECT COSTS	\$ 985,003	\$ 1,760,312	\$,970,780	\$	1,963,755	\$ 2,193,215
FUNDING	(579,705)	(836,953)	C	1,108,595)	(1,082,352)	(1,153,100)
NET COUNTY COSTS	\$ 405,298	\$ 923,359*	\$	862,185	\$	881,403	\$ 1,040,115
STAFF YEARS	46.44	 52.55		64.46		64.00	67.00
PERFORMANCE INDICATORS							
Number of Inspection Units	81,649	66,011		79,351		76,500	78,700
Insect Trapping Locations	1,820	2,600		3,146		2,900	2,944
Plant Pest Suppression (Acre/Miles Treated)	2,746	2,750		2,996		2,950	3,010

PROGRAM DESCRIPTION:

The Agriculture Industry in San Diego County produces food and flower crops valued at \$449 million (1983). The County Agricultural Commissioner carries out the regulatory mandates as a local enforcement official. This provides a balance between the need for statewide uniformity and control but gives recognition to the wide diversity of crops, climate and the population of San Diego County. State or Federally certificated personnel are required to perform in eight mandated programs. These programs are:

- 1) Excluding, Detecting, and Eradicating Pests;
- 2) Regulating Pesticide Use;
- 3) Enforcing Fruit, Nut, and Vegetable Standards;
- 4) Enforcing Egg Standards;
- 5) Enforcing Nursery Laws;
- 6) Enforcing Apiary Laws;
- 7) Enforcing Seed Laws; and
- 8) Compiling Agricultural Statistics.

The department also provides specialized professional level pest control services to other county departments, and packages and sells poison baits for the control of vertebrate pest species.

1983-84 ACTUAL:

Salary adjustments because of the reclassifications of the Agriculture Biologist series to the Agricultural/Standards Specialists Series increased staff expenditures by almost \$40,000.

1984-85 ADOPTED BUDGET:

• 1984-85 E/R/SY
\$2,193,215/\$1,153,100/67.0

Changes for 1984-85 include contracting with the State of California for pest control on freeways in San Diego County. This contract will add two technicians in fully revenue offset positions. Also, one clerk is being transferred from the overhead program. Activities and emphasis on certain activities performed relate to the mandates from the California Department of Food and Agriculture as follows:

- The primary goal of the statewide pest detection program is the prevention of pest introduction and the detection of pest infestation before it exceeds a one square mile area therefore, enabling eradication in a timeframe that reduces economic impact to a minimum.
- 2. The pesticide use enforcement program is to protect persons, crops, animals, property, and the environment from the adverse effects of pesticides.
- 3. In order to promote general market stability, create protection from unfair trade practice, and secure high quality produce for domestic use and export, Fruit, Nut, and Vegetable quality standard laws have been en-acted. The 670,634 households in San Diego County spent about \$442,618,000 on fruits, nuts, and vegetables in 1982. The inspection cost per household in the County was 11.56 cents per household. The gross production income for these products to San Diego County producers was over \$219,000,000 in 1982.
- 4. Almost 1.5 billion eggs were produced in San Diego County during 1982. At this level San Diego County ranked fourth statewide in egg production. The consumer and industry alike rely on informed neutral agents for the enforcement of established Federal, State and local standards. There is a need for a removal of unwholesome eggs which can be responsible for serious human illnesses. Defective inedible and poor quality eggs must also be removed from the market place.
- 5. Commercially grown nursery products returned over \$92.5 million to the County's producers last year. Some 40% 45% of this total was shipped out of the County, out of the state, or out of the country. The Agricultural Commissioner is responsible for maintaining and conducting an effective nursery inspection and licensing program. This requires the inspection of nurseries for pests injurious to plants, inspection of incoming shipments of nursery stock and enforcement plant quarantines, grades, standards, and labeling. Those who benefit from a uniform program include every buyer of nursery stock, commercial producer or residential property owner.
- 6. The County Agricultural Commissioner is responsible for carrying out an effective aplary inspection program and is authorized to certify bee colonies to be used for pollination for health conditions. This requires the enforcement of bee pest abatement laws, registration, routine inspections of bee colonies, and enforcement of various laws regarding posting and identification of aplaries as well as the registration regulation.
- 7. The Agricultural Commissioner is responsible for the enforcement of the California Seed Act within the County. The enforcement of the act requires the routine inspection of agricultural seed, including turf grass seed for ornamental planting, for compliance with provisions of applicable state regulations at both wholesale and retail outlets.
- 8. The Agricultural Commissioner prepares and publishes an "Annual Crop and Livestock Report". This State mandated report contains a listing of the estimated production and value of each crop and type of livestock produced in the County. The Agricultural Commissioner evaluates losses and makes estimates of damage to agriculture when natural disasters occur.

1984-85 OBJECTIVES:

The primary objective is to complete the mandated frequencies of inspections in all activities. For pesticides, 5% of all applications will be pre-site inspected. One hundred percent of all reported pesticide illnesses will be reported. Pesticide storage facilities and dealerships will be inspected at the frequency directed by the California Administrative Code to be determined for 1984-85.

Another objective will be to exclude exotic insect pests wherever possible and to detect exotic insect pests at a one square mile infestation rate or less, which will enable alternative eradication techniques so as to preclude the necessity to apply pesticides aerially over large urban areas (both Caribbean fruit fly and gypsy moth detections met this mitigation requirement).

PROGRAM REVENUES BY SOURCE:

Significant changes in funding includes a \$22,470 reduction in the State subvented gas tax, an \$80,000 contract addition for controlling rodents along the freeways, a \$15,000 increase in weed control work for the Road Fund and an \$11,387 reduction in the anticipated pesticide enforcement mill subvention. The net result is a 5% increase in budgeted revenues for this program.

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
Business License	\$ 5,588	\$ 5,000	\$ 5,000
Other Licenses	31,396	15,500	15,000
State Nursery Contract	29,299	37,264	37,264
Gas Tax Subvention	121,964	144, 163	2 ,693
Caltrans Contract	0	0	80,000
Pesticide Dealers Tax	0	930	930
Road Fund (Plant Pest)	114,853	100,000	115,000
Airport Enterprise	38,542	10,000	10,000
Flood Control/and other Services	173,610	35,450	35,000
Pesticide Enforcement Mill Subvention	17,647	184,997	173,610
State Egg Quality Control Contract	18,359	24,481	38,217
Urban Pest Control Contract	191,912	16,717	16,000
AB-3765 - Pesticide Control	266,287	107, 386	107,386
Detection Contract (Medfly, Gypsy Moth Etc.)	95,223	327,964	323,000
Bait & Bait Box Sales	3,894	72,000	75,000
Miscellaneous	21	500	0
TOTAL	\$ 1,108,595	\$1,082,352	\$1,153,100

PROGRAM: Agriculture

DEPT: Agriculture, Weights & Measures

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1 984-85 Adopted	
2200	Assistant Agricultural Commissioner	2.00	2.00	\$ 68,468	\$ 66,845	
5420	Plant Pathologist/Nema.	1.00	1.00	27,144	27,959	
5407	Dep. Agricultural Commissioner	8.00	8.00	214,984	221,448	
5390	Agricultural Biologist	24.00	0.00	562,613	0	
5390	Agricultural/Standards Specialist II	0.00	2.00	0	39,930	
5385	Agricultural/Standards Specialist III	0.00	14.00	0	328,905	
5380	Agricultural/Standards Specialist IV	0.00	8.00	0	205,088	
5397	Senior Ag. Tech	3.00	3.00	62,352	64,197	
5398	Ag. Tech.	8.00	10.00	149,480	186,539	
5399	Ag. Tech Aid	11.00	11.00	162,741	168,310	
2730	Senior Clerk	5.00	5.00	73, 383	80,235	
2700	Intermediate Clerk	2.00	3.00	26,014	40,174	

Adjustments		
County Contributions to Benefits	399,525	\$ 418,024
Salary Adjustments	10,410	112,063
Unemployement Expense	9,176	10,353
Employee Compensation	5,660	4,927
Salary Savings	(41,720)	(47, 182)
TOTAL ADJUSTMENTS	\$ 383,051	\$ 498,185

PROGRAM	TOTA	LS:(Cou	nty 🛛	Regul	ar)
---------	------	---------	-------	-------	-----

64.00

67.00

PROGRAM: Weights & Measures	#	32022	MANAGER: William A. Holland
Department: Agriculture, Weights & Measures	#	4853	REF: 1983-84 Final Budget - Pg:

Authority: The Sealer of Weights & Measures enforces Division 5, California Business and Professional Code, and Chapter 8, Title 4 of the California Administrative Code pertaining to weights and measures, and any other State or Federal laws, rules and regulations pertaining to weights and measures standards, specifications and tolerances.

		1981-82 Actual		1982-83 Actual	1983-84 Actual	1983–84 Budg et	1984-85 CAO Proposed
COSTS Salaries & Benefits	\$	196,948	\$	230,276	\$ 232,925	\$ 291,149	\$ <i>3</i> 60,653
Services & Supplies		11,996		16,170	27,077	12,693	21,269
Fixed Assets		0		0	0	0	0
Vehicles/Comm. Equip.		0		0		0	153,373
Less Reimbursements		0		0	0	0	0
TOTAL DIRECT COSTS	\$	208,944	\$	246,446	\$ 260,002	\$ 303,842	\$ 535,295
FUNDING	\$	(1,300)	\$	(747)	\$(197,954)	\$ (68,865)	\$ (106,000)
NET COUNTY COSTS	\$	207,644	\$	245,699	\$ 62,048	\$ 234,977	\$ 429,295
STAFF YEARS	I	8.32		8.90	8.43	11.00	13.00
PERFORMANCE INDICATORS: Weighing and Measuring Device Inspected	əs	12,366		15,687	18,281	19,500	20,200
Quality Control Visits (Includes meat, petroleum p	orod	1,200 lucts and wel	ghmast	1,497 Ters)	1,763	2,050	2,300

PROGRAM DESCRIPTION:

The inspection of petroleum products, enforcement of the fair packaging and labeling act, weighmaster laws and regulations, and the inspection of weighing and measuring devices are mandated under the California Business and Professions Code. This department, upon request, certifies the accuracy of devices for other governmental agencies.

The assurance of quality and fair competition in the market place is necessary to secure the confidence of the general public. The petroleum products program deals with the enforcement of the quality and advertising requirements of petroleum products such as anti-freeze, brake fluid, and automatic transmission fluids. San Diego County has in excess of 4,200 locations which sell gasoline and other petroleum products. The direct enforcement of the Fair Packaging and Labeling Act of the Business and Professions Code is the responsibility of the County Sealer of Weights and Measures. The Sealer is also mandated under the Weighmaster Enforcement Program to do inspecting and intra-county complaint investigations. There are approximately 266 licensed weighing locations in San Diego County. This includes public weighmasters, private weighmasters, and public weighmasters at large. The type of businesses inspected include poultry, livestock feeds, salvage, moving and storage of household goods, fish buyers, avocado processors, fertilizer, rock, asphalt and concrete. All are inspected for compliance with governing regulations. The Weighing and Measuring Device Testing Program is solely an obligation of the Sealer of Weights & Measures. This requires the enforcement of many general sections of the Business and Professions Code and the specifications and tolerances in the California Administrative Code. (Title 4, Chapter 8 and 9).

#32022

1983-84 BUDGET:

Recruiting weights and measures inspectors has continued to be a problem in this program. The recent reclassification of the inspectors to Agricultural/Standards Specialists has already impacted the division. The recent State reviews have pointed up areas of concern which have been primarily a result of the lack of personnel which caused the almost 12% reduction in Salary and Benefit expenditures. Reductions in staff costs caused by recruiting problems created savings of over \$27,000. Some of these savings in the budgeted amount were offset by the increased expenditures in setting up billing and collecting systems for fees.

1984-85 ADOPTED BUDGET:

The 1984-85 budget adds two weights and measures inspectors to this program in an effort to correct a long standing deficiency in the inspection/enforcement area. The 2 staff year addition is in part paid for by the revenues allowed by the State for device registration fees approved in 1983 and 1984. Public protection will be enhanced by this action. Funding for one gasoline test vehicle and one heavy capacity test truck with trailer and weights was approved for purchase during the 1984-85 fiscal year.

The assurance of quality and fair competition in the market place is necessary to secure the confidence of the general public.

* 1984-85 E/R/SY \$535,373/\$106,000/13.0

I. Related statistical information:

Weights & Measures Programs	1982-83 Averages State-Wide	1982-83 San Diego County	Difference
Cost per person hour	\$17.33	\$13.37	(29.6%)
Cost per capita	0.39	0.13	(61.5%)

- The additional inspectors will be the first staff additions in achieving parity with State-wide compliance levels. The achievement of parity with other programs in the State will take more than one year to accomplish. Additional staff may be required in the future. The workload will not stabilize until after State mandates are met and routine inspections are performed.
- ^o Currently, San Diego County consumers are not being protected equally with other California consumers. Expenditures per capita for Weights and Measures enforcement, in San Diego County, are the lowest in the State. In fact, the per capita expenditure is exactly 1/3 of the Statewide average. Additionally, the person hours utilized in San Diego County ranks last among counties with populations in excess of 1/2 million. San Diego County consumers are not being equally protected because there are not enough people enforcing the weighing and measuring regulations.
- * The Legislative Analyst is assessing the implementation of the device registration fee (100% of the revenue increase (on a State-wide basis and will report to the Legislature on 9/1/84.
- 2. A major factor that could alter activities is the continued rapid expansion of businesses that utilize weighing and measuring devices to serve the public.

The inspection of petroleum products, the enforcement of the Fair Packaging and Labeling Act, the enforcement of weighmaster laws and regulations and the inspection of weighing and measuring devices are the major components of the Weights and Measures Program. This department, upon request, certifies the accuracy of devices for other governmental agencies. Additionally, direct enforcement of the Fair Packaging and Labeling Act of the Business and Professions Code is the responsibility of the County Sealer of Weights and Measures. The Sealer is mandated under the weighmaster and enforcement program to do inspections and intra-county complaint investigations. There are approximately 266 licensed weighing locations in San Diego County. This number includes public weighmasters, private weighmasters and public weighmasters at large. The types of businesses involved are poultry and livestock feeds, salvage, moving and storing of household goods, fish buyers, avocado processors, fertilizer, rock, sand,

#32022

1984-85 ADOPTED BUDGET: (Continued)

asphalt and concrete. All of these locations must be inspected for compliance under the weighmaster enforcement program. The weighing and measuring device testing program is solely an obligation of the County Sealer of Weights and Measures. This requires the enforcement of many general sections of the Business and Professions Code and compliance with the tolerances and specifications in the California Administrative Code. (Title 4, Chapters 8 and 9). Almost 86% of these devices are mandated to be inspected annually.

1984-85 OB JECT I VES:

Completing all of the required inspections outlined in the device fee ordinance is the primary 1984-85 objective. Successful completion of this objective will bring the County closer to compliance with the mandates set forth in the California Business & Professions Code.

The three major objectives in this program are to bring the following areas into compliance with State averages:

	Compliance Rates				
	San Diego County	Callfornla State Average			
Vehicle Scales	40%	66%			
Petroleum Delivery Tanks	0 7%	40%			
Gasoline Pump Meters	71%	7 7%			

PROGRAM REVENUES BY SOURCES:

The 54% increase in revenues is due to the inclusion of gasoline pump meters in the fee schedule approved in FY 1983-84. These fees will be reviewed for continuation by the Legislature about September 1, 1984.

	1983-84 Actual	1983-84 Bu dget	1984-85 Adopted		
Fees for device registrations set by State formula	\$ 187,660	\$ 68,865	\$ 106,000		
Recovered Expenditures	10,294	0	0		
	\$ 197,954	\$ 68,865	\$ 106,000		

PROGRAM: Watershed Resources Management	#315221	Manager: GARY REECE
	#315222	
Department: Agriculture, Weights & Measure	#4854	REF: 1983-84 Final Budget - Pg:

Authority: The Watershed Management policy was adopted by the Board of Supervisors on September 28, 1982 (No. 8). In adopting the policy, the Board of Supervisors expressed need for coordinated county wide planning in prescribed burning; authorized continuous effort of this department in coordinating prescribed burning on all lands in this county; promoted full cost recovery as a means of funding this program; and supported the linkage to the University of California through the University Cooperative Extension for continued research and demonstrations.

	981-82 ctual	82–83 tua l	1983–84 Actual	l 983-84 Budget	1984–85 Adopted
COSTS					
Salaries and Benefits	\$ 0	\$ 0	\$ 81,794	\$ 64,029	\$ 70,000
Services and Supplies	0	0	15,040	18,000	18,000
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 0	\$ 0	\$ 96,834	\$ 82,029	\$ 88,000
FUNDING	0	0	(39,127)	(68,900)	(75,000)
NET COUNTY COSTS	\$ 0	\$ 0	\$ 57,707	\$ 13,129	\$ 13,000
STAFF YEARS	 	<u>, , , , , , , , , , , , , , , , , , , </u>	2,98	2.00	2.00

PERFORMANCE INDICATORS:

Not applicable. Watershed development and prescribed burning are not measurable in terms of acres burned or acres replanted. Terrain, soil conditions and location are infinitely variable. The major activities include the planning and proposal writing for all contracts, the utilization of prescribed burning, where required, the introduction of proper watershed covers for exposed terrain and the provisions of the necessary labor to accomplish the activity.

PROGRAM DESCRIPTION:

San Diego County's watersheds continue to represent an enormous potential fire hazard and a significant on going and costly liability. Unless man introduces the proper function of nature in its natural setting, the build up of vegetation to fuel wildfires will perpetuate. The most economical and environmentally sound method is to return natural fire occurrence on these lands through planned use of prescribed burning. Natural fire occurrence, or prescribed fire is known to produce the following benefits: minimize environmental pollution and allow reestablishment of a natural ecologically healthy environment; improve wildlife habitat; improve and increase recreational acreage; improve esthetics; improve grazing animal habitat; increase water yield; reduce wildfire hazard; decrease the cost of fire protection; decrease erosion; and preserve and protect watersheds.

*1983-84 Activity was incorporated in former Specialists program and has been extracted for comparison purposes.

PROGRAM: Watershed Resources Management

#315221

```
Manager: GARY REECE
```

1983-84 ACTUAL:

Work on contracts with Federal agencies has produced most of the activities in this division. The difficulty of measuring the effects of preventative activities cannot always be measured because of the activities of man and man's inability to control nature. The extra help expenditures on the reservations for labor was the major difference between the budget and the actual expenditures. These extra help positions actually amounted to .98 staff years that will probably be necessary for 1984-85.

1984-85 ADOPTED BUDGET:

To institute visible Watershed Resources Management Program that is funded by projects and contracts for the fiscal year with a minimal cost to the County. These brushland control and watershed development areas will be improved by the reduction of fire fuels and the development of soil holding grasses. There will be no significant changes in this program in the 1984-85 fiscal year.

While not a mandated function these activities control, to some degree, the fire fuel availability in the county to prevent unnecessary losses due to wild fires and subsequent watershed deterioration.

° 1984-85 E/R/SY \$88,000/\$75,000/2.0

1984-85 OB JECTIVES:

The primary objective will be to reduce fire hazard to the environment and private property by planned vegetation management. Outside funding will be obtained to maintain County cost at a minimum level. Funding from other departments has been requested to continue work on County property.

PROGRAM REVENUES BY SOURCE:

	983–84 <u>Actual</u>	l 983–84 Budget	1984-85 Adopted
Bureau of Indian Affairs	\$ 35,151	\$ 55,000	\$ 55,000
Department of the Navy	1,360	8,000	8,000
Small contracts and equipment rental	2,616	5,900	12,000
	\$ 39,127	\$ 68,900	\$ 75,000

PROGRAM: Watershed Resources Management

Department: Agriculture, Weights & Measures

		BUDGET ST	SALARY AND BENEFITS COST					
Class	T Itle	1983-84 Budget			1983-84 Budget		1984–85 Adopted	
5453	Watershed Manager	1.00	1.00	\$	26,375	\$	27,167	
5452	Watershed Field Supervisor	1.00	1.00		21,709		22.358	

Total Adjustments	\$ 15,945	\$ 20,475
Salary Savings	0	(1,707)
Employee Compensation	0	154
Unemployement Compensation	0	3 85
Salary	0	4,002
County Contributions and Benefits	15,945	17,641
Adjustments:		

	<u></u>	 		
PROGRAM TOTALS:	2.00	\$	64 ,0 29	\$ 70,000

×

PROGRAM: Overhead	#	92 10 1	MANAGER:	KATHLEEN A. THUNER
Department: Agriculture, Weights & Measures	#	4851	REF: 198	13-84 Final Budget - Pg:

Authority: This program was developed for the purpose of carrying out Division 2, Chapters 1 and 2, of the Food and Agriculture Code which establishes a Department of Agriculture within the County and the enforcement of all applicable state and local laws.

	1981-82 Actual	1982-83 Actual	1983–84 Actual	l 983–84 Budget	1984-85 Adopted
COSTS	:				
Salaries & Benefits	\$ 217,036	\$ 194,574	\$ 172,176	\$ 197,602	\$ 191,474
Services & Supplies	30,883	13,420	21,703	14,320	14,320
Fixed Assets	0	0	0	0	0
Vehicles/Comm _e Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 247,919	\$ 207,994	\$ 193,879	\$ 211,922	\$ 205,794
FUNDING	\$ (6,600)	0	(6,600)	(6,600)	(6,600)
NET COUNTY COSTS	\$ 241,319	\$ 207,994	\$ 187,279	\$ 205,322	\$ 199,194
STAFF YEARS	10.49	7.00	6.78	7.00	6.00

PERFORMANCE INDICATORS:

Not Applicable

PROGRAM DESCRIPTION:

The management and operation of three County programs (Agriculture, Weights & Measures, and Watershed Resources Management) requires an administrative staff to insure control, direction and support of all department activities. This program provides for the Commissioner/Sealer's administration and general supervision of overall functions of the department. Major activities include staff development, fiscal control, and clerical support to the operating divisions of the department. The problem of the gypsy moth (Lymantria dispar) infestation will again take a large share of time and resources for coordination and cooperation purposes. Additionally, the 1984 Summer Olympics will pose new challenges to staff. Both San Diego's proximity to the site of the summer games and anticipated stress on both Federal and Los Angeles County inspection staff will require assistance in quarantine inspections. Modern transportation has given new starts to pests (especially insects) in areas that do not have local natural enemies for biological control. There are even more problem pest outbreaks anticipated in 1984-85 with travelers coming from many parts of the world to the Olympic Games. An early pest is the Caribbean Fruit Fly (Anastrepha suspensa) recently trapped in East San Diego.

1983-84 ACTUAL:

Expenditures and activities have remained constant during the fiscal year. The two infestations in the North Park and Mission Valley areas have required the Commissioner to travel to Sacramento more than anticipated to retain some degree of local control in State determined eradication control efforts. Successful reclassification efforts will result in improved morale and the ability to fill long-standing vacancies. The significant differences between the 1983-84 budget and the actual expenditures are: 1. The transfer of one position from Overhead to Agriculture and; 2. the purchase of work stations for those involved in the computerization of the office. PROGRAM: Overhead

#92101

1984-85 ADOPTED BUDGET:

1984-85 E/R/SY

\$205,794/\$6,600/6.0

The majority of the work of this department is mandated by laws or regulations. The Agricultural Commissioner is under the direction of the Director of Food and Agriculture, a state agency. Under the State Food and Agriculture Code the Commissioner "shall be responsible for the enforcement at the local level". Over the past several years funding from the State has increased until presently they fund approximately forty-five percent of the costs while the County General Fund makes up the balance. Ten years ago the ratio was five percent State funds and ninety five percent County General Fund. Three years ago the State funded twenty-five percent and the County seventyfive percent. In most instances the amount of funds received is based on the amount of work County personnel accomplish in the particular field for which funds are received. This presents the department with a dilemma in that a decrease of personnel reduces the amount of work done which then decreases the amount of funds. The proposition has been submitted that the County General Fund should not support any State mandated work. There are obvious drawbacks to this. First, local control would be lost and second, the work would be done by State personnel with the cost being charged to the County. Since State personnel are generally paid at a higher rate than County personnel the cost for doing the work required would be higher. About twenty-seven percent of all Biologists' time is spent on Pesticide Use Enforcement. Biologists issue permits to possess and use restricted materlais and monitor that use, issue cease and desist orders for any abuse, follow up on complaints of injury to the public or environment, and investigate any illness resulting from the pesticide use. Additionally, the Biologists ensure that produce, when picked and packed, meets the residue tolerances for pesticides. Any reduction in our efforts in this phase of work could result in introduction of pesticides into the environment. Reduction of the enforcement of pre-harvest intervals could allow produce getting to the market that exceeds the allowable tolerance for pesticides. Twenty-two percent of all the Biologists' time is expended in plant pest exclusion. San Diego County sits in a vulnerable position with Mexico to the south and its ports of entry open to foreign ships and planes. Exclusion of plant pests not known to occur in this state/country is necessary for the protection of California's fourteen billion dollar agricultural industry. Recent publicity about the Mediterranean Fruit Fly infestation in California indicates the costly failure of preventing introduction compared to the eradicative measures against an established pest. In addition to the costs involved is the environmental impact incurred with the widespread use of pesticides necessary in an eradicative effort. The gypsy moth problem has been widely discussed. More will be known about the eradication efforts in the spring. Nursery inspection and pest detection, sixteen and eight percent of the Biologists time respectively. Is also plant pest exclusion only under a different title. It is used to back up our efforts of inspection of incoming plants and plant products for pests. To insure that a pest does not become established, even if it may have escaped detection at a point of entry, additional inspections are done at plant nurseries. Major efforts to keep oriental fruit fly, Dacus dorsalis, out of San Diego County and reduce the reinfestation of the Caribean fruit fly, Anastrepha suspensa.

The County Sealer of Weights and Measures is responsible for the inspection of commercial weighing and measuring equipment used in the County. Until this year, San Diego County has been operating under a variable frequency inspection program, without formal approval of the Director as required under the operating regulations. This program assumes that the County will remain within the standard deviation from the statewide average for compliance. Recent reports indicate that San Diego County fails to approach this compliance standard in almost all categories for which standards have been set. Correspondence with the Division of Measurement Standards indicates several possible solutions which will be explored further to resolve the compliance level problem.

1984-85 OBJECTIVES:

The conversion of 30% of reports submitted to the State from manual processing to computer processing is the major objective. By the end of the third quarter, an in-house budget analysis program will be in the experimental state with full capabilities utilizable for the following budget year.

PROGRAM REVENUES BY SOURCE:	1983-84	1983-84	ł984–85
	Actual	Budget	Adopted
State of California Commissioner Reimbursement	\$ 6,600	\$ 6,600	\$ 6,600

PROGRAM: Overhead

DEPT: Agriculture, Weights & Measures

		1983-84	1984-85		1983-84		984-85
Class	Title	Budget	CAO Proposed	-	Budget	C AO	Proposed
2102	Agricultural Commissioner/						
	Sealer Weights & Measures	1.00	1.00	\$	41,590	\$	41,455
2302	Administrative Assistant III	1.00	1.00		32,120		32,941
2758	Admin. Sec. III	1.00	1.00		18,871		19,364
2511	Senior Payroll Clerk	1.00	1.00		14,526		15,877
2730	Senior Clerk	1.00	1,00		16,383		17,493
3020	Computer Operator	1.00	0.00		15,713		0
2708	CRT Operator	1.00	1,00		13,907		14,811

Adjustments:			
County Contributions to Benefits	\$ 44	,905	\$ 41,748
Salary	2	,948	11,117
Unemployement Expense		687	829
Employee Compensation		651	539
Salary Savings	(4	,699)	(4,700)
TOTAL ADJUSTMENTS	44	,492	49,533

PROGRAM	TOTAL	.S:(C	count v	Requ	lar)

.

6.00

\$ 197,602

\$ 191,474

PROGRAM: Grazing Lands	#	75803	MANAG	ER: Kathleen A. Thuner
Department: Grazing lands Committee	#	4450	REF:	1983-84 Final Budget - Pg:

Authority: This program was developed for the purpose of carrying out Public Resources Code Section 8557.5

which provides for the reimbursement to the leases of Federal Land, the fees collected, for the improvement of that land.

		981-82 \ctual		1982–83 Actual		1983–84 Actual		1983-84 Sudget		1984-85 Adopted
COSTS Salaries & Benefits	s	0	\$	0	e	0	s	0	•	0
	•	U	Ð	U	\$	U	Ð	U	s	0
Services & Supplies		0		0		0		0		0
Fixed Assets		0		0		0		0		0
Vehicles/Comm. Equip.		0		0		0		0		0
Other Charges	\$	5,000		0		0		85,900		88,000
Less Reimbursements		0		0		0		0		0
TOTAL DIRECT COSTS	\$	5,000	\$	0	\$	0	\$	85,900	\$	88,000
FUNDING (Revenue and Fund Balance)	\$	(5,000)	\$	(66,000)*	\$	(85,900)*	\$	(85,900)*	\$	(88,000)*
NET COUNTY COSTS	\$	0	\$	(66,000)	\$	0	\$	0	\$	0
STAFF YEARS		0		0		0		0		0

PROGRAM DESCRIPTION:

There are 27 lessors grazing 103,000 acres of Federal public land in the County with a total carrying capacity of 7,100 Animal Unit Months (AUM). Thus on the average, it requires 14.5 acres per grazing head. The average fee is \$1.96 per AUM. Most leases will expire during the year 1989.

REVENUE:

Fees from the Federal lands via the State constitute revenue and are restricted to use on the leased lands.

*The fund balance is included with the revenue.

AIR POLLUTION CONTROL

	1981-82 Actual	1982-83 Actual	983-84 <u>Actual</u>	1983-84 Budget	1984-85 Adopted
Air Pollution Control	\$ 2,661,695	\$ 2,624,945	\$ 443,006	\$ 788,006	\$ 671,510
Total Direct Costs	\$ 2,661,695	\$ 2,624,945	443,006	788,006	671,510
Less Funding	2,053,757	2,241,573	0	0	0
Net Program Cost	\$ 607,938	\$ 383,372	\$ 443,006	\$ 788,006	\$ 671,510
Staff Years	79 . 70	72.22	0	0	0
External Support Costs	517,836	605,910	0	0	0

PROGRAM:	AIR POLLUTION CONTROL	#	41010	MANAGER: R. J. SOMMERVILLE
Departmen	t: AIR POLLUTION CONTROL	#	6710	REF: 1983-84 Final Budget - Pg: 257

Authority: Mandated program to protect public health. Authority and responsibilities are contained in the California Health and Safety Code and Federal Clean Air Act. The State assumes responsibilities and authority in the absence of an adequate local program.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 2,454,736	\$ 2,368,603	\$ 0	\$ 0	\$0
29191162 0 06061112	\$ 2,454,736	\$ 2,368,603	\$ 0	э .	\$ 0
Services & Supplies	187,732	237,249	0	0	0
Fixed Assets	19,227	19,093			
General Fund	0	0	443,006	788,006	671,510
Contribution to APCD			· <u>················</u>		<u></u>
TOTAL DIRECT COSTS	\$ 2,661,695	\$ 2,624,945	\$ 443,006	\$ 788,006	\$ 671,501
FUNDING	\$ (2,053,757)	\$ (2,241,573)	0	\$ 0	0
NET COUNTY COSTS	\$ 607,938	\$ 383,372	\$ 443.006	\$ 788,006	\$ 671,510
STAFF YEARS	79,70	77.22		0	

PROGRAM DESCRIPTION:

Since FY 1983-84, the Air Pollution Control District has budgeted totally as a Special District, rather than partially as a General Fund Department and partially as a Special District. As such, the District's proposed budget is submitted in a cycle different than that used for General Fund Departments.

1983-84 ACTUAL:

State regulations' require County General Fund contribution to Air Pollution Control Districts to be spent after Federal, State and local sources of funds are spent. Because the District collected more revenues than anticipated from those sources, and spent less than anticipated for services and supplies and fixed assets, a portion of the General Fund contribution was returned to the County as provided for by the Health and Safety Code.

1984-85 ADOPTED BUDGET:

The District does receive a General Fund contribution as provided for in the Health and Safety Code, and this document reflects that contribution. Only \$362,279 of the \$671,510 contribution is "new" money. The remaining \$309,231 are unexpended funds from FY 1983-84 which are available to meet FY 1984-85 expenditures.

ANIMAL CONTROL

		981-82 ctual		1982-83 Actual		983-84 Actual		1983-84 Budget		1984-85 Adopted
Animal Health and Regulation	\$2	,085,244	\$ 2	2,063,494	\$ 2	2,246,036	\$ 2	2,315,967	\$ 2	2,660,218
Total Direct Costs	\$ 2	,085,244	\$ 2	2,063,494	\$ 2	2,246,036	\$ 2	2,315,967	\$ 3	2,660,218
Less Funding	ł	,456,417		1,517,931		1,699,077	2	2,109,800		1,779,118
Net Program Cost (Without Externals)	\$	628,827	\$	545,563	\$	546,959	\$	206,167	\$	881,100
Staff Years		98 , 96		93.00		99.30		95 . 50		96 . 50
Fixed Assets	\$	8,000	\$	0	\$	2,358	\$	4,200*	\$	0

.

* Offset by revenues in public education trust fund.

PROGRAM:	ANIMAL HEALTH & REGULATION	#	31523	MAN	GER:	Sally B. Hazzard, Director
Departmen	t: ANIMAL CONTROL	#	4300	REF	: 198	33-84 Final Budget Pg: 259

Authority: San Diego County Code of Regulatory Ordinances, Chapter 6 provides for the operation of County Animal Shelters; licensing of dogs and kennels; rables control; enforcement of a variety of sections to protect the public and animal population; and an active spay-neuter and adoption program. In addition, the Department of Animal Control is responsible for enforcement of sections of the following State of California Codes: Administrative, Business & Professional, Civil Corporations, Food & Agriculture, Education, Fish & Game, Government, Health & Safety, Penal, Public Utilities, Vehicle & United States Agriculture Codes.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	l 983–84 Budget	1984-85 Adopted
COSTS	• • • • • • • • •	• • • • • • • • •			• • • • • • • •
Salaries & Benefits	\$ 1,921,355	\$ 1,863,398	\$ 2,025,948	\$ 2,164,352	\$ 2,419,603
Services & Supplies	163,889	200,096	220,088	151,615	176,615
Other Charges	0	0	2,358	0	64,000
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 2,085,244	\$ 2,063,494	\$ 2,248,394	\$ 2,315,967	\$ 2,660,218
FUNDING	\$ (1,456,417)	\$(1,517,931)	\$(1,699,077)	\$(2,109,800)	\$(1,779,118)
NET COUNTY COSTS	\$ 628,827	\$ 545,563	\$ 549,317	\$ 206,167	\$ 881,100
STAFF YEARS	98,96	93,00	99,30	95,50	96,50
PERFORMANCE INDICATORS:			<u></u>		
Total animal shelter population	36,336	38,588	42,350	44,850	45,438
Field Contacts/Field Officer	1,063	1,290	1,113	1,300	1,555
Fleid Officer/Public Served	1:38,100	1:45,000	1:46,358	1:50,000	1:48,484

PROGRAM DESCRIPTION:

The Department of Animal Control provides animal health and regulatory services for over three quarters of the population of San Diego County. The Department serves all unincorporated areas and nine contract cities: San Diego, Poway, Imperial Beach, Del Mar, Lemon Grove, Santee, San Marcos, Vista and Carlsbad.

PROGRAM:	ANIMAL HEALTH & REGULATION	# 31523	MANAGER:	Sally B. Hazzard, Director
----------	----------------------------	---------	----------	----------------------------

To accomplish this task, the department operates three shelters: one in North County on Palomar Airport Road in Carlsbad; one in South County on Sweetwater Road in Bonita; and the central city shelter on Azusa Street in San Diego. The department's staff serves the public 24 hours a day, seven days a week. A variety of services are performed for the public and animals. They include, but are not limited to:

- Licensing of dogs.
- Adoption services for dogs, cats and other pets.
- Emergency medical care for injured pets found without owners.
- ^e Rables control activities and rables clinics in conjunction with the Veterinary Medical Association.
- Owner notification of found licensed dogs.
- Enforcement of local, state and federal animal control and humane laws.

1983-84 ACTUAL:

The difference of \$69,931 between 1983-84 budget and 1983-84 actuals represents the department's effort to exceed scheduled salary savings in order to make up for revenue deficits. The shift between Salaries & Benefits and Services & Supplies of appropriations reflects the use of temporary contracted labor.

The \$410,723 revenue loss was held to licensing income. The lack of earned revenue was due to a variety of circumstances, including overestimation, computer systems problems and timeliness of mailings. 1984-85 revenues have been adjusted appropriately.

1984-85 ADOPTED BUDGET:

The 1984-85 budget for the Department of Animal Control reflects minor administrative upgrades and the remainder of the budget at a status quo level of service. The minimal increase in Services & Supplies were the result of increase in costs for animal food, medical supplies and funding for uniform cost for existing departmental employees.

PROGRAM REVENUE BY SOURCE:

There is a decrease in projected revenues from 1983-84 budget to 1984-85 CAO adopted. This decrease is primarily in the animal licensing. Revenues were decreased to a more realistic projection because of proper estimation of our financial history and a "cleanup" of our master file, which deleted duplicate and triplicate entries for dogs, thus, reducing our billing base. Revenue trends should improve over the next several years.

REVENUE	1983-84 Actual	1984–85 Budget	1984-85 Adopted
Animal Licenses	\$ 1,084,695	\$ 1,556,132	\$ 1,165,118
Kennel Licenses	10,622	10.370	10,000
Animal Shelter & Board Fees	257,832	247,445	245,000
Rables Vaccinations	13,128	12,000	12,000
Veterinarian Services	9,202	10,500	9,700
Adoption Fees	22,612	25,000	24,000
Quarantine Fees	34,262	30,000	30,000
City of S.D. & Port Authority Contracts	188,461	156,933	177,768
Court Fines and Other Miscellaneous	78,263	61,420	41,532
Other Charges			64,000
	\$ 1,699,077	\$ 2,109,800	\$ 1,779,118

Program	: Animal Health and Regulation			Department:	Animal Control	
—		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
Class	Title	1983–84 Budget	984-85 Adopted	1983-84 Budget	1984-85 Adopted	
2112	Director of Animal Control	1.00	1.00	\$ 45,639	\$ 45,512	
3042	Deputy Director, Administrative Services	0.00	1.00	0	38,138	
8801	Chief, Animal Control Operations	0.00	1.00	0	28,183	
2302	Administrative Assistant III	1.00	0.00	32,120	0	
2303	Administrative Assistant II	1.00	2.00	24,588	53,462	
2403	Accounting Technician	1.00	1.00	18,174	18,469	
2493	Intermediate Account Clerk	4.00	4.00	55,177	56,331	
2494	Payroll Clerk	1.00	0.00	14,920	0	
2510	Senior Account Clerk	1.00	1.00	14,250	14,926	
2511	Senior Payroll Clerk	0.00	I.00	0	14,757	
2700	Intermediate Clerk Typist	9.00	7.00	118,690	94,325	
2730	Senior Clerk	3.00	3.00	49,076	49,983	
2758	Administrative Secretary III	1.00	1.00	18,871	19,364	
2778	Animal Control Dispatcher	6.00	6.00	80,859	87,990	
3800	Senior Animal Control Dispatcher	1.00	1.00	14,197	14,185	
1225	Vətərinarian	1.50	1.50	48,245	48,268	
5700	District Supervisor	4.00	3.00	90,707	70,878	
5701	Senior Kennel Officer	3.00	3.00	46,057	48,370	
5702	Animal Control Licensing Officer	3.00	5,00	41,824	66,674	
5703	Animal Control Officer II	35.00	35,00	594,689	608,181	
5704	Animal Control Officer I	11.00	11.00	146,825	154,119	
5791	Supervising Animal Control Officer	4.00	4.00	83,080	83,580	
9999	Extra Help	4.00	4.00	126,000	126,000	
	Total	95.50	96.50	\$ 1,663,988	\$ 1,741,695	

\$ 434,949	\$ 461,836
0	133,400
5,584	6,217
25,006	25,006
10,588	10,588
5,256	5,256
33,930	30,950
7,999	6,964
83,938	93,514
(106,886)	(95,824)
0	0
\$ 500,364	\$ 677,907
	0 5,584 25,006 10,588 5,256 33,930 7,999 83,938 (106,886) 0

PROGRAM	TOTALS:
---------	---------

95.50 96.50 \$ 2,164,352 \$ 2,419,602

CORONER

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984–85 Adopted
Decedent Investigation	\$ 1,818,378	\$ 1,744,050	\$ 1,847,271	\$ 1,917,689	\$ 2,066,576
Total Direct Costs	\$ 1,818,378	\$ 1,744,050	\$ 1,847,271	\$ 1,917,689	\$ 2,066,576
Funding	82,889	91,590	(126,322)	96,000	166,200
Net Program Costs (Without Externals)	\$ 1,735,489	\$ 1,652,460	\$ 1,720,949	, \$ 1,821,689	\$ 1,900,376
Staff Years	45.00	45.76	45. 70	44.00	45.50
Fixed Assets (Central Purchasing)	\$ 25,780	\$ O	\$ 782	\$0	\$0

.

.

PROGRAM: Decedent Investigation	#	19001	MANAGER: David J. Stark
Department: Coroner	#	2750	REF: 1983-84 Final Budget - Pg: 262

Authority: This program was developed for the purpose of complying with Section 27491 of the California Government Code which requires the Coroner to investigate and determine the cause of death in certain cases. This function is mandatory. The level of service for this function is not specific in the legislation.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 1,521,614	\$ 1,522,852	\$ 1,604,850	\$ 1,677,189	\$ 1,811,276
Services & Supplies	296,764	221,198	241,639	240,500	247,800
Fixed Assets	0	0	782	0	7,500
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 1,818,378	\$ 1,744,050	\$ 1,847,271	\$ 1,917,689	\$ 2,066,576
FUNDING	\$ (82,889)	\$ (91,590)	\$ (126,322)	\$ (96,000)	\$ (166,200)
NET COUNTY COSTS	\$ 1,735,489	\$ 1,652,460	\$ 1,720,949	\$ 1,821,689	\$ 1,900,376
STAFF YEARS	45.00	45.76	45.70	44.00	45.50
PERFORMANCE INDICATORS:	**************************************				
Reported Cases Case per Staff Year Net Cost per Case Toxicology Case Backlog	6,773 151 \$256 7 weeks	6,658 145 250 10 weeks	7,287 159 236 12 weeks	7,000 159 260 11 weeks	7,400 163 257 12 weeks

PROGRAM DESCRIPTION:

State statutes require that the Coroner investigate and determine the cause of all unnatural deaths and deaths due to apparent natural causes in which the decedent has not been seen by a physician within 20 days prior to death, or in which the attending physician is unable to determine the cause of death. Determination of the cause of death involves three phases of investigation. Field investigations are made by the Deputy Coroners to determine the immediate circumstances surrounding the death, and to develop a case history. In addition to the investigation, the deputies also take charge of and protect decedents' property and are responsible for the notification and counseling of the next of kin. The second phase of investigation is conducted by the Coroner's medical staff. The pathologists perform the various medical examinations and forensic autopsies necessary to determine the exact cause of death. The third phase of the investigatory process is accomplished in the laboratory. Toxicologists conduct a multiplicity of chemical analyses in order to test for the presence of various toxic substances. Currently, the laboratory section also assists the Probation Department by processing approximately 12,000 routine drug and alcohol screenings of probationers and inmates of the County's Honor Camps.

19001

1983-84 ACTUAL:

The 1983-84 estimated expenditures for salaries and benefits will be less than budgeted due to unanticipated salary savings, fewer autopsies performed than estimated, and an over estimate of the impact of 1983-84 negotiated salary increases. The overrealization of revenue is the result of a decedent transportation fee implemented mid-year.

1984-85 ADOPTED BUDGET:

The Government Code of State of California requires the Coroner to inquire into and determine the circumstances, manner and cause of all violent, sudden or unusual deaths; unattended deaths; deaths wherein the deceased has not been attended by a physician in the 20 days before death; deaths related to or following known or suspected selfinduced or criminal abortion; known or suspected homicide, suicide or accidental poisoning; deaths due to drowning, fire, hanging, gunshot, stabbing, cutting, exposure, starvation, acute alcoholism, drug addition, strangulation, aspiration, or where the suspected cause of death is sudden infant death syndrome; death in whole or in part occasioned by criminal means; death associated with a known or alleged rape or crime against nature; deaths of patients in hospitals operated by the State Department of Health or any successor agency; deaths in prison or while under sentence; deaths known or suspected as due to contagious disease and constituting a public hazard; deaths from occupational diseases or occupational hazards; deaths under such circumstances as to afford a reasonable ground to suspect that the death was caused by the criminal act of another, or any deaths reported by physicians or other persons having knowledge of death for inquiry by the Coroner. "Inquiry" does not include those investigative functions usually performed by other law enforcement agencies.

This budget includes one additional intermediate clerk staff year, an additional one-half supervising pathologist staff year, and step increases for all departmental staff.

The increased intermediate clerk staff year is full year funding of a position authorized mid 1983-84. This position is a billing/records clerk, associated with the new fee for decedent transportation effective January 1984 (note associated revenue increase).

The half-time supervising pathologist will: Ensure uniformity of autopsy procedures; assign cases based on individual pathologists' qualifications; more thoroughly review medical/legal cases; and improve communication with the medical community in areas of mutual concern, such as, conditions constituting potential medical hazards. This employee may elect to conduct autopsies at the Coroner's office but that workload will be separate from the half-time administrative and peer review duties.

The services and supplies proposal includes a small increase to offset product price increases, but more importantly, it provides the flexibility to send a few more toxicology samples to private laboratories for analysis. This is beneficial in complex cases where the unique analysis requires very labor intensive testing and would negatively impact the inhouse backlog.

PROGRAM REVENUE BY SOURCE:

The revenue projection for 1984-85 will increase due to a full year projection of a new fee approved by the Board of Supervisors for decedent transportation. The current fee is \$65. The current fee for embalming (when authorized by the next of kin) is \$75. The total revenue from embalming is decreasing slightly each year due to the growing popularity of direct cremation. Revenue from the sale of reports remains similar from one year to the next. A one-time Veterans Administration grant reimbursing the County for drug and alcohol analysis of 160 suicide cases expires in 1983-84 with no replacement grants for 1984-85. All sources of revenue to this department comply with Board of Supervisors Policy mandating full cost recovery.

PROGRAM:	Decedent Investigation	#	19001	MANAGER:	David J. Stark

PROGRAM REVENUE BY SOURCE: (Continued)

Revenue		1983-84 Actual	1983-84 Budget	1984-85 Adopted
Transportation Fees		\$ 35,087	\$ O	\$ 96,200
Embalming Fees	, `	54,750	60,080	54,000
V.A. Grant		19,920	19,920	0
Coples of Reports		13,746	14,000	14,000
Other Miscellaneous		2,819	2,000	2,000
TOTAL		\$ 126,322	\$ 96,000	\$ 166,200

1984-85 OBJECTIVES:

. .

х .

•

.

.

,

I. Establish a cause of death and issue a final death certificate within 30 days of the initial investigation in at least 85% of the cases.

2. Maintain an average weekly toxicology case backlog of no more than 75 cases.

Program: Decedent Investigation

Department: Coroner

×		Adopted	Budget	1984-85 Adopted
	1.00	1.00	\$ 44,571	\$ 45,013
oner's Laboratory	1.00	1.00	37,991	38,936
g Toxicologist	1.00	1.00	34,038	34,904
tive Assistant III	1.00	1.00	32,120	32,941
g Deputy Coroner	2.00	2.00	63, 392	64,002
st	3.00	3.00	92,286	94,653
oner's Examining Room	1.00	1.00	31,088	31,575
oner 11	13.00	13.00	340,382	344,889
ensic Embalmer	2.00	2.00	45,349	46,175
mbalmer	7.00	7.00	149,991	153,279
Technician	1.00	1.00	20,307	20,818
tive Secretary III	1.00	1.00	16,706	17,137
rk	1.00	1.00	16,383	16,661
te Account Clerk	2.00	2.00	26,776	27,867
te Clerk Typist	4.00	5.00	53,386	66,357
Assistant	1.00	1.00	14,513	15,100
	1.00	1.00	10,960	13,975
g Pathologist	0.00	0.50	0	26,340
Expert Professionals (10)			286,200	280,800
Extra Help	1.00	1.00	8,000	8,000
Ē×	opert Professionals (10)	cpert Professionals (10) tra Help	apert Professionals (10) Atra Help <u>1.00</u> <u>1.00</u>	Opert Professionals (10) 286,200 tra Help 1.00 1.00 8,000

Adjustments:

County Contributions and Benefits Salary Settlement Costs	\$ 299,846 0	\$ 319,761 79,976
Special Payments:		
Shift Premlum	9,800	9,950
Standby	15,000	15,000
Overtime	40,429	42,000
Salary Adjustments	4,750	167
Salary Savings	(17,075)	(35,000)
Total Adjustments	\$ 352,750	\$ 431,854

PROGRAM TOTALS:	44.00	47.50	\$1,677,189	\$1,811,276

FARM AND HOME ADVISOR

	1981-82 Actual	1982-83 Actual	1983-84 <u>Actual</u>	1983-84 Budget	1984-85 Adopted
Farm and Home Education	\$ 171,356	\$ 158,550	\$ 189,764	\$ 158,510	\$ 199,802
Total Direct Costs	171,356	158,550	\$ 189,764	158,510	199,802
Funding	0	0	<u>\$</u> 0	0	0
Net Program Costs	\$ 171,356	\$ 158,550	\$ 189,764	\$ 158,510	\$ 199,802
Staff Years	9.90	8.29	9.00	7.78	9.00
Fixed Assets/ Central Purchasing	\$ O	\$ O	\$ O	\$ 1,860	\$ O

.

PROGRAM:	Farm and Home Advisor Education Support	#	458011	MANAGER: B. Diane Wallace
Departmen	t: Farm & Home Advisor	#	5050	REF: 1983-84 Final Budget Pg:

Authority: This program was developed for the purpose of carrying out Education Code Section 31401 and the Cooperative Agreement between the University of California and the County of San Diego which calls for the establishment of a Farm/Home Advisor providing agricultural education, family and consumer science and 4-H Club youth program.

						•	•	
		1981-82 Actual		1982–83 Actual	1983–84 Actual		l 983-84 Budget	1984–85 Adopted
COSTS Salaries & Benefits	.\$	154,099	\$	141,448	\$ 143,846	\$	179,930	\$ 184,954
Services & Supplies		17,257		17,102	14,664		9,834	14,148
Fixed Assets		0		0	0		0	700
Vehicles/Comm. Equip.		0		0	0		0	0
Less Reimbursements		0		0	0		0	0
TOTAL DIRECT COSTS	\$	171,356	\$	158,550	\$ 158,510	\$	189,764	\$ 199,802
FUNDING		0		0	138		0	0
NET COUNTY COSTS	\$	171,356	\$	158,550	\$ 158,372	\$	189,764	\$ 199,802
STAFF YEARS		9.90		8.29	7.78		9.00	 9.00
PERFORMANCE INDICATORS:	•		•					
Publications Distributed		439,000	,	408,333	411,800		300,000	390,000
Letters and Phone Consultations		61,550		49,814	63,252		65,000	68,000
)ther (Including Teletip responses)		7,200		9,678	23,966		18,500	18,500

PROGRAM DESCRIPTION:

Presently, agricultural technology is adapted to the County of San Diego by the University of California Cooperative Extension (UC-CE) under an agreement with the County to provide clerical and support services to University staff. The University administers a program of education in agriculture, technical assistance, family and consumer science and marine science. Additionally, the county-wide 4-H Program and the Expanded Food and Nutrition Program is administered as a part of the services provided. Conducting agricultural production experiments, distributing publications to farmers and homemakers, organizing and serving Community Gardens are all a part of the UC-CE Program.

ı.

#458011

1983-84 ACTUAL:

The estimated expenditures for 1983-84 for salaries and benefits are lower because two part time staff members terminated at different times. These positions were combined into one full time staff person hired at the first step in the series. Funds were transferred to the services and supplies section to alleviate the dollar shortage in that area. The computer purchased by the University has helped reduce the time spent by the clerical staff on routine matters.

1984-85 ADOTPED BUDGET:

The 1984-85 Adopted Budget supports the University of California Cooperative Education with adequate staff members considering space and programatic constraints. Changes for late 1983-84 and 1984-85 includes the administration of a joint University-County of San Diego project to provide farming instructions for several Southeast Asian ethnic groups. This program is intended to assist in the assimulation of the various groups into the Agricultural mainstream in San Diego County. This program is administered through the University of California - Cooperative Extension located in the Farm Advisors Office.

- The increases in Services and Supplies are due to the travel associated with the addition of 2 new University paid farm advisors and additional office supply costs.
- The Carrousel projector is needed for some of the many presentations made to the public during the year.

1984-85 OB JECTIVES:

i) To provide a level of support that will be consistent with the Agreement between the County of San Diego and the University of California; 2) to provide, under the present constraints of budget reduction and the influence of inflation, program services at the workload level at less cost; 3) to administer a cooperative program that will provide agricultural producers access to technology that will maintain a viable agricultural industry facing increasing costs of water, land, energy and other resources; 4) to provide a 4-H Youth Program that will reach all socio-economic areas of the County for the development of youth to become responsible citizens, to achieve personal goals and to live and work coopertively with others; 5) establish a volunteer "Master Gardner" program to assist volunteers in providing community education programs on home gardening and landscaping; 6) provide reliable, research based information, using non-formal education methods to help people make decisions and solve problems relating to foods and nutrition, consumer products, home horticulture, agriculture, marine science and youth development; 7) provide information on nutrition and food buying to 1,800 low-income families; and 8) expand use of a University-purchased computer to assist in retrieval system of University-based research information to assist San Diego aresidents in decision-making and problem-solving in program areas, as provided by the Cooperative Extension Program.

STAFFING SCHEDULE

PROGRAM: Farm and Home Advisor Education support

.

DEPT: Farm Advisor

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted	
2764	Office Manager	1.00	1.00	\$ 18,870	\$ 17,868	
2757	Administrative Secretary 11	1.00	1.00	17,482	18,013	
2756	Administrative Secretary 1	4.00	4.00	59,754	60,332	
3020	Computer Operator	1.00	0.00	15,623	0	
2700	Intermediate Clerk	1.00	2.00	13,907	26,528	
7510	Farm Advisor Field Assistant	1.00	1.00	15,503	15,106	

Salary Savings	(3,391)		0
Unemployee Compensation	787		693
Employee Compensation	236		276
Salary Settlement Costs	0	•	9,302
ljustments: County contributions and Benefits	\$ 41,519	\$	36,836

PROGRAM TOTALS:	9.00	9.00	\$ 179,930	\$ 184,954

HOUSING AND COMMUNITY DEVELOPMENT

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	198 4 -85 Adopted
Housing and Community Development	\$ 4,809,266	\$ 8,032,810	\$ 5,824,314	\$ 9,823,619	\$11,129,428*
Total Direct Costs	\$ 4,809,266	\$ 8,032,810	\$ 5,824,314	\$ 9,823,619	\$11,129,428
Funding	5,087,896	8,640,247	6,130,482	10, 183, 619	11,489,428*
Net Program Cost	\$ (278,630)	\$ (607,437)	\$ (306,168)	\$ (360,000)	\$ (360,000)
Staff Years	65 . 4	58.00	56.30	62.00	62.00
Fixed Assets	\$ O	\$ O	0	\$ O	\$ O

* This appropriation includes \$75,667 in unanticipated revenues. These funds were appropriated after Final Budget adoption and will be used to offset 1984-85 salary increases. The \$75,667 has been added to the adopted line item expenditure and revenue totals to reflect a more accurate picture of salaries and benefits for this department. It has not been included in the line item summary on p. v of this document. To do so would have distorted the overall adopted budget total for the County.

.

PROGRAM: H	HOUSING AND COMMUNITY DEVELOPMENT	#	39001	MANAGER: GABRIEL G. RODRIGUEZ
Department:	: HOUSING AND COMMUNITY DEVELOPMENT	#	5630	REF: 1983-84 Final Budget - Pg: 270

Authority: San Diego County Administrative Code Section 720 established the Department and assigns certain Housing and Community Development activities. The Community Development Block Grant (CDBG) Program is operated under contract with the United States Department of Housing and Urban Development (HUD) while the Housing Authority is governed by the Housing Authority Board of Commissioners pursuant to California Health and Safety Code 34200 et. seq.

	· ·				
	1981-82	1982-83	1983-84	1983-84	1984-85
	Actual	Actual	Actual	Budget	Adopted
COSTS					
Salaries & Benefits	\$ 1,578,320	\$ 1,460,194	\$ 1,619,374	\$ 1,721,528	\$ 1,873,617
Services & Supplies	2,550,727	4,549,655	3,172,006	6,457,855	7,098,443
Other Charges (CDBG City Contracts)	680,219	2,022,961	1,032,934	1,644,236	2,157,368
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 4,809,266	\$ 8,032,810	\$ 5,824,314	\$ 9,823,619	\$11,129,428 13%
FUNDING	\$(5,087,896)	(8,640,247)	(6,130,482)	(10,183,619)	(11,489,428) 13\$
NET COUNTY COSTS	\$ (278,630)	\$ (607,437)	\$ (306,168)	\$ (360,000)	\$ (360,000) 0\$
STAFF YEARS	65.49	58,00	56.30	62.00	62.00
PERFORMANCE INDICATORS:					
Households Receiving Housing Assistance	2,495	2,532	2,776	2,800	3,000
Units Rehabilitated	197	257	259	270	270
Low/Moderate Units in Process	1,990	1,982	1,663	1,860	1,750
CDBG Projects in Process	238	279	352	275	34 1

PROGRAM DESCRIPTION:

The Department of Housing and Community Development (HCD) provides housing assistance and community improvements which benefit low and moderate income persons. To this end, HCD operates serveral programs in the unincorporated area and by contract in the Cities of Carlsbad, Chula Vista, Coronado, Del Mar, El Cajon, Escondido, Imperial Beach, La Mesa, Lemon Grove, Oceanside, Poway, San Marcos, Santee and Vista.

Funded primarily by the U.S. Department of Housing and Urban Development (HUD), the goal of these programs is to reduce blight, improve neighborhoods, alleviate substandard housing and increase the supply of affordable housing. Community Development Block Grant (CDBG) funds are used to provide public improvements and facilities in low and moderate income neighborhoods. CDBG funds are also used to rehabilitate and weatherize homes, mobilehomes and rental units, the latter reserved for lower income tenants.

PROGRAM:	HOUSING AND COMMUNITY DEVELOPMENT	# 39001	MANAGER: GABRIEL G. RODRIGUEZ
----------	-----------------------------------	---------	-------------------------------

in addition to preserving existing housing stock, CDBG funds are used to stimulate private sector production of lower income housing units. Additional resources for this effort include California Department of Housing and Community Development, California Housing Finance Agency, tax exempt mortgage revenue bonds, HUD Public Housing and certain inclusionary Housing Policies of the County and participating cities. As rental units are developed and/or rehabilitated, the Department assists with tenancy by certifying eligibility of lower income families, monitoring contracts and, in some cases, making rental assistance payments. Additionally, 3,000 households receive monthly rental assistance payments through the Section 8 Rental Assistance Program. These resources enable lower income persons to live in affordable, decent, safe and sanitary housing.

1983-84 ACTUAL:

Various CDBG activities, including certain public works projects, the Contingency Reserve and the Housing Development Fund, will not be completed during Fiscal Year 1983-84. These projects are included in the Fiscal Year 1984-85 Budget.

1984-85 ADOPTED:

The Housing and Community Development Program is funded from grant revenues which totally offset the direct costs of this program, as well as indirect costs to the maximum extent permitted by State and Federal cost accounting policies. The Program consists of Rental Assistance, Residential Rehabilitation, Program Development and Community Development activities.

Rental Assistance

		General Fund	Special Fund
	Staff	Budget	Budget
	Years	(millions)	(millions)
1983-84	37.1	\$1,2	\$ 8.2
1984-85	37.1	\$1.2	\$11.2

During Fiscal Year 1984-85, the Rental Assistance Unit will:

- Provide rental assistance to 3,000 households;
- Lease 97\$ of authorized rental assistance units;
- Assume contractual obligation for the Section 8 Moderate Rehabilitation Program as units are rehabilitated;
- Certify eligible tenants for County Density Bonus developments, California Coastal Commission developments and participating city programs;
- Oversee private management company operations of Public Housing developments.

Residential Rehabilitation

	Staff Years	General Fund Budget (millions)	Special Fund Budget (millions)
1983-84	11.2	\$1.4	\$2.0
1984-85	11.2	\$1.4	\$2.2

During Fiscal Year 1984-85, the Residential Rehabilitation Unit will:

Rehabilitate 270 dweiling units

39001

Program Development

	General Fund Staff Budget Years (millions)		Special Fund Budget _(millions)
1983-84	6.8	\$2.3	\$1.4
1984-85	6.8	\$2.3	-0-

During Fiscal Year 1984-85, the Program Development Unit will:

Stimulate the development and preservation of decent housing;

- Stimulate private sector production of 625 lower-income housing units through tax exempt mortgage revenue bond financing;
- Prepare the Housing Assistance Plan for the Community Development Block Grant.

Community Development

		General Fund	Special Fund
	Staf f	Budget	Budget
	Years	(millions)	(millions)
1983-84	6.9	£5 7	0
1902-04	0.9	\$5,3	-0-
1984-85	6,9	\$6.6	-0-

During Fiscal Year 1984-85, the Community Development will:

- Provide technical assistance to the Housing Division, other County Departments, cooperating cities and public service agencies for the development and implementation of CDBG projects;
- Monitor progress and performance of 166 CDBG projects;
- Plan and develop the Eleventh-Year CDBG Application in cooperation with units mentioned above.

PROGRAM REVENUES BY SOURCE:

The revenue reported in the General Fund includes reimbursement from the Housing Authority Special Fund and an allocation from the Community Development Block Grant. The former is for County-provided support: employees' salaries, benefits, supplies and overhead. The latter supports the Residential Rehabilitation, Program Development and Community Development activities.

All expenses are fully offset to the maximum extent permitted by County and Federal cost accounting policies.

	1983-84 <u>Actual</u>	983–84 Budget	1984–85 Budget
Housing Authority Special Fund	\$ 1,218,408	\$ 1,264,577	\$ 1,302,351
Community Development Block Grant	4,860,349	8,919,042	10,111,410
Other Miscellaneous	51,725		75,667
TOTAL	\$ 6,130,482	\$ 10,183,619	\$ 11,489,428

FIXED ASSETS:

Housing and Community Development has no fixed assets budgeted for Fiscal Year 1984-85.

NEW EQUIPMENT JUSTIFICATION (VEHICLES/COMMUNICATIONS EQUIPMENT):

Housing and Community Development has no vehicle or communication equipment budgeted for Fiscal Year 1984-85.

STAFFING SCHEDULE

Program: Housing and Community Development

Department: Housing and Community Development

		BUDGET STAFF - YEARS			SALARY AND BENEFITS COST			
Class	Title	1983-84 Budget	l 984-85 Adopted	1983-84 Budget	1984-85 Adopted			
2278	Director, Housing and Community Development	1.00	1.00	\$ 51,728	\$ 51,523			
3530	Community Development Manager	1.00	1.00	42,009	43,057			
3524	Housing Program Manager	1.00	1.00	42,009	43,057			
2305	Chief, Administrative Services	1.00	1.00	38,111	39,063			
2413	Analyst 111	2.00	3.00	64,240	94,694			
3522	Chief, Housing Programs	3,00	3.00	95,871	97,407			
3549	Housing Program Analyst	3.00	3.00	88,176	91,090			
2412	Analystil	3.00	2.00	80,586	56,553			
3508	Associate Planner	1.00	1.00	24,483	28,544			
6010	Planner Estimator III	1.00	1.00	27,855	28,287			
3832	Housing Specialist III	6.00	6.00	153,045	157,906			
3831	Housing Specialist II	11,00	11.00	236,319	244,730			
2358	Administrative Secretary III	1.00	1.00	18,254	19,364			
3930	Housing Specialist	9.00	9.00	161,288	166,479			
2603	Accounting Technician	1.00	1,00	18,174	18,469			
2357	Administrative Secretary II	2,00	2.00	30,792	34,892			
2730	Senior Clerk	1.00	1.00	16,383	16,661			
3829	Housing Aid	2.00	2.00	29,037	28,358			
2493	Payroll Clerk	1.00	1.00	14,920	15,164			
2494	Intermediate Account Clerk	5.00	5.00	68,404	70,337			
2700	Intermediate Clerk Typist	6.00	6.00	73,348	78,226			
Adjust	ments:							
	County Contributions and Benefits Salary Savings Salary Adjustment			\$ 370,325 (23,829)	\$ 402,089 (28,000) 75,667			
	Total	62.00	62.00	\$1,721,528	\$1,873,617			

PROGRAM T	OTALS	5:
-----------	-------	----

COUNTY LIBRARY

		91-82 Tual	198 <u>Act</u>	2-83 ual		33-84 tual	l 98 Bud	3-84 get		984-85 lopted
Library Services	\$ 4,61	7,679	\$ 4,8	80,226	\$ 5,64	42,249	\$ 6,4	01,351	<u>\$6</u> ,	540,400
Total Direct Costs	\$ 4,61	7,679	\$4,8	80,226	\$ 5,64	12,249	\$ 6,4	01,351	\$6,	,540,400
Less Funding	\$ 4,61	7,679	\$ 4,8	80,226	\$ 5,64	12,249	\$ 6,4	01,351	\$ 6,	540,400
Net County Cost	\$	0	\$	0	\$	0	\$	0	\$	0
Staff Years	1	70.65		175.80	1	75.09		177.25		181,50

.

PROGRAM:	LIBRARY	SERV ICE S	# 4	15803

MANAGER: Catherine E. Lucas

Department: COUNTY LIBRARY # 4950 Ref: 1983-84 Final Budget - Pg: 275

Authority: The Library Department is established by the Board of Supervisors in accordance with the provisions of the State of California Education Code Section 19100.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 2,827,226	\$ 3,035,930	\$ 3,405,886	\$ 3,161,679	\$ 3,783,857
Services & Supplies	1,845,265	1,834,825	2,226,111	2,510,773	2,676,980
Other Charges	0	0	0	680,919	68,400
Fixed Assets	5 ,3 66	9,471	10,252	32,980	0
Vehicles/Comm. Equip.	0	0	0	15,000	0
Less Reimbursements	(60,178)	0	0	0	0
Operating Transfers	0	0	0	0	11,163
TOTAL DIRECT COSTS	\$ 4,617,679	\$ 4,880,226	\$ 5,642,249	\$ 6,401,351	\$ 6,540,400
FUNDING	\$ (4,622,601)	\$ (5,077,618)	\$ (5,788,287)	\$ (6,401,351)	\$ (6,540,400)
NET COUNTY COSTS	\$ O	\$ 0	\$ 0	\$ 0	\$ 0
STAFF YEARS	170,65	ا 75.80	175.09	177,25	181,50
PERFORMANCE INDICATORS:	· · · · · · · · · · · · · · · · · · ·				
Information Units	4,242,669	4,489,744	4,390,344	4,556,406	4,856,683
Number of Volumes	806,862	777,896	797,896	837,000	804,000
Information Units/S.Y.	24,862	25,539	25,075	25,706	26,759
Circulation Per Capita	4.39	4.26	4.23	4.25	4.42

PROGRAM DESCRIPTION:

To facilitate the public pursuit of information and knowledge, comprehensive library resources and services are provided to the 721,350 residents of the library service area which consists of the unincorporated area of the County and the cities of Del Mar, El Cajon, La Mesa, Lemon Grove, Imperial Beach, Poway, San Marcos, Santee and Vista.

Thirty-three branches and two bookmobiles provide residents of all ages access to almost 800,000 volumes and 703 periodical titles, in addition to non-print media such as 1,880 16mm films, 1,800 video-cassettes and 13,575 audio-cassettes. Staff in each facility is available to provide information research assistance, including government information, and social service agency referrals. Special interest presentations such as puppet shows and story hours are provided, as are services to the Spanish-speaking, homebound, and sight and hearing-impaired. The headquarters facility in the County Operation Center houses the Administration, Professional Support and Special Program divisions. The Administration Division provides personnel, fiscal and clerical support functions. The Professional Support Division staff provides reference support and coordinates materials acquisition, including centralized cataloging and distribution of new materials. The Special Program Division coordinates Audio-Visual, Children's and Outreach Programs.

PROGRAM:	LIBRARY	SERV ICE S	
----------	---------	------------	--

45803

A Governmental Reference Library is also provided for specialized library resources used by County employees for operational and planning purposes, and on the job development. This facility is located in the County Administration Center. The collection consists of 9,847 books, 28,200 pamphlets, surveys and reports, 75 video-cassettes, and 205 periodical subscriptions which pertain to governmental operations.

1983-84 ACTUAL:

Actual Salaries and Benefits are higher than budgeted for 1983-84 by \$244,207 primarily due to negotiated salary settlement costs. Actual Services and Supplies are lower by \$965,581. This is primarily due to including Accumulated Capital Outlay (ACO) with Services and Supplies. While \$585,398 was budgeted for ACO, none was expended because of a shortfall in Public Library Fund (Chapter 1498, Statutes of 1982, also referred to as SB 358) revenues. The remaining \$380,183 was achieved as a result of cost containment to offset Salaries & Benefits expenditures and underrealized revenues.

Actual Funding is \$613,064 less than budget as a result of a \$468,900 shortfall in Public Library Fund (SB 358) revenues and a \$48,100 shortfall in revenue from the Special District Augmentation Fund.

Of the 175.09 actual staff years, 1.25 staff years represent temporary contract help used for clerical purposes and needed as a result of staff turnover.

1984-85 ADOPTED BUDGET:

Staff years are increased from 177.25 to 181.50. This includes 3.5 staff years for Library Substitutes based on the 1983-84 experience where a higher level of Substitute use was required than could be paid through salary savings. This level of use is expected to continue as workload increases for an otherwise constant level of staffing. The effect of this staffing increase is mitigated by a modification of the organizational structure: 1) deletion of four Librarian III positions; 2) addition of two Librarians IV and one Deputy County Librarian; and 3) reclassification of the Chief of Administrative Services to Administrative Assistant III, Payroll Clerk to Personnel Aid, and Intermediate Clerk Typist to Junior Word Processor Operator. Net results will be a savings of one staff year and salary savings of \$35,369. The modified organization will achieve more efficient management and a complete career ladder for the professional series.

The 4.25 increase in staff years also includes the 1.75 staff years increase as found in the 1984-85 Budget Change Letter for the grant funded Strongly United for Reading Effort (SURE) Literacy Project.

PROGRAM REVENUE BY SOURCE:

Property tax and related revenues have been projected with the same growth trends as the General Fund. Included below are the approved changes found in the 1984-85 Budget Change Letter: a \$500,000 contribution from the General Fund to offset a corresponding decrease in Special District Augmentation Fund revenues; and \$106,760 for the Federally funded "SURE" Literacy and Ethnic Collection Development projects.

	1983-84	1983-84	1984-85
Source of Revenue	Actual	Budget	Adopted
Current Taxes	\$ 3,409,422	\$ 3,268,290*	\$ 3,886,338*
SDAF	1,406,673	1,454,750	776,405
Prior Year Taxes	252,646	144,123	226,967
Library Services	256,392	252,459	250,100
Subventions	330,113	273,545	249,760
Fund Balance	678,496	773,152	346,382
Public Library Fund (SB 358)	133,041	602,026	618,640*
General Fund	0	0	500,000
TOTAL	\$ 6,466,783	\$ 6,768,345	\$ 6,854,592

* Including Contingency Reserve.

PROGRAM: LIBRARY SERVICES

#

,

ŝ

1984-85 OBJECTIVES:

- 1. Implement the results of the American Library Association Planning Process.
- 2. Complete the automation of circulation functions in 20 of 36 branches.
- 3. Report on areas of further functional consolidation with other local library jurisdictions.

1

1

.

1

PROGRAM:	LIBRARY SERVICES CONTINGENCY RESERVE	#	45803	MANAGER: Catherine E. Lucas
Departmen	T: COUNTY LIBRARY CONTINGENCY RESERVE	#	5170	Ref: 1983-84 Final Budget - Pg: 279

Authority: The Library Department is established by the Board of Supervisors in accordance with the provisions of the State of California Education Code Section 19100.

	81-82 tual	1982- Actua		1983- Actua	-	983-84 Idget	 1984-85 Adopted
COSTS Salaries & Benefits	\$ 0	\$	0	\$	0	\$ 0	\$ 0
Services & Supplies	159,000		0		0	366,994	314,192
Fixed Assets	0		0		0	0	0
Vehicles/Comm. Equip.	0		0		0	0	0
Less Reimbursements	0		0		0	0	0
TOTAL DIRECT COSTS	\$ 159,000	\$	0	\$	0	\$ 366,994	\$ 314,192
FUNDING	\$ (159,000)	\$	0	\$	0	\$ (366,994)	\$ (314,192)
NET COUNTY COSTS	\$ 0	\$	0	\$	0	\$ 0	\$ 0
STAFF YEARS	 NON	iE	<u></u>	1			

NONE

PROGRAM DESCRIPTION:

The Contingency Reserve is a source of funds for any expenditure not specifically contained in other appropriations. The Library Fund, as a special fund, is not eligible to receive salary increases from the General Fund Contingency Reserve, and for a time budgeted such funds in services and supplies. This had the effect of overstating those accounts.

The separate Library Fund Contingency allows a more accurate presentation of services and supplies costs, allows a contingency for expenses which have not been anticipated, and brings the Library into conformance with the procedures used throughout the rest of the County.

STAFFING SCHEDULE

-

.

Program: Library Services

Department: County Library

			- YEARS	SALART AND B	ENEFITS COST
Class	Title	1983–84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted
2115	County Librarian	1.00	1.00	\$ 46,439	\$ 47,024
4046	Deputy County Librarian	0.00	1.00	0	39,064
4047	Development Officer	0.00	1.00	0	41,993
2305	Chief, Administrative Services	1.00	0.00	38,111	0
2302	Administrative Assistant	0.00	1.00	0	30,638
4045	Supervising Librarian	2,00	4.00	55,332	104,488
4023	Librarian III	13.00	9.00	314,377	225,207
5905	Carpenter	1.00	1.00	22,429	22,792
4024	Librarian II	10.00	10.00	214,383	227,166
2725	Principal Clerk	1.00	1.00	21,565	21,921
4025	Librarian I	11.00	11.00	207,804	217,647
4021	Library Technician V	3,00	3.00	57,180	58,092
2758	Administrative Secretary III	1.00	1.00	18,871	19,364
2745	Supervising Clerk	1.00	1.00	19,060	17,667
2511	Senior Payroll Clerk	1.00	٥٥, ١	17,228	17,493
4005	Bookmobile Driver	2.00	2.00	32,807	34,114
2510	Senior Account Clerk	1.00	1.00	16,383	16,661
4020	Library Technician III	18,55	18,55	292,176	302,562
4909	Audio-Visual Technician	1.00	I.00	15,136	16,328
2493	Intermediate Account Clerk	1.00	1.00	14,259	14,497
2494	Payroll Clerk	1.00	0.00	16,383	0
2320	Personnel Ald	0.00	1.00	0	15,373
7516	Delivery Vehicle Driver	3,00	3.00	44,133	45,551
2730	Senior Clerk	۱.00	1.00	16,280	14,745
4015	Library Technician II	37,20	37.20	517,586	522,935
2700	Intermediate Clerk Typist	7.50	6,50	93,267	89,023
3007	Junior Word Processor Operator	0.00	1.00	0	13,196
4016	Library Technician I	40.00	40.00	454,939	466,550
2709	Department Clerk	2.00	2.00	21,125	22,557
2710	Junior Clerk Typist	2.00	2.00	20,408	21,820
4037	Library Substitute	0.00	3,50	0	37,834
4035	Library Page	14.00	14.00	137,046	138,980
9999	Extra Help	0.00	0.75	0	16,850
	TOTAL	177,25	181.50	\$2,724,707	\$2,880,132
Adjustma	ents: ounty Contributions and Benefits			\$771,335	\$ 810,274
	alary Settlement Costs			0	148,366
	Payments:			Ũ	140,500
	alary Adjustments			(242,502)	0
	alary Savings			(91,861)	(54,915)
	· · ·				
Т	otal Adjustments			\$ 436,972	\$ 903,725
	TOTALS:	177,25	181,50	\$3,161,679	\$3,783,857

PARKS AND RECREATION

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983–84 Budget	1984-85 Adopted
County Parks & Recreation	\$ 3,064,808	\$ 3,180,385	\$ 3,478,427	\$ 3,538,664	\$ 3,850,539
Total Direct Costs	\$ 3,064,808	\$ 3,180,385	\$ 3,478,427	\$ 3,538,664	\$ 3,850,539
Funding	1,419,210	1,724,605	(1,754,388)	1,656,000	(1,845,000)
Net Program Cost (Without Externals)	\$ 1,645,598	\$ 1,455,780	\$ 1,724,039	\$ 1,882,664	\$ 2,005,539
Staff Years	117,50	115,50	117.12	117,75	118,05
Fixed Assets	0	0	0	0	53,500*
Park Land Dedication Ordina	nce				
Total Direct Cost	\$ 1,841,543	\$ 1,500,855	\$ 1,273,241	\$ 3,146,984	\$ 3,423,444
Total Funding	\$ 4,847,620	\$ 3,953,132	\$ 3,947,509	\$ 3,223,169	\$ 3,423,444

.

* Fixed Assets have now been incorporated into program costs.

-

· - 4

PROGRAM: COUNTY PARKS & RECREATION

Department: PARKS & RECREATION

45308

#

5100

Authority: County Administrative Code 430

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	198485 Adopted
COSTS		····			
Salaries & Benefits	\$ 2,700,770	\$ 2,785,632	\$ 3, 10 1 , 779	\$ 3,140,082	\$ 3, 30 3, 68 7
Services & Supplies	398,025	394,753	385,339	398,582	4 93,3 52
Other Charges - Prior Year	50,000	0	0	0	0
Trans. Fees & Reimbursement	0#	0*	(8,691)	0	50 ,2 00
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	3,300
TOTAL DIRECT COSTS	\$ 3,148,795	\$ 3,180,385	\$ 3,478,427	\$ 3,538,664	\$ 3,850,539
FUNDING	(1,419,209)	(1,724,605)	(1,754,388)	(1,656,000)	(1,845,000
NET COUNTY COSTS	\$ 1,729,586	\$ 1,455,780	\$ 1,724,039	\$ 1,882,644	\$ 2,005,539
STAFF YEARS	117.50	15 .50	11 7.12	7.75	118.05
* Note: Prior year funding t	nas been adjust	ed to reflect a cl	nange in accounting	g for Interfund t	ransactions.
ERFORMANCE INDICATORS:	i.				
Parks	65	66	66	66	66
Visitor Days - Parks	3,325,000	3,800,000	3,928,388	3,910,000	3,990,000
Beaches	10	10	10	10	10
Visitor Days - Beaches	669,110	1,085,000	1,284,204	900,000	1,300,000
Free Labor Staff Years	67 . 20 54	68•90 45	75•40 64	70.00 61	72.00 55
Park Development Projects Park Development Project Dollars	3,891,038	45 2,099, 152	3,985,084	8,181,674	7, 739,4 <i>7</i> 5

FROGRAM DESCRIPTION:

County Parks and Recreation is a comprehensive program of maintenance operations and development of County recreation facilities including regional parks, local parks, fishing lakes, beaches, community centers, special use facilities and ecological preserves. These facilities provide recreation opportunities for millions of County residents as well as tourists. County Park facilities are operated and maintained by County staff, volunteers and other sources of free labor. Facilities are operated year-round. PROGRAM: COUNTY PARKS AND RECREATION

45601

MANAGER: ROBERT R. COPPER

1983-84 ACTUAL:

In 1983-84, County Parks had greater attendance and use than in any year before. User fee revenue was also the highest ever, as was the use of volunteers and other unpaid labor. The Department opened Louis A. Stelzer Regional park and continued operating the County's 75 other parks and beaches. As in every recent year, the Department was able to maintain operations and serve an increasing number of public at a steadily declining unit cost.

1984-85 ADOPTED BUDGET:

The County Parks and Recreation Program includes park operations, maintenance, development and acquisition in a comprehensive program using 118.05 paid staff-years, 72.0 unpaid staff years and generating \$1,845,000 of revenue. The 1984-85 budget includes revenue at the highest reasonable level to forestail the closure of parks or beaches, but even with increased revenue, \$82,808 of Transient Occupancy Tax funding will be received to support the Lifeguard Service.

The 84-85 budget reflects field operations at 1983-84 levels with a reduction of one staff-year and increased revenues of \$189,000. However, the budget does not address the unfunded operating and development liability of 10,000 acres of Bureau of Land Management (BLM) land the County has applied for or received as park land, the additional staff requested to make greater, more efficient use of unpaid labor, and staffing for General Fund supported park planning activities.

As determined by market surveys, user fees are as high as practical, volunteers and other unpaid staff are used at the greatest rate possible within the limits of the supervision and direction that can be provided by existing staff, and the Department has adopted management and operation techniques that are the state-of-the-art for effeciency and effectiveness.

The Department is continually looking for additional revenue sources to build revenue-producing facilities or otherwise reduce the reliance on the General Fund, and 1984-85 may be the best year in the last decade for capital funding, with the 1984 State Park Bond Act, the Land and Water Conservation Fund and the Urban Park Recovery Fund expected to make literally hundreds of millions of dollars available for competitive projects. If operations are supported until these funds can be put to work, the Department will be in an excellent position to increase its revenue substantially in the year's to come.

Additionally, 1.30 staff years costing \$30,000 and \$30,000 of services and supplies for environmental reviews preliminary planning and after costs were added to the budget to support the 1984 Bond Act application process for 1984-85.

FIXED ASSETS:

Discussion: Fixed assets for FY84-85 are either replacements for aged, irrepairable items or are needed to increase productivity.

FIXED ASSET COSTS FOR 1984-85 ARE:

Air-Conditioners (2)	\$ 1,800
Bar-{-Que, Portable (1)	1,000
Blowers, Back-Pack (2)	900
Front Loader, Tractor (1)	750
Rear Mover, Tractor (1)	250
Vacum, Wet/Dry (1)	500
Mowers, w/attachments (4)	32,000
Word Processor option/payments (3)	13,000
TOTAL	\$50,200

PROGRAM: C	COUNTY PARKS AND RECREATION	# 45601	MANAGER: ROBERT R. COPPER
------------	-----------------------------	---------	---------------------------

NEW EQUIPMENT (COMMUNICATION):

Discussion: The following communication equipment is budgeted to complete the Lifeguard Comminication system, partially assembled during FY83-84 from salvaged items.

ltem	Cost		
Base Station Radios, Two-Way (4)	\$ 1,700 1,600		
Total	\$ 3,300		

PROGRAM REVENUE BY SOURCE:

Discussion: Estimated revenues reflect increased Park usage resulting in both higher estimated user fees and Special District reimbursement. No operating grants are expected during FY84-85. Reduction in FY84-85 Park Project reimbursement reflects FY83-84 experience of increased costs ineligible for project reimbusement: Community and administrative referrals, master plan activities and internal park improvement projects.

	1983-84	1983-84	1984-85
Revenue	Actual	Budget	Budget
User Fees	\$ 872,588	\$ 800,000	\$ 930,000
Park project			
Reimbursement	274,815	332,000	305,000
PLDO Interest	350,000	350,000	350,000
Special District		-	
Reimbursement	100,419	62,000	113,000
Rents & Concessions	121,064	60,000	125,000
Employee Maintenance	21,155	22,000	22,000
Grants	3,649	30,000	0
Other Revenue	10,698		- <u></u>
Total	\$1,754,388	\$1,656,000	\$1,845,000

1984-85 OB JECTIVES:

The 1984-185 budget for County Parks is almed at maintaining existing service levels, and the Department's main objective is to continue rendering quality service to over 5 million visitors at 66 County Parks and 10 County beaches. The Department also plans to continue and expand its community involvement program and will participate with the County Parks Society, inc., in major fund raising efforts. The Department will continue sharing its expertise in the areas of volunteer programs, statistics, record keeping and personnel management; many of the Department's programs have been adopted by other agencies in other parts of the country. Unpaid labor will continue to be a significant source of support and the Department intends to expand the program to the extent possible with current staffing levels. It is anticipated that the Department will receive lease or title to over 6,000 acres of Bureau of Land Management parkland in 1984-85, and will be applying for additional land to expand the system's service delivery base. While no fee increases are anticipated, the Department projects a record year for user fee revenue. In the area of personnel management, County Parks will continue its internal training and staff development program, aimed at increasing the expertise of staff and, the quality of service rendered to the public. In park acquisition and development, the Department is projecting 8 new projects and 47 carry-over projects, and with the 1984 State Park Bond Act approved by the voters, substantial funds will become available to repair and rehabilitate facilities.

Program: Parks and Recreation

		BUDGET	STAFF - YEARS	SALARY AND BENEFITS COST		
Class	Title	198384 Budget	l 984–85 Adopted	1983–84 Budget	1984-85 Adopted	
0733	Community Center Secretary	ا 50 ا	1.50	\$ 21,007	\$ 19,816	
0735	Park Attendant (Seasonal)	2,17	2.17	25,823	25,992	
0736	Ranger Aide	4.50	4.50	88,525	87,713	
07 38	Lifeguard - General Fund	7,58	1,58	102,494	22,032	
0738	Lifeguard - TOT	0.00	6.00	0	82,808	
2131	Director Parks and Recreation	1.00	1.00	47,227	47,048	
2215	Assistant Director, Parks & Recreation	0.00	1.00	0	40,720	
2413	Analyst 111	1.00	1.00	35,120	32,941	
2497	Principal Accountant	1.00	1.00	35,393	35,799	
2510	Senior Account Clerk	۱.00	1.00	16,383	16,661	
2511	Senior Payroll Clerk	1.00	1.00	17,228	17,493	
2655	Storekeeper III	1.00	1.00	19,239	20,530	
2 70 0	Intermediate Clerk Typist	2.00	2.00	24,214	27,703	
2730	Senior Clerk	1.00	1.00	15,451	16,495	
2760	Stenographer	2.00	2.00	30,019	29,066	
2764	Office Manager	1.00	1.00	18,780	19,337	
3504	Landscape Architect	I_00	1.00	26,560	23,773	
3525	Park Planner	4.00	4.00	114,260	111,192	
5422	Horticulturist	1.00	1.00	22,640	23,152	
5830	Captain of Lifeguards	1.00	1.00	23,091	23,960	
58 36	Sergeant of Lifeguards	1.00	1.00	20,128	20,449	
6032	Equipment Operator !	1.00	1.00	23,016	23,382	
6302	Deputy Director, Parks and Recreation	1.00	0.00	40,005	0	
6304	Chief, Park Services and Maintenance	1.00	1.00	33,946	36,295	
6305	Gardener II	2.00	2.00	30,362	31,116	
6327	District Park Manager	5.00	5.00	137,894	141,352	
6332	Park Ranger	39.00	39.00	759,867	772,961	
6343	Supervising Ranger	18,00	18.00	393,040	402,181	
6344	Coordinator, Volunteer Services	1.00	0.00	22,856	0	
6346	Coordinator, Volunteer & Public Service	0.00	1.00	0	23,901	
6345	Senior Park Maintenance Worker	00 ا	1.00	20,123	20,631	
6347	Park Maintenance Worker	3.00	3.00	50 , 766	49,501	
7535	Construction and Services Supervisor	i .00	1.00	19,117	19,905	
7 539	Construction and Services Worker 111	8.00	8,00	3 ,97	135,950	
7540	Construction and Services Worker II	0,00	0.00	0	0	
7541	Construction and Services Worker	0.00	0.00	0	0	
8800	Revenue and Concessions Manager	1.00	0.00	22,489	0	
9999	Temporary Extra Help	0	1.30	20,000		
	TOTAL SALARY COSTS			\$2,386,034	\$2,431,855	
Adjustn	nents:					
Co	oun y Contributions and Benefits			\$ 733,336	\$ 766,017	
	alary Settlement Costs				144,839	
Special	Payments:					
-	iform Allowance				8,550	
Sa	alary Adjustments			9,600	9,569	
Sh	ift Differential (Night Duty)			45,687	51,534	
	oliday Overtime			11,661	12,473	
Re	gular Overtime			2,500	2,500	
Total Ad	ljustments			\$ 802,784	\$ 995,482	
Salary S				(48,736)	(40,842)	
TOT Adju	-			-	(82,808)	
				. <u></u>		
PROGRAM	TOTALS:	117.75	118.05	\$3,140,082	\$3,303,687	

PROGRAM: PARK LAND DEDICATION ORDINANCE	#	455XX	MANAGER: CAROLE MELUM
Department: PARK LAND DEDICATION ORDINANCE	#	45500	

Authority: CountyCode of Regulatory Ordinances (810.101).

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Contributions to Other Agencies	\$ 1,841,543	\$ 1,500,855	\$ 1,273,241	\$ 3,146,984	\$ 3,191,444
Operating Transfers	0	0	0	0	232,000
TOTAL DIRECT COSTS	\$ 1,841,543	\$ 1,500,855	\$ 1,273,241	\$ 3,146,984	\$ 3,423,444
FUNDING					
Prior Year Revenue Adjustments	\$ (254,883)	\$ 0		\$0	
Charges, Fees, etc.	\$ 309,000	\$ 380,456	\$ 983,630	\$ 298,392	\$ 755,899
Other Revenue	877,001	566,599	511,632	472,500	315,600
Fund Balance	3,916,502	3,006,077	2,452,247	2,452,277	2,351,945
TOTAL FUNDING	\$ 4,847,620	\$ 3,953,132	\$ 3,947,509	\$ 3,223,169	\$ 3,423,444

PROGRAM STATEMENT:

This program was established by the Board of Supervisors in 1972/73 for the purpose of accumulating funds for the provision of local parks. Revenues for this fund are derived from fees paid by developers as required by the Park Lands Dedication Ordinance and interest earned on unspent funds. The funds shown as Costs for Contributions to Other Agencies are used to reimburse either the General Fund or the Capital Outlay Fund for various park expenses. These park expenses include planning and administration, local park acquisition and development, and park main-tenance and operation.

<u>DISCUSSION:</u> Included in the total costs and funding is interest earned on the PLDF cash balance. These funds are accumulated in a sub-fund as governed by Board Policy F-26A. During 1984-85, \$350,000 of the interest fund will be spent for maintenance and operations costs in the Parks Department. The 1984-85 proposed Parks and Recreation budget reflects this \$350,000 as revenue from the interest sub-fund.

Since Park Lands Dedication Fund is used to reimburse costs of other programs providing public service, no program performance indicators follow. The program indicators may be found in the Capital Improvement program and County Parks and Recreation Budget.

PLANNING AND LAND USE

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Codes Enforcement	\$ 2,166,790	\$ 1,772,045	\$ 2,187,192	\$ 1,924,054	\$ 3,146,798
Regulatory Planning	\$ 1,457,381	\$ 1,299,840	\$ 1,528,600	\$ 1,483,514	\$ 1,790,204
Planning	\$ 1,941,445	\$ 1,455,658	\$ 1,613,313	\$ 1,616,576	\$ 1,991,510
Department Overhead	\$ 525,439	\$ 410,281	\$ 471,310	\$ 398,453	\$ 483,850
Total Direct Costs	\$ 6,091,055	\$ 4,937,824	\$ 5,800,415	\$ 5,422,597	\$ 7,412,362
Less Funding	\$(3,550,874)	\$(4,750,979)	\$(7,578,619)	\$(4,453,508)	\$(6,000,000)
Net County Costs	\$ 2,540,181	\$ 186,845	\$(1,778,204)	\$ 969,089	\$ 1,412,362
STAFF YEARS	189.31	149.35	149•20	155.50	182.50
Cable TV Special Revenue Fund Total Direct Costs	\$ 115,059	\$ 147,611	\$ 166,706	\$ 165,274	\$ 350,345
Less Funding	\$ (235,984)	\$ (326,107)	\$ (704,719)	\$ (165,274)	\$ (350,345)
Net County Costs	\$ (120,925)	\$ (178,496)	\$ (538,013)	\$ O	\$ O
STAFF YEARS	2.50	2.50	2.75	2.50	3.00
Fish & Game Total Direct Costs	\$ 4,274	\$ 54,639	\$ 44,147	\$ 47,800	\$ 54,400
Less Funding	\$ (73,547)	\$ (93,454)	\$ (71,960)	\$ (47,800)	\$ (54,400)
Net County Costs	\$ (69,273)	\$ (38,815)	\$ (27,813)	\$ O	0
STAFF YEARS	0.00	0.00	0.00	0.00	0.00
Edgemoor Development Fund					
Total Direct Cost	\$ O	\$ O	\$0	\$ O	\$ 20,000
Less Funding	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	\$ 20,000
Net County Cost	\$ O	\$ O	\$0	\$ O	\$ O
STAFF YEARS	0.00	0.00	0.00	0.00	0.00

PROGRAM: CODES ENFORCEMENT	#	5669	MANAGER:	RANDALL L. HURLBURT
DEPARTMENT: PLANNING AND LAND USE	#	5650		

AUTHORITY: California Health and Safety Codes, the Uniform Building Codes, Uniform Mechnical Code, Uniform Plumbing Code, National Electrical Code and the County of San Diego Zoning Ordinance, plus On-Premise and Off-Premise Sign Ordinance.

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 2,032,410	\$ 1,648,510	\$ 2,066,959	\$ 1,816,654	\$ 2,604,313
Services & Supplies	152,791	123,535	120,233	107,400	479,000
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	51,500
New Vehicles/Comm. Equip.	0	0	0*	0	11,985
Less Reimbursements	(8,4)	0	0	0	0
TOTAL DIRECT COSTS	\$ 2,166,790	\$ 1,772,045	\$ 2,187,192	\$ 1,924,054	\$ 3,146,798
FUNDING	\$ (2,073,068)	\$ (3,070,752)	\$(5,905,579)	\$(2,585,000)	\$(4,100,000)
NET COUNTY COSTS	\$ 93,722	\$ (1,298,707)	\$(3,718,387)	\$ (660,946)	\$ (953,202)
				· ·	
STAFF YEARS	69.62	53.73	56.30	55.00	71.50

*\$160,000 of overrealized revenue was transferred to the General Services fixed asset account for purchase of seventeen vehicles.

PERFORMANCE INDICATORS:					
Total Permits Serviced (Workload Weighted by Direct Labor Hours)	62,588	62,855	106,000	71,544	92,900
Unit Cost	35	28	24	27	29
\$ of Planchecks Complete Within 5 Working Days	98	75	20	98	80
\$ of Inspections Made On Day Following Request	97	97	97	97	97

PROGRAM DESCRIPTION:

The mission of the Codes Enforcement Program is:

To provide the unincorporated areas of the County with protection from the hazards of faulty or substandard construction which could cause property damage, serious injury or death through electrocution, structural failure, flood or fire. Major activities include: PROGRAM: CODES ENFORCEMENT

- -- Conduct plumbing, electrical, mechanical, building, grading, energy insulation and mobilehome inspections;
- -- Pian check all building and grading plans;
- -- Investigate alleged code, zoning, and land use violations;
- -- Respond to citizen complaints of zoning and building violations and follow through for correction;
- -- Inspect use permit sites for compliance with permitted uses; and
- -- Follow-up in court on cases where voluntary compliance with zoning and building codes cannot be obtained.

1983-84 ACTUAL:

The 83-84 Actual expenditures increases over 83-84 Budget are due to: (1) a 4.3 staff year increase needed to process increased workload; and (2) services and supplies increase due to an underestimation of costs in the 83-84 Budget. This division used .2 SY of contract services due to the increased workload and clerical backlog.

1984-85 ADOPTED BUDGET:

- -- 1983-84 E/R/SY = \$1,924,054/\$2,585,000/55.00 1984-85 E/R/SY = \$3,146,798/\$4,100,000/71.50
- The increased expenditures in this program are a result of three major items. (1) The staff is being increased by 16.50, two of which are for process simplification and streamlining, one for enforcement, and the remainder for processing the increased workload in a timely manner. This includes twelve positions that were added mid-year in 83-84. (2) \$300,000 for the computerization of the County's Permit and Project Processing System are accounted for in this budget. (3) Services and Supplies costs are increased to more closely reflect the actual expenditure experience of 83-84.
- -- The increase in revenues is due to increased workload. As interest rates decline and the economy improves, there are more building permit applications filed in the Department of Planning and Land Use.

PROGRAM REVENUE BY SOURCE:

The total revenue for FY84-85, \$4,100,000, will accrue from construction permit and plan check fees. These fluctuate substantially from year-to-year based on the economy and building activity.

Revenue	1983-84	1983–84	1984–85
	<u>Actual</u>	Budget	Actual
Construction Permits and Plan Check Fees	\$5,905,579	\$2,585,000	\$4,100,000

1984-85 OB JECTIVES:

- -- Maintain service levels of: next day building inspections; five-day turnaround on correspondence; and fiveday turnaround time on 80% of building plan checks.
- -- Implement citation authority procedures for enforcement actions against zoning and building violators.
- Review and revise productivity standards and establish workload management procedures to better control backlogs and staffing levels.
- -- Develop sources of outside assistance for high workloads including but not limited to consideration of standby plan check contracts, interagency work sharing agreements, and improved sources of temporary help.

STAFFING SCHEDULE

Program: Codes Enforcement

Department: Planning and Land Use

		BUDGET ST	AFF - YEARS	SALARY AND E	ENEF ITS COST
<u>Class</u>	Title	198384 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted
2420	Deputy Director, Planning and Land Use	1.00	1.00	\$ 45,869	\$ 46,585
3527	Chief, Codes Division	2.00	2.00	83,194	84,488
3729	Senior Mechanical Engineer	1.00	1.00	39,873	40,865
3735	Senior Structural Engineer	2,00	2,00	74,192	76,182
3650	Associate Structural Engineer	7.00	10,00	228,276	322,852
3550	Senior Planner	3,00	4.00	97,782	123,440
3673	Chief Electrical Inspector	1.00	1.00	29,124	29,722
8800	Chlef Fire Inspector	0,50	1.00	13,666	25,054
3674	Chief Plumbing Inspector	1.00	1.00	29,124	29,722
3715	Supervising Building Inspector	1.00	1.00	29,124	29,722
3508	Associate Planner	1.00	2,50	28, 164	64,437
3507	Assistant Planner	0.00	1.00	0	20,812
3660	Building Inspector	16,50	20,50	418,373	522,838
3834	Land Use Technician Supervisor	2.00	2.00	50,640	51,744
3835	Land Use Technician II	7,00	8,00	150,646	176,086
2758	Administrative Secretary III	1.00	1.00	18,647	19,364
2403	Accounting Technician	1.00	1.00	17,828	17,126
3837	Land Use Aid	0,00	2.00	0	26,956
2730	Senior Clerk	2.00	2.00	31,574	32,877
2430	Cashler	2.00	2.00	29,129	30,327
2700	Intermediate Clerk Typist	3.00	5,50	39,967	70,804
9999	Extra Help	0.00	0.00	0	150,000
	Sub-Total	55.00	71,50	\$1,455,192	\$1,992,003

Salary Settlement Costs Premium Overtime	. O	117,500 0
Salary Adjustments	0	0
Salary Savings	(52,126)	(49,660)
Total Adjustments	\$ 361.462	\$ 612,310

PROGRAM	TOTALS:
---------	---------

55.00 71.50 \$1,8

PROGRAM: REGULATORY PLANNING	#	5668	MANAGER:	GERALD HERMANSON
DEPARTMENT: PLANNING AND LAND USE	#	5650		

AUTHORITY: This program was developed to ensure the review, investigation and recommendation to the Planning Commission, the Board of Supervisors, or for staff decision making on land development proposals in accordance with sections of the Government Code, Zoning Ordinance, Subdivision Ordinance and State and National Environmental Policy Acts.

	1981–82 Actual	1982–83 Actua I	1983–84 Actua I	1 983–84 Budgət	1984-85 Adopted
COSTS Salaries & Benefits	\$ 1,424,810	\$ 1,274,490	\$ 1,441,303	\$ 1,439,714	\$ 1,718,504
Services & Supplies	44,713	38,631	88,384	43,800	70,200
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	1,500
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(12,142)	(13,281)	(1,087)	0	0
TOTAL DIRECT COSTS	\$ 1,457,381	\$ 1,299,840	\$ 1,528,600	\$ 1,483,514	\$ 1,790,204
FUNDING	\$ (1,335,355)	\$ (1,337,767)	\$(1,424,363)	\$(1,562,878)	\$(1,610,000)
NET COUNTY COSTS	\$ 122,026	\$ (37,927)	\$ 104,237	\$ (79,364)	\$ 180,204
STAFF YEARS	51.13	44.73	45.50	46,00	51,50
PERFORMANCE INDICATORS:					
Regulatory Permits (Workload Weighted by Direct Labor Hours)	50,329	42,649	48,310	48,310	50,000

PROGRAM DESCRIPTION:

This program reviews, evaluates and makes recommendations to the Planning Commission, Board of Supervisors, Planning and Environmental Review Board and Board of Planning and Zoning Appeals on development proposals to assure compliance with the County General Plan, Zoning Ordinance, Subdivision Ordinance, California Environmental Quality Act and various Board Policies. Major activities include supplying information to the general public and processing applications for regulating land usages; i.e., variances and minor use permits, major and minor subdivisions, major use permits, rezones, agricultural preserves, large scale projects/specific plans, road matters, tentative and parcel map appeals and resolution amendments, time extensions, administrative permits, site plans, landscape plans, boundary adjustments and certificates of compliance, environmental impact reports and initial studies.

1983-84 ACTUAL:

The major change in this program from 83-84 Budget to 83-84 Estimated Actual is the increase in Services and Supplies which is due mainly to increased costs of public notices which were underestimated in previous years.

1984-85 ADOPTED BUDGET:

- -- 1983-84 E/R/SY = \$1,483,514/\$1,562,878/46.00 1984-85 E/R/SY = \$1,790,204/\$1,610,000/51.50
- -- Expenditures will increase in 1984-85 because of the addition of 5.50 staff including one Land Use Technician II and one Land Use Aid to provide additional support to the public at the Zoning Information Counter; one Senior Clerk to operate the combined permit processing and work authorization control center; an Environmental Management Specialist III needed to provide adequate supervision and review in the Environmental Section and one Assistant Planner to process cases within mandated deadlines. Additional costs accrue from salary savings projected at the more realistic two percent level in contrast to last year's approximate four percent estimate. Services and Supplies increases are due to the increased costs of public notices (underestimated in previous years), additional supplies required to support staff increases, and costs for copier maintenance, previously borne by General Services.

PROGRAM REVENUES BY SOURCE:

Revenues are generated from land use development fees. A three percent increase is shown from the prior year budget because of salary increases, which will be reflected in the actual charges and payments of deposit cases.

	1983-84	1983-84	1984-85
Revenue	Actual	Budget	Adopted
Land Use Permit Fees	\$1,424,363	\$1,562,878	\$1,610,000

1984-85 OBJECTIVES:

- -- Develop and implement the second phase of a Zoning Information County Service improvement Plan which will reduce further the waiting time (at peak periods) for telephone contacts; complete Phase 2 of the General Plan Assessor's Book Overlay Project; maintain quality responses to the public by continuing adequate training time and cross training department staff.
- -- Establish and implement a SAC (Staff Advisory Committee) meeting prior to the first PERB (Planning and Environmental Review Board) hearing.
- -- Process all discretionary permits to PERB I within thirty days of intake.
- -- Maintain 100% efficiency in processing minor subdivisions within a fifty day statutory time limit.
- -- Maintain a fourteen day response time to applicants on adequacy of Environmental Impact Reports and a thirty day response time on initial studies.

STAFFING SCHEDULE

Program: Regulatory Planning

Department: Planning and Land Use

		BUDGET ST	AFF - YEARS	SALARY AND B	ENEFITS COST
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
2420	Deputy Director, Planning and Land Use	1.00	1.00	\$ 45,869	\$ 46,585
3520	Chief, Planning Division	2.00	2,00	80,277	83,190
3514	Environmental Management Specialist III	2,00	3,00	65,188	94,152
3550	Senior Planner	4.00	4.00	126,832	132,456
3508	Associate Planner	6.00	6.00	166,998	168,550
3515	Environmental Management Specialist II	6.00	6.00	162,815	169,840
3504	Landscape Architect	1.00	1.00	25,720	26,973
3834	Land Use Technician Supervisor	3.00	3.00	72,467	77,616
3507	Assistant Planner	0,00	1.00	0	20,812
3835	Land Use Technician II	6,50	7.50	126,595	160,175
2769	Commission Secretary	1.00	1.00	19,381	19,968
27 45	Supervising Clerk	1.00	1.00	19,060	19,364
3008	Senior Word Processing Operator	1.00	1.00	18,270	18,555
2754	Board Secretary	1.00	1.00	17,573	18,009
2761	Group Secretary	1,00	1.00	17,482	15,930
2757	Administrative Secretary II	1.00	1.00	17,482	18,013
3009	Word Processing Operator	2.00	2.00	31,156	32,910
2730	Senior Clerk	0.00	1.00	0	14,050
3837	Land Use Ald	1.00	2.00	15,665	29,471
2700	Intermediate Clerk Typist	5,50	6.00	72,762	79,141
8008	Planning Commission and Board of			·	-
	Planning and Zoning	0.00	0.00	63,056	60,000
	Sub-Total	46.00	51,50	\$1,164,648	\$1,305,760

Salary Savings	(41,452)		(32,267)
----------------	----------	--	----------

PROGRAM TOTALS: 46	5.00	51.50	\$1,439,714	\$1,718,504
--------------------	------	-------	-------------	-------------

PROGRAM: PLANNING ,	# 5672 MANAGER: F.R. MOREY
DEPARTMENT: PLANNING AND LAND USE	# 5650

AUTHORITY: Government Code Sections 68540 and 65860 require the County to develop, administer and implement general and zoning plans. Both must provide for citizen participation so that community desires are reflected. The California Environmental Quality Act requires that the County prepare environmental impact reports.

		1981-82 Actual	 1982-83 Actual	 1983-84 Actual	1983-84 Budget	1984-85 Adop ted
COSTS Salaries & Benefits	\$	1,709,172	\$ 1,305,168	\$ 1,522,162	\$ 1,543,376	\$ 1,890,860
Services & Supplies		232,273	150,490	91,151	73,200	98,700
Other Charges		0	0	0	0	0
Fixed Assets		0	0	0	0	1,950
New Vehicles/Comm. Equip.		0	0	0	0	0
Less Reimbursements		0	0	0	0	0
TOTAL DIRECT COSTS	\$	1,941,445	\$ 1,455,658	\$ 1,613,313	\$ 1,616,576	\$ 1,991,510
FUNDING	\$	(141,896)	\$ (342,421)	\$ (222,802)	\$ (280,000)	\$ (250,000)
NET COUNTY COSTS	\$	1,799,549	\$ 1,113,237	\$ °1,390,511	\$ 1,336,576	\$ 1,741,510
STAFF YEARS	-	52.56	39.54	 37.80	43.00	47.50
PERFORMANCE INDICATORS:				 , _ , _		
Annual Work Program (Professional Staff Years)		43.30	33.10	 32.50	33.10	38.00

PROGRAM DESCRIPTION:

San Diego County is responsible by State law for planning, zoning and development review in the unincorporated area, and the estimated 394,926 people expected to live there by January, 1985. These responsibilities are met by the adoption and maintenance of a general and a zoning plan, which are prepared by the the Department of Planning and Land Use. These plans, the associated environmental reviews, and implementation tools, provide for the population growth and the accompanying physical development of the unincorporated areas while providing a reasonable balance between land development and the necessity for conservation in the use of the physical resources of the unincorporated area. The growth of the unincorporated area must be coordinated with the provision of roads and other public facilities.

PROGRAM: PLANNING

1983-84 ACTUAL:

The major changes from 83-84 Budget to 83-84 Actual are: (1) an increase in services and supplies due to the increased costs of public notices (underestimated in the 83-84 Budget); and (2) a decrease in revenue due to a decrease in the expected amount of Coastal Grant funds.

1984-85 ADOPTED BUDGET:

- -- 1983-84 E/R/SY = \$1,616,576/\$280,000/43.00 1984-85 E/R/SY = \$1,991,510/\$250,000/47.50
- -- Expenditures will increase in 84-85 because of a net increase in staff years of 4.50. This results from deleting 0.50 clerical staff year and adding one Graphics Supervisor to strengthen the Department's graphics capability. In addition, the Board added 4 staff years to perform work on the North County Sphere study, economic analysis, the transportation element update, development of a capital facilities study and a general plan amendment in DeLuz. Added costs accrue from salary savings projected at the more realistic two percent level in contrast to last year's approximate four percent estimate. Additional Service and Supply increases are due to the increased costs of public notices (underestimated in previous years) and additional graphic supplies required.

PROGRAM REVENUES BY SOURCE:

Discussion: Revenues are slightly down from the previous year. The General Plan Amendment activity (fees paid by private developers) is down slightly and we anticipate receiving \$90,000 in CDBG Funding for the Housing Element implementation that will replace the Local Coastal Grant Revenue from 83-84.

	1983-84	1983-84	1884- 85
Revenue	Actual	Budget	Budget
Fees & Grants	\$ 222,802	\$280,000	\$250,000

1984-85 OBJECTIVES:

The objectives for 84-85 are to complete the work program which follows. Priority attention will be given to the development of a Community Plan Update System and in continuing our efforts to develop a facilities financing plan for the eastern portion of Otay Mesa.

PLANNING WORK PROGRAM 1984-85

	PROFESS STAFF Y	
IRED MAINTENANCE CAPABILITY		84/
Board Referrals	2.1	2.
Legislation	0.5	0.
Other Regional Coordination	0.3	0.
Advisory Board	0.3	0.
Demographic Estimates	0.7	0.
General Plan Information	1.0	1.
General Plan Amendments		
GPA 84-02	1.1	0.
GPA 84-03	0.6	1.
GPA 85-01	0.0	1.
GPA 85-02	0.0	1.
GPA 85-03	0.0	0.
Zoning Implementation	2.0	2.
55402 Review	0.8	0.

PROGRAM: PLANNING

RRYOVER AND ONGOING PROJECTS	STAFF 83/84	
Government Structures	1.0	1
Economic Analysis	0.5	ò
Energy Office	1.0	i
Ordinance Amendments	2.3	2
Housing	2.2	2
Local Coastal Program	0.4	Č
Otay Mesa Plan	1.0	Ī
County Info Sys/Dist. Liaison	1.7	
Groundwater Program	1.0	i
Property Tax Transfer	1.0	Ì
Telecommunication System Study	0.5	C
San Diego River	0.7	0
BLM Land Review	0.1	0
Traffic Studies	0.7	ł
Regional Plan Implementation		
Fallbrook Plan Review	1.0	C
South Bay Plan Review	0.4	1
County Islands	0.0	C
Plan Implementation Referrals		_
Valley Center Plan Review	0.4	0
North_Mountain	0.0	0
Pala Pauma	0.0	C
Regional Plan Update	0.8	0
Commercial Industrial Study	0.7	0
PROJECTS		
Offshore OII Drilling	0.0	0
Community Plan Updates	0.0	1
Zoning Ordinance Review	0.0	ł
Transportation Systems Element	0.0	0
Design Standards and Review/Alpine and Valley Center	0.0	0
San Diego Sphere of Influence Study	0.5	0
Fire District Mitigation Fees Pendleton/Deluz Plan Amendment	0.0	0
	0.0	0
PLETED, CANCELLED OR TRANSFERRED PROJECTS		
GPA 83-02 (Completed)	0.6	0
GPA 83-03 (Completed)	1.1	0
GPA 84-01 (Completed)	1.7	0
Process Simplification (Transferred)	1.5	0.
Bonsail Community Plan (Completed)	0.2	0.
Land Use Information System (Transferred)	1.0	0.
ORV Plan (Completed) Bublic Escility Inclonentation (Completed)	0.2	0
Public Facility Implementation (Completed)	0.5	_0
al Professional Staff Years	34.1	38

PROGRAM: PLANNING

,

.

SIONAL
YEARS
84/85

BELOW THE LINE PROJECTS 1984-85

Innovative Techniques Development Community Planning Liaison General Plan Text Simplification Subdivision Ordinance Revision Design Review Capability Scenic Highway Implementation Development/Redevelopment Project Administration Hillside Policy Review Borrego Plan Review San Dieguito River Implementation San Luis Rey River Plan Interchange/Corridors Planning .

Program: Planning

۰ ۲

Department: Planning and Land Use

.

		BUDGET STAFF - YEARS			
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
3529	Deputy Director, Planning and Land Use	1,50	1.50	\$ 68,799	\$ 69,698
3708	Principal Transportation Specialist	1.00	1.00	42,764	44,388
2414	Analyst IV	2,00	2.00	71,945	76,605
3520	Chief, Planning Division	3.00	3.00	113,205	114.984
3690	Groundwater Geologist	1.00	1.00	37,510	40,387
3655	Associate Transportation Specialist	1.00	2.00	30,951	62,626
2413	Analyst 111	1.00	1.00	32,120	32,941
3550	Senior Planner	9.00	9.00	271,333	296,003.
3514	Environmental Management Specialist III	0.00	1.00	0	27,924
2427	Associate Systems Analyst	1.00	0.00	29,022	0
3508	Associate Planner	8,50	9.00	237,588	252,377
3515	Environmental Management Specialist II	3.00	3.00	83,284	83, 321
2412	Analyst II	2,50	3,50	70,794	95,485
3507	Assistant Planner	0.00	1.75	0	36,294
38 18	Graphic Supervisor	0.00	1.00	0	20,280
3817	Graphic Artist	1.00	1.00	20,269	21,846
2758	Administrativø Secretary III	1.00	1.00	18,871	19,364
2757	Administrative Secretary II	2,00	1.00	34,964	18,013
3009	Word Processing Operator	1.00	2.00	15,218	31,867
2730	Sentor Clerk	0,50	0.00	7,104	0
2756	Administrative Secretary I	1.00	0.00	14,767	0
2760	Stenographer	1.00	1.00	15,169	15,619
2700	Intermediate Clerk Typist	1.00	1.00	13,907	13,575
2415	Land Use Economist	0.00	75	0	27,985
	Sub-Total	43.00	47.50	\$1,229,584	\$1,401,582

Adjustments:		
County Contributions and Benefits	\$ 352,566	\$ 411,422
Salary Settlement Costs	0	85,170
Salary Adjustments	5,074	26,271
Employee Compensation		
Salary Savings	(43,848)	(33,585)
Total Adjustments	\$ 313,792	\$ 489,278

.

43.00 47.50 \$1,543,376 \$1,890,860

PROGRAM:	DEPARTMENT OVERHEAD	#	5651	MANAGER:	F. R. MOREY
DEPARTMEN	T: PLANNING AND LAND USE	#	5650		

AUTHORITY: This program was developed to provide administrative support and management for the Department of Planning and Land Use.

	 1981-82 Actual		1982-83 Actual	1983-84 Actual	 l 983–84 Budget	 1984-85 Adopted
COSTS						
Salaries & Benefits	\$ 435,514	S	342,918	\$ 338,256	\$ 344,853	\$ 391,585
Services & Supplies	89,925		91,767	133,054	53,600	86,500
Other Charges	0		0	0	0	0
Fixed Assets	0		0	0	0	5,765
New Vehicles/Comm. Equip.	0		0	0	0	0
Less Reimbursements	0		(24,404)	0	0	0
TOTAL DIRECT COSTS	\$ 525,439	\$	410,281	\$ 471,310	\$ 398,453	483,850
FUNDING	\$ (555)	\$	(39)	\$ (25,875)	\$ (25,630)	\$ (40,000)
NET COUNTY COSTS	\$ 524,884	\$	410,242	\$ 445,435	\$ 372,823	\$ 443,850
STAFF YEARS	 16.00		11,35	 9,60	 11,50	 12,00

PERFORMANCE INDICATORS:

N/A.

PROGRAM DESCRIPTION:

Citizens of San Diego County and applicants for various types of development and construction permits and planning are entitled to receive the most effective, productive, efficient and convenient services possible for the dollars they pay in taxes and permit fees. To meet the need for these services, the County must hire proven professional program managers and administrators and must provide adequate administrative support personnel to insure that accounting, personnel, payroll, procurement of supplies and services, typing and reproduction are available when needed. The overhead unit provides management responsibility for the overall policy, direction and operation of the Department as well as administrative and clerical services and coordination with the Department of Electronic Data Processing Services (EDP).

1983-84 ACTUAL:

The 83-84 Actual services and supplies increased over 83-84 Budget because of the cost for the first phase of the Department's new automated permit processing system. Contract Extra Help: .8 SY was utilized on a department-wide basis to handle increased workloads.

1984-85 CAO PROPOSED BUDGET:

- -- 1983-84 E/R/SY = \$398,453/\$25,630/11.50 1984-85 E/R/SY = \$483,850/\$40,000/12.00
- -- There are three causes for the increase in expenditures in 84-85 for this program. (1) There are three staff changes (two deletions, two additions) resulting in a net change of 0.50 positions more in 84-85 than in 83-84. This additional position will help support the Department in a year of increased workload. Specifically, with the implementation of the automated permit processing system and the inclusion of the Associate Systems Analyst within this budget unit, much additional work will be required. (2) Additional costs accrue from Salary Savings projected at the more realistic two percent level in contrast to last year's approximate thirteen percent estimate. (3) 84-85 Services and Supplies are proposed to increase over 83-84 budget because of overall Department workload and staff increases.
- -- The increase in revenue is due to an increased amount charged to the Cable TV Special Revenue Fund. The costs that the Cable TV fund pays to the Department are approximately two percent of the Department's overhead and external costs.

PROGRAM REVENUE BY SOURCE:

Discussion: The FY84-85 revenue, \$40,000, occurs because the Cable Television Special Revenue Fund pays the Department of Planning and Land Use for administrative services and external overhead costs.

	1983-84	1983-84	1884-85
Revenue	Actual	Budget	Adopted
CTV Overhead	\$ 25,875	\$ 25,630	\$ 40,000

1984-85 OBJECTIVES:

- -- Monitor revenues, expenditures, and workloads on a weekly basis through the Department's Management Information System.
- -- Provide research and analysis for the Department's special projects and prepare the Department budget.
- -- Provide personnel services (payroll, employee services information, training, hiring, etc.) for the 182.5 Department staff.
- -- Provide building and equipment maintenance coordination and services.

STAFFING SCHEDULE

Program: Department Overhead

Department: Planning and Land Use

		BUDGET ST	AFF - YEARS	SAL	LARY AND B	ENEF	ITS COST
Class	Title	1983-84 Budget			1983-84 Budget	1984-85 Adopted	
2137	Director, Planning and Land Use	1.00	1,00	s	57,176	\$	56,094
2420	Deputy Director, Planning and Land Use	0,50	0,50		22,928		23,472
2413	Analyst III	1.00	1.00		32,120		29,000
2427	Associate System Analyst	0,00	1.00		0		30,280
2303	Administrative Assistant II	3.00	2.00		81,923		57,986
4024	Librarian II	0,50	0,50		11,114		11,443
2758	Administrative Secretary III	1.00	1.00		18,871		19,364
3008	Senior Word Processing Operator	1.00	1.00		17,040		18,555
2754	Board Secretary	0,50	0.00		8,411		0
2511	Senior Payroll Clerk	1.00	1.00		17,228		17,493
2493	Intermediate Account Clerk	2,00	2.00		28,166		27,079
2700	intermediate Clerk/Typist	0.00	1,00		0		11,918
	Sub-Total	11,50	12.00	\$	294,977	\$	302,684

Adjustments:		
County Contributions and Benefits	\$ 84,155	\$ 74,068
Salary Settlement Costs	0	17,868
Special Payments		
Salary Adjustments	3,855	4,500
Salary Savings	 (38,134)	(7,535)
Total Adjustments	\$ 49,876	\$ 88,901

PROGRAM	TOTALS:
---------	---------

PROGRAM:	CABLE	TELEVISION	I SPECIAL	REVENUE	FUND	#	5970	MANAGER:	DENNIS MANYA	K
DEPARTMEN	T: PL/	ANNING AND	LAND USE			#	5650			

AUTHORITY: Part 76 of the F.C.C. Rules designates state and local governments to regulate cable television activites. Section 53066 of the Government Code specifically authorizes the County to regulate this activity. Chapter 16 of the County Code is the County Cable Television Licensing Ordinance. The Commission is authorized by Article XXXII of the Administrative Code.

		1981-82 Actual		1982-83 Actual	1983-84 Actual				1984-85 Adopted	
COSTS										. ·
Salaries & Benefits	\$	76,843	\$	74,686	\$	88,041	\$	80,794	\$	108,595
Services & Supplies		38,216		48,521		78,170		84,480		210,250
Other Charges		0		24,404		0		0		0
Fixed Assets		0		0		495		0		31,500
New Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimbursements		0		0		0		0		0
TOTAL DIRECT COSTS	\$	115,059	\$	147,611	\$	166,706	\$	165,274	\$	350,345
FUNDING	\$	(235,984)*	\$	(326,107)*	\$	(704,719)*	\$	(165,274)	\$	(350,345)
CABLE T.V. FUND BALANCE	\$	(120,925)	\$	(178,496)	\$	(538,013)	\$	0	\$	0
STAFF YEARS	=	2.50		2.50		2.75		2.50		3.00
* Funding includes prior yea	r fur	nd balance								
PERFORMANCE INDICATORS:			ı							
Cable Subscribers		58,600		62,160		66,000		64,000		70,000
Miles of Cable		1,140		1,200		1,270		1,300		1,326
Number of Regulated Systems		12		13		13		13		12

PROGRAM DESCRIPTION:

This program, fully user funded, is operative for the unincorporated area only. Its purpose is the specific protection of individual subscribers and would-be subscribers to cable television systems, the general protection of the public interest through the process of licensing and encouragement of such service where television signals cannot be received off the air. In the past five years there has been a seven percent average increase in the number of dwelling units depending on cable for their television reception. The Commission and staff now regulate with three permissible methods of computing rates: State regulations provide one way and the County Cable Television Regulation Ordinance allows two methods. The Federal Government is reviewing its requirements and this review may result in possible increases in the demands and responsibility of the County.

1983-84 ACTUAL:

The 83-84 Actual salary and benefit expenditures increased slightly over 83-84 Budget, due to 0.25 additional staff years needed to process increased paperwork. Revenues increased due to a special payment by Cox Cable.

1984-85 ADOPTED BUDGET:

- -- 1983-84 E/R/SY = \$165,274/\$165,274/2.50 1984-85 E/R/SY = \$350,345/\$350,345/3.00
- -- Expenditures will increase in 84-85 due to: (1) 0.50 additional staff (Board Secretary), needed to process increased work, allowing professional staff to work at full capacity; (2) a \$15,000 increase in the amount of external and department overhead paid to the Department of Planning and Land Use, which updates Cable TV's representative portion of full costs (shown in the Services and Supplies Category); and (3) a \$100,000 allocation to award Cable grants to non-profit organizations and government agencies who would produce projects for Cable Television demonstrating local uses of the access cable and of broad, general interest to cable subscribers throughout San Diego County.

PROGRAM REVENUES BY SOURCE:

1983-84 actual revenue was substantially higher than expected due to a one-time special payment from Cox Cable. Revenues in general are higher due to growth in the industry.

	1983-84	1983-84	1984-85
Revenue	Actual	Budget	Adopted
Franchise Fees	\$526,223	\$128,050	\$275,000

1984-85 OBJECTIVES:

- -- Resolve 100% of subscriber complaints within one week after receiving a written complaint.
- -- Resolve 100% of complaints from would-be subscribers within one week of receiving a written complaint.
- -- Answer within four work hours of receipt 100% of requests for identification of system(s) serving a particular area.
- -- Process licensing applications and rate proposals within an average period of one and one-half months.
- -- Continue to reduce the number of subscriber complaints by working with the cable operators.
- -- Maintain a constant and active role in the review of legislation to assist both the cable subscriber and operators.

STAFFING SCHEDULE

Program: Cable Television -- Special Revenue Fund

Department: Planning and Land Use

		BUDGET ST	AFF - YEARS	SA	LARY AND E	BENEF	ITS COST
Class	Title	1983-84 Budget	1984-85 Adopted		1983-84 Budget		984-85 dopted
8800	Cable Television Review Officer	1.00	1.00	\$	30,549	\$	32,941
3508	Associate Planner	1.00	1.00		24,273		27,397
2754	Board Secretary	0.50	1.00		8,410		17,733
9008	Cable Television Review Commission (seven members)				6,600		6,600
	Sub-Total	2.50	3.00	\$	69,832	\$	84,671

Adjustments:		
County Contributions and Benefits	\$ 18,420	\$ 23,924
Salary Savings	(7,458)	0
Total Adjustments	\$ 10,962	\$ 23,924

2.50

3.00

PROGRAM: FISH AND WILDLIFE ADVISORY COMMITTEE # 75802 DEPARTMENT: DEPARTMENT OF PLANNING AND LAND USE # 4800

AUTHORITY: This program was developed to carry out state law and Board Policy which provide for the establishment of a County Fish and Wildlife Advisory Committee whose responsibility is to annually review and approve proposed projects designed to improve the propagation and conservation of Fish and Wildlife in the County.

MANAGER: KENNETH G. SAYLES

		981-82 Actual	 1982-83 Actual		1983-84 Actual	 1983–84 Budget	<u> </u>	1984-85 Adopted
COSTS								
Salaries & Benefits	\$	0	\$ 0	\$	0	\$ 0	5	0
Services & Supplies		4,274	50,668		44,147	47,800		48,400
Other Charges		0	3,971		0	0		0
Fixed Assets		o	0		0	0		6,000
New Vehicles/Comm. Equip.		0	0		0	0		0
Less Reimbursements		0	0		0	0		0
OTAL DIRECT COSTS	s	4,274	\$ 54,639	5	44,147	\$ 47,800	5	54,400
UNDING	s	(73,547)	\$ (93,454)	\$	(71,960)	\$ (47,800)	\$	(54,400)
NET COUNTY COSTS	\$	(69,273)	\$ (38,815)	\$	(27,813)	\$ 0	\$	0
STAFF YEARS		0.00	0.00		0.00	 0.00		0.00

N/A.

PROGRAM DESCRIPTION:

The Fish and Wildlife Advisory Committee reviews and funds grant proposals meeting the stated objectives of the State Fish and Game Code. Monies are rebated to a County special fund as a portion of fines levied by the courts for fish and game violations in San Diego County. The fund expenditures are limited to those set forth in State law relating to fish and wildlife habitat, research, education and information processing.

1983-84 ACTUAL:

Fish and Wildlife expenditures vary as revenues fluctuate for this special fund.

1984-85 ADOPTED BUDGET:

The Committee granted a large portion of the funds available in FY83-84 leaving a minimal carry-over for FY84-85.

PROGRAM REVENUE BY SOURCE:

Fines and forfeitures are being credited to the special fund at a projected annual rate of \$18,000 during FY83-84. \$20,000 is a reasonable projection for FY84-85 because violations of the Fish and Game laws are unpredictable and the amount of fines to be levied is totally subject to the discretion of the courts.

	1983-84	1983-84	1984-85
Revenue	Actual	Budget	Adopted
Fines and	\$33,145	\$15,000	\$20,000
Forfeltures			

1984-85 OBJECTIVES:

N/A

PROGRAM: EDGEMOOR DEVELOPMENT FUND # 5480 DEPARTMENT: PLANNING AND LAND USE # 5650

MANAGER: F. R. MOREY

AUTHORITY: Board Policy F-38.

÷

	1-82 tual	82-83 ctual		83 - 84 tual	 3-84 get	984-85 Mopted
COSTS	_		_		_	
Salaries & Benefits	\$ 0	\$ 0	\$	0	\$ 0	\$ 0
Services & Supplies	0	0		0	0	0
Other Charges	0	0		0	0	20,000
Fixed Assets	0	0		0	0	0
New Vehicies/Comm. Equip.	0	0		0	0	0
Less Reimbursements	0	0		0	0	0
TOTAL DIRECT COSTS	\$ 0	\$ 0	\$	0	\$ 0	\$ 20,000
FUNDING	\$ 0	\$ 0	\$	0	\$ 0	\$ 20,000
NET COUNTY COSTS	\$ 0	\$ 0	\$	0	\$ 0	\$ 0
STAFF YEARS	 0.00	0.00		0.00	 0.00	 0.00

PROGRAM DESCRIPTION:

The Edgemoor Development Fund was established as a fund for the economic development of the County's Edgemoor property. In order to utilize those funds an appropriation is required. There is no net County cost involved in this program.

PUBLIC ADMINISTRATOR

	98 -82 <u>Actual</u>	1982-83 Actual	1983-84 Actual	983-84 Budget	1984-85 Adopted
Fiduciary Services	\$ 849,196	\$ 882,555	\$ 971,515	\$ 1,024,307	\$ 1,124,037
Total Direct Costs	\$ 849,196	\$ 882,555	\$ 971,515	\$ 1,024,307	\$ 1,124,037
Less Funding	<u>\$ 752,535</u>	\$ 966,856	\$ 1,039,354	\$ 924,000	\$ 974,000
Net County Costs (Without Externals)	\$ 96,661	\$ (84,301)	\$ (67,839)	\$ 100,307	\$ 150,037
Staff Years	34.70	34.94	35.00	35.25	37.25

PROGRAM: FI	DUCIARY SERVIC	ES #	19004	MANAGER:	JEANNE MCBR	1 DE		
*								
Department:	PUBLIC ADMINI	STRATOR #	2050	REF: 198	33-84 Final	Budaet -	- Pa:	302

Authority: California Probate Code, Section 1140; Welfare and Institutions Code, Division 8, Chapter 1; County Administrative Code, Sections 397-397.5 and 440; Health and Safety Code, Section 7104; Government Code, Section 27462; and Board of Supervisors Policy E-7. This program has two main activities: (1) <u>Decedent Services</u>, which is mandated, comprises approximately 66 percent of the program's resources, and is required to administer the estates of deceased persons and provide for the burial/cremation of deceased indigents; and, (2) <u>Conservatorship Services</u>, which is discretionary, consists of 34 percent of the program's resources, and is required to administer the estates of persons who need management of their financial affairs. The service levels of both activities are nondiscretionary since they are determined by the number of people who die and the number of persons who require management of their financial affairs during any given time.

		1981-82 Actual	1982-83 \ctual		1983-84 Actual	1983-84 3udget	1984-85 Adopted
COSTS							
Salaries & Benefits	\$	796,571	\$ 824,577	\$	915,412	\$ 952,410	\$ 1,049,467
Services & Supplies		19,874	21,741		22,558	26,897	29,211
Other Charges - Indigent Burials		32,751	36,237		33,545	45,000	41,348
Fixed Assets (Fiduciary Services)		0	0		0	0.	4,011
Vehicles/Comm. Equip.		0	0		0	0	0
Less Reimbursements		0	0		0	0	0
TOTAL DIRECT COSTS	\$	849,196	\$ 882,555	\$	971,515	\$ 1,024,307	\$ 1,124,037
FUNDING	\$	(752,535)	\$ (966,856)	\$(,039,354)	\$ (924,000)	\$ (974,000)
NET COUNTY COSTS	\$	96,661	\$ (84,301)	\$	(67,839)	\$ 100,307	\$ 150,037
STAFF YEARS		34.70	 34.94		35.00	35.25	37.25
PERFORMANCE INDICATORS:		<u> </u>			n	 <u> </u>	
Total Cases		2,432	2,551		2,935	2,664	3,018
Dollar Cost Per Case Year*	÷	461	484		462	528	496
Number of Cases Per Staff Average Open Time Per Dece			73.0		83.9	75.6	81.0
Case in Months		13.8	13.9		14.1	13.9	13.8

PROGRAM DESCRIPTION:

The Public Administrator takes charge and safeguards the property of persons who have died in the County when the property is uncared for or being wasted; settles the estates of deceased persons when there are no qualified persons to act or qualified persons choose not to act; acts as conservator to administer the estates of persons (usually elderly) who require management of their financial affairs to meet their daily needs and to protect their assets; and arranges for the burial/cremation of indigent persons.

PROGRAM: FIDUCIARY SERVICES

19004

PROGRAM DESCRIPTION: (Continued)

Upon referral of a deceased case, the Public Administrator makes an investigation to determine whether there is a will and next of kin, the amount of estate assets, and whether there are others qualified and willing to act. If the investigation indicates the Public Administrator should act, she files a petition with the Court for authority to do so. Upon appointment, she makes funeral arrangements; gathers estate assets; pays all claims and taxes; communicates with relatives, friends, attorneys, and creditors; distributes assets; and liquidates the estate.

Upon referral of a conservatorship case, the Public Administrator makes an investigation to determine whether there is a need for her to act. If she decides she should act, she files a petition with the Court for authority to do so. Upon appointment, the Public Administrator arranges to provide for the daily needs of the conservatee, applies for benefits due the conservatee, pays debts, and gathers and manages estate assets.

A 28,000 square foot warehouse is used to store and sell estate property. A walk-in vault is used to safeguard jewelry, stocks, bonds, and other small size, high value property. Usually, all estate assets including real estate, businesses, and vehicles are converted to cash and distributed to heirs. Fiscal management also includes investment of excess funds into interest bearing accounts, time certificates of deposit, stocks, and municipal bonds. Annual estate liability is approximately \$16.5 million. All program functions are performed by County employees.

1983-84 ACTUAL:

The reduction in direct costs between 1983-84 Budget and 1983-84 Actual results from:

- 1. Savings in Salaries and Benefits through delay in filling positions and the work furlough program;
- Less than anticipated appropriation requirements in Services and Supplies because of lower prices paid for many items and fewer printing requirements; and,
- 3. A savings in Other Charges because of fewer indigent burial cases.

The increase in funding is primarily a result of a substantially higher case load and number of case closings during the year which enabled the Department to earn more in estate administration and legal fees.

1984-85 ADOPTED BUDGET:

This budget contains the following key elements: (i) one additional Deputy Public Administrator/Guardian position to help handle the significantly increasing caseload in the Decedent Division; (2) one Estate Mover position to increase the capability of the estate property transportation function; (3) five items of fixed assets to replace old or obsolete items no longer economically feasible to repair or for which repair parts cannot be obtained; and, (4) a \$50,000 increase in budgeted revenue.

The 'two major activities of the Department are summarized below:

- Decedent Services (23.60 staff years; \$735,794), including administrative, legal, accounting, and property management support personnel, is:
 - -- Mandated.
 - -- Expected to expend approximately \$736,000 in 1984-85 which is about a \$90,000 increase over 1983-84 Budget. This increased expenditure will result from the cost for one additional Deputy Public Administrator/ Guardian position and .6 staff year of one new Estate Mover position, an increase in services and supplies, the inclusion of fixed assets in the Department budget for the first time, a reallocation of some operating costs from Conservatorship Services, and negotiated salary increases.

19004

1984-85 ADOPTED BUDGET (Continued):

- -- Expected to earn approximately \$752,000 in revenue, which is an increase of \$64,000 over Fiscal Year 1983-84 Budget. This increase will result primarily from the higher number of cases which are expected to be handled during the year.
- -- Increasing its staffing by its proportionate share (.6 staff year to Decedent Services and .4 staff year to Conservatorship Services) of one additional Estate Mover position and by one additional Deputy Public Administrator/Guardian position (1 staff year).

The Estate Mover position, deleted in Fiscal Year 1982-83 because of County-wide fiscal constraints, will provide reliable, trained staff to help perform the sensitive operations associated with the estate transportation functions, such as gathering, safeguarding, and transporting to the Public Administrator warehouse or vault, uninventoried estate assets, which sometimes consist of large amounts of cash. The use of volunteers is not considered appropriate to assist with this type of sensitive work and the direct cost of this position will be 100% offset by revenue.

The Deputy Public Administrator/Guardian position will augment existing staff to help handle the increasing number of cases being referred to the Public Administrator. This caseload has been increasing by a hundred cases a year for the past four years, although staffing has remained constant. Additionally, cases have become much more complex and time consuming to administer as a result of changes in lifestyle, morals, attitudes, and laws. Insufficient numbers of staff to handle the workload increase the possibility of mistakes and the chance that lawsuits, whether justified or not, may be initiated against the County. It is expected that, with the addition of this Deputy Public Administrator/Guardian position, the Department will be able to administer estates more quickly and efficiently; it will be able to better conform with requirements of the Court and to changes in the State law; and it will more professionally serve the community and estates which fall under its jurisdiction. With the increased caseload projected, sufficient additional revenue will be generated to offset the cost for this position. The use of volunteers is not considered appropriate to assist with this type of sensitive work.

- -- Increasing its caseload and handling an expected 2,385 cases in Fiscal Year 1984-85, up 338 from 1983-84 Budget.
- 2. Conservatorship Services (13.65 staff years, \$388,243), including administrative, legal, accounting, and property management support personnel. is:
 - -- Discretionary, but the only public agency available to administer the estates of persons who require management of their financial affairs to meet their daily needs and to protect their assets. The provision of this service helps keep people off the welfare rolls, increases revenue to the County (the Department paid the Department of Revenue and Recovery over \$250,000 during the past year for the care of conservatees at Edgemoor), and is a humane service for the public good.
 - -- Expected to expend about \$388,000 during 1984-85 which is about an \$18,000 increase over the 1983-84 Budget. This increase is primarily a result of negotiated salary settlement costs.
 - -- Expected to earn approximately \$222,000 in revenue during Fiscal Year 1984-85 which is a decrease of \$14,000 from Fiscal Year 1983-84 Budget. This decrease is attributed primarily to reductions in: (1) estate administration fees because the backlog of annual accountings, which had existed for several years, was cleared up in 1983-84; and, (2) fees from legal services as a result of a reduced need for those services in the estate management and administration process.
 - -- Increasing its staffing by its proportionate share (.4 staff year) of the Estate Mover position discussed under Decedent Services above.
 - -- Increasing its caseload and handling an expected 633 cases in Fiscal Year 1984-85, up 16 from 1983-84 Budget.

PROGRAM: FIDUCIARY SERVICES

PROGRAM REVENUE BY SOURCE:

Fiscal Year 1984-85 program revenue by source and a comparison with 1983-84 program revenue appear below:

Source of Revenue	1983-84 Actual	1983-84 Budget	1984–85 Adopted
Estate Administration Interest from	\$ 577,765	\$ 471,000	\$ 567,000
investment of Estate Funds	71,896	102,000	53,000
Real Estate Services	52,585	50,000	50,000
Extraordinary Services	10,635	20,000	20,000
Indigent Burial Cost Recovery	5,593	1,000	3,000
Legal Services*	320,880	280,000	281,000
TOTAL	\$1,039,354	\$924,000	\$974,000

Over the past several years, revenue has been steadily increasing in this program primarily as a result of a significantly higher caseload, vigorous efforts by the Department to achieve full cost recovery, approval by the Court of charges for real estate and other extraordinary services, and legislative changes. This trend is expected to continue in Fiscal Year 1984-85.

* These revenues are reflected in the Line-Item Budget for County Counsel.

1984-85 OBJECTIVES:

- 1. To endeavor to continue to achieve full cost recovery so the Department will be self sufficient, or as nearly self sufficient as possible, from a direct cost standpoint.
- 2. To hold at least three real estate sales.
- 3. To maintain the average value of personal property sales at \$25,000, or higher if possible.

÷

- 4. To accomplish annual accountings on all conservatorship cases.
- 5. To accomplish final accountings and close decedent cases within five to six weeks after the estate has been settled.

STAFFING SCHEDULE

Program: Fiduciary Services

Department: Public Administrator

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST			
Class	Titie	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted		
2158	Public Administrator	1.00	1.00	\$ 44,523	\$ 46,258		
2302	Administrative Assistant III	1.00	1.00	32,120	32,941		
2505	Senior Accountant	1.00	1.00	26,296	28,023		
5605	Estate Property Manager	1.00	1.00	26,045	26,453		
3637	Supervising Deputy Public Administrator/ Guardian	2.00	2.00	52,090	52,906		
5600	Deputy Public Administrator/Guardian	8.00	9.00	185,122	208,633		
2758	Administrative Secretary III	1.00	1.00	18,871	19,364		
2645	Senior Estate Mover	1.00	1.00	18,794	19,095		
2403	Accounting Technician	1.00	1.00	18,174	18,469		
3935	Legal Assistant	1.00	1.00	18,104	18,230		
2762	Legal Secretary I	2.00	2.00	34,663	36,194		
2671	Estate Mover	3.00	4.00	49,029	63,694		
2510	Senior Account Clerk	3.00	3.00	48,217	48,221		
2760	Stenographer	2.00	2.00	29,093	29,459		
2493	Intermediate Account Clerk	4.00	4.00	55,628	57,210		
2730	Senior Clerk	1.00	1.00	13,822	15,642		
2700	Intermediate Clerk Typist	2.00	2.00	27,356	28,256		
	Temporary Extra Help	0.25	0.25	6,000	6,000		
	TOTAL	35.25	37.25	\$ 703,947	\$ 755,048		

Adjustments:		
County Contributions and Benefits	\$ 222,654	\$ 247,097
Salary Settlement Costs	0	50,637
Special Payments:		
Overtime (time and one-half cash)	500	500
Premium Pay	1,880	1,040
Vacation/Sick Leave Payoff	13,200	20,256
Salary Adjustments	24,308	0
Salary Savings	(14,079)	(25,111)
Total Adjustments	\$ 248,463	\$ 294,419

PROGRAM TOTALS:	35.25	37.25	\$	952,410	\$1.049.467
ROOM TOTALS.	JJ•2J	21.22	Þ	<i>972,</i> 410	\$1,049,407

DEPARTMENT OF PUBLIC WORKS

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983–84 Budget	1984-85 Adopted
Roads	\$ 19,651,576	\$ 22,178,189	\$ 24,791,390	\$ 26,521,471	\$ 25,944,329
Support to Dependent County Entities/Enterprise Funds	6,139,938	4,199,210	7,835,693	7,465,133	9,449,001
Support to Independent Entities	4,470,073	4,161,120	6,172,535	5,810,832	6,044,331
Department Overhead	2,155,581	3,578,161	3,732,668	3,806,413	3,745,623
Total Direct Costs	\$ 32,417,168	\$ 34,116,680	\$ 42,532,286	\$ 43,603,849	\$ 45,183,284
Less Funding	(28,314,704)	(32,972,291)	(41,643,444)	(42,657,525)	(43,979,958)
Net County Costs	\$ 4,102,464	\$ 1,144,389	\$ 888,842	\$ 946,324	\$ 1,203,326
STAFF YEARS	565,25	521.00	505,50	522.25	5 35 .00
Fixed Assets	\$ 263,730	\$ 40,090	\$ 35,562	\$ 62,278	\$ 241,254

* Fixed assets have been incorporated into individual program costs above.

.

PROGRAM: ROADS	#	642XX, 643XX, 610XX,	MANAGER: R. J. MASSMAN
		62XXX, 643XX	
Department: PUBLIC WORKS	#	5750	Ref: 1983-84 Final Budget - Pg: 307

Authority: This program was developed to carry out the provisions of California Vehicle Code Section 21351 relating to the maintenance of traffic control devices, California Streets & Highways Code Sections 1331 and 1332 relating to the maintenance and improvements of County roads and bridges, and County Charter Section 33 which provides that the Director of Public Works is responsible for construction, maintenance and repair of County roads.

		1981-82 Actual		982-83 ctual		983-84 ctual		983-84 Jdget		1984-85 \dopted
COSTS						··················				
Salaries & Benefits	\$ 8,5	551,137	\$ 8,3	60,380	\$8,2	261,920	\$8,	751,215	\$9	,310,251
Services & Supplies	11,6	642,521	14,5	64,032	14,2	208,445	15,	089,895	14	,310,271
Other Charges	7	743,690	6	84,875	1,2	86,663	1,0	545,484	t,	,185,302
Fixed Assets		31,034		39,074		34,362		34,877		138,505
Contingency Projects	1,0	000,000	1,0	00,000	1,0	00,000	1,0	000,000	1,	,000,000
Less Reimbursements	(2,3	16,806)	(2,4	70,172)		0		0*		0*
TOTAL DIRECT COSTS	\$19,6	51,576	\$22,1	78,189	\$24,7	91,390	\$26,5	521,471	\$25,	,944,329
Dept Overhead	1,0)53,263	1,7	93,318	2,0	94,201	1,8	356,750	1,	719,874
FUNDING	(20,7	/04,839)	(23,9	71,507)	(26,8	85,591)	(28,	378,221)	(27,	.664,203)
NET COUNTY COSTS	\$	0	\$	0	\$	0	\$	0	\$	0
STAFF YEARS	2	280.75		269.75		243,25		252.75		255.75
*Format change; cost appl	ied recl	assified a	s reven	10 .						
PERFORMANCE INDICATORS:										
Lane Miles Recapped with A	.C.	103.46*		48.36		78.08		85.34		74.06
ane Miles Recapped with R	.0.M.	75.80		67.08		75 . 76		75.76		112.14
lumber of Traffic Signals Installed or Modified		6		7		10		12		15
lumber of Bridges or Major Culverts		4		8		9		10		8

PROGRAM DESCRIPTION:

This is a spending program for funds that are available, it does not meet the road needs. The physical condition of the 4,278 lane miles in the County Maintained Road System is constantly changing. The effects of automobile and heavy truck traffic, together with the weathering effect of heat and moisture, cause a continuous deterioration of the road system. Road maintenance and rehabilitation is required by State Statutes and is desired by the public. Rehabilitation of existing roads is accomplished by either recapping with asphalt concrete (A_{*}C_{*}) or with road oil mix (R_{*}O_{*}M_{*}). The design and/or installation of traffic signals, bridges, culverts and reconstruction projects is also necessary and appropriate to increase the safety and capacity of the County road system.

PROGRAM: ROADS

The Department projects a substantial deficit in road maintenance and rehabilitation needs versus road funds for the next five years. This needs-revenue gap was \$5.3 million in FY 1982-83 and \$5.2 million in FY 1983-84. The needs-revenue gap is projected to be in excess of \$5 million in FY 1984-85. This spending program does not meet the roads needs. For example, a normal annual need of resurfacing is 400 lane miles. The County will start FY 1984-85 with over 1,800 lane miles presently in need of resurfacing. This represents \$22.6 million in resurfacing needs. FY 1984-85 will provide for 186 lane miles or 9% of the current backlog. At the end of FY 1984-85, the backlog will increase to \$25.2 million.

Services and supplies expenditures continue to reflect payments to the County's self insurance for potential tort liability. This is a result of increased payment liability attributed to prior years court case settlements.

The priority of projects for roads continues to be based on the following long-established Board criteria for expenditure of Road Funds. The first priority is given to the primary roads with secondary emphasis on local access streets. The second priority is the rehabilitation of roads and the elimination of traffic hazards, and the third priority is for new lane width or length to increase traffic capacity.

1983-84 ACTUAL:

At the beginning of the fiscal year, there was an appropriation freeze of scheduled projects due to insufficient fund balance. Unanticipated additional external support costs were taken directly out of fund balance by the Auditor and Controller. This resulted in \$634,000 of projects frozen for this year, however, they are rescheduled for FY 1984-85. These projects represent 14 lane miles of Asphalt/Concrete resurfacing.

As planned for FY 1983-84, the level of Road Maintenance services had been reduced. This was primarily accomplished in non-traffic safety related activities. Although the A/C recaps goal was not achieved, it was still 38% higher than FY 1982-83. Other program objectives were not completed because grant funding was not available until FY 1984-85. This includes one bridge project, Puetz Valley Bridge, and two traffic signal projects, Sweetwater/Harness and Sweetwater/Willow. These projects are rebudgeted for FY 1984-85.

The services and supplies expenditures reflect a \$1.96 million court award (Road Fund portion) in the Dana Lee Big Boy versus the County of San Diego Litigation Case.

1984-85 ADOPTED BUDGET:

The following summarizes the major activities in the Roads Program. Since FY 1979-80, the Roads Program has been reduced by 91 staff years. This reduction of non-traffic-safety-related services over the last five years has resulted in increased road maintenance backlogs and a potential for increased public liability in certain areas for which maintenance activities have been deferred. These include such activities as tree trimming, shoulder grading, and the fill and repair of decomposed granite shoulders. To alleviate these problems, the budget provides for a reinstatement of certain road maintenance activities. To offset this increase, certain administrative, management or supervisory positions have been decreased. In total, the Roads Program will increase by three staff years from FY 1983-84.

Additional gas tax revenues of \$.7 million provide for increases in routine maintenance activities for the County Maintained Road System. These activities are mandated by State and County codes. Gas Tax, Federal Grants and Road Fund subventions totally offset all program expenditures.

1. Road Maintenance: (54%; 196.56 SY; \$14,012,672)

This activity includes traffic signal maintenance and operation; borrow site operations; routine maintenance activities; the continuing cost of self-insurance and scheduled special maintenance activities.

Variance from 1983-84 Budget: 17.80 staff years and \$1.0 million increase. This is the result of increases to road maintenance and traffic operations activities aimed at decreasing the potential for public Hability. Appropriate seal coating on 445 lane miles of the County Maintained Road System is provided, a 21% decrease from FY 1983-84. This decrease is attributed to increases in routine maintenance and traffic operation activities.

PROGRAM: ROADS

2. Betterments and Rehabilitation Projects: (41.5%; 50.78 SY; \$10,765,611)

This activity includes road betterment projects, traffic signal installation, bridges, culverts, reconstruction and resurfacing projects. The Road Fund match to obtain grants is approximately \$323,000.

Variance from 1983-84 Budget: Decrease by 17.22 SY and \$2.4 million. Grant revenue is \$2.4 million dollars less than FY 1983-84, therefore, grant funded contracts for betterment and reconstruction projects have decreased. 186 lane miles of resurfacing is provided to the County Maintained Road System, a 26% increase from FY 1983-84. This increase is attributed to Road Oil Mix resurfacing on rural roads this year.

3. New Construction: (4.5%; 8.41 SY; \$1,166,046)

This activity is comprised of the following bridge projects: Channel Road, Peutz Valley, Willow Gien, Valley Center, West Lilac Road, Honey Springs Road, and various bridge retrofits. It includes preliminary engineering, design, surveying, and construction inspection as appropriate. Road Fund match to obtain grants is \$113,106.

Variance from 1983-84 Budget: Increase of 2.41 SY and \$.56 million.

PROGRAM REVENUE BY SOURCE:

Discussion: The majority of the Program costs are offset by Road Fund revenues, approximately \$19.6 million. This represents an increase of \$.6 million from FY 1983-84. This slight increase is from gas tax revenues. Other government agency contributions and other subventions are \$2.0 million. CDBG/HUD funds are down \$.6 million from FY 1983-84. Grants account for \$2.7 million, down from \$4.1 million in FY 1983-84.

This grant revenue decrease has had an adverse impact on several activities in this program. Road maintenance service levels will be maintained at the current service levels and in some instances increased. Some betterment and rehabilitation-service levels have been reduced to accommodate this reduction in grant revenue. As in recent years, all service levels are still below the maintenance and rehabilitation needs.

This program budget, as in past years, includes interest to offset costs. The Board of Supervisors ratified and approved use of interest revenue for such purposes.

Total revenues for FY 1984-85 will accrue from the following sources:

Revenue	1983-84 Actual	1983-84 Budget	1984–85 Adopted
Gas Tax (2104)	\$16,985,593	\$16,672,833	\$17,500,000
Gas Tax (2106)	2,228,677	2,300,000	2,100,000
Fines & Forfeitures	1,447,650	1,000,000	770,439
Use of Money & Property	978,864	1,000,000	900,000
Other Revenue	197,309	61,255	429,500
Contingency/Fund Balance	2,175,822	2,228,753	2,290,412
Grants: Federal Aid Urban (FAU)	551,231	1,094,550	1,637,595
Federal Ald Secondary (FAS)	458,455	1,417,750	477,000
Federal Highway Admin. (FHWA BR)	0	439,900	203,500
Community Development Block		-	
Grant/Housing & Urban			
Development (CDBG/HUD)*	1,011,683	1,647,510	1,191,622
Transportation Development Act (TDA)	237,880	243,870	164,135
CALTRANS	14,876	121,500	0
Federal Forest Hwy Construction	19,402	103,300	0
Federal Aid Rain Damage (FEMA)	578,149	47,000	0
TOTAL	\$26,885,591	\$28,378,221	\$27,664,203

1984-85 OB JECTIVES:

- 1. Resurface 4.8% of the 3,876 paved lane miles in the County, a 26% increase from FY 1983-84.
- 2. Install or modify fifteen (15) traffic signals on the Traffic Signal Priority list.

.

- 3. Increase road maintenance and traffic operation activities relative to decreasing our potential for public liability.
- 4. Seal coat 445 lane miles of County's paved road system, a decrease of 21% from FY 1983-84.

.

STAFFING SCHEDULE

Program:

Roads

Department: Public Works

		BUDGET ST	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
Class	Title	1983–84 Budget	l984-85 Adopted	1983–84 	1984–85 Adopted	
3676	Deputy County Engineer	1.50	1.25	\$ 70,582	\$ 59,930	
3700	Principal Civil Engineer	2,50	3,75	108,918	166,451	
6007	Field Maintenance Superintendent	1.00	0.00	40,486	0	
3720	Senior Civil Engineer	4,25	4.00	168,194	162,740	
3728	Senior Land Surveyor	0.25	0.25	9,894	10,171	
5005	Division Road Superintendent	2,50	2,50	98,938	101,713	
5585	Supervising Real Property Agent	.50	0.75	18,515	28,298	
2525	Senior Systems Analyst	0,50	0,50	18,330	18,845	
5999	Assistant Division Road Superintendent	2.75	2.75	98,898	102,844	
3635	Associate Civil Engineer	9 ,50	8.75	328,092	310,678	
3785	Associate Land Surveyor	0,50	0.75	17,268	26,630	
5761	Traffic Safety Investigator	0.00	1.00	0	35,506	
3795	Construction Technician	3.00	2,50	102,576	87,880	
655	Associate Transportation Specialist	0.00	1.00	0	35,131	
2427	Associate Systems Analyst	1.50	2,50	49,898	85,487	
514	Environmental Management Specialist III	0,25	0.25	8,126	8,278	
413	Analyst III	1.25	1.25	40,059	41,184	
019	Road Crew Supervisor II	5.00	5.00	156,170	159,120	
615	Assistant Civil Engineer	10.00	8.75	298,820	268,818	
780	Assistant Land Surveyor	2,50	3,50	74,705	107,527	
164	Traffic Signal Technician III	1.00	1.00	28,476	29,016	
303	Administrative Assistant II	2.75	3,75	78,526	108,731	
412	Analyst II	1,50	1.75	42,833	50,741	
020	Road Crew Supervisor 1	18,50	18,50	523,143	532,948	
515	Environmental Management Specialist II	1.75	0.75	49, 159	21,466	
381	Traffic Safety Specialist	1.00	1.00	27,393	28,163	
812	Engineering Technician III	4,50	3,50	122,567	97,989	
027	Bridge Construction Worker	1.00	1.00	27,394	27,914	
030	Equipment Operator III	4.00	4.00	106,328	108,328	
504	Landscape Architect	0,50	0.00	13,124	. 0	
026	Bridge Construction Worker II	4.00	4.00	104,452	106,412	
695	Junior Civil Engineer	3,75	2,50	96,829	66,352	
779	Junior Land Surveyor	1.00	0.75	25,821	19,906	
920	Electrician	2.00	2.00	50,956	51,916	
165	Traffic Signal Technician II	1.00	1.00	25,478	25,958	
031	Equipment Operator II	32.00	32,00	811,328	826,688	
425	Associate Accountant	0.75	0.75	18,570	18,923	
970	Sign Painter	1.00	1.00	24,188	24,648	
800	Drafting Technician III	1.00	0.50	23,489	12,074	
813	Engineering Technician II	4.25	3,25	99,828	78,484	
359	Audio Visual Specialist	0,25	0.25	5,758	5,917	
	Painter	3.00	3.00	68,910	70,200	
032	Equipment Operator I	80.00	87.00	1,835,920	2,033,973	
	Computer Operations Specialist	0.50	0,50	11,298	11,513	
405	Assistant Accountant	0.00	0,50	0	11,429	
801	Drafting Technician 11	1.25	1.75	26,003	37,418	
814	Engineering Technician I	6.00	4.00	124,812	85,528	
	Senior Computer Operator	0.50	0,50	10,246	10,441	
	Commission Secretary	0.00	0.50	0	9,984	
-	Construction and Services Worker III	2.00	2,00	35,448	36,108	
073	Senior Offset Equipment Operator	0.50	0,50	8,607	8,767	
009	Word Processing Operator	0.75	0.75	12,662	12,901	

STAFFING SCHEDULE (Cont'd)

Program: Roads

Department: Public Works

		BUDGET ST	AFF - YEARS	SALARY AND E	BENEFITS COST
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
2510 9	Senior Account Clerk	0.25	0.25	\$ 4,088	\$ 4,165
2730 9	Senior Clerk	5.75	5,75	94,018	95,801
7 540 C	Construction and Services Worker 11	2.00	2,00	32,618	32,698
3050 (Offset Equipment Operator	0,50	0,50	7,811	7,956
	Administrative Secretary I	1.00	1.25	15,131	19,526
2760 9	Stenographer	0.00	0,25	0	3,905
2700	Intermediate Clerk Typist	3.25	3.75	45,055	52,961
9999 E	Extra Help	8.75	6.75	245,362	158,578
	Total	252,75	255.75	\$6,592,098	\$6,763,657
ļ	Adjustments:				
	County Contributions and Benefits			\$2,257,823	\$2,215,613
	Salary Settlement Costs			0	331,369
5	Special Payments:				
	Premium Pay			60,000	93,000
	Call Back Overtime			0	82,123
	Salary Adjustment			0	0
S	Salary Savings			(158,706)	(175,511)
٦	Tota! Adjustments			\$2,159,117	\$2,546,594

31XXX, 38XXX

Department: PUBLIC WORKS

5750, 5820 5850, 5950

Ref: 1983-84 Final Budget - Pg: 312

Authority: This program was developed to carry out Federal, State and local laws and regulations in the following areas: transportation and transit operations in the unincorporated area; State mandated functions of the County Surveyor; "control of flood and storm waters..." pursuant to the San Diego Flood Control District Act (10-6-66), collection of hydrologic data to qualify for the Federal Flood Insurance program; and support services in engineering, cartography, surveying and district management to other County departments and Enterprise Funds.

	1981-82 Actual	1982-83 Actua I	1983-84 Actual	l 983–84 Budget	1984-85 Adopted
COSTS			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Salaries & Benefits	\$ 4,046,827	\$ 3,680,099	\$ 4,434,676	\$ 4,217,029	\$ 4,649,243
Services & Supplies	5,137,704	3,058,073	3,296,745	3,242,688	4,421,098
Other Charges	1,532,653	0	104,272	0	· 153 , 878
Fixed Assets	232,696	1,016	0	5,416	52,499
Operating Transfers	0	0	0	0	172,283
Less Reimbursements	(4,809,942)	(2,539,978)	0	0*	0*
TOTAL DIRECT COSTS	\$ 6,139,938	\$ 4,199,210	\$ 7,835,693	\$ 7,465,133	\$ 9,449,001
Dept Overhead	496,822	797,030	817,309	803,479	853,774
FUNDING	(2,534,296)	(3,851,851)	(7,764,160)	(7,322,288)	(9,099,449)
NET COUNTY COSTS	\$ 4,102,464	\$ 1,144,389	\$ 888,842	\$ 946,324	\$ 1,203,326
STAFF YEARS	135.75	114.25	123,75	119,50	126,50
*Format change; cost appl	ied reclassified	i as revenue			
PERFORMANCE INDICATORS:					,
Transportation Studies	18	14	11	11	15
Survey Monuments Establishe		532	601	450	550
Map Changes Completed	9,049	10,092	9,555	9,400	10,225
Proposed District Formation					
In Process	40	17	29	10	18

PROGRAM DESCRIPTION:

All General Fund Activities administered by the Department of Public Works are in this program.

There are two distinct parts to this program. The largest part totalling \$8,186,944 consists of support services to Special Districts, Enterprise Funds, Capital Outlay Fund and Other County Departments and Funds. This work is 100% offset by revenue from the requestor.

The other part totalling \$1,262,057 is for General Fund services which have a net County cost of \$1,203,326. These include field surveys, cartographic support, base map maintenance, transportation studies, vanpool operations, special district formations, undergrounding utilities, Grading Ordinance enforcement and General Fund fixed assets. This portion of the budget is approved to spend the net \$1,203,326 allocated. IT DOES NOT MEET <u>NEEDS</u> in these service areas.

1983-84 ACTUAL:

Expenditures in this program exceeded the 1983-84 budgeted costs by \$370,560 due to Board approved mid-year increases in General Fund appropriations. The net cost of this program, however, was \$57,482 less than budget due to \$441,872 in additional revenues earned. Appropriation of TDA passthrough monies in this program increased both expenditures and revenues by \$299,700.

1984-85 ADOPTED BUDGET:

1. Support to Other County Orgs: (32\$; 57.50 SY; \$3,019,291)

This is the largest activity in this program with respect to staffing, appropriations and revenues. It provides engineering, maintenance, surveying, cartographic, contract administration and inspection services to the Capital Outlay Fund and other County departments and orgs on a cost recovery basis. This activity has no net County cost in this Department. Changes in the final budgets of other departments may affect this activity.

Variance from 1983-84 budget: Workload in this area is up slightly and staffing is up .50 SY. Expenditures are up \$389,480 due to increased labor and support costs. Revenues from other departments and funds are up \$339,916 to offset costs.

There is no net cost in this activity.

2. Surveying & Mapping Services: (19%; 21.25 SY; \$1,773,547)

This activity provides field surveys, orthophoto surveys, updates County base maps, provides required map changes for Planning and Land Use, and provides maps and mapping services to the public.

Variance from 1983-84 Budget: Work requests increase annually, but work budgeted in FY 1984-85 is down due to fiscal constraints in the General Fund. Staffing is also down .25 SY. Budgeted expenditures are up \$126,183 due to labor and support cost increases and revenues are up \$29,021.

The net cost is up \$103,531 due to increased labor, equipment and support costs.

3. Flood Control: (13%; 9.75 SY; \$1,184,916)

Flood Control activities include flood plain management, watercourse ordinance enforcement, hydrographic data collection and storm operations for the unincorporated area within the five zones of the County Flood Control District.

Variance from 1983-84 Budget: Work requests are up, but limited funding from the Flood Control District forced a decrease in budgeted workload and staffing (down 2.75 SY). Expenditures are down only \$32,302 due to increased labor and support costs. Revenues will decrease \$38,426 in accord with cost reductions.

There is no net cost in this activity.

4. Transportation Operations: (10%; 7.00 SY; \$933,998)

Transportation operations provides information to the Board of Supervisors on transportation issues, administers vanpools, and completes transit studies and analyses.

Variance from 1983-84 Budget: Staffing is up .75 staff years to accomplish an increased workload. Budgeted expenditures are up \$526,366 (\$333,967 of this is the result of a change in accounting procedures implemented in midyear 1983-84 so that Transportation Development Act (TDA) funds pass through the General Fund - this is not a new cost). Revenues are up \$481,749.

The net cost is up \$38,338 due to the addition of County Vanpool operations (\$21,008 transferred midyear to DPW from OES during FY 1983-84) and increased staffing partially offset by additional TDA revenues.

5. Support to Enterprise Funds: (9%; 21.00 SY; \$834,993)

This activity provides engineering, maintenance, surveying, cartographic, contract administration and inspection services to the Solid Waste, Liquid Waste, Transit and Airport Enterprise Funds on a full cost recovery basis. There is no net County cost in this activity. Changes in the budgets of the enterprise funds may affect this activity.

Variance from 1983-84 Budget: Staffing is up 13.50 SY to accomplish increased workload for the Enterprise Funds. Expenditures are up \$514,585 and revenues are up \$627,401. Staff years added to this activity were transferred from other activities experiencing lower workload or funding reductions.

There is no net cost in this activity.

6. Special Aviation Fund: (8%; \$754,297)

The Special Aviation Fund facilitates a pass through of State Funds and Grants for use on local airports. Funds are expended for rehabilitation contracts.

Variance from 1983-84 budget: Expenditures and funding are up \$523,578 for anticipated State grants to resurface a runway at Gillespie Field and to slurry seal the runway, taxiway and apron at Ramona Airport. These grants are in addition to the annual \$5,000 allocation for each airport.

There is no net cost in this activity.

7. Special Districts Management: (8%; 8.75 SY; \$798,005)

This activity provides for formation and management of County service areas (CSAs), road improvement districts (RIDs), assessment districts, lighting districts and the Majestic Pines Water District. Staff also responds to citizens' requests for information and assistance in forming special districts.

Variance from 1983-84 Budget: Workload is increased with the additional task of forming assessment districts. The Board allocated \$100,000 during budget deliberations for this purpose. Staffing is down 4.75 SYs because Flood District staff was moved to another activity. The cumulative result of changes in this activity is that expenditures are down \$93,018 from 1983-84 and revenues are down \$203,536.

The net cost is up \$102,244 due to increased labor costs and funding for assessment district formations.

8. Other General Fund Activities: (1%, 1.25 SY, \$149,954)

This activity provides for County Grading Ordinance enforcement, parcel completion notices (no net cost), investigation of citizens' complaints regarding improvements not related to grading, watercourse, or development projects, and General Fund equipment.

Variance from 1983-84 Budget: Workload is up, but staffing is unchanged due to funding constraints. Expenditures are up \$28,996 and revenues are up \$17,518. Variance is due to addition of the costs for maintenance, repair and replacement of General Fund equipment which is partially offset by revenues, deletion of the Special District Augmentation Fund process which is no longer done by this Department, and increased labor costs.

The net cost is up \$12,889 due to increased labor costs.

PROGRAM REVENUE BY SOURCE:

Discussion: Eighty percent of the revenue in this program is from other departments or funds.

Revenue	1983-84 Actuals	Budget 1983–84	Adopted 1984-85
Charges for Current Service Interfund			
Public Works General Fund	2,363,358	\$2,166,291	\$1,857,967
Other County Departments & Funds	4,471,570	4,210,795	5,424,518
Other Services to Governments	941	46,242	361,689
Transportation Development Act (LTF)	612.083	0	333,967
Services to Property Owners	13,510	51,506	73,301
Recovered Expenditures	895	2,000	2,000
Survey Remonumentation Fund	143,624	160,964	236,500
Special Aviation Fund	41,876	230,719	754,297
Other Revenues	116,303	453,771	55,210
TOTAL	\$7,764,160	\$7,322,288	\$9,099,449

1984-85 OB JECTIVES:

- 1. Provide mandatory cartographic support, base map maintenance, transportation studies, and special district formation services consistent with this department's general fund allocation.
- 2. Provide management and support services to Special Districts; Flood Control Zones; Sanitation Districts; Liquid Waste; Solid Waste; Airport and Transit Enterprise Funds; Facilities Development; and other County Departments and Funds consistent with budgeted requests.

STAFFING SCHEDULE

Program: Support to Dependent County Entities/Enterprise Funds

Department: Public Works

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
	7141	1983-84	1984-85	1983-84	1984-85	
Class	<u>Title</u>	Budget	Adopted	Budget	Adopted	
3676	Deputy County Engineer	0,75	1.00	\$ 35,290	\$ 47,944	
3700	Principal Civil Engineer	2,75	2,25	119,809	99,871	
3708	Principal Transportation Specialist	1.00	1.00	43,567	44,387	
5555	Chief, Special Districts Administration	1.00	1.00	41,886	43,056	
499	Principal Systems Analyst	0.00	0.25	. 0	10,385	
720	Senior Civil Engineer	5.00	3,50	197,875	142,397	
728	Senior Land Surveyor	0.75	0.75	29,681	30,514	
740	Senior Transportation Specialist	1.25	2,00	49,469	81,370	
102	Chief, Fleet Operations	0.00	1.00	0	40,036	
414	Analyst IV	0,50	0.50	19,001	19,531	
585	Supervising Real Property Agent	0.25	0.00	9,258	0	
525	Senior Systems Analyst	0.25	0.00	9,165	0	
586	Chief, Mapping Section	1.00	1.00	35,813	36,483	
635	Associate Civil Engineer	4,50	6,25	155,412	221,912	
785	Associate Land Surveyor	1.25	1.25	43,170	44,382	
795	•	0,25	0.75	8,548	26,364	
655	Associate Transportation Specialist	2.00	1.00	68,342	35,131	
518	Cartographer	0.75	0.75	25,572	26,052	
427	Associate Systems Analyst	0.25	1.00	8,316	34,195	
514	Environmental Management Specialist III	0.75	0.75	24,378	24,835	
	-			32,047	32,947	
302	Administrative Assistant III	1.00	1.00		8,237	
413	Analyst 111	0.75	0.25	24,035	0,257	
155	Road Equipment Specialist	1.00	0,00	31,380	-	
615	Assistant Civil Engineer	4.25	4.00	126,999	122,888	
780	Assistant Land Surveyor	1.75	1.00	52,294	30,722	
303	Administrative Assistant II	2.25	1.75	64,249	50,741	
412	Analyst II Read Once Superviser 1	4.25	4.00	121,358	115,980	
020	Road Crew Supervisor	1,50	1.50	42,417	43,212	
426	Assistant Systems Analyst	0.00	0.75	0	21,575	
515	Environmental Management Specialist II	0.75	2.00	21,068	57,242	
812	Engineering Technician ()(3,00	5.25	81,711	146,984	
130	Equipment Shop Supervisor	3,00	3.00	81,588	83,118	
030	Equipment Operator III	1.00	1.00	26,582	27,082	
803	Hydrographic Instrument Technician	2.00	2.00	52,558	54,038 0	
504	Landscape Architect	0,50	0.00	13,124		
319	Mapping Supervisor	2.25	2.25	58,401	60,043	
595	Junior Civil Engineer	0.25	0.50	6,455	13,270	
779	Junior Land Surveyor	1.25	1.50	32,276	39,811	
108	Senior Equipment Mechanic	3.00	3.00	76,434	77,874	
180	Welder	2.00	3.00	50,790	77,625	
)31	Equipment Operator II	5.00	5.00	126,770	129,170	
25	Associate Accountant	0.25	0.25	6,190	6,307	
10	Equipment Mechanic	12.00	12.00	291,000	296,520	
00	Drafting Technician III	4.75	4.50	111,573	108,670	
313	Engineering Technician II	1.25	3.00	29,361	72,447	
)32	Equipment Operator 1	3.00	3.00	68,847	70,137	
)18	Computer Operations Specialist	0.50	0,50	11,298	11,513	
317	Graphic Artist	2.00	2.00	44,562	45,802	
105	Assistant Accountant	0.00	0.25	0	5,715	
335	Land Use Technician II	1.00	1.00	21,704	22,214	
301	Drafting Technician II	7.00	6.25	145,614	133,637	

•

STAFFING SCHEDULE (Cont'd)

Program: Support to Dependent County Entities/Enterprise Funds

Department: Public Works

٠

		BUDGET STA	NFF - YEARS	SALARY AND E	ENEFITS COST
Class	s Title	983-84 Budget	1984–85 Adopted	l 983–84 Budget	1984-85 Adopted
		budgor	ndoprod		, Adopted
3805	Cartographic Reprographic Technician	1.75	1.75	\$ 36,404	\$ 37,418
3814	Engineering Technician 1	0,75	2.00	15,602	42,764
3072	Senior Computer Operator	0,50	0,50	10,246	10,441
2769	Commission Secretary	1.00	0.00	19,338	. 0
3008	Senior Word Processing Operator	0.75	0.25	13,661	4,638
2320	Personnel Aid	0.00	1.00	0	18,242
2757	Administrative Secretary II	2.00	2.00	34,886	36,026
3073	Senior Offset Equipment Operator	0.50	0,50	8,607	8,767
3009	Word Processing Operator	1,50	1.25	25,322	21,503
2510	Senior Account Clerk	0.75	0.75	12,263	12,496
2730	Senior Clerk	2.25	2,25	36,790	37,487
2660	Storekeeper I	3.00	3.00	48,927	49,857
7540	Construction and Services Worker 11	1.00	1,00	16,309	16,349
3050	Offset Equipment Operator	0,50	0,50	7,811	7,956
2756	Administrative Secretary 1	0,75	0,75	11,348	11,716
2760	Stenographer	1.00	0,50	15,131	7,810
3030	Data Entry Operator	0.00	0,50	0	7,675
2493	Intermediate Account Clerk	1.00	1.00	14,228	14,498
2700	Intermediate Clerk Typist	1.50	2.00	20,795	28,246
9999	Extra Help	2,25	3,50	30,242	48,178
	Total	119,50	126,50	\$ 3,155,147	\$3,396,433

Total Adjustments	\$ 1,061,882	\$1,252,810
Salary Savings	\$ (56,144)	\$ (68,734)
Salary Adjustment	0	(6,993)
Call Back Overtime	0	41,140
Premium Pay	2,000	3,000
Special Payments:		
Salary Settlement Costs	0	171,722
County Contributions and Benefits	\$ 1,116,026	
Adjustments:		

PROGRAM TOTALS:	119,50	126,50	\$ 4,217,029	\$4,649,243

PROGRAM: SUPPORT TO INDEPENDENT ENTITIES	#	64500	MANAGER: R. J. MASSMAN
Department: PUBLIC WORKS	#	5750	Ref: 1983-84 Final Budget - Pg: 316

Authority: This program was developed to carry out County Regulatory Code, State Streets and Highways Code, Subdivision Map Act, General Plan, and C.E.Q.A. regulations requiring the County to perform engineering, surveying, map maintenance, grading and subdivision regulation, watershed management, and EIR preparation. It also provides engineering and maintenance services to other governmental entities through agreements authorized by the Board of Supervisors.

		1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS						
Salaries & Benefits	\$	3,580,540	3,462,252	3,854,108	4,548,425	4,982,143
Services & Supplies		894,129	724,856	2,311,791	1,240,422	995,104
Other Charges		409	0	10,817	0	19,784
Fixed Assets		0	0	1,200	21,985	47,300
Less Reimbursements		(5,005)	(25,988)	(5,381)	0*	0*
TOTAL DIRECT COSTS	\$	4,470,073	4,161,120	6,172,535	5,810,832	6,044,331
Dept Overhead	\$	437,203	730,611	695,054	864,463	887,925
FUNDING	\$	(4,907,276)	(4,891,731)	(6,867,589)	(6,675,295)	(6,932,256)
NET COUNTY COSTS	\$	0	0	0	0	0
STAFF YEARS		122,75	111,50	111.00	127,75	129,50
*Format change; cost appli	ed	reclassified as	s revenue.			
PERFORMANCE INDICATORS:						
Major Subdivisions Reviewed		82	50	50	70	50
Minor Subdivisions Reviewed		421	300	350	275	300
Route Location Studies		13	17	20	0	20
Contracts w/Other Government	En	tities 40	40	43	40	40

PROGRAM DESCRIPTION:

Through this program, the Department provides services to other governments and developers in the private sector. Workload is dependent upon outside forces, such as the state of the economy and its effect on development and the housing industry, and on requests for work from other governmental entities. All activities in this program are reimbursed fully from developer payments and charges to other governmental entities for engineering and maintenance services. There is no net General Fund cost or gas tax revenue used in this program.

1983-84 ACTUAL:

The difference between the 1983-84 budget and the 1983-84 actual amounts for total direct costs are negligible (3%). Revenues offset expenditures 100%.

Staff years were below budget in response to generally reduced workload levels.

1984-85 ADOPTED BUDGET:

1. Private Projects: (39%; 52.75 SY; \$2,372,046)

includes project engineering review and conditioning, engineering plan check and inspection of road and flood control items on specific subdivisions, parcel maps, grading permits, MUP's, rezones and centerline projects.

Variance from 1983-84 Budget: The projected 1984-85 workload is consistent with the budgeted 1983-84 workload levels and is lower than the estimated 1983-84 workload levels due to a projected increase in interest rates. Staffing is increased from 51.00 SY to 52.75 SY due to a transfer of staff from indirect Development Support. Direct charges are being made for work previously charged to Development Support. In the event that the workload increases during the year, plan and map checking that cannot be handled in a timely manner by existing staff will be given to consultants for review.

2. Development Control and Indirect Development Support: (18%; 26.75 SY; \$1,065,638)

Consists of indirect controls and support activities to development, the costs of which cannot be spread to specific projects. Through this activity the Department protects road corridors from encroachment and public and private property from flood hazards caused by development in the unincorporated areas. Route location and centerline studies, application of the Centerline Ordinance and issuance of various permits for work in the road rights-of-way and flood plains are the major services provided.

Variance from 1983-84 Budget: Workload for FY 1984-85 is not expected to increase. Staffing decreased 2.50 SY for a 1984-85 budget level of 26.75 SY. This decrease is a result of SB 892, effective January, 1984. This activity is funded by interest earned on developer deposits held in trust and fines and forfeitures.

3. Services to Other Governments: (43%; 50.00 SY; \$2,606,647)

Includes engineering and maintenance support provided by Public Works to other governmental entities through contracts and agreements.

Variance from 1983-84 Budget: Work in this area is expected to remain constant with FY 1983-84 levels. Work is demand-responsive and all costs for these services are fully supported by the requester. Staffing increased from 47.50 SY to 50.00 SY for FY 1984-85. This increase is due to increased demands from contracts with other government entities. There is no net General Fund cost in this activity.

PROGRAM REVENUE BY SOURCE:

Discussion: This program uses the deposit system rather than flat fees. This is the most equitable method and assures full cost recovery on all work.

This program budget, as in past years, includes interest to offset costs. In approving this budget, the Board of Supervisors ratified and approved use of interest revenue for such purpose.

Total revenue for 1984-85 will accrue from the following sources:

Revenue	1983-84 <u>Actua I</u>	1983–84 Budget	1984-85 Adopted
Charges for current services to public sector	\$2,178,852	\$ 2,537,312	\$ 3,267,589
Charges for current services to governments	3,633,118	2,487,915	2,510,416
Interest earned on developer deposits	938,737	1,213,114	890,500
Permits	46,450	23,500	34,190
Other Revenue	70,432	413,454	229,561
TOTAL	\$6,867,589	\$ 6,675,295	\$ 6,932,256

1984-85 OBJECTIVES:

- 1. Maintain technical capability to review engineering work of others within the County, utilizing contracts with Board of Supervisor approved engineering companies should the work load require it.
- 2. Complete development review of 50 Major Subdivisions, 250 Minor Subdivisions, 100 Major Use Permits, 50 Rezones.
- 3. Complete engineering map/plan check within 20 days of first submittal.
- 4. Provide engineering and maintenance support to other governmental entities through 40 contracts/agreements.

.

.

STAFFING SCHEDULE

Program: Support to independent Entities

Department: Public Works

3700 Pr 3705 Pr 3705 Pr 37705 Se 3720 Se 3740 Se 3635 As 3795 Co 3615 As 3615 As 3615 As 3780 As 3615 As 3780 As 3780 As 3781 Ca 3812 En 3812 En 3819 Map 3819 Map 3779 Jun 5031 </th <th>Title aputy County Engineer incipal Civil Engineer incipal Land Surveyor enfor Civil Engineer enfor Land Surveyor enfor Transportation Specialist ivision Road Superintendent upervising Real Property Agent enfor Systems Analyst isoctate Civil Engineer isoctate Land Surveyor enstruction Technician isoctate Transportation Specialist intographer isociate Systems Analyst enlyst III</th> <th>1983-84 Budget 0.75 2.75 1.00 5.75 1.00 0.75 0.50 0.25 0.25 0.25 10.00 3.25 1.75 1.00</th> <th>198485 Adopted 0.75 3.00 1.00 7.50 1.00 0.00 0.50 0.25 0.50 0.25 10.00 3.00 1.75</th> <th>1983-84 Budget \$ 35,290 119,809 43,567 227,556 39,575 29,681 19,787 9,258 9,165 8,991 345,360 112,242</th> <th>1984-85 Adopted \$ 35,958 133,161 44,387 305,137 40,685 0 20,342 9,433 18,845 9,350 355,060</th>	Title aputy County Engineer incipal Civil Engineer incipal Land Surveyor enfor Civil Engineer enfor Land Surveyor enfor Transportation Specialist ivision Road Superintendent upervising Real Property Agent enfor Systems Analyst isoctate Civil Engineer isoctate Land Surveyor enstruction Technician isoctate Transportation Specialist intographer isociate Systems Analyst enlyst III	1983-84 Budget 0.75 2.75 1.00 5.75 1.00 0.75 0.50 0.25 0.25 0.25 10.00 3.25 1.75 1.00	198485 Adopted 0.75 3.00 1.00 7.50 1.00 0.00 0.50 0.25 0.50 0.25 10.00 3.00 1.75	1983-84 Budget \$ 35,290 119,809 43,567 227,556 39,575 29,681 19,787 9,258 9,165 8,991 345,360 112,242	1984-85 Adopted \$ 35,958 133,161 44,387 305,137 40,685 0 20,342 9,433 18,845 9,350 355,060
3700 Pr 3705 Pr 3705 Pr 37705 Se 3720 Se 3740 Se 3635 As 3795 Co 3615 As 3615 As 3615 As 3780 As 3615 As 3780 As 3780 As 3781 Ca 3812 En 3812 En 3819 Map 3819 Map 3779 Jun 5031 </th <th>incipal Civil Engineer incipal Land Surveyor antor Civil Engineer antor Civil Engineer antor Transportation Specialist ivision Road Superintendent upervising Real Property Agent ontor Systems Analyst isistant Division Road Superintendent isociate Civil Engineer isociate Land Surveyor onstruction Technician isociate Transportation Specialist intographer isociate Systems Analyst malyst III</th> <th>2.75 1.00 5.75 1.00 0.75 0.50 0.25 0.25 0.25 10.00 3.25 1.75</th> <th>3.00 1.00 7.50 1.00 0.00 0.50 0.25 0.50 0.25 10.00 3.00</th> <th>119,809 43,567 227,556 39,575 29,681 19,787 9,258 9,165 8,991 345,360</th> <th>133,161 44,387 305,137 40,685 0 20,342 9,433 18,845 9,350</th>	incipal Civil Engineer incipal Land Surveyor antor Civil Engineer antor Civil Engineer antor Transportation Specialist ivision Road Superintendent upervising Real Property Agent ontor Systems Analyst isistant Division Road Superintendent isociate Civil Engineer isociate Land Surveyor onstruction Technician isociate Transportation Specialist intographer isociate Systems Analyst malyst III	2.75 1.00 5.75 1.00 0.75 0.50 0.25 0.25 0.25 10.00 3.25 1.75	3.00 1.00 7.50 1.00 0.00 0.50 0.25 0.50 0.25 10.00 3.00	119,809 43,567 227,556 39,575 29,681 19,787 9,258 9,165 8,991 345,360	133,161 44,387 305,137 40,685 0 20,342 9,433 18,845 9,350
3700 Pr 3705 Pr 3705 Pr 37705 Se 3720 Se 3740 Se 3635 As 3795 Co 3615 As 3615 As 3615 As 3780 As 3615 As 3780 As 3780 As 3781 Ca 3812 En 3812 En 3819 Map 3819 Map 3779 Jun 5031 </td <td>incipal Civil Engineer incipal Land Surveyor antor Civil Engineer antor Civil Engineer antor Transportation Specialist ivision Road Superintendent upervising Real Property Agent ontor Systems Analyst isistant Division Road Superintendent isociate Civil Engineer isociate Land Surveyor onstruction Technician isociate Transportation Specialist intographer isociate Systems Analyst malyst III</td> <td>2.75 1.00 5.75 1.00 0.75 0.50 0.25 0.25 0.25 10.00 3.25 1.75</td> <td>3.00 1.00 7.50 1.00 0.00 0.50 0.25 0.50 0.25 10.00 3.00</td> <td>119,809 43,567 227,556 39,575 29,681 19,787 9,258 9,165 8,991 345,360</td> <td>133,161 44,387 305,137 40,685 0 20,342 9,433 18,845 9,350</td>	incipal Civil Engineer incipal Land Surveyor antor Civil Engineer antor Civil Engineer antor Transportation Specialist ivision Road Superintendent upervising Real Property Agent ontor Systems Analyst isistant Division Road Superintendent isociate Civil Engineer isociate Land Surveyor onstruction Technician isociate Transportation Specialist intographer isociate Systems Analyst malyst III	2.75 1.00 5.75 1.00 0.75 0.50 0.25 0.25 0.25 10.00 3.25 1.75	3.00 1.00 7.50 1.00 0.00 0.50 0.25 0.50 0.25 10.00 3.00	119,809 43,567 227,556 39,575 29,681 19,787 9,258 9,165 8,991 345,360	133,161 44,387 305,137 40,685 0 20,342 9,433 18,845 9,350
3705 Pr 3720 Se 3728 Se 3728 Se 3728 Se 3728 Se 3728 Se 3728 Se 5005 Di 5585 Su 2525 Se 5599 As: 3785 As 3785 As 3785 As 3518 Cal 2427 As 3615 As 3780 As 3615 As 3780 As 3780 As 3780 As 3780 As 3780 As 3781 En 5020 Ro 5030 Eq 5030 Eq 5031 Eq 5031 Eq 5110 Eq 53800 Dr	incipal Land Surveyor anior Civil Engineer anior Land Surveyor anior Transportation Specialist ivision Road Superintendent upervising Real Property Agent anior Systems Analyst isistant Division Road Superintendent isociate Civil Engineer isociate Land Surveyor anstruction Technician isociate Transportation Specialist intographer isociate Systems Analyst malyst III	1.00 5.75 1.00 0.75 0.50 0.25 0.25 0.25 10.00 3.25 1.75	1.00 7.50 1.00 0.00 0.50 0.25 0.50 0.25 10.00 3.00	43,567 227,556 39,575 29,681 19,787 9,258 9,165 8,991 345,360	44,387 305,137 40,685 0 20,342 9,433 18,845 9,350
3720 Se 3728 Se 3740 Se 3740 Se 3740 Se 5005 Di 5585 Su 2525 Se 5999 As 3785 As 3787 Co 3615 As 3615 As 3615 As 3615 As 3615 As 3615 As 3620 Ro 3755 En 3812 En 3819 Man 3631 Eq 3779 Jun 3779 Jun 3779 <td>enfor Civil Engineer enfor Land Surveyor enfor Transportation Specialist ivision Road Superintendent upervising Real Property Agent enfor Systems Analyst isistant Division Road Superintendent isociate Civil Engineer isociate Land Surveyor enstruction Technician isociate Transportation Specialist entographer isociate Systems Analyst ealyst III</td> <td>5.75 1.00 0.75 0.50 0.25 0.25 10.00 3.25 1.75</td> <td>7,50 1,00 0,00 0,25 0,50 0,25 10,00 3,00</td> <td>227,556 39,575 29,681 19,787 9,258 9,165 8,991 345,360</td> <td>305,137 40,685 0 20,342 9,433 18,845 9,350</td>	enfor Civil Engineer enfor Land Surveyor enfor Transportation Specialist ivision Road Superintendent upervising Real Property Agent enfor Systems Analyst isistant Division Road Superintendent isociate Civil Engineer isociate Land Surveyor enstruction Technician isociate Transportation Specialist entographer isociate Systems Analyst ealyst III	5.75 1.00 0.75 0.50 0.25 0.25 10.00 3.25 1.75	7,50 1,00 0,00 0,25 0,50 0,25 10,00 3,00	227,556 39,575 29,681 19,787 9,258 9,165 8,991 345,360	305,137 40,685 0 20,342 9,433 18,845 9,350
3728 Se 3740 Se 3518 Su 3785 As 3795 Co 3795 Co 3518 Ca 3615 As 3615 As 3615 En 3612 En 3612 En 3613 Ad 36141 An 3615 Su 3616 Su 3617	enior Land Surveyor enior Transportation Specialist ivision Road Superintendent upervising Real Property Agent enior Systems Analyst isistant Division Road Superintendent isociate Civil Engineer isociate Land Surveyor enstruction Technician isociate Transportation Specialist entographer isociate Systems Analyst ealyst III	1.00 0.75 0.50 0.25 0.25 0.25 10.00 3.25 1.75	1.00 0.00 0.25 0.50 0.25 10.00 3.00	39,575 29,681 19,787 9,258 9,165 8,991 345,360	40,685 0 20,342 9,433 18,845 9,350
5740 See 5005 D1 5585 Su 2525 See 5999 As: 5635 As: 5785 As: 5786 Cai 6413 Ani 6615 As: 5780 As: 5780 As: 5780 As: 6615 As: 5780 As: 5780 As: 5780 As: 5780 As: 6915 Eni 6925 Jui 6930 Equition 6955 Jui 6955 Jui 6955 Jui 6955 Jui 6955 Jui 6955 Jui <	nior Transportation Specialist vision Road Superintendent upervising Real Property Agent sistant Division Road Superintendent sociate Civil Engineer sociate Land Surveyor onstruction Technician sociate Transportation Specialist ortographer sociate Systems Analyst malyst III	0.75 0.50 0.25 0.25 0.25 10.00 3.25 1.75	0.00 0.50 0.25 0.50 0.25 10.00 3.00	29,681 19,787 9,258 9,165 8,991 345,360	0 20,342 9,433 18,845 9,350
0005 DI 0585 Su 0585 Su 0599 As 0635 As 0795 Co 0557 As 0795 Co 0518 Ca 413 An 019 Rod 615 As 303 Adit 412 An 020 Rod 412 An 020 Rod 515 En 812 En 030 Eq 695 Jun 779 Jun 031 Eq 073 Wat 411 An 800 Dra	vision Road Superintendent upervising Real Property Agent enfor Systems Analyst sociate Civil Engineer sociate Land Surveyor onstruction Technician sociate Transportation Specialist ortographer sociate Systems Analyst ealyst III	0.50 0.25 0.25 0.25 10.00 3.25 1.75	0,50 0,25 0,50 0,25 10,00 3,00	19,787 9,258 9,165 8,991 345,360	20,342 9,433 18,845 9,350
585 Su 5785 Su 5999 As: 5785 As: 5785 As: 5795 Co 655 As: 5718 Ca: 655 As: 6518 Ca: 615 As: 615 En: 812 En: 812 En: 695 Jui 779 Jui 779 Jui 779 Jui 773 Wat 695 Jui 779 Jui 710 Equal 810 Drag	apervising Real Property Agent enfor Systems Analyst solate Civil Engineer sociate Land Surveyor onstruction Technician sociate Transportation Specialist ortographer sociate Systems Analyst malyst III	0.25 0.25 0.25 10.00 3.25 1.75	0,25 0,50 0,25 10,00 3,00	9,258 9,165 8,991 345,360	9,433 18,845 9,350
525 Set 1999 As: 1635 As: 1785 As: 1795 Co. 655 As: 1795 Co. 615 As: 113 Ani 019 Rod 615 As: 303 Adi 412 Ani 020 Rod 515 Eni 812 Eng 030 Equ 695 Jui 779 Jui 031 Equ 073 Wat 110 Equ 800 Dra	enfor Systems Analyst ssistant Division Road Superintendent sociate Civil Engineer sociate Land Surveyor enstruction Technician sociate Transportation Specialist entographer sociate Systems Analyst malyst III	0.25 0.25 10.00 3.25 1.75	0,50 0,25 10,00 3,00	9,165 8,991 345,360	18,845 9,350
9999 As: 3635 As 3635 As 3785 As 3785 As 3785 As 3785 As 3785 As 3785 As 3518 Cai 413 Ani 615 As 3615 As 3780 As 303 Adi 412 Ani 020 Ro 412 Ani 020 Ro 412 Ani 030 Equition 812 Eng 030 Equition 695 Jun 7779 Jun 031 Equition 073 Wait 110 Equition 8800 Drate	sistant Division Road Superintendent sociate Civil Engineer sociate Land Surveyor onstruction Technician sociate Transportation Specialist ortographer sociate Systems Analyst nalyst III	0.25 10.00 3.25 1.75	0,25 10,00 3,00	8,991 345,360	9,350
635 As 785 As 785 As 795 Co 655 As 518 Ca 427 As 413 An 019 Ros 615 As 780 As 303 Adit 412 An 020 Ros 515 En 812 En 030 Eq 695 Jun 779 Jun 031 Eq 073 Wat 110 Eq 800 Dra	sociate Civil Engineer sociate Land Surveyor onstruction Technician sociate Transportation Specialist ortographer sociate Systems Analyst nalyst III	10.00 3.25 1.75	10.00 3.00	345,360	
785 As 7795 Co 655 As: 518 Cai 413 Ani 019 Roa 615 As: 780 As: 303 Adi 412 Ani 020 Roa 515 Eni 812 Eng 030 Equ 695 Jui 779 Jui 073 Wat 110 Equ 800 Dra	sociate Land Surveyor onstruction Technician sociate Transportation Specialist ortographer sociate Systems Analyst alyst III	3,25 1,75	3.00		577,000
795 Co 655 As: 518 Ca 413 An 019 Roa 615 As: 780 As: 303 Adit 412 An 020 Roa 515 En 812 Eng 030 Equ 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra	onstruction Technician sociate Transportation Specialist prographer sociate Systems Analyst alyst III	1.75			106,518
655 As: 518 Cai 413 Ani 019 Roa 615 As: 780 As: 303 Adi 412 Ani 020 Roa 515 Eni 812 Eng 030 Equ 695 Jui 779 Jui 073 Wat 110 Equ 411 Ania 800 Dra	soclate Transportation Specialist intographer sociate Systems Analyst alyst III			59,836	61,516
518 Cai 427 As: 413 Ani 019 Rox 615 As: 780 As: 303 Adi 412 Ani 020 Rox 515 Eni 812 Eng 030 Eqi 695 Jui 779 Jui 073 Wat 110 Eqi 411 Ani 800 Drate	nrtographer sociate Systems Analyst alyst III	1.00	1.00	34,171	35,131
427 As: 413 Ani 019 Roa 615 As: 780 As: 303 Adi 412 Ani 020 Roa 412 Ani 020 Roa 426 As: 515 Eni 812 Eni 030 Equ 819 Maj 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ani 800 Dra	sociate Systems Analyst alyst III	0,25	0,25	8,524	8,684
413 Ani 019 Rox 615 Asi 780 Asi 615 Asi 515 Eni 812 Eni 695 Jui 779 Jui 031 Equ 073 Wat 411 Ani 800 Drail	alyst III	0.50	0,50	16,633	17,097
019 Rox 615 As: 780 As: 781 As: 782 Adit 412 Anit 020 Rox 412 Anit 020 Rox 515 Enit 612 Enit 030 Equit 695 Jun 779 Jun 031 Equit 073 Wat 110 Equit 8800 Drate	•	0,50	0,50	16,023	16,473
615 As: 780 As: 303 Adi 412 Ana 020 Roa 426 As: 515 En 812 En 030 Equ 819 May 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra	ad Crew Supervisor II	1.00	1.00	31,234	31,824
780 As: 303 Adii 303 Adii 412 Ana 020 Roa 515 Eni 812 Eng 030 Equ 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 800 Draw	sistant Civil Engineer	16.75	17,25	500,523	529,955
303 Adit 412 Ana 020 Roa 426 Asa 515 Ena 812 Ena 030 Equition 819 Marg 695 Jun 779 Jun 031 Equit 110 Equit 800 Drate	sistant Land Surveyor	4.75	4.50	141,939	138,249
412 Ana 020 Roa 426 As: 515 En 812 En 030 Equ 819 May 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra	ministrative Assistant II	1.00	1,50	28,555	
020 Roa 426 As: 515 En: 812 En: 030 Equ 819 Mar 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra		0,25			43,492
426 As: 515 Eng 812 Eng 030 Equ 819 Mag 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra	alyst II ad Chau Superviser I	1.00	0.25	7,139 28,278	7,249
515 Eng 812 Eng 030 Equ 819 Mar 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra	vad Crew Supervisor I sistant Systems Analyst	0.00	1.00 0.25	20,270	28,808
812 Eng 030 Equ 819 May 695 Jun 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra	· ·	0,50	0,25	14,046	7,192
030 Equ 819 Map 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra	vironmental Management Specialist II	9 . 50	-	258,751	7,155
819 Map 695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra	gineering Technician III	2,00	8.25 2.00	53,164	230,975
695 Jun 779 Jun 031 Equ 073 Wat 110 Equ 411 Ana 300 Dra	uipment Operator III pping Supervisor	0.75	0.75	19,467	54,164 20,014
779 Jur 031 Equ 073 Wat 110 Equ 411 Ana 800 Dra		1.00		25,821	
031 Equ 073 Wat 110 Equ 411 Ana 800 Dra	nior Civil Engineer	2.75	2.00 2.75	71,008	53,082
073 Wat 110 Equ 411 Anz 800 Dra	nior Land Surveyor	4.00	4,00	101,416	72,988 103,336
110 Equ 411 Ana 800 Dra	ulpment Operator II ter Treatment Plant Operator	1.00	1.00	25,354	25,834
411 Ana 800 Dra		2.00	2,00	48,500	
800 Dra	uipment Mechanic	1.00	0.00	23,791	49,420 0
	alyst afting Tachalalan	0.25	1.00	5,872	24,149
813 Ca.	afting Technician III	6,50	-	152,679	
-	gineering Technician II		5,25		126,782
	uipment Operator I	8.00	9.00	183,592	210,411
	sistant Accountant	0.00	0.25	0	5,715
	afting Technician II	1.75 0.25	2.00	36,403	42,764
	rtographic Reprographic Technician	8,25	0,25	5,200 171,616	5,345 192,438
	gineering Technician I		9.00	•	
	mmission Secretary	0.00	0,50	0 71 800	9,984 73,900
	gineering Aid ministrative Secretary II	4.00	4.00	71,800	73,800
	ministrative Secretary II	2.00 0.75	2.00	34,886	36,026
		1.00	1.00	12,662	17,202
	rd Processing Operator		1.00	16,351 16,351	16,661
	nior Account Clerk	1.00 0.50	1.00 0.50	16,351 8,154	16,661
756 Adm		2,25	2.00	34,045	8,310 31,242

STAFFING SCHEDULE

Program: Support to Independent Entitles

Department: Public Works

	BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST			
<u>Class</u>	1983–84 Budget	l 984-85 Adopted	1983–84 Budge t	1984-85 Adopted		
 2760 Stenographer 7541 Construction and Services Worker I 2700 Intermediate Clerk Typist 9999 Extra Help 	0.00 1.00 5.25 5.25	0.25 1.00 4.25 4.75	\$0 15,331 72,780 84,878	\$ 3,905 15,621 60,023 78,266		
TOTAL	127.75	129,50	\$3,437,054	\$3,596,819		
Adjustments: County Contributions and Benefits Salary Settlement Costs			\$1,175,134 0	\$1,186,184 220,520		
Special Payments: Premium Pay Call Back Overtime Bilingual Pay Salary Adjustment			0 0 850 0	1,000 43,724 0 0		
Salary Savings			(64,613)	(66,104)		
Total Adjustments			\$1,111,371	\$1,385,324		

PROGRAM	TOTALS:
	101/1201

,

PROGRAM: DEPARTMENT OVERHEAD	#	92 10X	MANAGER: R. J. MASSMAN
Department: PUBLIC WORKS	#	5750	Ref: 1983-84 Final Budget - Pg: 320

Authority: On August 12, 1980, (12) the Board of Supervisors established the Department of Public Works. This program provides necessary management, administrative and logistical support to the Department.

_		981-82 ctual		1982-83 Actual		83-84 tua I	1983-84 Budget		8 4-85 opted
COSTS Salaries & Benefits	\$	739,500	\$	792,402	6	97,366	\$ 772,660		847,896
Services & Supplies Other Charges Fixed Assets Less Reimbursements	1,	416,081 0 0 0	2	2,785,759 0 0 0	•	02,582 32,720 0 0	2,892,788 140,965 0 0	2,	844,777 50,000 2,950 0
TOTAL DIRECT COSTS	\$2,	155,581	\$ 3	,578,161	3,7	32,668	\$ 3,806,413	3,1	745,623
Distributed	(1,	987,288)	(3	,320,959)	(3,6	06,564)	(3,524,692)	(3,4	461,573)
FUNDING	(168,293)		(257,202)	(1	26,104)	(281,721)	(2	284,050)
NET COUNTY COSTS	\$	0	\$	0	\$	0	\$ 0	\$	0
STAFF YEARS		26.00		25.50		21.75	22.25		23,25

PROGRAM DESCRIPTION:

The Department Overhead Program is this department's memo budget for the personnel, materials and services necessary for Department-wide administration of the three direct programs. Costs of this memorandum program are allocated back to the direct Department programs and appear as a proportional part of each program. The Department Overhead program also supplies administrative support to the Flood Control Zones, Sanitation Districts, County Service Areas and Department Enterprise Funds. The Public Works Airports, County Transit, Liquid Waste and Solid Waste Enterprise Funds pay total direct costs of \$284,050 for administrative support from the Road Fund. The Department Overhead Program comprises 9% of the Department's Budget.

1983-84 ACTUAL:

There were no significant deviations between budget and actuals in total costs.

1984-85 ADOPTED BUDGET:

The two major activities comprising the Department Overhead Program are:

1. Department Overhead: (33%; 23.25 SY; \$1,221,797)

Includes Director's Office, budget, payroll and personnel, fiscal, xeroxing, printing, rents and leases of equipment, and operating needs of the Department Overhead staff.

Variance from 1983-84 Budget: This activity is increasing by one staff year due to the addition of a Volunteer Service Coordinator in compliance with A-2 Budget guidelines, which direct departments to seek volunteer assistance whenever possible.

PROGRAM: DEPARTMENT OVERHEAD

DEPARTMENT: Public Works

2. <u>Appropriated Externals</u>: (67%; 0 SY; \$2,523,826)

Are direct cash payments made to General Fund Departments for direct and allocated support to the Road Fund.

Variance from 1983-84 Budget: Expenditures went up \$1,639,178 between 1982-83 and 1983-84 due to a change in accounting procedures. This procedural change which went into effect in 1982-83 had its initial impact on the FY 1983-84 budget. Budgeted expenditures for this activity are \$10,445 or .4% lower than FY 1983-84. A summary of appropriated externals is included in the backup material.

PROGRAM REVENUE BY SOURCE:

Discussion: Revenue in this program is for administrative support provided to the Airport, Liquid Waste, Solid Waste, and County Transit Enterprise Funds. Total adopted revenue in this program for FY 1984-85 is \$284,050.

Revenue	1983–84 <u>Actual</u>	1983-84 <u>Budget</u>	1984-85 Adopted
Administrative Support to Enterprise Funds	\$ 126,104	\$ 281,721	\$ 284,050
TOTAL	\$ 126,104	\$ 281,721	\$ 284,050

1984-85 OBJECTIVES:

- 1. Maintain Overhead staff to total staff percentage below 5%.
- 2. Provide in-service training to 10% of Department staff.

١

) }

3. Maintain or exceed Affirmative Action hiring efforts of 40% in personnel classes which have not yet reached Affirmative Action guidelines.

STAFFING SCHEDULE

Program: Department Overhead

Department: Public Works

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST		
Class	i Title	1983–84 Budget	l 984-85 Adopted	1983–84 Budget	1984-85 Adopted	
2113	Director, Department of Public Works	1,00	1.00	\$ 60,779	\$ 64,085	
2211	Assistant Director, Dept. of Public Works	1.00	1.00	52,358	55,058	
2499	Principal Systems Analyst	0.00	.75	0	31, 152	
2305	Chief Administrative Service	1.00	1.00	38,002	39,062	
2414	Analyst IV	0,50	0.50	19,001	19,531	
2525	Senior Systems Analyst	0.00	1.00	0	37,690	
2427	Associate Systems Analyst	0.75	0.00	24,948	0	
2302	Administrative Assistant III	1.00	1.00	32,047	32,947	
2413	Analyst III	1,50	1.00	48,071	32,947	
2412	Analyst II	1.00	1.00	28,555	28,995	
6344	Coordinate, Volunteer Services	0.00	1.00	0	23,982	
2359	Audio Visual Specialist	0.75	0.75	17,272	17,752	
2725	Principal Clerk	1.00	1.00	21,513	21,923	
2306	Administrative Trainee	0.00	1.00	0	20,114	
2745	Supervising Clerk	2.00	1.00	38,010	19,365	
2758	Administrative Secretary III	2,00	2.00	37,670	38,730	
3008	Senior Word Processing Operator	0.25	0.75	4,553	13,915	
2320	Personnel Ald	2,00	1.00	35,484	18,242	
2757	Administrative Secretary 11	1.00	1.00	17,443	18,013	
2511	Senior Payroll Clerk	1.00	1.00	17,173	17,493	
2730	Senior Clerk	1.00	1.00	16,351	16,661	
2660	Storekeeper I	0,50	0.50	8,154	8,310	
2756	Administrative Secretary I	1.00	0.00	15,131	0	
2760	Stenographer	1.00	1.00	15,131	15,621	
2494	Payroll Clerk	1,00	1.00	14,883	15,163	
2650	Stock Clerk	0.00	1.00	0	14,623	
	Total	22,25	23,25	\$562,529	\$621,374	

Adjustments:				
County Contributions and Benefits			\$224,012	\$188,966
Salary Settlement Costs			0	46,477
Special Payments:				
Call Back Overtime			0	7,434
Salary Adjustment			0	0
Salary Savings			(13,881)	(16,355)
Total Adjustments			\$210,131	\$226,522
PROGRAM TOTALS:	22.25	23,25	\$772,660	\$847,896

REGISTRAR OF VOTERS

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984-85 Adopted
Registration	\$ 879,180	\$ 655,556	\$ 973,589	\$ 761,639	\$ 721,584
Elections	3,699,878	2,712,556	3,419,292	3,444,982	2,363,723
Department Overhead	481,833	325,210	208,533	199,580	228,602
Total Direct Costs	\$ 5,060,891	\$ 3,693,322	\$ 4,601,414	\$ 4,406,201	\$ 3,313,909
Funding	(1,386,273)	(1,080,977)	1,757,746	(1,364,604)	(193,000)
Net Program Cost (Without Externals)	\$ 3,674,618	\$ 2,612,345	\$ 2,843,668	\$ 3,041,597	\$ 3,120,909
Staff Years	118.65	108.00	107.71	89.00	83.50
Fixed Assets (Central Purchasing)	\$ O	\$ 12,599	\$ 99,526	\$ 104,900	\$ O*

* Fixed Assets have now been incorporated into individual program costs above.

.

.

PROGRAM: Registration	#	04101	MANAGER: Jerry Mann
Department: Registrar of Voters	#	4230	

Authority: The Registration program is mandated by the U.S. Constitution, the California State Constitution, the California Election Code and other California Statutes.

	81-82 tual		1982-83 Actual		983-84 Actual	1983-84 Budget	 1984-85 Adopted
COSTS		_					
Salaries & Benefits	\$ 652,231	\$	484,735	\$	810,558	\$ 521,067	\$ 633,193
Services & Supplies	226,949		170,821		163,031	240,572	87,391
Fixed Assets	0		0		0	0	1,000
Vehicle/Comm. Equipment	0		0		0	0	0
Less Reimbursements	0		0		0	0	0
TOTAL DIRECT COSTS	\$ 879,180	\$	655,556	\$	973,589	\$ 761,639	\$ 721,584
FUNDING	\$ (223,462)	\$	(38,887)	\$	(51,850)	\$ (51,850)	\$ (5.3%) (46,500) (10.3%)
NET COUNTY COSTS	\$ 655,718	\$	616,669	\$	921,739	\$ 709,789	\$ 657,084 (4.9%)
STAFF YEARS	 37.00		31.30	<u>. </u>	44.62	 27.85	29.35
PERFORMANCE INDICATORS:	 <u>, , , , , , , , , , , , , , , , , , , </u>					 	
New Affidavits Processed Voter File Changes/	155,000		148,853		192,000	200,000	150,000
Cancel lations	300,000		125,895		240,000	420,000	210,000
Signature Verification	140,000		31,869		194,000	200,000	88,250
% Eligible Population Registered	62.1%		65.8%		66.2%	66.5%	69.8%

PROGRAM DESCRIPTION:

To provide all eligible citizens of San Diego County an ongoing opportunity to register to vote, and take part in the democratic process by citizen choice through elections.

The program consists of:

- 1. Encouragement of voter registration through Community Development programs.
- 2. Maintaining a current file of valid registered voters.
- 3. Checking of petitions, nomination papers and absentee voter signatures for validity and sufficiency.

04101

MANAGER: Jerry Mann

1983-84 ACTUAL:

The difference between the 1983-84 appropriation and the 1983-84 actual amount is due to the micrographics conversion being more heavily labor intensive than projected; the delay in the micrographics installation which did not allow for full system use in the November election; the processing of more initiative petitions than anticipated; and the impact of the 1983-84 salary agreements.

1984-85 ADOPTED:

The year-round registration program summarized below reflects decreased costs in services and supplies related to the one major election scheduled this year. The increase in salary and benefits costs is due to two factors: a reallocation of permanent staff labor because of the one election; and the full impact of the 1983-84 and 1984-85 salary adjustments. The major activities of the registration program are summarized below:

- <u>Registration of Eligible Population and Community Outreach</u> (5 sy; \$120,000). This activity is:
 - Mandated by the California Election Code.
 - [•] Able to distribute 600,000 affidavits of registration.
 - * Able to receive 150,000 affidavits of registration.
- 2. <u>Processing Affidavits</u> (17 sy; \$420,000) This activity is:
 - Able to process 150,000 new affidavits from receipt through data processing, microfilming and storage.
 - * Able to contact all non-voters after the November election and update or cancel their records.
 - Unable to send new registration cards to address from which voter has moved, (Election Code Section 803),
- 3. <u>Signature Verification</u> (4.5 sy; \$110,000) This activity is:
 - * Mandated by Election Code Section 3520 and 3521.
 - * Able to verify signatures on 50,000 absentee ballots in the November election.
 - Able to receive 500,000 and verify 50,000 petition signatures.
- 4. <u>Public Record Activity</u> (1.5 sy; \$35,000) This activity is:
 - Mandated by Government Code Section 6253 et. seq. and Election Code Section 512.
 - * Able to provide registration and election telephone and counter information to 75,000 inquiries.
 - Able to provide public with certified copies of their registration for citizenship proof.

PROGRAM REVENUE BY SOURCE:

Discussion: The Auditor budgets and receives State Claim monies earned from three Registration Program Activities. For FY 1984-85, the Auditor will receive approximately \$45,000 for candidate signature verification, \$46,000 from Outreach and Community Development, and \$76,000 from post election registration verification.

PROGRAM: F	Registration
------------	--------------

.

Revenues claimed and received by this department for this program are as follows:

Revenue	1983-84	1984-85	Increase/ Decrease
Recovered Postal Expenditures Sale of Certified Copies of Affidavits of	\$ 35,068	\$ 40,000	14%
Registration Revenue Applicable to Prior	2,597	1,500	(42\$)
Year	13,785	5,000	(64%)
TOTAL	\$ 51,850	\$ 46,500	(10\$)

FIXED ASSETS:

Discussion: Beyond the items proposed in the Non-Profit Corporation, the Registration Program proposes fixed asset acquisition of one typewriter to replace a unit in the affidavit processing section of the department which can no longer economically be repaired.

ltem	Cost	Revenue
1 typewriter	\$ 1,000	<u>\$</u> 0
TOTAL	\$ 1,000	\$ O

Program: Registration 04101

Department: Registrar of Voters

		BUDGET ST	AFF - YEARS	SALARY AND	BENEFITS COS
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
2163	Registrar of Voters	0.10	0.10	\$ 4,497	\$ 4,478
2233	Asst. Registrar of Voters	0.30	0.30	11,615	12,094
3100	Div. Chief, Elec. Operations	0.30	0.30	9,636	9,882
3101	Div. Chief, Tech. Services	0.15	0.50	4,932	16,701
2302	Admin. Assistant III	0.10	0.10	3,254	3,166
3103	Elec. Tech. Coordinator	0.20	0.50	4,503	12,235
2427	Associate Systems Analyst	0.40	0.40	13,344	13,680
2426	Assistant Systems Analyst	0.40	0.40	11,152	10,034
2337	Public Information Specialist	0.30	0.40	7,512	10,268
3021	Elec. Processing Supervisor	0.90	1.50	20,206	33,249
3102	Elec. Mats. Coordinator	0.10	0.50	1,981	10,182
380 I	Drafting Technician II	0.30	0.30	6,259	5,680
3072	Senior Computer Operator	0.70	0.30	14,383	6,265
2745	Supervising Clerk	1.35	1.50	25,403	29,046
3035	Data Entry Supervisor	0.30	0.25	5,267	4,462
3802	Drafting Technician I	0.30	0.30	4,899	4,899
2730	Senior Clerk	5.00	5.00	79,467	79,959
3050	Offset Equipment Operator	0.10	0.30	1,380	4,410
3030	Data Entry Operator	2.70	2.70	39,662	40,900
3032	Data Control Technician III	0.60	0.25	10,204	4,320
3033	Data Control Technician II	0.70	0.25	9,269	3,535
2700	Intermediate Clerk Typist	3.90	5.50	49,499	73,558
2494	Payroll Clerk	0.05	0.15	746	2,275
2710	Junior Clerk Typist	0.00	0.25	0	2,813
2709	Departmental Cierk	1.55	2.00	15,920	21,920
2650	Stock Cierk	0.05	0.10	666	1,421
5236	Departmental Ald	0.00	0.20	0	1,904
9999	Non-Permanent	7.00	5.00	70,560	67,124
	TOTALS	27.85	29.35	\$ 426,216	\$ 490,460
	Adjustments:				• LL0 005
	County Contributions and Benefits Salary Settlement Costs			\$ 97,461	\$ 119,995 24,232
	Special Payments:			2,000	2,000
	Overtime, Regular CRT Operator Premium			2,000	4,180
				(10,205)	(12,546
	Salary Savings Employee Compensation Insurance			3,820	3,014
	Unemployment Expense			1,775	1,858
	Total Adjustments			\$ 94,851	\$ 42,733
					·
ROGRAM	TOTALS:	27.85	29.35	\$ 521,067	\$ 633,193

PROGRAM: Elections	#	04 102	MANAGER: Jerry Mann
Department: Registrar of Voters	#	4230	

Authority: To conduct elections pursuant to U.S. Constitution, California Constitution, Elections Code and various California Codes for cities, schools and special districts.

	1981-82 Actual	1982-83 Actual	l 983-84 Actua I	1983–84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 827,426	\$ 1,023,329	\$ 983,819	\$ 1,042,242	\$ 1,003,626
Services & Supplies	2,872,452	1,689,227	2,435,473	2,402,740	1,356,397
Fixed Assets	0	0	0	0	3,700
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 3,699,878	\$ 2,712,556	\$ 3,419,292	\$ 3,444,982	\$ 2,363,723 (31,4%)
FUNDING	\$ (1,162,811)	\$(1,042,090)	\$(1,705,896)	\$(1,312,754)	\$ (146,500) (88,8\$)
NET COUNTY COSTS	\$ 2,537,067	\$ 1,670,466	\$ 1,713,396	\$ 2,132,228	\$ 2,217,223 4.0%
STAFF YEARS	60,60	64.80	52,40	53,60	47,55
PERFORMANCE INDICATORS:					
Number of Major Elections Sample Ballots Issued Ballots Counted	3 2,178,162 802,974	3 1,851,841 1,062,656	3 2,300,000 1,162,000	3 2,250,000 920,000	1 1,150,000 892,500

PROGRAM DESCRIPTION:

This program conducts election required by Federal, State and Local law and court actions as well as meeting requests from other agencies.

The Elections Program consists of:

- 1. Determining district and precinct boundaries.
- 2. Providing forms and methods for candidates to file for elective office.
- 3. Providing and maintaining a file of Candidates! financial disclosures and economic interest statements.
- 4. Providing election information to the voter.
- 5. Providing absentee ballots to registered voters on request or as declared.
- 6. Providing and supplying polling places with supplies and trained personnel.
- 7. Providing an efficient voting system.
- 8. Providing election results in a timely manner.
- 9. Providing certification of election results.

1983-84 ACTUAL:

Discussion: The difference between the 1983-84 appropriation for the Elections Program and the 1983-84 actual amounts is substantially due to salary savings from keeping certain positions vacant and contracting for certain labor intensive activities.

PROGRAM: Elections

04102

MANAGER: Jerry Mann

1984-85 ADOPTED BUDGET:

Discussion: The Elections Program summarized below reflects decreased supply costs over the past year due to only one scheduled election and increased personnel costs which reflect the full impact of the 1983-84 and 1984-85 salary agreements. The major activities of the Election Program in the November General Election are summarized below:

- Information to Candidates and Campaigns (13 sy; \$412,000) This activity provides:
 - Updated district and precinct boundaries.
 - Ballot access.
 - Campaign and candidate financial filing and disclosure.
- Information to the Voter (7 sy; \$450,000) This activity provides:
 - Sample and official ballots.
 - Polls location information.
 - Absentee balloting information.
- 3. <u>Conduct of Elections</u> (22 sy; \$1,210,000) This activity includes:
 - Supplying and staffing the polls.
 - Collecting, processing and counting the ballots.
 - Certifying the results of the election.

PROGRAM REVENUE BY SOURCE:

Discussion: There will be a major revenue decrease in FY 1984-85 in the Elections Program due to three factors: a decrease from three elections to one election; the inability to bill the three agencies which make up 70% of the election (Federal, State, County); and Board policy not to charge precint costs to agencies consolidating their elections with the General Election.

Revenue	1983-84	1984-85	Increase/ Decrease
Election Services to			
other Gov't, Agencies	\$ 1,580,644	\$ 125,000	(92%)
Candidate Statements	93,759	6,000	(94%)
Non-Taxable Sales	17,498	4,500	(74%)
Taxable Sales	13,995	4,000	(71%)
Miscellaneous	0	2,000	
Revenue Applicable to			
Prior Year	0	5,000	
TOTAL	\$ 1,705,896	\$ 146,500	(91%)

04102 MANAGER: Jerry Mann

FIXED ASSETS:

.

Discussion: Fixed asset requests include a letter quality printer to allow the Election Administration and Campaign Disclosure sections of the department to make use of the department's word processing program on their terminal and two typewriters to replace obsolete equipment which are uneconomical to repair in the precinct planning and absentee sections of the department.

FIXED ASSET COST FOR 1984-85 ARE:

ltem	Cost	Reve	nue
Letter Quality Printer	\$ 1,700	\$	0
2 Typewriters	2,000		0
Total	\$ 3,700	\$	0

Program: Elections 04102

Department: Registrar of Voters 4230

\$1,042,242

\$1,003,626

		BUDGET STAFF - YEARS		SALARY AND BENEFITS COST		
Class_	TITIO	198 3-84 Budget	l 984–85 Adopted	1983-84 Budget	1984–85 Adopted	
01035		Buugen	Adopted	Buuger	Adopted	
2 163	Registrar of Voters	0,40	0,30	\$ 17,990	\$ 13,436	
2233	Asst. Registrar of Voters	0.30	0.20	11,615	8,062	
3100	Div. Chief, Elec. Operations	0.70	0.70	22,484	23,059	
3101	Div. Chief, Tech. Services	0.85	0,50	27,952	16,700	
2302	Admin, Assistant III	0,40	0.30	13,017	9,497	
2427	Associate Systems Analyst	0,60	0,60	20,016	20,519	
2320	Personnel Ald	0,50	0.50	8,892	9,122	
3103	Elec. Tech. Coordinator	0.80	0,50	18,005	12,234	
2426	Assistant Systems Analyst	0,60	0.60	16,729	15,050	
2337	Public Information Specialist	0.70	0.60	17,525	15,402	
3021	Elec. Processing Supervisor	2.10	1.50	47,145	33,248	
3102	Elec. Mats. Coordinator	0.70	0.40	13,864	8,146	
3801	Drafting Technician II	0.70	0,70	14,604	13,253	
3072	Senior Computer Operator	0.30	0.70	6,164	14,618	
2745	Supervising Clerk	3,65	3,50	68,680	67,774	
2494	Payroll Clerk	0.75	0,60	11,191	9,098	
3035	Data Entry Supervisor	0.70	0.75	12,292	13,385	
3802	Drafting Technician	0.70	0.70	11,431	11,431	
2730	Senior Čierk	9.00	9.00	143,041	143,929	
3050	Offset Equipment Operator	0.85	0,65	11.724	9,554	
3030	Data Entry Operator	0.30	0,30	4,406	4,544	
30 32	Data Control Technician III	0.40	0.75	6,802	12,961	
3033	Data Control Technician II	0.30	0.75	3,973	10,605	
2650	Stock Clerk	0.45	0.40	5,996	5,684	
2700	Intermediate Clerk Typist	11.10	9,50	140,882	127,052	
2710	Junior Clerk Typist	0.50	0.25	5,261	2,812	
2709	Departmental Clerk	3,45	3.00	35,435	32,879	
5236	Departmental Aid	0.80	0.80	7,143	7,618	
9999	Non-Permanent	11.00	8,50	110,880	101,898	
	TOTALS	53.60	47.55	\$ 835,139	\$ 773,570	

Adjustments:		
County Contributions and Benefits	\$ 201,644	\$ 187,594
Salary Settlement Costs		35,641
Special Payments:		
Overtime Scheduled	15,000	6,000
CRT Operator Premium '	-	2,590
Bilingual Premium	-	290
Salary Savings	-	(9,715)
Employee Compensation Insurance		4,736
Unemployment Expense		2,920
Total Adjustments	\$ 207,103	\$ 230,056

53.60

47.55

PROGRAM TOTALS:

.

PROGRAM: Overhead	# 92101	MANAGER: Judy Nelson
Department: Registrar of Voters	# 4230	

Authority: San Diego County Charter and County Administrative Code provides for management services to direct programs, including the Registrar of Voters.

·		981-82 tual		1982-83 Actua I		83-84 tua l		983-84 udget		1984-85 Adopted
COSTS Salaries & Benefits	\$	364,205	\$	287,250	\$	198,294	\$	191,555	\$	198,912
Services & Supplies	•	117,628	·	37,960	·	10,239	·	8,025	·	25,990
Fixed Assets		0		0		0		0		3,700
Vehicle/Comm. Equipment		0		0		0		0		0
Less Reimbursements		0		0		0		0		0
TOTAL DIRECT COSTS	\$	481,833	\$	325,210	\$	208,533	\$	199,580	\$	228,602
FUNDING	\$	0	\$	0	\$	0	\$	0	\$	14.5% 0 0%
NET COUNTY COSTS	\$	481,833	\$	325,210	\$	208,533	\$	199,580	\$	228,602 14.5%
STAFF YEARS		21.05		11.90		10,69		7,55		6.60

PROGRAM DESCRIPTION:

This program provides administrative and management support functions and activities, to enable the Department to more efficiently serve citizens of San Diego County throughout the year.

It consists of:

- 1. Overall department and program administration and coordination.
- 2. Personnel, payroll and training services.
- 3. Accounting, budgeting, estimating and billing services.
- 4. Development of programs to produce more cost effective procedures, standards and quality control.
- 5. Legislative review, analysis and position recommendations to the Board of Supervisors.
- 6. Professional interaction with public, media and elected representatives.
- 7. Control of ordering, receiving, printing, storing and processing of supplies, services and maintenance.

1983-84 ACTUAL:

The difference between the 1983-84 appropriation and the 1983-84 actual amount is due to the addition of several unbudgeted elections including the Utilities Consumer Action Network (UCAN) election, support of five General Law City elections and the Lighting District election which increased the workload of Administration, Accounting and Personnel. In addition, the full impact of the 1983-84 salary agreements are reflected in this budget.

PROGRAM: Overhead

92101

MANAGER: Judy Nelson

1984-85 ADOPTED:

The Overhead Program reflects an increase in services and supplies due to more accurately assessing actual office expenses and minor equipment requirements. In addition, in this year of reduced election activity, training and educational opportunities have been planned and budgeted as well as two years of salary agreement impacts. The major activities of the Overhead Program for FY 1984-85 are as follows:

- 1. <u>Administration and Management of the Department</u> (2.1 sy; \$66,000) This activity is:
 - Discretionary with no specific service level mandated.
 - Not revenue offset.
 - Proving interpretation and methods of compliance to election statutes for County election activity.
 - Providing the department with a high level of direction and management.
- 2. Support Service Activities (4.4 sy; \$81,000) These activities are:
 - Required to meet Charter, Civil Service Rule and Administrative Code sections in the areas of personnel, payroll, purchasing and accounting; as well as Government Code and Election Code sections in the storage of records and election materials; other areas are discretionary.
 - Able to provide department-wide support in training, facility maintenance coordination and receiving and storage of supplies.
 - Able to provide professional level legislative review and analysis; contact with the media; County administration liaison; costing and billing services; contract development and administration; and development and monitoring of the budget.

PROGRAM REVENUE BY SOURCE:

Discussion: There is no revenue applicable to the Overhead Program.

FIXED ASSETS:

Discussion: The Overhead Program proposes acquisition of two video display terminals and a letter quality printer to connect the Administration and Support Services Divisions to the department's word processing program and the data base of the Elections Management system.

	FIXED ASSET C	COSTS FOR 1984-85 ARE:
ltem	Cost	Revenue
2 Video Display Terminals 1 Letter Quality Printer	\$ 2,000 1,700	\$ 0 0
TOTAL	\$ 3,700	\$ 0

		BUDGET ST	AFF - YEARS	SALARY AND	ENEFITS COST	
		1983-84	1984-85	1983-84	1984-85	
Class	Title	Budget	Adopted	Budget	Adopted	
2163	Registrar of Voters	0.50	0.60	\$ 22,489	\$ 26,870	
2233	Asst. Registrar of Voters	0.40	0.50	15,484	20,156	
2302	Admin. Assistant III	0.50	0.60	16,271	18,995	
2405	Asst. Accountant	1.00	1.00	19,720	21,003	
2758	Admin. Secretary III	1.00	1.00	17,334	18,674	
2320	Personnel Aid	0.50	0.50	8,892	9,121	
3102	Elec. Mats. Coordinator	0.20	0.10	3,961	2,036	
3050	Offset Equipment Operator	0.05	0.05	689	735	
2494	Payroll Clerk	0.20	0.25	2,983	3,791	
2700	Intermediate Clerk Typist	1.00	1.00	12,692	13,374	
2650	Stock Clerk	0.50	0.50	6,663	7,105	
2710	Junior Cierk Typist	0.50	0.50	5,260	5,625	
5236	Departmental Ald	0.20	0.00	1,786	0	
9999	Non-Permanent	1.00	0.00	14,112	0	
	TOTAL	7.55	6.60	\$ 148,336	\$ 147,485	

Adjustments:		
County Contributions and Benefits	\$ 36,968	\$ 38,544
Salary Settlement Costs		11,136
Special Payment:		
Overtime, Schedule	8,000	3,940
Salary Savings	(3,872)	(3,585)
Employee Compensation Insurance	1,450	860
Unemployment Expense	673	532
TOTAL ADJUSTMENTS	\$ 43,219	\$ 51,427

• •

PROGRAM TOTALS	7.55	6.60	\$ 191,555	\$ 198,912

AUDITOR AND CONTROLLER

	1981–82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Auditing	\$ 717,353	\$ 734,847	\$ 761,492	\$ 812,988	\$ 1,011,260
Fiscal Control	2,007,542	2,209,479	2,958,368	3,103,780	3,476,250
Department Overhead	992,316	968,119	1,044,783	1,046,320	1,128,168
Total Direct Costs	\$ 3,717,211	\$ 3,912,445	\$ 4,764,643	\$ 4,963,088	\$ 5,615,678
Less Funding	364,396	500,784	1,198,046	1,044,309	1,211,186
Net County Cost	\$ 3,352,815	\$ 3,411,661	\$ 3,566,597	\$ 3,918,779	\$ 4,404,492
Staff Years	193.83	183.50	180.5	179.0	185.5
Fixed Assets (Central Purchasing)	\$ 11,663	\$ 8,375	\$ 24,945	\$ 7,800	0*

.

* Fixed assets for 1984-85 have now been incorporated into individual program costs above.

· ·

i i

PROGRAM:	AUDITING	#	81802, 75111	MANAG	ER: ROD CALVAO
Department	: AUDITOR AND CONTROLLER	#	1050	Ref:	1983-84 Final Budget - Pg: 333

Authority: This program is necessary to carry out those responsibilities mandated in GC 26883, 26900, 26909 and 26910 and County Charter 801.1 which require the Auditor and Controller to audit the accounts of all County officers, boards, commissions and employees who are responsible for public funds, and many districts whose are kept in the County Treasury.

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 754,340	\$ 735,923	\$ 742,069	\$ 794,478	\$ 961,090
Services & Supplies	15,852	13,052	19,423	18,510	19,170
Fixed Assets	0	0	0	0	31,000
Less Reimbursements	(52,839)	(14,128)	0	0	0
TOTAL DIRECT COSTS	\$ 717,353	\$ 734,847	\$ 761,492	\$ 812,988	\$ 1,011,260
FUNDING	\$ (57,438)	\$ (44,159)	\$ (78,046)	\$ (66,625)	\$ (79,541)
NET COUNTY COSTS	\$ 659,915	\$ 690,688	\$ 683,446	\$ 746,363	\$ 931,719
STAFF YEARS	26.00	24.00	24.00	24.00	26,50
PERFORMANCE INDICATORS:			· · · · · · · · · · · · · · · · · · ·		
Number of Audits Scheduled	120	104	102	103	103

PROGRAM DESCRIPTION:

Public confidence in the operation of County Government is enhanced by regular review of County financial and management action, to assure the public of the proper conduct of County Officers. The Auditor and Controller Department develops and applies professional audit standards and techniques in the independent review of County records and operations. Special emphasis is given to the review of all major financial computerized systems. These audits are performed in compliance with statutory requirements and with the expressed intent of providing assistance to County management. In addition, under statute, policy and direction of the Board of Supervisors, the records and operations of outside agencies are audited.

1984-85 ADOPTED BUDGET:

Costs included in the 1984-85 adopted budget include negotiated salary and benefit increases and the addition of 2.5 staff years to meet an increased workload in the area of computer auditing, as approved by the Board of Supervisors.

PROGRAM: AUDITING

REVENUE:

Audit costs are recovered from the agencies served by this program where they are allowed by agreement. In addition, the audit costs for road fund activities are recovered as interfund charges for this program. As noted previously, with your Board, costs incurred and shown here are recovered through the County's Cost Allocation Plan and are shown as revenue in those affected programs. Another example where a net County cost is incurred is the result of audits required by law such as the Retirement Fund audit.

As part of the audit or independent review of County records and operations substantial cost savings are often realized, i.e. through suggestions for cost avoidance or by effecting results in the reduction of disallowed costs. While not credited to our department as revenue, nevertheless this is revenue to the County.

	1983–84	1983–84	1984-85	
	<u>Actual</u>	Budget	Adopted	
Fees for auditing services	\$ 56,200	\$ 52,125	61,200	
Interfund charges	21,846	14,500	18,341	
Total	\$ 78,046	\$ 66,625	79,541	

1984-85 OBJECTIVES:

- Provide County Management and the Board of Supervisors with an objective appraisal of the operations of County departments and special districts, in the areas of auditing and internal systems control.
- Assist County departments in assuring that State and Federal money is expended appropriately so as to avoid costly audit disallowances.

,

PROGRAM: AUDITING

DEPT: AUDITOR AND CONTROLLER

.

		BUDGET STAFF - YEARS		AFF - YEARS	SALARY AND BENEFITS COST		
Class	Title		1983-84 Budget	1984-85 Adopted	1983–84 Budget	1984-85 Adopted	
2497	Principal Accountant		3.00	3.00	\$ 104,166	\$ 106,258	
2507	EDP Audit Specialist II		0.00	1.00	0	35,903	
2506	EDP Audit Specialist I		0.00	1.50	0	51,289	
2512	Senior Auditor		6.00	6.00	177,648	177,984	
2425	Associate Accountant		15.00	15.00	360,955	361,025	
		Total	24.00	26,50	\$ 642,769	\$ 732,459	

Total Adjustments	\$ 151,709	\$ 228,631
Salary Savings	(27,000)	(37,003)
Salary Adjustments	0	60,008
Salary Settlement Costs	0	23,010
County Contribution and Benefits	\$ 178,709	\$ 182,616

•

ł

PROGRAM:	FISCAL CONTROL	#	81801, 75112	MANAG	ER: ROD CALVAO
Departmen	t: AUDITOR AND CONTROLLER	#	1050	REF:	1983-84 Final Budget - Pg: 336

Authority: This program is mandated under GC 26882 and 29704, R & T 2152 and 4701 and County Charter 800 and 801. County-wide support services include fiscal management and control of County revenues and appropriations, the real secured and unsecured property tax system, payment of all County claims, payroll accounting, tabulation of the annual budget, grants accounting and fiscal services to the Probation Department and the Department of Defender Services. The Auditor and Controller is also required to exercise general supervision over the accounts of all institutions under the control of the Board of Supervisors and of many districts whose funds are kept in the County Treasury.

	1981-82 <u>Actual</u>	1982-83 Actual	1983-84 <u>Actual</u>	1983–84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$2,640,191	\$2,699,773	\$ 2,895,258	\$ 3,053,420	\$ 3,415,130
Services & Supplies	32,990	28,155	60,795	47,360	47,120
Other Charges	1,508	3,171	2,315	3,000	4,000
Fixed Assets	0	0	0	0	10,000
Less Reimbursements	(667,147)	(521,620)	0	0	0
TOTAL DIRECT COSTS	\$2,007,542	\$2,209,479	\$ 2,958,368	\$ 3,103,780	\$ 3,476,250
FUNDING	\$ (306,958	\$ (456,625)	\$(1,120,000)	\$(977,684)	\$(1,131,645)
NET COUNTY COSTS	\$1,700,584	\$1,752,854	\$ 1,838,368	\$ 2,126,096	\$ 2,344,605
STAFF YEARS	126.83	122,50	120,00	1 18,50	122,50
PERFORMANCE INDICATORS:	<u>, , , , , , , , , , , , , , , , , , , </u>				
Financial Documents/					
Transactions Processed	1,245,251	1,168,830	1,283,420	1,285,675	1,288,390
Payments/Claims Processed	382,829	365,394	387,940	394,750	375,050
Major Fiscal Reports		7/5	000	000	
Prepared Presents Tax Seculars	849	765	896	896	896
Property Tax Services/ Transactions	1,097,592	1,130,735	1,203,620	1,161,490	1,292,825

PROGRAM DESCRIPTION:

The Auditor and Controller is responsible to assure public confidence in the fiscal integrity of the County and of non-County public agencies served. This public confidence can only be retained or enhanced by development and maintenance of professional accounting systems and procedures that record accurately the financial status of the County and of the agency in a timely manner. This program provides County Officers and non-County agencles, their officers and employees with the accounting systems and procedures for development of accurate and timely financial information used in administrative and policy decision-making, as well as advisory services and advising the public on the financial condition of the County and of those agencies served.

Specific operations responsible for providing these services include General Accounting, ARMS Control, Revenue and Budget Management, Accounts Payable, Payroll & Travel Accounting, Grant Fiscal Services, Property Tax Services, Probation Accounting, Defender Services Accounting and the Controller Branch Office. PROGRAM: FISCAL CONTROL

1984-85 ADOPTED BUDGET:

Costs included in the 1984-85 adopted budget include negotiated salary and benefit increases.

REVENUE:

The revenue for this program is provided by the non General Fund entities receiving services from this program. These revenues represent full-cost recovery for those services which per agreement are reimbursed by the served entities. The net County costs are the result of services that are required by law to be performed without fee such as Property Tax Services.

	1984-85 Actual	1983-84 <u>Budget</u>	1984–85 Adopted
Fees for various accounting services Interfund charges SB813 Property Tax Revenue	\$ 329,114 790,886	\$ 223,000 754,684 -0-	\$ 226,691 799,263 105,691
Total	\$1,120,000	\$ 977,684	\$1,131,645

1984-85 OBJECTIVES:

- 1. Monitor expenditures and revenues of the County to assure that the County closes its fiscal year in a nondeficit condition.
- 2. Continue to provide assistance to County departments regarding their fiscal and analytical needs.
- 3. Maintain highest credit ratings possible given by the Investor Rating Services of Moody's and Standard and Poor's for the County of San Diego.
- 4. Maintain review of Countywide cost accounting needs to effectuate cost savings where possible.
- 5. Pursue outstanding County claims against the State of California for reimbursement of expenditures made in support of State Mandated Program Services.
- 6. Maintain assurance of conformity to appropriation limitations as specified in Proposition 4.
- 7. Maintain with the Treasurer's Office development of a comprehensive cash management system to maximize return on County Investments.
- 8. Provide monthly property tax revenue allocations to all taxing agencies for them to use in their own cash management processes.

.

PROGRAM: FISCAL CONTROL

DEPT: AUDITOR AND CONTROLLER

		BUDGET ST	AFF - YEARS	SALARY AND E	BENEFITS COST
		1983-84	1984-85	1983-84	1984-85
<u>Class</u>	Title	Budget	Adopted	Budget	Adopted
2497	Principal Accountant	7.00	7.00	243,055	247,934
2412	Analyst 111	3.00	3.00	94,096	98,823
2469	Departmental EDP Coordinator	1.00	2.00	32,329	63,030
2505	Senior Accountant	8.00	8.00	233,029	231,190
2512	Senior Auditor	1.00	1.00	29,608	29,664
2425	Associate Accountant	22,00	23.00	529,400	553,571
2403	Accounting Technician	13.00	14.00	228,563	252, 596
2511	Senior Payroll Clerk	5.00	6.00	85,989	102,222
2510	Senior Account Clerk	23.00	23.00	367,889	375,452
2730	Senior Clerk	2.00	2,00	32,766	32,556
2494	Payroll Clerk	2.00	I .00	28,975	14,776
2760	Stenographer	1.00	1.00	14,108	15,619
2493	Intermediate Account Clerk	20.00	21.00	282,336	297, 492
2700	Intermediate Clerk Typist	10.00	10.00	132,952	139,688
9999	Extra Help	.50	. 50	12,000	12,000
	Total	1 18,50	122,50	\$2,347,095	\$2,466,613

Adjustments: County Contribution and Benefits	\$ 704,325	\$ 769,158
Salary Settlement Costs	0	215,885
Special Payments	2,000	3,000
Salary Savings	0	(39,526)
Total Adjustments	\$ 706.325	\$ 948.517

PROGRAM	TOTALS:
---------	---------

PROGRAM: DEPARTMENT OVERHEAD	#	92101	MANAGER: ROD CALVAO
Department: AUDITOR AND CONTROLLER	#	1050	Ref: 1983-84 Final Budget - Pg: 339

Authority: This program is necessary to administer and control departmental programs and responsibilities of the Auditor and Controller. County Charter Section 801 designates the Auditor and Controller as the Chief Accounting and Fiscal Officer responsible for public funds.

		1981-82 Actual		1982-83 Actua I			1984–85 Adopted
COSTS		706 040	•	754 440		1	A 075 (50
Salaries & Benefits	\$	796,248	\$	751,449	\$ 756,583	\$ 808,992	\$ 875,658
Services & Supplies		196,068		216,670	288,200	237,328	249,210
Fixed Assets		0		0	0	0	3,300
Less Reimbursements		0		0	0	0	0
TOTAL DIRECT COSTS	\$	992,316	\$	968,119	\$1,044,783	\$1,046,320	\$1,128,168
FUNDING	\$	0	\$	0	0	\$ O	\$ 0
NET COUNTY COSTS	\$	992,316	\$	968,119	\$1,044,783	\$1,046,320	\$1,128,168
STAFF YEARS	=	41.00		37.00	36.50	36,50	36.50

PROGRAM DESCRIPTION:

This program provides administrative and support services necessary to direct, coordinate and manage departments in an efficient and effective manner, while taking advantage of economies of scale. These positions are responsible for department-wide personnel management and payroll services, budget preparation and monitoring, fiscal and program management, staff development, legislative analysis, warrant distribution, control and distribution of county-wide financial stationery, and storeroom and general administrative support.

1984-85 ADOPTED BUDGET:

Costs included in the 1984-85 budget included negotiated salary and benefit increases.

REVENUE:

There is no revenue associated with this program.

1984-85 OBJECTIVES:

- 1. Continue to provide fiscal and analytical expertise in significant County-wide projects.
- Continue active legislative program so as to assure positive affect of state legislation on local government finance.
- 3. Maximize utilization of staff through continued development of our in-house program.

PROGRAM: DEPARTMENT OVERHEAD

DEPT: AUDITOR AND CONTROLLER

		BUDGET ST	AFF - YEARS	SALARY AND	BENEFITS COST
		1983-84	1984-85	1983-84	1984-85
Class	<u>Title</u>	Budget	Adopted	Budget	Adopted
2106	Auditor and Controller	1	1	\$ 59,441	\$ 59,712
2203	Assistant Auditor and Controller	1	t	49,784	51,993
2204	Deputy Auditor and Controller	t	1	39,234	46,281
2305	Chief, Administrative Services	1	1	38,111	39,063
2302	Administrative Assistant III	1	1	32,120	32,941
2304	Administrative Assistant	1	1	23,849	24,461
2725	Principal Clerk	1	1	21,565	21,921
2745	Supervising Clerk	2	1	36,934	19,064
2758	Administrative Secretary III	1	1	18,871	19,364
3008	Senior Word Processing Operator	1	1	16,785	17,859
3009	Word Processing Operator	2	2	32,644	33,330
3069	Senior Data Entry Operator	1	1	16,278	16,534
3030	Data Entry Operator	4	4	58,415	58,410
2660	Storekeeper 1	1	1	16,345	16,619
2730	Sentor Clerk	3	4	49,149	63,626
26 50	Stock Clerk	2	2	28,782	29,248
2494	Payroll Clerk	1	1	14,488	14,766
2430	Cashier	1	1	14,900	15,536
2761	Group Secretary	1	1	17,684	18,013
2700	Intermediate Clerk Typist	8	8	106,362	111,751
2709	Departmental Clerk	1	1	9,990	10,960
9 9 99	Extra Help	<u>.5</u>	5	3,000	3,000
	Total	36.5	36.5	\$704,731	\$ 724,452
	Adjustments:				
	County Contribution and Benefits			\$168,198	\$ 172,505
	Employee Compensation Insurance			3,685	4,579
	Unemployment Expense			15,560	13,620
	Salary Settlement Costs			0	48,897
	Salary Savings			(83,182)	(88,395)
	Total Adjustments			\$104,261	\$ 151,206

BOARD OF SUPERVISORS

.

	1981-82 <u>Actual</u>	1982-83 Actual	1983-84 Actual	l 983–84 Budget	1984-85 Adopted
District #1	\$ 222,368	\$ 232,068	\$ 278,608	\$ 284,455	\$ 338,941
District #2	215,042	227,764	237,962	241,788	287,871
District #3	279,181	231,902	228,663	277,631	310,382
District #4	267,429	260,963	275,663	285,512	335,282
District #5	235,147	220,585	263,216	276,708	323,582
General Office	53,936	59,042	60,632	64,535	87,880
Total Direct Costs	\$1,273,103	\$ 1,232,324	\$ 1,344,744	\$ 1,430,629	\$ 1,683,938
Funding	0	0	0	0	0
Net Program Cost (Without Externals)	\$1,273,103	\$ 1,232,324	\$ 1,344,744	\$ 1,430,629	\$ 1,683,938
Staff Years	46.00	41.75	42.00	43.75	46.75

7

.

PROGRAM: Legislative, District 1	#	80101	MANAGE	R: Supervisor Tom Hamilton
Department: Board of Supervisors	#	0010	REF:	1983-84 Final Budget - Pg: 343

Authority: County Charter and State Constitution

	1981-82 Actual	<u></u>	1982-83 Actual	 1983-84 Actual	 1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 216,116	\$	225,883	\$ 268,042	\$ 277,235	\$ 319,271
Services & Supplies	6,252		6,185	10,566	7,220	15,670
Fixed Assets	0		0	0	0	4,000
Vehicles/Comm. Equip.	0		0	0	0	0
Less Reimbursements	0		0	0	0	0
TOTAL DIRECT COSTS	\$ 222,368	\$	232,068	\$ 278,608	\$ 284,455	\$ 338,941
FUNDING	\$ 0	\$	0	\$ 0	\$ 0	\$ 0
NET COUNTY COSTS	\$ 222,368	\$	232,068	\$ 278,608	\$ 284,455	\$ 338,941
STAFF YEARS	 6.50		6.00	 7.00	7.00	8.00

PROGRAM DESCRIPTION:

Tom Hamilton is the Supervisor for the First District and serves the County of San Diego, including the communities of Bonita, Chula Vista, Coronado, Imperial Beach, Lincoln Acres, Montgomery, National City, Ocean Beach, Otay Mesa, Paradise Hills, Point Loma, San Ysidro and South San Diego.

In addition to his responsibilities as County Supervisor, Mr. Hamilton also represents the Board of Supervisors on Metropolitan Transit Development Board (MTDB), San Diego Energy Recovery (SANDER) Project Task Force, South Coast Organization Operating Transit (SCOOT) Board, State Air Resources Board, Economic Development Task Force, Advisory Committee for two Regional Centers and the Southern California Urban Resource Recovery Project Task Force.

Supervisor Hamilton maintains a District Office in the South County Regional Center.

_

Progra	m: Legislative		Department:	Board of Supe District One	ervisors
		BUDGET SI	AFF - YEARS	SALARY AND	BENEF ITS COST
Class	Title	1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted
01 0 0	County Supervisor	1.00	1.00	\$ 46,221	\$ 48,944
0372	Confidential investigator I	2.00	1.50	31,260	26,499
0373	Confidential investigator II	4.00	5.00	117,421	153,732
	Temporary Extra Help	0.00	0.50	0	6,000

Adjustments: County Contributions and Benefits Salary Adjustments Salary Settlement Costs	\$ 55,064 27,269 0	\$ 64,619 0 19,477
Total Adjustments	\$ 82,333	\$ 84,096

PROGRAM TOTALS:	7.00	8.00	\$ 277,235	\$ 319,271

PROGRAM: Legislative, District 2	#	80101	MANAGER: Supervisor Paul Fordem
Department: Board of Supervisors	#	0020	REF: 1983-84 Final Budget - Pg: 345

Authority: County Charter and State Institution

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984–85 Adopted
COSTS					
Salaries & Benefits	\$ 209,723	\$ 221,935	\$ 233,829	\$ 235,939	\$ 281,577
Services & Supplies	5,319	5,829	4,133	5,849	6,294
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 215,042	\$ 227,764	\$ 237,962	\$ 241,788	\$ 287,871
FUNDING	\$ 0	\$0	\$ 0	\$0	\$ O
NET COUNTY COSTS	\$ 215,042	\$ 227,764	\$ 237,962	\$ 241,788	\$ 287,871
STAFF YEARS	9.00	9.00	8.50	9.00	9.00

PROGRAM DESCRIPTION:

Since taking office in 1981, Supervisor Paul Fordem has moved to reduce government budgets and protect the household budgets of East County families.

REDUCING COSTS OF GOVERNMENT

Fordem's actions on spending include tight restrictions on travel by County employees and a new Board of Supervisors' policy which demands competitive bidding on almost all purchases of equipment and services. He also discovered over \$1 million in cost overruns and stopped them, including \$540,000 in excess billing for alien and indigent medical services at University Hospital.

Fordem acted to protect household budgets by stopping a weatherization program which would have <u>forced</u> home sellers to spend \$600 or \$1,200 each on insulation. Had this law been adopted, County homeowners would have paid an estimated \$17 million this year and a projected \$87 million over 5 years.

Fordem fulfilled another public pledge by persuading the Board to abolish mandatory taking of private property for riding and hiking trails. On January 6, 1982, Supervisors amended the General Plan to allow only voluntary donation of private property for horse trails.

CONSTITUENTS:

Supervisor Fordem's staff handled individual constituent problems by cutting red tape for East County citizens caught up in problems with bureaucracy.

Ŧ

Progra	m: Legislative		Department:		rd of Supe trict Two	ervis	ors
		BUDGET ST	AFF - YEARS	S	ALARY AND	BENE	FITS COST
Class	TItle	1983-84 Budg et	1984-85 Adopted		1983-84 Budget		1984-85 Adopted
0100	County Supervisor	1.00	1.00	\$	46,221	\$	48,944
0372	Confidential investigator l	2.00	3.00		29,378		44,574
0373	Confidential Investigator II	5.00	5.00		109,984		124,571
	Temporary Extra Help	1.00	0.00		6,240		0
(aj us ti	ments: County Contributions and Benefits			\$	42,168	\$	45,799
	Salary Adjustments				1,929		0

17,689 Salary Settlement Costs 0 \$ 44,097 \$ 63,488 Total Adjustments

3

-

PROGRAM: Legislative, District 3

80101

MANAGER: Supervisor Patrick Boarman

Department:Board of Supervisors#0030Authority:County Charter and State Constitution

REF: 1983-84 Final Budget - Pg: 34	7
------------------------------------	---

	 1981-82 Actual		1982-83 Actual		1983-84 Actual		1983-84 Budget		1984-85 Adopted
COSTS Salaries & Benefits	\$ 235,526	\$	219,550	\$	209,099	\$	256,000	\$.	287,982
Services & Supplies	43,655		12,352		19,564		21,631		18,000
Flxed Assets	0		0		0		0		4,400
Vehicles/Comm. Equip.	0		0		0		0		0
Less Reimbursements	0		0		0		0		0
TOTAL DIRECT COSTS	\$ 279,181	\$	231,902	5	228,663	\$	277,631	\$	310,382
FUNDING	\$ 0	\$	0	\$	о	\$	0	\$	0
NET COUNTY COSTS	\$ 279,181	\$	231,902	\$	228,663	\$	277,631	· \$	310,382
STAFF YEARS	 10.00		8.25		7.00		8,25		8.25

PROGRAM DESCRIPTION

Supervisor Patrick Boarman represents the 381,280 (January 1, 1982) residents of San Diego County's Third District, which encompasses the portion of the City of San Diego north of Interstate 8 and the coastal area as far north as southerly Encinitas.

Supervisor Boarman serves on the SANDER Authority Board of Directors, Mission Trails Park Task Force, and the Penasquitos Preserve Task Force. In addition, he serves as a Director of the County Housing Authority, Air Pollution Control District, and various special districts.

Since taking office on June 28, 1983,, Supervisor Boarman has assumed a leadership role in various areas including; efforts to exclude the near-shore San Diego area from oil leasing, initiation of the Telecommunications Task Force of San Diego County to prepare a study of communications needs and resources, actions to address the Immediate problems of coastal erosion and storm damage, review of the Builet Train proposal, and an improved relationship with the arts and cultural community of the County.

Supervisor Boarman has established the following goals for the 1984/85 fiscal year:

- 1. Continue to represent the residents of the Third District on the Board of Supervisors and to respond to their needs for information and assistance in a timely manner.
- 2. Seek to provide a high level of services within the fiscal restraints of the County by promoting better management and efficiency.
- 3. Work with County staff to complete the Telecommunications Study; protect our near-shore areas from oil and gas leasing; promote cooperative efforts with the private sector for economic development; consider reforms in the criminal justice system; seek increased support for the arts and cultural community; promote a stable future source of local government financing and identify alternatives to the Bullet Train to meet our future transportation needs.

Program: Legislative Departme		Department:	Board of Supervisors District Three				
<u></u> .		BUDGET ST	AFF - YEARS	SALAR	Y AND E	BENEF	ITS COST
Class	Title	1983-84 Budg et	1984-85 Adopted	1983 Budg			1984-85 Adopted
0100	County Supervisor	1.00	1.00	\$ 46	,221	\$	48,944
0372	Confidential Investigator I	2.00	2.00	31	, 368		38,792
0373	Confidential Investigator II	5.00	5.00	111	,933		129,292
	Temporary Extra Help	0.25	0.25		500		500
Adjus†	ments: County Contributions and Benefits Salary Adjustments Salary Settlement Costs				,895 ,083 0	\$	53,757 0 16,697

PROGRAM	TOTALS:
---------	---------

Total Adjustments

, ι

\$ 65,978

\$ 70,454

-

PROGRAM: Legislative, District 4# 80101MANAGER: Supervisor Leon L. WilliamsDepartment: Board of Supervisors# 0040REF: 1983-84 Final Budget Pg: 349

Authority: County Charter and State Constitution

	1981-82 1982-83 1983-84 Actual Actual Actual				
COSTS Salaries & Benefits	\$ 255,348	\$ 251.065	¢ 257 990	\$ 270,004	\$ 316,944
		· · · · · ·	\$ 257,880		
Services & Supplies	12,081	9,898	17,783	15,508	14,438
Fixed Assets	0	0	0	0	3,900
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 267,429	\$ 260,963	\$ 275,663	\$ 285,512	\$ 335,282
FUND 1 NG	0	\$0	0	0	0
NET COUNTY COSTS	\$ 267,429	\$ 260,963	\$ 275,663	\$ 285,512	\$ 335,282
STAFF YEARS	9.00	8.00	8.00	8.00	9.00

PROGRAM DESCRIPTION:

As a member of the Board of Supervisors, Leon L. Williams is responsible for reviewing all legislative, land use and policy matters which come before the Board of Supervisors and for reviewing and approving the annual County budget.

In addition, Supervisor Williams represents all County residents as a member of various policy and legislative boards including: Mental Health Advisory Board, National Association of Counties, County Supervisors Association of California, California Coastal Commission, and Health Systems Agency Governing Board.

Supervisor Williams will be Vice-Chairman of the Board of Supervisors in 1984 and it is anticipated he will be Chairman of the Board in 1985.

.

Program: Legislative

Department: Board of Supervisors District Four -

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COS				
Class	Title	1983-84 <u>Budget</u>	1984-85 Adopted	1983-84 Budget		1984-85 Adopted		
0100	County Supervisor	1.00	1.00	\$	46,221	\$	48,944	
0372	Confidential Investigator I	3.00	3.00		50,385		48,963	
0373	Confidential investigator II	4.00	5.00		99,410		145,163	

Adj ustm ents:			
County Contributions and Benefits	\$ 55,894	\$	48,614
Salary Adjustments	18,094		7,000
Salary Settlement Costs	0	_	18,260
Total Adjustments	\$ 73,988	\$	73,874

.

PROGRAM: Legislative, District 5	#	80101	MANAG	ER: Supervisor Paul Eckert
Department: Board of Supervisors	#	0050	REF :	1983-84 Final Budget - Pg: 351

Authority: County Charter and State Constitution

	1981-82 Actual			1983–84 Budget	1984–85 Adopted	
COSTS						
Salaries & Benefits	\$ 225,463	\$ 212,169	\$ 254,250	\$ 267,079	\$ 310,332	
Services & Supplies	9,684	8,416	8,966	9,629	13,250	
Fixed Assets	0	0	0	0	0	
Vehicles/Comm. Equip.	0	0	0	0	0	
Less Reimbursements	0	0	0	0	0	
TOTAL DIRECT COSTS	\$ 235,147	\$ 220,585	\$ 263,216	\$ 276,708	\$ 323,582	
FUNDING	\$ O	\$ 0	\$ O	\$0	·\$ 0	
NET COUNTY COSTS	\$ 235,147	\$ 220,585	\$ 263,216	\$ 276,708	\$ 323,582	
STAFF YEARS	8.50	7.50	8.50	8.50	9.50	

PROGRAM DESCRIPTION:

The Fifth Supervisorial District includes five cities and most unincorporated territory generally referred to as North San Diego County. The Fifth District Supervisor is an elected member of the Board of Supervisors, which is the chief legislative and executive body to the County of San Diego, responsible for administration of State laws, adoption and enforcement of local laws as deemed necessary, and provision of various public services.

The Fifth District Supervisor represents the Board of Supervisors on major regional bodies with far-reaching legislative and financial impacts. These organizations include North County Transit District Board, Regional Employment and Training Consortium, Local Agency Formation Commission and Health Systems Agency.

The Fifth District Supervisor keeps lines of communications open with the public through a branch office in Vista and regularly scheduled field visitations in Fallbrook, Valley Center and Borrego Springs. He meets with city officials of the North County on a monthly basis and serves as intermediary in matters of concern to private citizens and other local jurisdictions (cities, special districts, and state agencies.

_

Program: Legislative Department:		Board of Supervisors District Five					
•	· · · · · · · · · · · · · · · · · · ·	BUDGET ST	AFF - YEARS	S	ALARY AND	BENEF	ITS COST
Class	Title	198 3-84 Budget	1984-85 Adopted		1983-84 Budget		1984-85 Adopted
0100	County Supervisor	1.00	1.00	\$	46,221	\$	48,944
0372	Confidential Investigator I	3.00	3.00		46,661		51,480
0373	Confidential investigator il	4.00	5.00		98,764		126,505
	Temporary Extra Help	0.50	0.50		8,350		17,160
Adjusti	ments:						
	County Contributions and Benefits Salary Adjustments			\$	40,009 27,074	\$	48,817 0
	Salary Settlement Costs				0		17,426
Total /	Adjustments			\$	67,083	\$	66,243

PROGRAM TOTALS:	8.50	9.50	ì	\$ 267,079	\$ 310,332

3 ,

i.

PROGRAM: Legislative, General Office	#	8010	MANAGER: Faye Benson
Department: Board of Supervisors	#	0060	REF: 1983-84 Final Budget - Pg: 353

Authority: County Charter and State Constitution

	1981-82 Actual	 1982-83 Actual		1983-84 Actual	 1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 43,769	\$ 48,646	\$	52,754	\$ 49,701	\$ 68,300
Services & Supplies	10,167	10,396		7,878	14,834	15,630
Fixed Assets	0	0		0	0	3,950
Vehicles/Comm. Equip.	0	0		0	0	0
Less Reimbursements	0	0	-	0	0	0
TOTAL DIRECT COSTS	\$ 53,936	\$ 59,042	 \$	60,632	\$ 64,535	\$ 87,880
FUNDING	\$ 0	\$ 0	\$	0	\$ 0	\$ 0
NET COUNTY COSTS	\$ 53,936	\$ 59,042	\$	60,632	\$ 64,535	\$ 87,880
STAFF YEARS	3.00	3.00		3.00	3.00	 3.00

PROGRAM DESCRIPTION:

-

The General Office provides administrative/office support to the Board of Supervisors.

~

Progra	m: Legislative		Department:	Board of Su General Off	•	`S
		BUDGET ST	AFF - YEARS	SALARY AN	D BENEFI	TS COST
Class	Title	198 3- 84 Budg et	1984-85 Adopted	1983-84 Budget	-	98 4- 85 dopted
0372 2730	Confidential Investigator I Senior Clerk	3.00 0.00	2.00 1.00	\$ 44,291 0	\$	34,792 16,660

Adjustments:			
County Contributions and Benefits	\$ 6,296	5	13,892
Salary Adjustments	(886)		0
Salary Settlement Costs	 0		2,956
Total Adjustments	\$ 5,410	\$	16,848

.

-

CHIEF ADMINISTRATIVE OFFICE

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Central County Administration	\$ 3,166,624	\$ 2,123,442	\$ 2,310,921	\$ 2,488,062	\$ 3,330,731
CAO Special Projects	17,652	961,216	1,589,761	1,844,717	1,981,316
Technology Development	-	-	*	174,555	*
Hazardous Waste	58,748	*	÷	0	0
(SANDER) Resource Recovery	605,173	*	*	*	*
Disaster Preparedness	236,440	305,502	358,304	375,693	457,985
Fire Protection	532,779	278,348		0	0
Total Direct Costs	\$ 4,617,416	\$ 3,668,508	\$ 4,258,986	\$ 4,883,027	\$ 5,770,032
Less Funding	609,470	623,784	979,834	1,193,960	1,136,800
Net County Costs	\$ 4,007,946	\$ 3,044,724	\$ 3,279,152	\$ 3,689,067	\$ 4,633,232
STAFF YEARS	100.00	65.07	75•28	85,58	105.08
Fixed Assets	\$ 6,406	\$ 6,905	\$ 0	\$ 5,100	\$ 0**

* Included in CAO Special Projects

** Fixed Assets are included in individual program costs.

PROGRAM: Central County Administration	#	80103	MANAGER: Clifford W. Graves
Department: Chief Administrative Office	#	0200	Ref: 1983-84 Final Budget: Pg. 355

Authority: County Charter Section 703 mandates the Chief Administrative Officer under the direction of the Board of Supervisors, to exercise administrative supervision over all the affairs of the County except those of the Civil Service Commission, and the office of the Assessor, Superintendent of Schools, District Attorney, and Sheriff.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 2,742,554	\$ 1,600,352	\$ 1,712,379	\$ 1,850,210	\$ 2,544,505
Service & Supplies	437,483	535,356	598,542	637,852	759,428
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	200	26,798
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	13,413	12,266	0	0	0
TOTAL DIRECT COSTS	\$ 3,166,624	\$ 2,123,442	\$ 2,310,921	\$ 2,488,262	\$ 3,330,731
FUNDING	\$0	\$ (1,994)	(19,811)	\$ (13,000)	(149,658)
NET COUNTY COSTS	\$ 3,166,624	\$ 2,121,448	\$ 2,291,110	\$ 2,475,262	\$ 3,181,073
STAFF YEARS	79.00	36.46	45.29	49.08	67.00

PROGRAM DESCRIPTION:

The Chief Administrative Officer is the administrative head of the County, responsible for Countywide administrative leadership, supervision and control, as well as the allocation of resources within established Board of Supervisor's policy.

The resources of the County must be managed and impacts of State and Federal actions affecting its activities must be assessed. Policy options must be presented to the Board of Supervisors in order to establish priorities and commit resources toward the advancement of the social, economic, legal, and environmental well-being of its citizens. This requires the Chief Administrative Officer to have the capability to analyze budgets, legislation, economic trends, plans and the structure of the County government in order to deliver services in the most responsive and cost effective manner.

1983-84 ACTUAL:

Central County Administration net cost is 8% less than budget for the following major reasons:

Salaries and benefits cost was down 8% due to the department's commitment for fund balance improvement.
 Services and supplies cost was 7% under budget because lease/purchase of computer and word processing equipment was not completed and will be carried into FY 1984-85.

1984-85 ADOPTED BUDGET:

Central County Administration (67.00 S.Y; \$3,330,731) includes the Executive Office, Office of Intergovernmental and Public Affairs, Labor Relations, Community Involvement Office, Financial Management, Contract Compliance Office, and Support Services. This program is revenue offset by 4%. Salary settlement costs for 1984-85 increased this budget by \$170,418. PROGRAM: Central County Administration

80103

1984-85 ADOPTED BUDGET: (Continued)

These functions are summarized below indicating associated expenditures, revenues and staff years (E/R/SY), as well as a narrative explanation of changes.

I. The Executive Office:

- * 1983-84 E/R/SY \$930,335/Ø/20.58
- * 1984-85 E/R/SY \$935,574/\$149,658/21.0
- Provides central guidance and direction for CAO's overall operation.
- Provides support services to total CAO complex; budgeting, accounting, payroll, personnel, word processing.
- * Provides liaison to Board of Supervisors, all departments and other Jurisdictions.
- Salaries and benefits decreased \$58,000 due to increase in salary savings, classification actions, and decrease of .6 staff year (Deputy Chief Administrative Officer).
- Net increase of .4 staff year strengthens clerical support to CAO staff and departments.
- Overall increase of \$58,600 in services and supplies is due to \$11,000 cost for maintainance of 2 copiers previously budgeted in General Services, and overhaul and maintenance of aging office equipment; plus \$21,600 for office expense, copy center/printing centralized to support services from other office activities; \$26,000 budgeted for administrative services of an Urban Fellow.

2. The Office of Intergovernmental and Public Affairs:

- 1983-84 E/R/SY \$635,663/Ø/7.0
- 1984-85 E/R/SY \$865,574/Ø/11.0
- Provides legislative program analysis and coordination.
- Provides liaison for Washington, D.C. and Sacramento representatives.
- Cost is up 36% overall due to reorganization and strengthening of OIPA and lease/purchase of a computer and word processing desk unit for legislative analysis.
- Major service expenditure is \$371,400 for Washington, D.C. and Sacramento Offices adjusted for renegotiation of contracts.
- Increases 4.0 staff years at cost of \$169,008 for positions approved by the Board in mid-year 1983-84.

3. The Labor Relations Office:

- 1983-84 E/R/SY \$184,097/\$13,000/3.0
- 1984-85 E/R/SY \$274,684/Ø/4.0
- Activity is mandated by Meyers, Millas, Brown Act.
- Provides collective bargaining and lead negotiator services with employee organizations.
- Major service expenditure is the \$75,000 contract for lead negotiator (increased \$15,000 over 1983-84).
- Participation and funding required for Arbitrators (Grievances) and Hearing Officers (Unfair Labor Practices, Representation, Petitions) (approximately \$10,000).
- Increases our staff year by addition of an Associate Labor Relations Specialist position.
- Fixed Asset cost is \$500 for a recorder.
- 4. The Community Involvement Office:
 - * 1983-84 E/R/SY \$157,843/Ø/5.5
 - 1984-85 E/R/SY \$187,593/Ø/5.0
 - Manages County-wide system for citizen committee participation in County policies and programs.
 - Provides staff to 6 County committees and the Council of Committee Chairpersons.
 - Administers the County's Volunteer Program; reflects 2.0 staff years approved in 1983-84 budget change letter; and an overall net increase of \$29,750 due to reclassification of Citizen Participation Coordinator to Director of Community Involvement Office and 1984-85 salary settlement cost.
 - Major expenses are \$4,200 for capital lease of a computer approved in 1983-84 budget change letter, \$4,000 for staff and committee mileage reimbursements, and \$2,000 for printing.
 - Reduces .5 staff year to lower direct costs.

PROGRAM: Central County Administration

80103

- 5. The Financial Management Office:
 - * 1983-84 E/R/SY \$540,111/Ø/12.0
 - * 1984-85 E/R/SY \$976,296/Ø/23.0
 - * Develops and administers the County's annual program budget.
 - Oversees fiscal aspects of County programs and expenditures.
 - * Develops and administers the Capital Improvement Program budget.
 - ⁹ Budgeted level of services and supplies is 30% below FY 1983-84 because purchase of a microcomputer \$15,000) replaces a costly lease of a computer time-share program.
 - Staffing reflects strengthed analytical capability. The Office increases by 11.0 staff years at a cost of \$427,000 (includes 1 position added mid-year 1983-84).
- 6. The Contract Compliance Office:
 - ° 1983-84 E/R/SY \$ 40,013/Ø/1.0
 - ° 1984-85 E/R/SY \$ 91,010/0/3.0
 - Activity was transferred from EOMO in April 1984 as a decentralized office under the CAO's direction.
 - * Provides contract compliance for small, minority and women-owned business.
 - Provides oversight of construction contracts.
 - Administers and enforces regulations affecting equal employment opportunities for employees of County contractors.
 - Increases 2.0 staff years for positions authorized in FY 1983-84.

PROGRAM REVENUE BY SOURCE:

Increased revenue in 1984-85 reflects efforts to retrieve the CAO's full costs. Interfund charges will accrue the following estimated amounts.

Source of Revenue	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Interfund Charges			
Air Pollution Control	' \$	\$	\$
District	0	0	1,710
Library Fund	5,564	3,000	4,928
Road Fund	11.021	7,750	79,031
Airport Enterprise Fund	484	320	7,777
Liquid Waste Fund	1,693	1,310	40,580
Solid Waste Fund	968	620	15,632
Recovered Expenditures	81		
TOTAL	\$ 19,811	\$ 13,000	\$ 149,658

1984-85 OBJECTIVES:

- 1. Enhance the County's budget development process through automation of impact analyses with respect to legislative proposals and changes in State and local economic conditions.
- 2. Identify, in conjunction with departments, a series of operational problems; and using Financial Management analysts as catalysts in a short term task force approach, resolve the problems.
- 3. Provide labor relations training to department heads.
- 4. Establish a computer network by integrating all computer resources within the Chief Administrative Office.

1984-85 Final Budget

Program: Central County Administration

•

Department: Chief Administrative Office

		BUDGET	STAFF - YEARS	SALARY AND BENEFITS COST			
		1983-84	1984-85	1983-84	1984-85		
Class	Title	Budget	CAO Adopted	Budget	CAO Adopted		
	ive, Labor Relations, Community Involvement, ct Compliance						
2109	Chlef Administrative Officer	1.00	1.00	\$ 78,372	\$ 78,103		
2206	Assistant Chief Administrative Officer	1.00	1.00	63,739	63,195		
2104	Deputy Chief Administrative Officer	1,58	1.00	95,998	60,465		
2325	Director, Community Involvement Office	0.00	1.00	0	42,391		
2329	Principal Assistant to the CAO	0.00	1,00	õ	38,458		
2305	Chief, Administrative Services	1.00	0.00	38,111	0		
2389	Senior Labor Relations Specialist	2,00	2,00	62,386	78,126		
2413	Analyst III	0.00	1.00	0	31,238		
2385	Associate Labor Relations Specialist II	0.00	1.00	0	39,997		
2419	Principal Asst., Ping. and Cont. Comp.	0.00	1.00	0	32,148		
2302	Administrative Assistant	4.00	1.00	125,422	32,941		
2323	CAO Staff Assistant III	0,00	3,00	, 0	91,914		
2326	Citizen Participation Coordinator	1.00	0.00	28,296	, 0		
2303	Administrative Assistant II	2.00	1.00	55,170	28,993		
2412	Analyst !!	0.00	1.00	, 0	24,469		
2401	Equal Opportunity Officer II	1.00	1.00	28,995	24,469		
2304	Administrative Assistant 1	1.00	0,00	22,209	0		
2759	Administrative Secretary IV	3.00	3.00	61,569	63,078		
2758	Administrative Secretary III	0,00	1.00	0	17,856		
8801	Committee Staff Assistant	1.00	0	18,957	0		
3008	Senior Word Processing Operator	1.00	1.00	18,270	18,555		
2745	Supervising Clerk	0,00	1.00	0	16,347		
2757	Administrative Secretary II	1.00	0.00	17,482	0		
2511	Senior Payroll Clerk	1.00	1.00	17,228	17,493		
3009	Word Processing Operator	2.00	2,00	30,019	31,412		
2730	Senior Clerk	1.00	1.00	15,073	16,093		
2760	Stenographer	1.00	1.00	15,169	15,619		
2700	Intermediate Clerk Typist	1.00	2,00	13,907	26,854		
2510	Senior Account Clerk	1.00	1.00	13,822	15,613		
2494	Payroll Clerk	1.00	1,00	12,352	15,164		
8802	Volunteer Resources Manager	0,50	0.00	11,235	0		
2709	Departmental Clerk	0.00	1,00	0	9,870		
99 99	Extra Help	0.00	0.00	15,900	0		
	Subtotal	30.08	33.00	\$ 859,681	\$ 930,861		

.

Program: Central County Administration

Department: Chief Administrative Office

		BUDGET	STAFF - YEARS	SALARY AND BENEFITS COST			
01		1983-84	1984-85	1983-84	1984-85		
Class	Title	Budget	CAO Adopted	Budget	CAO Adopted		
Financ	ial Management						
2161	Director, Financial Management	1.00	1.00	\$ 53,728	\$ 55,538		
2414	Analyst IV	3,00	0.00	110,056	0		
2393	Financial Management Analyst III	0.00	4.50	0	163,026		
2413	Analyst III	7.00	0.00	222,164	0		
2392	Financial Management Analyst II	0.00	13.00	0	398,294		
2391	Financial Management Analyst	0.00	2.25	0	54,615		
2700	Intermediate Clerk Typist	0.00	0.75	0	8,866		
2759 2758	Administrative Secretary IV Administrative Secretary III	0,00 1,00	1.00 0.00	18,871	17,723		
9999	Extra Help	0,00	0.50	0,0,1	11,779		
		0.00	0.50				
	Subtotal .	12.00	23.00	\$ 404,819	\$ 709,841		
Office	of Intergovernmental and Public Affairs	·					
2276	Director, Office of Intergovernmental	0.00	1.00	\$ O	\$ 46,585		
2270	and Public Affairs	0.00	1.00	• •	• +0,000		
2352	Interjurisdictional Liaison Coord.	1.00	0.00	45,869	0		
2309	Principal Legislative Coordinator	1.00	1.00	38,111	39,063		
2414	Analyst IV	0.00	1.00	0	36,326		
2413	Analyst III	0.00	2.00	0	62,475		
2324	Public Information Officer	1.00	1.00	29,463	26,943		
2358	Senior Audio Visual Specialist	1.00	1.00	24,934	25,585		
3818	Graphic Supervisor	1.00	1.00	23,454	24,040		
2758	Administrative Secretary III	1.00	1.00	18,871	17,855		
3009	Word Processing Operator	1.00	1.00	15,059	15,706		
2700	Intermediate Clerk Typist	0.00	1.00	0	13,428		
2710	Junior Clerk Typist	0.00	0.00	0	0		
	Subtotal	7.00	11.00	\$ 195,761	\$ 308,006		
	TOTAL	49.08	67.00	\$1,460,261	\$1,948,708		
Adjustm							
	County Contributions and Benefits Salary Settlement Costs			407,095 0	480,035 170,418		
Special	Payments:			_	·		
	Salary Adjustment			5,147	45,332		
	Salary Savings			(22,293)	(101,028)		
Total A	CRT/Word Processing Adjustments			389,949	1,040 595,797		
	านานรายอยาร			247	222,121		
DDOCD AM	1 TOTALS:	49.08	67.00	\$1,850,210	\$2,544,505		

PROGRAM:	CAO Special Projects	ŧ	87131	MANAG	ER:	Richard	W. Jacobsen	
Departmen	t: Chief Administrative Office	#	0200	Ref:	1983	-84 Final	Budget - Pg:	358

Authority: County Charter Section 703 mandates the Chief Administrative Officer, under the direction of the Board of Supervisors, to exercise administrative supervision over all the affairs of the County except those of the Civil Service Commission, and the offices of the Assessor, Superintendent of Schools, District Attorney and Sheriff. Board action on January 27, 1981 (51) established the Sale and Lease Project. The Committee on Downtown Court Use was established by Board action on September 30, 1981 (24) and reconvened by action on October 18, 1983 (18). The Otay/Border and Water Independence Projects were authorized by Board action on September 15, 1981 (126) and June 9, 1982 (8). The County Telephone System Project was authorized by Board actions on February 8, 1983 (65), March 1, 1983 (69), and March 15, 1983 (75). This project has been consolidated with the Technology Development Unit to form the Office of Compunications. The Office of Resource Recovery was authorized by Board actions on April 4, 1977 (27), August 12, 1980 (89), and August 29, 1981 (64); Solid Waste Management and Resource Recovery Act 1972. Government Code 66,700 et seq.

	1981-82 Actual	1982-83 Actual	1983-84 Actua I		1983–84 Budget	1984-85 Adopted
COSTS	 	 · · · · · · · · · · · · · · · · · · ·	 			
Salaries & Benefits	\$ 255,006	\$ 698,813	\$ 797,143	\$	1,009,030	\$ 1,192,094
Services & Supplies	426,567	826,659	785,118		1,010,242	779,782
Other Charges	0	0	7,500		0	0
Fixed Assets	0	880	0		0	9,440
Vehicles/Comm. Equip.	0	0	0		0	0
Less Reimbursements	0	(593,057)	0		0	0
TOTAL DIRECT COSTS	\$ 681,573	\$ 933,295	\$ 1,589,761	5	2,019,272	\$ 1,981,316
FUNDING	\$ (450,696)	\$ (324,328)	\$ (690,081)	\$	(900,960)	\$ (692,142)
NET COUNTY COSTS	\$ 230,877	\$ 608,967	\$ 899,680	\$	1,118,312	\$ 1,289,174
STAFF YEARS	7.00	 19.08	 19.54		25.50	27.08

PERFORMANCE INDICATORS:

These projects do not involve direct services, or repetitive or quantifiable tasks, and therefore do not lend themselves to performance indicators.

PROGRAM DESCRIPTION:

This program consists of the following: (1) Office of Special Projects; (2) Office of Compunications; (3) Office of Resource Recovery; (4) Criminal Justice; (5) County costs for certain memberships and special services.

1. Office of Special Projects: This includes Sale and Lease (SAL), Otay/Border and Water Independence projects, special studies and economic development related to the unincorporated area, and staff support to the Committee on Downtown Court Use and Committee on North County Court Use. The Board of Supervisors has identified certain County-owned properties as potential sources of revenue through a program of development, leasing and sales to augment the County General Fund. A Board subcommittee provides liaison between SAL staff and the full Board. The court space committees are planning for accommodating growth in courts and court-related functions. The Board has also identified Otay Mesa as a major area of economic development through the year 2000, and water independence as a major goal to reduce the County's reliance on imported water. This office provides staff assistance to the Chief Administrative Officer and Board of Supervisors in support of the County's goals and objectives related to these projects.

PROGRAM DESCRIPTION:

- 2. Office of Compunications: This consists of the Voice System project and the Data System project. Voice Systems project staff are reviewing and updating plans to acquire a County-owned telecommunications system to serve the County's voice, data and video needs. The Data System project, formerly identified as the Technology Development Unit, involves responsibility for planning and allocating Electronic Data Processing as a scarce resource. Location of this project in the Chief Administrative Office gives the Board of Supervisors and department managers a centralized control point for managing and utilizing the County's existing and emerging automated resources. It also assists the CAO and the Board of Supervisors in establishing resource priorities from a Countywide perspective.
- 3. Office of Resource Recovery: The San Diego Energy Recovery (SANDER) Project is a waste-to-energy disposal facility which will process 657,000 to 680,000 tons of municipal waste annually and produce and sell electricity. The SANDER Project is maximizing the experience, technical expertise and finanical resources of private enterprise by contracting with a private firm to finance, construct, operate and own the facility. The facility will be located in the San Diego urban area and will dispose of approximately 60% of San Diego's waste in an economically and ecologically sound manner. The County and City of San Diego entered into a Joint Powers Agreement in October 1981, to create the San Diego Energy Recovery Authority to direct the Project. The governing board of the Authority consists of two City of San Diego Council members and two members of the County Board of Supervisors.
- 4. <u>Criminal Justice</u>: This unit provides the Chief Administrative Officer and the Board of Supervisors with Information to aid in policy and fiscal decision making related to criminal justice. Also, this unit provides coordination of long-range planning for facilities and operations.
- 5. <u>Memberships and Special Services</u>: This consists of County costs for an independent audit, bond counsel, Automated Regional Justice Information System (ARJIS), and membership in the National Association of Counties, Southern California Regional Association of County Supervisors, and County Supervisors Association of California.

1983-84 Actual

Estimated actual costs, funding and staff years differ significantly from 1983-84 Budget amounts for the following reasons:

<u>Office of Special Projects:</u> Estimated actual costs are lower than budgeted due to reduction in level of professional/special services. Increase in funding reflects receipt of revenue that was budgeted but not received in FY 82-83. The budget was adjusted to transfer \$19,500 to Central County Administration Program to fund an Urban Fellow.

<u>Office of Compunications:</u> Estimated actual costs and staff years for the Voice System Project (Telephone System Project) are lower than budgeted due to Board direction on September 21, 1983 to revise existing system specifications, resulting in lower project costs in the current year, while shifting some of these costs to FY 84-85. Estimated actual costs for the Data System Project (Technology Development Unit) are lower than budgeted due to project reorganization and use of personnel temporarily loaned from other departments (OES, Probation, EDP Services).

Expenditure reductions of \$189,000 are offset by corresponding reductions in funding.

<u>Office of Resource Recovery:</u> Estimated actual costs for salaries and benefits are lower than budgeted due to a mid-year vacancy in an Analyst II position, which was left unfilled to reduce net County cost. The Administrative Secretary III promoted to another department and temporary contract help was used pending appointment of a replacement. Temporary contract help represents .02 staff years.

Estimated actual costs for services and supplies are lower than budgeted because funds encumbered for consultant services will not be expended until next fiscal year.

PROGRAM: CAO Special Projects

1984-85 ADOPTED BUDGET:

Summarized below are major activities of the CAO Special Projects Program.

- Office of Special Projects (11.00 SY; \$761,221) includes Sale and Lease, Otay/Border and Water Independence Projects, and special studies and economic development related to the unincorporated area. Major tasks for FY 84-85 are to:
 - Continue to manage the County's interest in developing the CAC parking lots by obtaining EIR certification and project approval from City, State Coastal Commission and State Lands Commission regulatory review channels.
 - Develop revenue generation plans for Edgemoor and Vauciain Point properties, and initiate feasibility and market studies on other potential revenue generating projects as requested by the SAL Committee.
 - Provide staff support for efforts to resolve anticipated space problems of the downtown and North County courts.
 - Provide staff support and coordination for the CAO and Board of Supervisors on matters related to economic development of the Otay Mesa/Border area of the County, including liaison with County departments, other cities, State and Federal governments and private interest.
 - Conduct special analyses related to redevelopment proposals and unincorporated area economic development.
 - Investigate the regional water supply situation as directed by the Board of Supervisors pursuant to recommendation of the Water Independence Technical Advisory Committee, including water reclamation/reuse, local ground water development, desalinization and legislative review.

One staff year for CAO Project Manager is deleted since all activities have been consolidated under one manager to make more effective use of staff resources. One staff year for Analyst 11 is added for special analyses and economic development activities. Several positions are suggested for reclassification to reflect more accurately the duties of the positions.

Revenues show a reduction from FY 83-84 (see discussion of Program Revenue by Source). Expenditures are offset 14% by program revenue.

- Office of Compunications (8.00 SY; \$544,038) combines two closely related projects: the Voice System Project (formerly referred to as the Telephone System Project) and the Data Systems Project (formerly the Technology Development Unit). Major tasks for FY 84-85 are to:
 - (Voice Systems) Select a vendor and award a contract for a County-owned telephone system, and oversee and coordinate the telephone system installation.
 - (Data Systems) Complete a needs assessment of data processing sytems for all County departments and offices, recommend priorities and begin implementation of systems, identify sources of funding for necessary hardware and software, and provide staff support to the Electronic Data Processing Advisory Board.

Several positions are reclassified as a result of combining the two projects and to reflect more accurately the duties of the positions.

All costs of the Voice Systems Project are reimbursed from the Telephone System Acquisition Fund. Revenues are expected to be approximately \$45,000 above estimated actual for 1983-84, reflecting the difference in program costs.

PROGRAM: CAO Special Projects

87131

MANAGER: Richard W. Jacobsen

- 3. Office of Resource Recovery (5.50 SY; \$285,255) is a cooperative project between the County and the City of San Diego, and also involving local government and private industry. Major tasks for FY 84-85 are to:
 - Direct, coordinate and perform all tasks for the execution and administration of the SANDER Project construction, operations, financing and lease agreements, and for the issuance and sale of industrial development bonds to finance the project.
 - Prepare studies necessary to assit in obtaining property for SANDER site.
 - Cooperate and provide technical environmental and regulatory data to finalize the siting process through the California Energy Commission.

One staff year for Analyst II is deleted. General Administrative tasks for the SANDER Office will be absorbed by existing staff and the proposed private owner/operator will assume more of the public information function.

Net County Costs show a reduction of 85% compared to the 1983-84 Budget as a result of a reduction in staff and the elimination of new consultant service contracts in 1984-85.

- 4. Criminal Justice (2,58 SY: \$198,245) major task is to:
 - Develop strategies to review and analyze the Criminal Justice System in the context of the County's goal of creating a comprehensive criminal justice system which allows for local control of the detention/judicature process.

This new project has 5 authorized positions and 2.58 staff years in FY 1984-85. Services and Supplies are 35% (\$70,000) of the total budgeted cost.

5. Memberships and Special Services (10.00 SY; \$192,557) consists of County costs for:

i

- Independent Audit	\$ 95,000
- Bond Consultant	14,000
 Automated Regional Justice Information System (ARJIS) 	57,881
 National Association of Counties 	24,826
 Southern California Association of County Supervisors 	850

The ARJIS cost is for the second year of a contract with SANDAG to develop a regional clearinghouse for criminal justice system information. The cost will be offset by AB 189 revenue.

PROGRAM REVENUE BY SOURCE:

Discussion: Revenue from Harbor Square Associates is received in accordance with terms of the CAC Development Project Option to Lease. The County's Economic Development Administation (EDA) 302(a) planning grant expired 3/31/84. CDBG revenue of \$15,000 for FY 84-85 represents a carryover of unspent funds from FY 83-84. Revenue from the Edgemoor Development Fund is for staff work on the Edgemoor Plan during FY 84-85. AB 189 revenue offsets contract costs for ARJIS. The Telephone Project costs are reimburseable from the Certificates of Participoation which were issued in 1982 to finance the acquisition of a telephone system. The Trust Fund (City of San Diego, Prior FY) reflects revenue received in a prior fiscal year which will offset payments on consultant contracts as those payments are made out of the prior year services and supplies account. The Trust Fund (City of San Diego, Current FY) reflects FY 84-85 revenue that will be used to offset staffing costs. The \$60,000 Energy Technology grant was awarded to the SANDER Project by the Urban Consortium Energy Task Force to study financing alternatives for privately owned waste-to-energy facilities.

PROGRAM: CAO Special Projects	# 87131	MANAGER:	Richard W. Jacobsen
	1983-84	1983-84	1984-85
Source of Revenue	Actual	Budget	Adopted
Harbor Square Associates	\$140,869	\$ 96,000	\$ 69,655
EDA 302(a) Planning Grant	49,100	37,000	0
Community Development Block Grant	50,401	76,000	15,000
Capital Outlay Fund	21,640	0	
Edgemoor Development Fund	0	0	20,000
SB 668	7,500	0	0
Telephone System Acquisition Fund	147,433	400,000	266,406
Trust Fund (City of San Diego-Prior FY)	108,548	141,960	53,200
Trust Fund (City of San Diego-Current FY)	150,000	150,000	150,000
Grant (Urban Consortlum-Energy Task Force)	10,180	0	60,000
AB 189	0	0	57,881
Interfund Charges			
Road Fund	2,500	0	0
Library Fund	1,000	0	0
Other	910	0	
TOTAL	\$690,081	\$900,960	\$692,142

1984-85 OBJECTIVES

Sale and Lease (SAL):

- Continue management of the County's interest in developing the CAC parking lots, including management of the EIR revisions, processing project documentation through the City of San Diego, Coastal Commission and State Lands Commission regulatory review channels, ensuring maximum input from the Board of Supervisors on architecture and design issues, and meeting the time schedule set forth in the Harbor Square Option to Lease and Lease Agreement.
- 2. Prepare an acceptable development and revenue generation plan for the Edgemoor property under terms of the Memorandum of Agreement with the City of Santee.
- 3. Perform the required tasks for disposition of the Vauclain Point property.
- 4. Provide continued staff support for efforts to resolve downtown and North County courtroom and court-related space problems, and coordinate efforts with detention facilities committee.
- 5. Initiate feasibility and market studies on appropriate revenue generating projects as requested by the SAL Committee, e.g., Downtown Office Building (Front and "B") and South County Regional Center Office Building.

Water Independence:

- Maintain liaison with the County Water Authority to: (1) work cooperatively on legislative issues of benefit to the region; and (2) evaluate new technologies.
- 2. Implement recommendations of the Technical Advisory Committee as directed by the Board of Supervisors, in cooperation with local water agencies.
- 3. Implement the revised scope-of-work for the City/County Water Reuse Grant program.
- 4. Provide continuing liaison on behalf of the County with the San Diego Regional Water Reclamation Agency.

Otay/Border - Economic Development:

 Maintain cooperation among County, City of San Diego, State and private interests re the development of Otay Mesa, including efforts to resolve land use planning issues, provide adequate sewer capacity, finance infrastructure and develop a marketing strategy. PROGRAM: CAO Special Projects

87131

Otay/Border - Economic Development:

- 2. Continue to work with the City of San Diego to expedite annexation of the West Mesa.
- 3. Conduct special analyses related to redevelopment proposals and unincorporated area economic development.
- 4. Provide staff support to the Foreign-Trade Zone (FTZ) Task Force in evaluating the feasibility of a FTZ for San Diego County.
- 5. Provide staff support to the Overall Economic Development Program (OEDP) General Committee in preparing the OEDP Annual Report, in order to maintain eligibility for the region's public agencies for Economic Development Administration grant funding.

Voice System Project:

- 1. Execute a contract for the installation of the remainder of the County's proprietary telecommunications system.
- 2. Complete 25% of the installation of the County's proprietary telecommunications system.

Data System Project:

- 1. Implement the Board of Supervisors actions on the recommendations resulting from the Deloitte, Haskins and Sells study.
- Continue refinement of the County's EDP support requirements, and begin implementation of highest priority projects.
- 3. Identify sources of funds needed to implement an EDP support plan.
- 4. Provide staff work necessary to support the EDP Advisory Board.

Resource Recovery (SANDER) Project:

- 1. Complete the purchase or exchange of property with the Navy for the SANDER site at the Miramar landfill.
- 2. Assist the private owner/operator in negotiating a final energy agreement with SDG&E.
- 3. Execute construction and service contracts between the City of San Diego and the proposed private owner/ operator after review by the SANDER Authority Board.
- 4. Facilitate the issuance of California Pollution Control Financing Authority bonds for construction of the SANDER facility.

Criminal Justice:

- 1. Develop a long-range plan to meet projected adult detention system needs.
- 2. Identify potential revenue sources.

STAFFING SCHEDULE

Program: CAO Special Projects

Department: Chief Administrative Office

		BUDGET S	TAFF - YEARS	SALARY AND BENEFITS COST		
Class	Title	1983-84 Budget	l 984–85 Adopted	1983-84 Budget	1984-85 Adopted	
SALE AN	D LEASE (SAL) GROUP, OTAY BORDER					
AND WAT	ER INDEPENDENCE PROJECT					
2202	CAO Projects Manager	0.00	1.00	\$ 0	\$ 52,248	
2323	CAO Projects Manager II	1.00	0.00	48,733	0	
2322	CAO Projects Manager	1.00	0.00	44,983	0	
2414	Analyst IV	1.00	1.00	35,412	38,466	
2347	Capital Projects Coordinator	0.00	1.00	0	36,326	
5570	Senior Real Property Agent	2.00	2.00	58,214	64,508	
3550	Senior Planner	1.00	1.00	32, 594	33,114	
3514	Environmental Management Specialist III	1.00	0.00	30,316	0	
2413	Analyst III	0.00	2.00	0	61,276	
2412	Analyst II	2.00	1.00	46,991	27,742	
2758	Administrative Secretary III	1.00	00 ا	18,871	19,364	
3008	Senior Word Processing Operator	0.00	I.00	0	15,654	
2730	Senior Clerk	1.00	0.00	15,777	0	
	Sub-Total	11.00	11.00	\$ 331,891	\$ 348,698	
OFFICE	OF COMPUNICATIONS					
2202	CAO Projects Manager	0.00	1.00	\$ 0	\$ 46,124	
2323	CAO Projects Manager II	2.00	0.00	90,628	. 0	
2471	EDP Systems Manager	0.00	1.00	0	43,596	
2499	Principal Systems Analyst	1.00	1.00	37,667	39,902	
2525	Senior Systems Analyst	00.1	0.00	33,341	0	
2414	Analyst IV	1.00	2.00	35,412	75,389	
2302	Administrative Assistant	1.00	0.00	29,856	0	
2758	Administrative Secretary 111	0.00	1.00	0	15,463	
2757	Administrative Secretary II	1.00	0.00	14,753	0	
9999	Extra Help	1.00	2.00	31,600	60,000	
	Sub-Total	8.00	8.00	\$ 273,257	\$ 280,474	
	L_JUSTICE					
2202	CAO Projects Manager	0.00	0.58	\$ 0	\$ 26,894	
2412	Analyst IV	0.00	0.50	0	17,312	
2413	Analyst III	0.00	0,50	0	14,599	
2414	Analyst II	0.00	0,50	0	11,664	
27 58	Administrative Secretary III	0.00	0.50	0	7,793	
	Sub-Total	0.00	2.58	\$ 0	\$ 78,262	

STAFFING SCHEDULE

Program: CAO Special Projects

		BUDGET S	TAFF - YEARS	SALARY AND	BENEFITS COST
Class Title		198 3- 84 Budget	1984-85 Adopted	1983–84 Budget	1984–85 Adopted
OFFICE	OF RESOURCE RECOVERY (SANDER)				
2202	CAO Projects Manager	0.00	1.00	\$ 0	\$ 46,113
3750	Solid Waste Program Manager	۱.00	0.00	40,400	0
3729	Senior Mechanical Engineer	١.00	1.00	39,873	40,865
7084	Chief, Solid Waste Operations	I.00	1.00	33,384	33,927
2413	Analyst III	ا ۵۰ ا	1.00	32,120	32,941
2412	Analyst II	I.00	0.00	28,296	0
2758	Administrative Secretary III	1.00	I .00	18,871	19,364
9999	Temporary Extra Help	0.50	0.50	5,750	5,750
	Subtotal	6,50	5,50	\$ 198,694	\$ 178,960
	TOTAL			\$ 803,842	\$ 886,394

Adjustments:		
County Contributions and Benefits	\$ 187,774	\$ 210,070
Salary Settlements Costs	0	32,456
Special Payments:		
Premium Overtime	I,500	1,500
Salary Adjustment	15,914	60,965
Premium Amounts	0	709
Total Adjustments	\$ 205,188	\$ 305,700

			į	
PROGRAM TOTALS:	25,50	27.08	\$1,009,030	\$1,192,094

٠

PROGRAM: DISASTER PREPAREDNESS	#	31519	MANAGE	ER: DANIEL J. EBERLE
Department: Chief Administrative Officer	#	0200	Ref:	1983-84 Final Budget: Pg. 365

Authority: Article 9, Chapter 7, Title 2, California Government Code: Division 1, Title 5, San Diego code, To provide for the preparation and carrying out of plans for the protection of persons and property in the event of an emergency.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 226,998	\$ 276,035	\$ 331,225	\$ 347,093	\$ 379,535
Services & Supplies	9,442	29,467	27,079	28,600	31,250
Other Charges	0	0	0	0	0
Fixed Assets	1,678	6,061	0	4,900	2,000
Vehicles/Comm. Equip.	0	0	0	0	45,200
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 238,118	\$ 311,563	\$ 358,304	\$ 380,593	\$ 457,985
FUNDING	(158,241)	(266,437)	(269,942)	(280,000)	(295,000)
NET COUNTY COSTS	\$ 79,877	\$ 45,126	\$ 88,362	\$ 100,593	\$ 162,985
STAFF YEARS	9.20	9.53	10.45	11.00	11.00
PERFORMANCE INDICATORS:			<u></u>	<u></u>	
Emergency Plans, New & Revised - Count	55*	55*	11	34*	9
Emergency Plans - Member Cities	N/A	N/A	70	N/A	56
County-wide Disaster Exercises	2	2	2	3	4
Emergency Training Sessions	44	60	81	75	75
Days of 24 Hr. Operation	N/A	5	0	5	5
*Combined City and County Plans					

PROGRAM DESCRIPTION:

To provide natural and human caused disaster related technical services and education which will assist citizens, government agencies and other public organizations prior, during, and after local emergencies proclaimed by the Board of Supervisors, States of Emergency proclaimed by the Governor and major disasters or States-of-War proclaimed by the President. To meet these needs, the Unified San Diego County Emergency Services Organization, consisting of the County and sixteen (16) cities, functions under a joint powers agreement and is regional in scope. Under the provisions of this Unified Emergency Agreement, ODP employees provide such technical services as the development of regional disaster recovery programs, public education, surplus and inventories, hazardous material safety training and radiological incident response.

1983-84 ACTUAL:

Actual net costs of this program were less than budgeted, primarily because of staff vacancies during the year.

PROGRAM: DISASTER PREPAREDNESS

31519

1984-85 ADOPTED BUDGET:

The primary activities of this program are summarized below:

1983-84	E/R/SY	\$380,595/\$280,000/11.0
1984-85	E/R/SY	\$457,985/\$295,000/11.0

- 1. SONGS refers to specialized San Onofre Nuclear Power Generating Plant emergency planning activities.
- Planning refers to the development, review and revision of the County's emergency plan and annexes as well as such other emergency plans as the Flood, Earthquake and Hazardous Materials Plans. This acitivity also assists the cities within the County in developing and maintaining compatible plans.
- 3. Operations refers to activities which maintain overall preparedness for disasters or are involved in responding to and mitigating the effects of emergencies and disasters. Specific operational activities include:
 - conducting exercises
 - operating Federal Surplus Property System
 - distribution of sandbags
 - public education
 - maintaining emergency communications system
 - coordinating response to disasters and emergencies

PROGRAM REVENUE BY SOURCE:

Discussion: The Federal Government through the State Office of Emergency Services funds approximately 50% of program salaries; SB1473 authorizes recovery of costs associated with San Onofre Nuclear Generating Station (SONGS) Emergency Planning (\$15,500 of the SONGS revenue is for budgeted communications equipment); and the incorporated cities in San Diego County are signatories to a Joint Powers Emergency Services Agreement. Under the terms of the agreement, the cities contribute to the program.

	1983-84	1983-84	1984 - 85
	Actual	Budget	Adopted
Civil Defense Administration	\$ 145,024	\$ 140,000	\$ 150,000
SONGS	25,074	50,000	45,000
City Shares	104,885	90,000	100,000
Other	(5,041)	0	0
Total	\$ 269,942	\$ 280,000	\$ 295,000

1984-85 OBJECTIVES:

- Develop, revise or update 9 County plans including the Hazard Vulnerability Analysis and planning for the disabled and elderly, and review 56 city plans.
- Conduct 2 major and 2 minor disaster exercises based upon a flood, earthquake, hazardous material spill, and nuclear power plant accident.

PROGR AM:	DISASTER PREPAREDNESS	# 31519	MANAGER: DANIEL J. EBERLE
-----------	-----------------------	---------	---------------------------

1984-85 OBJECTIVES (Continuation):

- 3. Achieve 40% completion of program to update County's RADEF system, including a Radiological Intelligence Annex, provided, essential FEMA data and support is received.
- 4. Deliver 75 presentations to educational and civic groups with emphasis on school programs.
- 5. Implement training programs for city and county employees for response to emergencies at work and home.
- 6. Continue to improve communication and warning systems by developing and improving emergency communication alternatives to the telephone.
- 7. Place an additional 50 LIFE receivers in service throughout the County, continuing to place particular emphasis on schools.
- 8. Maintain a 24 hours per day state of readiness for responding to emergencies and disasters.

STAFFING SCHEDULE

PROGRAM: DISASTER PREPAREDNESS

MANAGER: DANIEL J. EBERLE

		BUDGET S	TAFF - YEARS	SALARY AND BENEFITS COST		
Class	Title Budget		1984-85 Adopted	1983-84 Budget	1984-85 Adopted	
2310	Director, Office of Disaster Preparedness	1.00	1.00	\$ 33,741	\$ 39,063	
2302	Administrative Assistant	1.00	1.00	29,856	32,941	
5865	Disaster Preparedness Operations Officer II	5.00	6.00	132,926	158,808	
5866	Disaster Preparedness Operations Officer 1	1.00	0.00	21,987	0	
2620	Property & Salvage Coordinator	1.00	1.00	17,753	18,925	
3008	Senior Word Processing Operator	0.00	1.00	0	15,654	
2750	Senior Clerk	1.00	0.00	14,752	0	
2700	Intermediate Clerk	1.00	1.00	13,255	14,128	
	SUBTOTAL	11.00	11.00	\$ 264,270	\$ 279,519	

ADJUSTMENTS:			
County Contributions & Benefits	68,146	78,943	
Salary Settlement Costs	0	10,073	
SPECIAL PAYMENTS:			
Stand-by	6,000	10,000	
Word Processing	1,040	0	
Salary Adjustments	7,637	1,000	
TOTAL ADJUSTMENTS	\$ 82,823	\$ 100,016	

CIVIL SERVICE COMMISSION

	1981-82 <u>Actual</u>	1982-83 Actual	983-84 Actua	1983-84 Budget	1984-85 Adopted
Personnel Services	\$ 113,843	\$ 120,955	\$ 176,542	\$ 175,881	\$ 199,976
Total Direct Costs	\$ 113,843	\$ 120,955	\$ 176 , 542	\$ 175,881	\$ 199,976
Less Funding	 0	 2,220	 (24, 369)	 17,606	 24,278
Net Program Cost	\$ 113,843	\$ 118,735	\$ 152,173	\$ 158,275	\$ 175,698
Staff Years	4.00	3.50	4.00	4.00	4.00
Fixed Assets (Central Purchasing)	\$ 0	\$ 0	\$ 0	\$ 800	\$ 0

PROGRAM: PERSONNEL SERVICES, CIVIL SERVICE COMMISSION

81201 MANAGER: LARRY COOK

REF: 1983-84 Final Budget Pg: 369

Department: CIVIL SERVICE COMMISSION Authority: Article IX, Section 903, San Diego Charter

		981-82 ctual		1982-83 Actual		983-84 Actua		983-84 udget		1984-85 \dopted
COSTS Salaries & Benefits	\$	117,756	\$	124,210	\$	157,716	\$	163,323	\$	176,524
	Φ	117,700	Þ	124,210	÷	-	Ð		Ð	-
Services & Supplies		7,012		9,653		18,826		12,558		21,952
Fixed Assets		0		0		0		0		۱,500
Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimbursements		(10,925)		(12,908)		0		0		0
TOTAL DIRECT COSTS	5	113,843	\$	120,955	\$	176,542	\$	175,881	\$	199,976
FUNDING	\$	0	\$	(2,220)	\$	(24,369)	\$	(17,606)	\$	(24,278)
NET COUNTY COSTS	\$	113,843	\$	118,735	\$	152,173	\$	158,275	\$	175,698
STAFF YEARS		4.00		3,50		4.00		4.00		4.00
PERFORMANCE INDICATORS:						<u> </u>				
Workload										
Hearings		30		43		65		55		55
Comm. Investigations		35		15		29		25		25
Staff Investigations		82		53		93		100		100
Admin, Review (Agenda Items - Contrac	ts)	224		466		376		500		300

#

#

0450

PROGRAM DESCRIPTION:

To carry out the Charter requirements of the Civil Service Commission through review, investigation and appellate authority in matters involving discipline, selection, discrimination, Civil Service Rules and contracts. The Commission is responsible for hearing and/or investigating appeals/complaints/requests in order to protect the merit basis of the personnel system. Current County employees, applicants and private citizens, as well as the County as a whole, benefit from the services.

3

1983-84 ACTUAL:

The \$6,268 difference between 1983-84 Budget and 1983-84 Actuals is chiefly the result of a mid year addition of appropriations to pay for outside private attorney services.

The 1983-84 budget reflects a \$10,000 mid-year appropriation increase to provide outside private attorney services for ongoing litigation. There is also an increase of \$5,618 in anticipated revenues up from the \$17,606 amount originally budgeted.

1984-85 ADOPTED BUDGET:

The 1984-85 Adopted Budget allows the Civil Service Commission to fulfill its requirement to protect the merit basis of the personnel system and to be the administrative appeals body for the county in personnel matters including: discipline of classified employees, the selection process, complaints of discrimination, charges filed by a citizen against a person in the classified service contract review and review of the Civil Service Rules.

PROGRAM REVENUES BY SOURCE:

The only revenue accruing to the program comes from charges made to the Road Fund, Library Fund, Air Pollution Control District, Airport Enterprise, Solid Waste and Liquid Waste Funds. The estimated \$24,278 amount is up from \$17,606 in the 1983-84 budget in direct relationship to the increase in overall proposed budget and 1983-84 estimated actual.

	1983-84	1983-84	1984-85
	Actual	Budget	Adopted
Road Fund	\$ 12,587	\$ 9,195	\$ 12,440
APCD	0	1,380	2,488
Library	5,034	4,387	5,225
Other	6,748	2,644	4,125
Total	\$ 24,369	\$ 17,606	\$ 24,278

1984-85 OB JECTIVES:

The Commission's objective in 1984-85 fiscal year is to continue to meet all legal requirements stated in the CountyCharter, i.e., disciplinary appeal hearings, hearings on appeal of the personnel selection process, investigations, contract review, administrative review and investigation and revision of rules, as needed, 100% alf matters received for Commission action will be completed in a timely manner in accordance with Civil Service Rules, policies and procedures.

STAFFING SCHEDULE

Program: Personnel Services, Civil Service Commission Department: Civil Service Commission BUDGET STAFF - YEARS SALARY AND BENEFITS COST 1983-84 1984-85 1983-84 1984-85 Class Title Budget Adopted Budget Adopted 0445 Civil Service Commission Members 9,000 \$ 9,000 0.00 0.00 \$ 0450 Hearing Officer (CSC) 0.00 0,00 10,000 10,000 1.00 0446 Executive Officer (CSC) 1.00 41,161 41,161 Analyst II 38,159 -2412 45,451 1.50 1,50 CSC Secretary 2753 21,349 21,985 1.00 1.00 Extra Help .50 .50 10,000 10,000

4.00

4.00

\$ 129,669

\$ 137,597

TOTAL SALARIES

Adjustments	s:
-------------	----

,

County Contributions & Benefits	\$ 32,155	\$ 31,029
Salary Adjustment	1,499	0
Salary Settlement Amount	0	7,898
Total Adjustments	\$ 33,654	\$ 38,927

CLERK OF THE BOARD OF SUPERVISORS

	1981–82 <u>Actual</u>	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984–85 Adopted
Reporting/Staff Services	\$ 1,131,116	<u>\$ 970,761</u>	\$ 975,386	\$ 1,046,686	\$ 1,211,618
Total Direct Costs	\$ 1,131,116	\$ 970,761	\$ 975,386	\$ 1,046,686	\$ 1,211,618
Less Funding	\$ 33,897	\$ 31,189	<u>\$79,457</u>	\$ 71,200	\$ 140,000
Net County Costs (Without Externals)	\$ 1,097,219	\$ 939,572	\$ 895,929	\$ 975,486	\$ 1,071,618
STAFF YEARS	49.38	39.42	35.10	39.80	43.20

PROGRAM: I	REPORTING/STAFF SERVICES	# 80102	MANAGER: PORTER D. CREMANS
Department	CLERK OF THE BOARD OF SUPERVISORS	# 0130	Ref: 1983-84 Final Budget - Pg: 373

Authority: Goverment Code Sections 25100 et seq, Charter Section 700, Administrative Code Sections 500, 503 and formal orders of the Board of Supervisors establish the office and describe the duties of the Clerk of the Board of Supervisors relative to production and maintenance of the official records of the Board of Supervisors actions and those certain other Boards and Commissions enumerated in Program statement and to provide access to those records.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 989,714	\$ 871,045	\$ 891,327	\$ 942,069	\$ 1,084,302
	\$ 909,714	\$ 07,045	<i>الار</i> و160 ق	\$ 942,009	202 و1904 م
Services & Supplies	141,402	99,716	84,059	104,617	117,316
Fixed Assets	0	0	0	0	10,000
Vehicles/Comm. Equip.	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 1,131,116	\$ 970,761	\$ 975,386	\$ 1,046,686	\$ 1,211,618
FUNDING	\$ (33,897)	\$ (31,189)	\$ (79,457)	\$ (71,200)	\$ (140,000)
NET COUNTY COSTS	\$ 1,097,219	\$ 939,572	\$ 895,929	\$ 975,486	\$ 1,071,618
STAFF YEARS	49.38	39.42	35.10	39.80	43.20
PERFORMANCE INDICATORS:		* * *			
Number of meetings	454	435	428	430	430
Number of agenda items prepar	ed 4,459	6,938	7,686	5,500	5,500
Number of Inquiries processed		73,808	72,094	75,000	75,000
Agenda preparation, cost per item	19.65	16.82	15.32	16.50	16.50

PROGRAM DESCRIPTION:

Reporting/Staff Services main activities are: Receiving, referring, processing, and responding to incoming documents; preparing agendas and statements of proceedings; distributing printed materials and actions; publishing legal notices, ordinances and statements of proceedings; preparing finished minutes; maintaining official records; and, supplying information to the public and news media. Services are provided for: Board of Supervisors, 11 Sanitation Districts, Assessment Appeals Boards and Hearing Officers, Air Pollution Control Board, Air Pollution Control District Hearing Board, Flood Control District, Buena Sanitation District, Noise Control Hearing Board, San Diego County Housing Authority, City-County Camp Authority, City Selection Committee, Conflict of Interest, Employee Relations Policy, Lobbyist Registrations. In addition to these specific groups, services are provided to the public, other County departments and other governmental entities. This office also schedules meetings in the two Board Chambers and conference rooms and maintains the hali directory; provides printing services; and, publishes additions and amendments to the Charter, San Diego County Code, Board of Supervisors Policy Manual and the Administrative Code. # 80102

MANAGER: PORTER D. CREMANS

1983-84 ACTUAL:

The decrease of \$79,557 in Net County Costs is due to: 1) increased revenues from Air Pollution Control Board - reimbursement and Sanitation Districts Board of Directors compensation, \$8,257; 2) delays in filling positions plus salary savings from work furlough, \$50,742; and, 3) reduction in expenditures for maintenance, legal advertising and equipment leasing, \$20,558. Savings of 4.7 staff years were achieved.

County departments having Cathode Ray Tube (CRT) screens and printers have received faster and increased service. They can view the Board of Supervisors upcoming weekly Agenda before the paper copy is printed and also view the Board's formal actions taken on the current week's Agenda. This capability has the additional benefit of 50 fewer Agendas needing to be printed weekly.

With the San Diego County Code now on the Word Processor, the revisions can be prepared more rapidly and easily. The County Charter, Administrative Code and Board of Supervisors Policy Manual are to be handled in the same manner. Assessment Appeals is refining the preparation of its monthly statistical reports on the Word Processor and the General Division is utilizing the text editing and financial report capabilities for the departmental Budget, inventories of supplies and minor equipment, and various internal reports and documents.

1984-85 ADOPTED BUDGET:

Legislative changes continue to be the prime budget influence with the workload of the Department affected in several areas. Increased activity in Map Processing under Chapter 1224, Statutes of 1983 (hereinafter referred to as AB 1200) began in January, 1984 when parcel maps began to be handled in the same manner as subdivision maps. Records of security deposits are presently maintained on the word processor which has increased the workload in that section as well as in the Records Section where subdivision records are stored.

Chapter 498, Statutes of 1983 (hereinafter referred to as S8 813) will generate many more hearings for the Assessment Appeals Section and will change the activity from a cyclical nature to a year-round basis. Processing the additional applications, responding to the public in person or by telephone, sending hearing notices, taking minutes of the hearings, and preparing records prompted the addition of 3 positions in the last four months of FY 83-84. Full year funding in 1984-85 is estimated at:

1 Board Reporter	25,725
2 Intermediate Clerk Typist @16,903	33,805
Services and Supplies	7,322
Fixed Assets-Word Processing Typing Stati	on 10,000
	76,852

A Lease/Purchase Agreement for an IBM Series III, Model 60 Copier will be operational during FY 84-85 at a net savings of \$115 per month over maintenance costs for the old machine. Trade-in of the eight year old copier helped cut the cost of the purchase which will take place in FY 85-86 under the 24-month agreement.

We also have a Lease/Purchase agreement for a Multigraphic System 4 Offset Printing System which will be in its second year of operation during FY 84-85. Old equipment, some of it inoperable, was traded in to reduce the ongoing cost. The County will assume ownership at completion of the five year agreement, but it would be more cost effective to exercise the option in FY 1985-86, the third year of the agreement. PROGRAM: REPORTING/STAFF SERVICES

80102

PROGRAM REVENUE BY SOURCE:

Revenues more than doubled in FY 1983-84 and should continue at that level in FY 1984-85. Reimbursement for specialized services provided for the Air Pollution Control Board and the Air Pollution Control District Hearing Board, plus compensation for Boards of Directors and staff support of Sanitation Districts, account for the increases.

Source of Revenue	1983-84	1983-84	1984 - 85
	Actual	Budget	Adopted
Charges for Current Services:			
Reimbursement for staff support for APCD	\$ 40,340	\$ 28,000	\$ 30,000
Compensation for Bds of Directors, staff			
support for Sanitation Districts	24,084	27,000	24,500
Publication of legal notices and ordinances			
for Sanitation Districts	3,553	3,700	4,000
Other Revenue:			
Mailing of Board of Supervisors Agenda and/			
or Statement of Proceedings and			
Transcripts preparation	5,522	6,500	7,000
Copies of Board of Supervisors official			
records, Agenda packets, duplicate tapes	5,958	6,000	6,000
Clerk's portion of SB 813 cost recovery	Ø	Ø	68,500
Total Revenue	\$ 79,457	\$ 71,200	\$140,000

1984-85 OBJECTIVES:

- 1. Respond to information and record requests within 24 hours-1984-85 Fiscal Year objective 97%
- Prepare, print, and distribute Board of Supervisors agenda by 5:00 p.m. Wednesday, 3 working days prior to following week's meeting. 1984-85 Fiscal Year objective 100%
- 3. Record Board of Supervisors meeting and prepare statement of proceedings by 5:00 p.m. Friday, 3 working days following meeting. 1984-85 Fiscal Year objective 90%
- 4. Disseminate Board actions, send notices of hearing, order legal publications within 7 working days after meeting. 1984-85 Fiscal Year objective 90%
- 5. Index, prepare, microfilm and file documents as permanent records within 25 working days after meeting. 1984-85 Fiscal Year objective 97%

We plan to expand our use of automation for Assessment Appeals Board statistics and information retrieval related to SB 813, and also for expediting parcel map and subdivision map processing per AB 1200.

STAFFING SCHEDULE

Program: Reporting/Staff Services

Department: Clerk of the Board of Supervisors

		BUDGET ST	AFF - YEARS	SALARY AND BI	ENEFITS COST
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
2110	Clerk of the Bd of Supv	1.00	1.00	\$ 40,716	\$ 42.473
2208	Asst Clerk of the Bd of Supv	1.00	1.00	36,808	36,672
2927	Division Chief, Deputy Clerk, Bd. of Supervisor		1.00	30,568	31,327
2303	Admin Asst 11	1.00	1.00	28,296	28,993
2913	Sr Board Reporter	3.80	4.00	89,812	92,187
2902	Board Reporter	5.80	7.00	124,658	144,808
2745	Supervising Clerk	1.00	1.00	19,060	19,364
2758	Admin Sec III	1.00	1.00	18,871	19,364
2403	Accounting Technician	1.00	1.00	18,174	18,469
3008	Senior Word Processing Operator	1.00	1.00	15,412	18,370
3067	Publications Supervisor	1.00	1.00	17,528	17,885
2730	Senior Clerk	3.00	3.00	49,149	49,983
2494	Payroll Clerk	1.00	1.00	14,920	14,365
2760	Stenographer	1.00	1.00	15,016	15,619
3009	Word Processing Operator	1.00	1.00	16,386	15,079
2700	Intermediate Clerk Typist	13.00	15.00	173,414	197,134
2710	Junior Clerk Typist	2.00	2.00	22,357	22,223
9999	Extra Help	0.20	0.20	2,150	2,150
	TOTAL	39.80	43.20	\$ 733,295	\$ 786,465
0470	AAB Members	16.00*	16.00*	\$ 13,500	\$ 19,000
0470	AA Hearing Officers	4.00*	4.00*	5,000	¥ 19,000
Adjusti	ments:				
•	ounty Contributions & Benefits			\$ 209,515	\$ 231,796
S	alary Settlement Costs			ø	58,618
Specia	i Payments:				
	remium Overtime			250	250
E	xtraordinary Pay (CRT, WP)			800	800
U	nemployment Expense			3,468	3,296
E	nployee Compensation Insurance			994	1,148
Si	alary Adjustment			(363)	3,736
Salary	Savings			(19,390)	(20,807)
Tota	l Adjustments			\$ 208,774	\$ 297,837
	1 TOTALS	39.80	43.20	\$ 942,069	\$1,084,302
TRUCKA		J9+00	40.20	¥ 242,009	200 و 400 و 14

* Positions only. Not staff years, and not shown in staff year total.

COUNTY COUNSEL

	1981-82 Actual	1982–83 Actual	1983-84 Actual	1983-84 Budget	1984–85 Adopted
COUNTY COUNSEL	\$ 2,126,088	\$ 2,061,537	\$ 2,313,673	\$ 2,393,111	\$ 3,994,789
Total Direct Costs	2,126,088	2,061,537	\$ 2,313,673	2,393,111	3,994,789
Less Funding	\$ 239,762	299,569	476,062	442,220	917,658
Net County Costs	\$ 1,886,326	\$ 1,761,968	\$ 1,837,611	\$ 1,950,891	\$ 3,077,131
STAFF YEARS	59.00	53.60	53.70	57.00	63.50

•

,

PROGRAM: COUNTY COUNSEL	#	81101	MANAGER:	LLOYD M. HARMON, JR.
Department: COUNTY COUNSEL	#	0300	Ref: 198	3-84 Final Budget - Pg. 377

Authority: This program carries out the provisions of the Government Code, the Education Code and the County Charter which require that County Counsel defend and prosecute all civil actions and proceedings in which the County or any of its officers is concerned or is a party in his/her official capacity, including defense of any action against any County officer, employee or servant for acts in the course and scope of employment, to represent the County, its officers and judicial officers in other civil actions; and to render legal services to the County, its officers, boards and commissions, school districts and special districts.

	 1981-82 Actual	1982-83 Actual	1983-84 Actual	l 983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 2,078,251	\$ 2,037,255	\$ 2,211,689	\$ 2,305,283	\$ 2,724,889
Services & Supplies	104,992	89,282	101,984	87,828	1,169,800
Other Charges	0	0	0	0	82,500
Fixed Assets	0	0	0	0	17,600
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(57,155)	(65,000)	0	0	0
TOTAL DIRECT COSTS	\$ 2,126,088	\$ 2,061,537	\$ 2,313,673	\$ 2,393,111	\$ 3,994,789
FUNDING	(239,762)	(299,569)	(476,062)	(442,220)	(917,658)
NET COUNTY COSTS	\$ 1,886,326	\$ 1,761,968	\$ 1,837,611	\$ 1,950,891	\$ 3,077,131
= STAFF YEARS	59,00	53,60	53,70	57.00	63,50
PERFORMANCE INDICATORS:	<u>, , , , , , , , , , , , , , , , , , , </u>				
New Litigation Cases New Cases/	1,333	1,165	1,332	1,175	1,350
Litigation Attorney	76	73	78	74	79
New Advisory Assignments New Assignments/	2,492	2,287	2,046	2,250	2,125
Advisory Attorney	178	191	186	188	193

PROGRAM DESCRIPTION:

County Counsel is mandated to defend all civil actions against the County, its officers, boards, commissions and employees, and to provide other civil legal services to the Board of Supervisors, County officers, departments, boards, commissions, courts, school districts and special districts. Services to school and special districts, including iltigation services, are provided on a fee basis.

The Office attorneys are currently organized into two divisions, Litigation and Advisory. The Litigation Division handles both defendant-oriented matters (e.g., personal injury, false arrest, property damage, workers' compensation, etc.), plaintiff-oriented litigation (free from custody and control, tax collections, air pollution control enforcement, etc.), and legal services and litigation for the Public Administrator. The Advisory Division reviews legislation; drafts ordinances, resolutions, and contracts; prepares legal opinions; investigates the legality of claims made upon the County; and provides legal counsel to County departments, officers, boards, commissions, the courts, school districts and special districts. PROGRAM: COUNTY COUNSEL

1983-84 ACTUAL:

County Counsel's 1983-84 actual direct costs were \$79,438 below budget due to salary savings generated by a delay in filling several attorney positions, including Chief Deputy County Counsel/Litigation. Actual funding was \$33,842 higher than budget due to unanticipated revenues generated by the settlement of several court cases handled by the Office. Actual staffing in 1983-84 was 53.70 staff years, or 3.30 staff years below budget. Part of this difference was the result of mandated salary savings, and part was due to the delay in filling attorney positions so as to generate additional savings to the County.

New advisory assignments accepted in 1983-84 were 9% under budget, but this was more than offset by new litigation cases received which exceeded budget by 13%.

1984-85 CAO ADOPTED BUDGET:

In September, 1984, the public liability claims function was transferred to County Counsel from the Office of Employee Services. This represents a significant addition to this Office in both functional and budgetary responsibility. The transfer adds 4.0 staff years and direct costs of \$1,244,461 to County Counsel's budget. Also added are projected revenues in the amount of \$419,158, resulting in a net County cost addition of \$825,303. It is expected that the transfer of this function to County Counsel will significantly improve the efficiency of the public liability claims operation for the County.

The remainder of County Counsel's 1984-85 adopted budget reflects an increase of 2.5 staff years over the 1983-84 Budget. The components of this increase are the addition of 3 support staff personnel (Litigation Investigator, Legal Assistant, Legal Secretary II) and the deletion of 0.5 staff year of Deputy County Counsel IV. The increase in support staff is in response to the growing need for additional investigative services and courtroom liaison support.

A significant factor in the 1984-85 Services and Supplies budget is the addition of \$33,000 to the CAO's Proposed Budget to be used exclusively for the continuing education and necessary specialized training for staff attorneys. This is a vital aspect of the Office which has been virtually ignored in recent years due to budget constraints.

The workload of the Office will continue to increase in 1984-85. The number of new cases per litigation attorney will increase by 7% in 1984-85 over the 1983-84 Budget. The number of new advisory assignments per advisory attorney will be 3% higher.

In 1984-85, County Counsel faces additional demands for legal services relating to special projects and permanency planning in Juvenile Court. Providing an adequate response in these areas will require some reallocation of limited resources, which may adversely affect investigation and case preparation time in other areas.

Total net County costs in the 1984-85 Adopted Budget exceed the CAO Proposed Budget by \$1,118,531. This reflects the additional \$825,303 in net County costs relating to the transfer of the public liability claims operation, \$100,000 for 3.5 staff years added during budget deliberations, \$33,000 for training, and \$160,228 for negotiated salary settlements.

PROGRAM REVENUE BY SOURCE:

In 1984-85, program revenues to the Office for legal services rendered will increase by 12.7 percent over 1983-84 budgeted levels. Significant increases include \$20,000 from school districts and special districts and \$60,000 from the Road Fund. The latter includes legal costs of defending the County against claims for damages resulting from alleged dangerous road conditions. In addition to program revenues, the Office will continue to generate substantial revenue (\$281,000) for legal services rendered to the Public Administrator, a figure which is reflected in the Public Administrator's Program Budget. Revenues relating to funding for the public liability claims function will amount to \$419,158. This represents an addition to the budget resulting from the transfer of the public liability claims group from the Office of Employee Services to County Counsel effective in September, 1984.

PROGRAM: COUNTY COUNSEL

81101

MANAGER: LLOYD M. HARMON, JR.

PROGRAM REVENUE BY SOURCE: (cont'd)

Source of Revenue	983–84 Actual	1983-84 Budget	1984-85 Adopted
PROGRAM REVENUE:			
Legal Services to:			
School Districts/Special Districts	\$ 253,464	\$ 245,000	\$265,000
Road Fund	140,004	140,000	200,000
Enterprise Funds	11,742	30,720	16,000
Air Pollution Control District	6,876	16,500	7,500
Miscellaneous (court costs, settlements, etc.)	63,976	10,000	10,000
Liability Funding:			
Road Fund	-	-	208,016
Enterprise Funds	-	-	136,436
Air Pollution Control District	-	-	4,168
Library Fund	-	-	6,538
Third Party Recoveries		- <u></u>	64,000
Subtotal	\$ 476,062	\$ 442,220	\$ 917,658
NON-PROGRAM REVENUE:			
Legal Services to:			
Public Administrator*	\$ 320,880	\$ 280,000	\$ 281,000
Total Revenue	\$ 796,942	\$ 722,220	\$1,198,658

* These revenues are reflected in the Program Budget for Public Administrator.

1984-85 OB JECTIVES:

- Maximize efficient use of attorney time through greater use of paraprofessionals (Legal Assistant, Litigation Investigator).
- 2. Maximize efficient use of attorney time through greater use of computer-assisted legal research systems.
- Increase proactive efforts of Office through earlier and more active involvement in contracting process, special projects, and legislation.
- 4. Generate \$488,500 in revenue for legal services provided to school districts, special districts, and other government entities funded outside the General Fund.
- 5. Generate \$281,000 in revenue for legal services provided to the Public Administrator.

STAFFING SCHEDULE

Program: County Counsel

Department: County Counsel

		BUDGET ST	AFF - YEARS	SALARY	AND BENEFITS COS
lass	Title	1983-84 Budget	l 984–85 Adopted	1983- 	
5902	County Counsel	1.00	1.00	\$ 65,03	4 \$ 71,105
5900	Assistant County Counsel	1.00	1.00	61,220	0 62,192
901	Chief Deputy County Counsel	2.00	2,00	116,50	5 116,077
906	Deputy County Counsel IV	9,00	8,50	436,05	
907	Deputy County Counsel III	15,00	15.00	620,590	647,052
908	Deputy County Counsel 11	3,00	3,00	96,17	
909	Deputy County Counsel 1	I.50	1.50	32,37	2 33,425
305	Chief, Administrative Services	1.00	1.00	36,53	
327	Claims Representative 11	0,00	2,00		48,938
930	Litigation Investigator	1.00	2,00	32,35	7 61,151
932	Public Liability Claims Supervisor	0.00	I.00	(35,384
932	Supervising Legal Stenographer	1.00	1.00	21,069	9 21,611
935	Legal Assistant	0.00	1.00	() 16,974
301	Legal Secretary 111*	0.00	3,00	(63,768
763	Legal Secretary II	13,50	11,50	249,75	7 222,636
762	Legal Secretary I	3,50	3,50	51,23	
009	Word Processing Operator	1.00	1.00	15,600	
730	Senior Clerk	1.00	1.00	16,38	3 16,661
510	Senior Account Clerk	1.00	1.00	13,822	2 15,279
700	Intermediate Clerk Typist	1.50	2,50	20,024	35,768
	TOTAL	57.00	63,50	\$1,884,735	5 \$2,101,613

Adjustments:

County Contributions & Benefits	\$ 496,551	\$ 567,569
Salary Settlement Costs	0	160,228
Employee Compensation Insurance	I,859	2,967
Unemployment Expense	4,983	4,386
Salary Adjustment	(269)	(13,241)
Salary Savings	(82,576)	(98,633)
Total Adjustments	\$ 420,548	\$ 623,276

* New Class

PROGRAM TOTALS

EDP SERVICES

	1981-82 Actual	1982-83 Actual	983-84 Actua	1983–84 Budget	1984-85 Adopted
EDP Services	\$ 8,662,941	\$ 8,553,139	\$ 9,260,013	\$ 9,072,095	\$11,595,529
Total Direct Costs	\$ 8,662,941	\$ 8,553,139	9,260,013	\$ 9,072,095	\$11,595,529
Less Funding	169,427	204,822	331, 505	270,664	270,000
Net Program Cost	\$ 8,493,514	\$ 8,348,317	\$ 8,928,508	\$ 8,801,431	\$11,325,529
Staff Years	202.72	199, 17	172.47	191.00	218,25
Fixed Assets					
(Central Purchasing)	\$ 38,370	\$ 6,710	\$ 26,431	\$ 29,672	\$ 0*

* Fixed assets for 1984-85 have now been incorporated into program costs above.

.

PROGRAM:	ELECTRONIC DATA PROCESSING SERVICES	#	81402	MANAGER:	PATRICIA H. MACKENZIE
Departmen	t: EDP SERVICES	#	0753		

Authority: This program was developed to carry out Admin. Code XXIIC and Admin. Manual 750-3 which states that the Dept. of EDP Services will strive to integrate the County data processing effort into a management information system serving all levels of County government and maximize the efficient use of computer technologies. The Dept. shall coordinate all computer activities, manage the Central Computer Facility, and develop and maintain computer systems.

	1981-82	1982-83	1983-84	1983-84	1984-85
	Actual	Actual	Actual	Budget	Adopted
COSTS					
Salaries & Benefits	\$ 5,515,463	\$ 5,185,852	\$ 5,648,485	\$ 5,897,886	\$ 6,932,630
Services & Supplies	3,314,991	3,534,077	3,611,529	3,174,209	4,447,990
Fixed Assets	0	0	0	0	189, 197
New Vehicles/Comm. Equip.	0	0	0	0	25,712
Less Reimbursements	167,513	166,790	0	0	0
TOTAL DIRECT COSTS	\$ 8,662,941	\$ 8,553,139	\$ 9,260,014	\$ 9,072,095	\$11,595,529
FUNDING	\$ (169,427)	\$ (240,822)	\$ (331,505)	\$ (270,664)	\$ (279,000)
NET COUNTY COSTS	\$ 8,493,514	\$ 8,348,317	\$ 8,928,509	\$ 8,801,431	\$11,325,529
STAFF YEARS	202.72	199.17	172.47	191.00	218,25
PERFORMANCE INDICATORS:					
Staff Years Devoted to Development	N/A	32.2	45.0	55.0	50.0
Staff Years Devoted to Maintenance & Enhancement	N/A	45.6	29.0	27.5	30.0
No. Workplan Items Completed	N/A	• 90	75	102	80
No. Service Requests Received/Completed	895/845	430/303	450/221	450/250	450/400
Production Jobs Processed (000's)	96.0	115.9	119	127.5	123.8
Keystrokes (Millions)	740	346.6	346.4	376.0	340,5

PROGRAM DESCRIPTION:

The Department of EDP Services provides support to the majority of support and operating departments of the County of San Diego. This support consists of the management, analysis and reporting of data and information, and in the providing of a large network of computer terminals through which many County employees perform functions and provide direct services to the public.

These services are provided through two large main frame computers, and a teleprocessing network of 800 on-line computer terminals, printers and teletypes. The Operations Division operates and maintains the computers and related devices; the Systems Division designs and maintains the programs that run on the computer to permit the functions described above. It is the overall goal of EDP Services to develop, maintain and implement labor and cost-saving computer systems that will improve public services, assist all levels of management in controlling costs of service, and assist in adequate response in unanticipated critical situations.

1983-84 ACTUAL:

Total direct costs exceeded original appropriations by \$187,918. The increased costs were primarily due to midyear adjustment required to implement a change in the property tax law enacted July 1983 (i.e. SB813). The complicated changed in California law added new responsibilities and increased the workload in several County departments. Foremost among the changes made to implement the new tax law was a "patch" of the existing automated property tax system.

Revenue for EDP Services also increased due to the enactment of SB813. The original legislation and follow-up legislation permitted County administration cost recovery from the revenue generated by the new law and from State reimbursement.

Actual staff years were less than budgeted due to recruitment problems. The expiration of many eligible lists resulted in the need to initiate examination processes and establish new eligibility lists before recruitment and selection could be accomplished. In addition, the County continued to experience difficulty in recruiting a sufficient number of qualified applicants for technical classifications.

Performance indicators were lower than anticipated due to the inability to promptly fill budgeted positions, as discussed above.

1984-85 ADOPTED BUDGET:

There are six major areas within this program where an increase in expenditures were approved for 1984-85. Staffing levels are at a 14 percent increase.

Office Automation - This division is responsible for consulting, feasibility studies, cost benefit analysis, hardware/software evaluation, system recommendations, development and training support and related technical assistance.

Three additional staff years were approved for in FY84-85 at a total cost of \$91,605 to assist in the coordination and installation of distributed data processing in four locations in the County.

(3)	Assistant	Analysts	\$ 91,605
			\$ 91,605

System Design and Implementation - This division within our program performs analysis, design and implementation, enhancements and modifications of computer applications. The analysts have the professional background and skills to understand and evaluate the users' problems, determine the feasibility of utilizing the computer to help solve these problems, evaluate cost effectiveness, design systems and translate these designs into programs which the computer can execute.

Five additional positions were approved at a total cost of \$152,675. These lower level positions will be used to free up journey level staff to work on major systems design.

(5) Assistant Analysts	\$152,675
	\$152,675

Office of the Director and Administration - The Office of the Director and the Administrative Services Division are responsible for overall planning, direction and coordination of EDP activities. Administrative Services performs the fiscal, contract compliance, personnel, and security functions.

A net two staff years were approved in the Office of the Director at the cost of \$75,667. The existing Assistant Director position is being reclassified to two Deputy Director positions to accommodate a departmental reorganization. A Temporary Expert Professional position is requested to provide specialized, short-term consultation as needed.

.

Three additional staff years were approved in Administrative Services at a cost of \$70,168. These positions will be used to support budget development, contract management and inventory control.

(1) Deputy Director	\$ 42,275
(1) Temporary Expert Professional II	33, 392
(1) Administrative Assistant III	27,285
(1) Administrative Assistant II	29,643
(1) Senior Clerk	13,240
	\$145,835

<u>Customer Service</u> - This function is to be developed for the new fiscal year and is one of special interest to the CAO, this department and the County as a whole. This small division will coordinate technical support, production, system, network and service control through a help desk--a one stop contact to service the user departments on all EDP related matters.

Seven positions were approved for Customer Services at a cost of \$98,059.

(1)	Data Control Technician III (Help Desk)	\$ 14,774
(2)	Data Control Technician II (Help Desk/Documentation)	24,466
(3)	Computer Operators (Network Control)	47,386
(1)	Intermediate Clerk	11,433
		\$ 98,059

Operations - Replacement of our twelve year old computer will enhance our capability to meet the increased demands for on-line system response time, the information Center and mainframe based office automation products.

Ten positions were approved in the Operations Division at a cost of \$147,970. These positions are needed to support the current volume of work within that section.

(3) Data Entry Operators (3) Computer Operators	\$ 41,579 47,386
(3) Data Control Technician II(1) Data Processing Supervisor I	36,698
	\$147,970

<u>Software/Technical Support</u> - This division performs highly technical work and supports the computer operating systems--affecting how effectively and efficiently the computer operates. Operating systems modifications and implementation are complex and time consuming. This division has the responsibility for performance and tuning of all program products. They will be responsible for installing software (operating/program products/communications) for all distributed office automation sites and for the new mainframe.

Six positions were approved at a total cost of \$194,518. These positions will be used to manage all programming requirements for the effective and efficient use of our hardware.

(1)	Software Manager		\$ 41,619
(2)	Software Programme	r 111	70,882
(2)	Software Programme	r 11	58,551
(1)	Software Programme	r I	23,466
			\$194,518

PROGRAM:	ELECTRONIC	DATA	PROCESSING	SERVICES

81402

GRAM REVENUES BY SOURCE:			
	1983-84	1983-84	1984-
Charges For Current Services (9600)	Actual	Budget	Adopt
(9782) Public Works Road Fund	\$ 131,618	\$ 50,000	\$ 50,0
(9782) Public Works Road Fund	0	50,000	50,0
(9787) Changes In PNF Fund	702		
Charge In Other Government Funds			
(9788) Public Works - Special Districts	22,612	8,000	9,
Charge in EQ Fund			
(9789) Internal Govt Svc Fund	19,019	4,000	4,
(9918) Cost Recovery 80813	0	0	1,832,
Interfund-Charge In Library Fund			
(9793) Library	6,249	\$ 12,000	\$7,5
(9793) Library	2,023	5,164	3,
Other Services To Government			
(9971) Metropolitan Correct. Center	49,841	53,440	60,
(9971) U.S. Federal Marshal	12,264	7,855	7,
Other Revenue (9700)			
(9996) San Diego City Police	60,206	49,895	49,
(9996) San Diego City Attorney	24,064	28,810	28,0
(9996) Superintendent of Schools	580	300	-
(9996) Special Outside Requests	883	500	:
(9996) Majestic Pines	1,444	700	
	\$ 331,505	\$270,664	\$2,102,0

1984-85 OBJECTIVES:

- Install a new mainframe for the purposes of development of applications and mainframe based office automation products.
- 2. Install four distributed processing sites for office automation.
- 3. Implement a reorganized departmental structure, including the establishment of a new "Customer Services" user support division.
- 4. Initiate multi-year project to replace the property tax system (SB813) Phase II).
- 5. Automate a number of large-scale, repetitive and paper work intensive operations (County systems).

PROGRAM: ELECTRONIC DATA PROCESSING

DEPT: EDP SERVICES

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COS		
Class	Title	1983-84 Budget	1984-85 Actual	1983-84 Budget	1984-85 Actual	
2123	Director, EDP Services	1.00	1.00	\$ 53,370	\$ 56,275	
2231	Assistant Director, EDP Services	1.00	õ	56,237	0	
8801	Deputy Director, EDP Services	0	1.75	0	83,974	
2472	EDP Operations Manager	1.00	1.00	45,735	46,888	
2471	EDP Systems Manager	2.00	2.75	85,020	126,738	
0917	Temp. Expert Prof Employ 11	0	•75	0	27,643	
2518	Software Programmer IV	2.00	2.00	79,678	87,239	
2499	Principal Systems Analyst	6.00	6.00	236,129	249,055	
2520 2488	Software Programmer III	6.00 1.00	7.50 1.00	230,736 36,089	284,526 38,531	
2525	Assistant Manager, EDP Operations Senior Systems Analyst	19.00	19.00	679,731	714,285	
2305	Chief, Administrative Services	1.00	1.00	38,111	39,063	
2302	Administrative Assistant III	0	•75	0	23,166	
2413	Analyst 111	1.00	1.00	29,004	32,941	
2303	Administrative Assistant II	1.00	2.00	19,523	48,938	
3036	EDP Operations Coordinator	2.00	2.00	57,723	60,093	
2427	Associate Systems Analyst	46.00	46.00	1,470,756	1,526,580	
2522	Software Programmer 11	2.00	3.50	63,946	103,518	
2426	Assistant Systems Analyst	9.00	15.00	221,642	381,735	
2524	Software Programmer 1	0	•75	0	19,194	
2425	Associate Accountant	1.00	1.00	20,528	25,228	
3026	Data Processing Supervisor 11	4.00	4.00	103,419	108,904	
3027	Data Processing Supervisor 1	1.00	1.75	21,679	40,041	
3018	Computer Operations Specialist	3.00	3.00	65,662	69,084	
3031 3072	Data Control Technician IV Sonior Computer Operator	2.00 6.00	2.00 6.00	40,390 115,024	41,018 122,058	
2758	Senior Computer Operator Administrative Secretary III	1.00	1.00	18,871	17,137	
2745	Supervising Clerk	1.00	1.00	19,060	17,124	
3035	Data Entry Supervisor	2.00	2.00	35,118	35,694	
2757	Administrative Secretary II	1.00	1.00	17,006	15,204	
3020	Computer Operator	17.00	21.50	289,452	370,344	
2511	Senior Payroll Clerk	1.00	1.00	17,228	17,493	
3069	Senior Data Entry Operator	6.00	6.00	95,338	97,030	
3032	Data Control Technician III	4.00	4.75	65,451	77,053	
3008	Senior Word Processor Operator	1.00	1.00	15,462	16,424	
2730	Senior Clerk	1.00	1.75	14,573	25,368	
3030	Data Entry Operator	20.00	22.25	297,631	329,492	
3033	Data Control Technician II	4.00	7.75	55,153	103,164	
3009	Word Processor Operator	2.00	2.00	30,784	30,466 14,624	
2650 2700	Stock Clerk	1.00 2.00	1.00 2.75	13,572 27,814	33,870	
2493	Intermediate Clerk Typist Intermediate Account Clerk	1.00	1.00	13,364	12,840	
2709	Departmental Clerk	1.00	1.00	10,835	10,356	
9999	Extra Help	7.00	7.00	119,000	111,214	
	Total	191.00	218.25	\$4,925,844	\$5,691,612	
	Adjustments:			\$1,313,456	\$1,533,133	
	County Contibutions and Benefits Special Payments:				• •	
	Standby Overtime			12,000	12,000	
	Shift Differential			21,000	21,000	
	Holiday Overtime			28,000	28,000	
	Salary Adjustments			(402 414)	303,138	
	Salary Savings			(402,414)	(656,253)	
	Total Adjustments			972,042	1,241,018	
	Program Totals	191.00	218.25	\$5,897,886	\$6,932,630	

DEPARTMENT OF GENERAL SERVICES

	1981-82 Actual	1982-83 Actual	1983-84 <u>Actual</u>	1983-84 Budget	1984-85 Adopted
Architecture/Engineering	\$ 525,858	\$ 538,084	\$ 986,935	\$ 1,040,058	\$ 1,235,949
Communications Services	2,042,791	1,963,375	1,882,438	1,794,562	2,139,083
Facilities Services	8,468,085	8,784,016	9,210,017	9,105,258	9,997,517
Real Property Management (w/o Soc. Svcs. leases)	4,279,237	3,166,627	3,671,853	3,843,871	4,298,712
Fleet Equipment & Maintenance Operations	2,380,434	2,838,676	2,918,934	2,493,607	2,570,543
Public Service Utilities	14,022,634	15,421,122	16,817,513	17,025,660	17,451,189
Central Printing Services (Reprographics)	165,207	98,117	141,880	44,480	82,459
Records Management	228,574	227,639	233,510	244,715	267,119
Administration (Overhead)	535,326	526,873	567,302	497,203	599,835
Total Direct Costs	\$32,648,146	\$33,564,529	\$36, 430,382	\$36,089,414	\$38,642,406
Less Funding	\$(2,070,535)	\$(2,278,906)	\$(4,312,188)	\$(4,036,427)	\$(4,260,097)
Net Program Cost	\$30,577,611	\$31,285,623	\$32,118,194	\$32,052,987	\$34,382,309
Staff Years	577,56	521,91	487.74	514.25	528 _• 25

PROGRAM: ARCHITECTURE & ENGINEERING

85201

95

95

98

Department: General Services # 5500

Authority: Administrative Code, Section 398.5(b), states that the Department will prepare plans and specifications for the construction of County buildings and supervise the construction of such buildings.

	1981-82 Actual		1982-83 Actual			1983-84 Actual		1983-84 Budget		1984-85 Adopted	
COSTS											
Salaries & Benefits	\$ 894	,118	\$	895,929	\$	910,897	\$ (,058,368	\$	1,116,804	
Services & Supplies	75	, 166		72,816		90,417		66,853		90,807	
Contracts	43	,782		63,884		24,494		19,939		27,592	
Fixed Assets		0		0		0	1	0		746	
Vehicles/Comm. Equip.		0		0		0		0		0	
Less Reimbursements	(487,	,208)		(494,545)		(38,873)		(105,102)		0	
TOTAL DIRECT COSTS	\$ 525,	,858	\$	538,084	\$	986,935	\$ 1	,040,058	\$	1,235,949	
FUNDING	\$ (612,	(612,477) \$		(604,734)	\$	(944,121)	\$(1,055,591)		\$(1,236,600)		
NET COUNTY COSTS	\$ (86,	,619)	\$	(66,650)	\$	42,814	\$	(15,533)	\$	(651)	
STAFF YEARS	26	.00	25,33		24,75		28.00		28.00		
The 1984-85 budget includes	shifts betw	veen Revenu	s et	and Reimburs	ements	(Cost Appli	ed) as	directed b	y the	Auditor.	
Overall trends are:	1981- Actua			982-83 :tua l		983-84 Actual		983-84 udget		1984-85 \dopted	
Reimbursement + Funding	\$ 1,099,			,099,279	s –	982,994		,160,693		,236,600	
PERFORMANCE INDICATORS:	<u></u>			<u></u>							
Projects Managed		36		38		33		35		26	
Contracts Administered		66		68		67		73		51	
Projects on Schedule (%)		94		91		91		95		95	

PROGRAM DESCRIPTION:

Projects within Budget (%)

The Architecture and Engineering Program enables the County to obtain its needed facilities and space. This program's broad function consists of providing professional County project management for facilities development and modification. Program staff provide professional definition of facilities requirements; manage design development; provide construction quality control; maintain facility records; conduct feasibility studies; responds to Board referrals; and performs other non-project services.

94

91

This program contracts with architects and engineers in the private sector to provide services for most County projects. Program staff act as the County's representative and Haisons. Department inspectors assure compliance with legal and design requirements during construction. This program budget also provides architectural and project management support to the Capital Improvement Budget.

PROGRAM: ARCHITECTURE & ENGINEERING

DEPARTMENT: GENERAL SERVICES

1983-84 ACTUAL:

FY 1983-84 Actual Salary and Benefits are \$147,471 below Budget. This is due to the Department's hiring freeze which was established in January 1984.

FY 1983-84 Actual Services and Supplies is \$23,564 above budget due to a \$51,856 Expenditure Appropriation to prior year.

FY 1983-84 Actual Reimbursements to this program are \$66,229 below Budget because of the deferment of miscellaneous major maintenance projects.

FY 1983-84 Actual Funding are \$111,470 below Budget because of the inability of the division to hire staff to work on revenue producing projects. Overall, FY 1983-84 performance resulted in a Net County Cost of \$(42,814), with 91\$ of all projects being on schedule and 98\$ of all projects being within budget.

1984-85 ADOPTED BUDGET:

This program provides for the design, construction and management of over \$14 million of construction projects. The changes in staff years in each activity are due to divisional reorganization. The total staff years for the division are the same as FY 83-84.

The activities of this program are summarized below:

- 1. Project Management supports extremely complex projects exceeding \$3 million in project cost.
 - 1983-84 E/R/SY \$514,939/\$606,873/16.53 1984-85 E/R/SY \$749,683/\$884,802/18.69
- <u>Contract Administration</u> supports projects below \$3 million, from the initial cost estimate to completion of construction.
 - 1983-84 E/R/SY \$460,084/\$553,820/8.95 1984-85 E/R/SY \$290,587/\$341,798/6.65
- <u>Allocated Activities</u> accomplishes warranty management for previously completed projects, project status reporting, maintenance of plans of all County Facilities, Capital Improvement Budget estimates and Architect and Engineer selection.
 - 1983-84 E/R/SY \$170,137/\$-0-/2.52 1984-85 E/R/SY \$195,679/\$-0-/2.66

PROGRAM REVENUES BY SOURCE:

The following table compares revenue anticipated for 1984-85 with budgeted revenues for 1983-84. Note that reductions in revenue account 9775 are due to the near completion of the warranty phase of the Regional Centers. Increases in revenue account 9785 are due to increased activity of the Health Services Complex Project and Courts Expansions.

	1983-84 <u>Actual</u>		1983–84 Budget		1984-85 Adopted	
Revenue						
Misc. Other Revenue	\$	3,944	\$	0	\$	0
Housing and Community Development (9788)	10,065		44,450		8,200	
Regional Center Bond Funds (9775)	449,818		307,800		15,000	
Charges in COF - Capital Projects (9785)	480,025		703,341		1,092,400	
Vista Jall Expansion (JPA) (9775)	0		0		111,000	
CAO's Office (CAC Parking Lot) (9989)	269		0		10,000	
TOTAL	\$	944,121	\$ 1,0	55,591	\$ 1,2	36,600
	-	-447-				

.

1984-85 OBJECTIVES:

- I. Maintain 95% of projects on schedule and within budget.
- 2. Continue to implement energy conservation design techniques in conformance with the Urban and Site Design Action Program 1.3, of the County's General Plan.
- 3. Provide efficient Architecture and Engineering services to client department.

Program: Architecture and Engineering

Department: General Services

		BODGET ST	AFF - YEARS	SALART AND	BENEFITS COS
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
3678	Deputy Director, Architecture and Engineering	1.00	1.00	\$ 45,869	\$ 46,610
2348	Capital Facilities Planning Director	1.00	0.00	45,869	0
2348	Chief, Capital Facility Planning	0.00	1.00	0	46,573
5571	Principal Architect	1.00	0.00	43,056	0
3571	Chief Arch. Planning and Design	0.00	1.00	0	44,388
2347	Capital Projects Coordinator	1.00	1.00	41,830	36,326
593	Arch. Project Manager 111	5.00	5.00	194,412	201,861
592	Arch, Project Manger 11	5.00	5.00	173,305	179,028
2302	Administrative Assistant III	1.00	1.00	32,120	32,941
511	Senior Construction Inspector	1.00	1.00	29,124	29,722
2303	Administrative Assistant !!	1.00	2.00	28,296	53,462
510	Construction Inspector	2,00	2.00	52,728	55,610
2304	Administrative Assistant	00 ا	0.00	20,103	0
591	Arch, Project Manager I	2.00	2.00	59,896	53,574
2757	Administrative Secretary II	2.00	2.00	34,964	36,026
510	Senior Account Clerk	1.00	0,00	16,405	0
403	Accounting Technician	0.00	۱.00	0	15,591
2730	Senior Clerk	1.00	1.00	15,482	16,661
2700	Intermediate Clerk Typist	2.00	2.00	25,645	27,728
	Total	28,00	28,00	\$ 859,104	\$ 876,101

Adjustments:		
County Contributions and Benefits	\$ 218,957	\$ 210,294
Employee Compensation Insurance	10,025	10,025
Unemployment Expense	2,448	2,448
Salary Settlement Cost	0	34,882
Salary Adjustments:	0	0
Salary Savings	(32,166)	(16,946)
Total Adjustments	\$ 199,264	\$ 240,703

PROGRAM	TOTALS:
---------	---------

28,00 28,00

PROGRAM:	COMMUNICATIONS SERVICES	#	82303	MANAGER:	John B. Sauvajot, Director
Department	: General Services	#	5500		

Authority: Under Administrative Code Sections 398.5 (g) & (i), the Department of General Services is responsible for the development, acquisition, installation, operation and maintenance of radio, electronic, telephone and intercommunications systems County-wide, and for controlling and managing the inter-office and related mail services for County departments.

	981-82 <u>A</u> ctual	1982–83 Actual	1983-84 Actual	l 983-84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 1,528,051	\$ 1,644,188	\$ 1,634,226	\$ 1,514,617	\$ 1,823,163
Services & Supplies	322,473	340,093	326,017	279,945	301,035
Contracts	307,000	0	0	0	0
Fixed Assets	0	0	0	0	9,350
Vehicles/Comm. Equip.	0	0	0	0	6,400
Less Reimbursements	(114,733)	(20,906)	(77,805)	0	(865)
TOTAL DIRECT COSTS	\$ 2,042,791	\$ 1,963,375	\$ 1,882,438	\$ 1,794,562	\$ 2,139,083
FUNDING	\$ (103,363)	\$ (163,842)	\$ (51,578)	\$ (58,024)	\$ (166,372)
NET COUNTY COSTS	\$ 1,939,428	\$ 1,799,533	\$ 1,830,860	\$ 1,736,538	\$ 1,972,711
STAFF YEARS	76,00	75,50	71.25	61,50	66,00
The 1984-85 budget includes Overall trends are:					
	1981-82 <u>Actual</u>	1982-83 <u>Actual</u>	1983-84 <u>Actual</u>	1983-84 Budget	1984-85 Adopted
Reimbursement + Funding	\$ 218,096	\$ 184,748	\$ 129,383	\$ _ 58,024	\$ 167,237
PERFORMANCE INDICATORS:					
 Microwave Systems Installed & Maintained Mobile Radio/Electronic 	980	1,032	1,036	1,032	1,049
Units Maintained 3. Cty. Tele. Instruments 4. U.S./Inter-Departmental	2,724/3,080 9,700	2,724/3,080 9,880	2,726/3,115 9,650	2,700/3,115 9,775	2,742/3,346 9,766
Mail Processed	5,229,839/ 4,000,000	3,870,161/ 4,200,000	4,102,371/ 4,500,000	4,102,371/ 4,500,000	4,123,836/ 4,600,000

PROGRAM: COMMUNICATIONS SERVICES

82303

PROGRAM DESCRIPTION:

This program services County departments and programs. It consists of three basic sections: 1. Microwave/Telephone System, Mobile Radio & Electronics; 2. Telephone Services; and 3. Mail Services. Major services include: development and implementation of a cost-effective means of providing telephone and radio communications services; installation and maintenance of micro-wave/telephone equipment; installation and maintenance of mobile two-way radios; installation and maintenance of office electronic audio systems including Board monitors; telephone services to all County offices including centralized monitoring of telephone usage and billings and service requests; processing and delivery of mail routed through the U.S. Postal System and interoffice mail.

1983-84 ACTUAL:

FY 1983-84 Actual Direct Cost varies by nearly \$100,000 due to unfunded positions (3 Shuttle Bus Drivers and 3 Mail Clerk Drivers) required to provide minimum communications and mail services to County departments and outside agencies. The Services and Supplies sub-account varies due to updating the County Directory and major purchases of telephone and communications supplies.

FY 1983-84 Actual provides for maintenance and repair of Public Health and Safety, Law Enforcement and County Microwave Telecommunications networks; provide services in support of 9,700 telephone instruments Countywide; provide Countywide Zip Code pre-sort mail services at a cost savings to the County; and provides Shuttle Bus services to County employees.

1984-85 ADOPTED BUDGET:

FY 1984-85 Budget will provide technical staff support to the Emergency Medical Services (EMS) Trauma Care Program and continue to assist the CAO's Telephone Project Team in the identification of the proprietary Telecommunications System to County facilities.

The activities of this program are summarized below:

- <u>Telecommunications Services</u> provides services in support of over 9,700 telephone instruments Countywide and currently operates the County proprietary stand alone telephone systems installed at the South County and East County Regional Centers.
 - 1983-84 E/R/SY \$484,531/-0-/15.50 1984-85 E/R/SY \$593,794/-0-/15.00
- Microwave/Telephone Systems and Mobile Radio/Electronics Program provides installation and repair of the electronic microwave systems for the EMS Trauma Care Program; maintenance and repair of Public Health and Safety, Law Enforcement, local government and County Microwave telecommunications networks; and service and repair of mobile two-way radios, paging instruments and other specialized electronic equipment supportive to law enforcement networks.
 - 1983-84
 E/R/SY
 \$915,228/\$31,781/28.00

 1984-85
 E/R/SY
 \$1,130,070/\$139,200/33.00
- 3. <u>Mail Service Program</u> processes and delivers mail routed through the U.S. Postal System and Inter-office mail; provides Countywide Zip code pre-sort mail services; and will expand the Electronic Mailweigh System to provide cost savings to the County while still allowing faster and more accurate weighing of mail.

٠	1983-84	E/R/SY	\$394,803/\$26,243/18.00
	1984-85	E/R/SY	\$415,219/\$25,062/18,00

PROGRAM: (COMMUNICATIONS	SERVICES	#	82303
------------	----------------	----------	---	-------

PROGRAM REVENUE BY SOURCE:

The 1984-85 budgeted revenue of \$166,372 will be realized from providing radio, microwave, telecommunication and mail services to non-general fund agencies. The increase of revenue from 1983-84 is due primarily to the revenue projected from the Emergency Medical Services (EMS) Trauma Care Program.

Revenue	1983-84 Actual	l 983–84 Budget	1984–85 Adopted
Air Pollution Control District (9783)	\$ 4,806	\$ 4,806	\$ 4,725
Inter-Service Fund (Public Works) (9789)	23,200	24,400	23,300
Road Fund (Public Works) (9782)	10,225	14,100	14,800
Liquid Waste Enterprise Fund (9787)	4,747	3,747	6,347
Sanitation District (9788)	1,400	2,400	2,400
Airport Enterprise Fund (9787)	2,800	2,000	2,000
Solid Waste Enterprise Fund (9788)	900	704	800
County Library (9783)	3,500	5,867	6,000
Emergency Medical Service (Trust Fund) (9881)	0	0	106,000
TOTAL	\$ 51,578	\$ 58,024	\$ 166,372

1984-85 OB JECTIVES:

- 1. Maintain the radio, telephone and microwave networks in conjunction with extensive use of the Preventive Maintenance Program.
- 2. Develop plans for implementation of 800 MHz Trunking System for local Government/Fire networks.
- 3. Develop replacement program for 12 GHz Microwave System which will be pre-empted by the National Direct Broadcasting System (DBS).
- 4. Continue equipment testing, site preparation and validation of the Computerized Microwave Diagnostic System.
- 5. Install and implement the Emergency Medical Services (EMS) Trauma Care Program, and continue to provide technical support.
- 6. Expand the Electronic Mailweight System to provide cost savings to the County in the area of County Mail Services.
- 7. Implement the Zip Code + 4 pre-sort mail services at an additional cost savings to the County.
- 8. Maintain and operate the County-owned Telephone Systems at the East County and South County Regional Centers.
- 9. Continue implementing a computerized telephone billing and a telephone inventory system.
- 10. Monitor telephone usage and recommend system improvements to reduce operating cost.

Program: Communications Services

Department: General Services

		BUDGET ST	AFF - YEARS	SALARY AND	BENE	FITS COST
		1983-84	1984-85	1983-84		1984-85
Class	Title	Budget	Adopted	Budget		Adopted
6146	Chief, Communications Services	1.00	1.00	\$ 41,885	\$	43,701
3672	Electronics Engineer	1.00	1.00	36,184		37,056
2302	Administrative Assistant	1.00	1.00	31,436		32,941
2386	Telecommunications Manager	0,50	1.00	14,631		32,941
6147	Communications Coordinator	1.00	1.00	27,633		28,888
6148	Communications Technician IV	2.00	2.00	62,396		63,432
2376	Telephone Systems Coordinator	1.00	1.00	24,728		26,432
6149	Communications Technician III	4,00	4.00	111,651		114,806
6150	Communications Technician II	16.00	20.00	390,806		487,222
6151	Communications Technician 1	2.00	2.00	29,474		29,474
2809	Frequency License Agent	1.00	1.00	21,237		18,217
3047	Mail Systems Specialist	1.00	1.00	18,854		19,364
2403	Accounting Technician	I.00	1.00	18,174		18,469
2757	Administrative Secretary 11	1.00	1.00	17,281		18,013
3074	Senior Mail Clerk Driver	2.00	2.00	32,948		33,480
2510	Senior Account Clerk	1.00	1.00	16,383		15,322
2615	Electronics Parts Storekeeper	1.00	1.00	15,805		16,223
3039	Mail Clerk Driver	12.00	12.00	173,340		174,912
2815	Telephone Supervisor	2.00	2.00	29,085		29,723
2493	Intermediate Account Clerk	3,00	3,00	39,612		38,935
2810	Telephone Switchboard Operator	4.00	4.00	53, 397		51,613
7514	Shuttle Bus Driver	3.00	3.00	41,592		51,171
	Total	61.50	66.00	\$1,248,562	\$1	,382,335
	Adjustments:			4 -1 - - - - - - - - - -	•	
	County Contributions and Benefits			\$ 314,799	\$	
	Employee Compensation			19,547		25,425
	Unemployment Expense			5,114		5,282
	Salary Settlement Cost			0		56,173
	Special Payments:			A Z 4A-		~ ~ ~ ~
	Standby Overtime			26,490		25,958
	Premium Overtime			8,830		32,687
	Salary Adjustments			(13,805)		(14,528)
	Salary Savings			(94,920)		(30,018)
	Total Adjustments			\$ 266,055	\$	440,828

PROGRAM TOTALS:	61,50	66.00	\$1,514,617	\$1,823,163

PROGRAM: FACILITIES SERVICES

#

82103

Department: General Services # 5500 Authority: Administrative Code 398,5(b), (c), (d) and (e) requires the Department of General Services to operate and maintain County facilities. This includes structural and mechanical systems, adjoining grounds and parking lots and custodial and trash removal services.

	1981-82 Actual	1982-83 Actual	1983-84 Actua I	l 98384 Budget	1984-85 Adopted
Salaries & Benefits	\$ 7,123,043	\$ 6,600,148	\$ 7,094,981	\$ 7,238,958	\$ 7,680,739
Services & Supplies	985,196	1,598,161	1,178,096	1,051,550	1,053,050
Contracts	919,203	1,004,993	1,312,493	1,197,000	1,413,720
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(559,357)	(419,286)	(375, 553)	(382,250)	(149,992)
TOTAL DIRECT COSTS	\$ 8,468,085	\$ 8,784,016	\$ 9,210,017	\$ 9,105,258	\$ 9,997,517
FUNDING	\$ (205,370)	\$ (281,972)	\$ (582,048)	\$ (459,444)	\$ (420,140)
NET COUNTY COSTS	\$ 8,262,715	\$ 8,502,044	\$ 8,627,969	\$ 8,645,814	\$ 9,577,377
STAFF YEARS	327.63	290.19	270.00	302,00	303.00
The 1984-85 budget includes Overall trends are:	shifts between rev	enue and reimburse	ements (Cost Applied	d) as directed by	the Auditor.
	1981-82	1982-83	198384	1983-84	1984-85
	Actual	Actual	Actual	Budget	Adopted
Reimbursement + Funding	\$ 764,727	\$ 701,258	\$ 957,601	\$ 841,694	\$ 570,132
PERFORMANCE INDICATORS:					
Total Sq. Ft. Maintained	4,562,200	4,950,000	4,950,000	4,950,000	4,950,000
Maint. Engr. Sq. Ft./SY	26,880	44,196	44,196	40,243	40,243
Custodial Sq. Ft./SY	18,267	25,804	23,196	22,118	28,101
Gardening Sq. Ft./SY	224,030	500,000	526,316	425,531	425,531

PROGRAM DESCRIPTION:

Facilities Services provides building management services through the use of County employees, outside contracts and volunteers. This service is required to provide a clean, healthful and safe working environment for County employees and the public. Building management services include: structural and mechanical maintenance and repair; landscaping; security; and custodial services. The scope of this program includes 703 County owned and operated facilities representing general office space, courts, law enforcement stations and 24 hr. institutions such as jails, a children's home, mental health facilities and a geriatrics hospital. This represents 4,950,000 square feet of building space and 5,000,000 square feet of grounds.

Major facilities maintained are:

County Courthouse Complex (663,480 sq. ft.) County Administration Center (327,852 sq. ft.) Juvenile Hall, Courts & Probation (201,540 sq. ft.) Additional Juvenile Facilities (162,100 sq. ft.) East County Regional Center (326,088 sq. ft.) Las Colinas Jail (56,300 sq. ft.) County Operations Center & Annex (466,935 sq. ft.) Vista Regional Center (247,838 sq. ft.) South Bay Regional Center (293,000 sq. ft.) Edgemoor Hospital (155,500 sq. ft.) Health Services Complex (Rosecrans) (140,000 sq. ft.) Adult Honor Camps: (111,600 sq. ft.)

1983-84 ACTUAL:

- Salaries and Benefits expenditures are 2% less than budget due to a hiring freeze that was instituted to partially offset Services and Supplies and Contract overruns.
- Services and Supplies and Contracts are 11% over budget because of added costs associated with the increased deterioration of facilities and equipment and higher than anticipated contract costs related to increased demands for services and cost of living increases.
- Combined reimbursements and revenue are 14% more than budget due to over realization of budgeted revenues and to the realization of revenues that were not budgeted.

1984-85 ADOPTED BUDGET:

Due to budget constraints, the allocations to support mandated programs have not kept up with the increased demand for services, particularly for facilities and equipment maintenance. Support services delivery to County department, including mandated health and safety programs, has been severely impaired.

County facilities and equipment have been inadequately maintained since FY78-79 as a result of 5 additional years of building aging, staff reductions and decreased (CPI adjusted) services and supplies due to limited resource allocations. This has been compounded by a 43.4% increase in square footage, or 1,496,926 sq.ft. at the listed facilities. Those numbered 1 thru 5 are intensively used facilities having in whole or in part 24-hour institutional programs that require higher levels of maintenance because of 24-hour usage and patient/inmate abuse.

- 1. Vista Regional Center (247,838 sq. ft.)
- 2. South Bay Regional Center (293,000 sq.ft.)
- 3. East County Regional Center (326,088 sq. ft.)
- 4. Camp San Jose (25,000 sq. ft. est.)
- 5. Las Colinas"A" Dorm (32,000 sq ft.)

- 6. COC Ruffin Rd. Annex (350,000 sq. ft. est.)
- 7. Girls Rehab. Ctr.&Juvenile Hall(68,000 sq.ft.est)
- 8. Health Svcs. Complex(Rosecrans,(140,000 sq. ft.)
- 9. Sheriff's Forensic Lab (25,000 sq. ft. est.)
- 10. Juvenile Hall Courts (50,000 sq. ft. est.)
- Maintenance Operations Section: Regional supervisors and their consolidated Maintenance, Construction and Custodial staff provide services at geographically dispersed facilities in the County. Each of the major facilities is staffed with a variety of skilled maintenance personnel. Security services are also budgeted in this section. This staff is responsible for the design, installation and maintenance of electronic alarm and locking systems. This staff also supervises and coordinates in-house and contract security guard services that maintain physical security, patrol parking lots, and enforce parking regulations.
 - 1983-84
 E/R/SY
 \$6,287,027/\$454,442/204.00

 1984-85
 E/R/SY
 \$5,968,823/\$416,110/203.00
 - Impact of 1984-85 Adopted Budget:
 - Delete 1.00 staff year in maintenance support to County facilities.
 - Provides for reduced resources for materials and supplies used by in-house staff to maintain facilities and equipment.
 - Provides for reduced resources for service contracts to maintain County facilities and equipment; these services include: locksmith services, air conditioning repair, electric motor repair, saw repair/sharpening, window cleaning, parking lot sweeping, carpet repair, drapery cleaning, upholstery repair, CAC soft water services, etc.
 - Provides for continuation of FY 1983-84 custodial County staffing level.

PROGRAM: FACILITIES SERVICES # 82103 MANAGER: John B. Sauvajot, Director

- 2. Maintenance Support Section: Includes Work Control activities that process requests for support services to County departments. This unit plans and estimates more than 15,000 requests annually for remodeling, repair, preventive maintenance and emergency work. Crafts and Services Crews provide specialized services to support construction, alterations or repair work requested by County departments. Ground Maintenance provides specialized services in support of groundskeeping, landscape maintenance and contruction to preserve and enhance County facilities. Contract Services is responsible for administering and managing elevator maintenance, trash and custodial contracts. Material control manages the warehouse inventory and procurement in support of Work Control and the maintenance and construction crews. County-wide long-term projects in approved by this unit through the Form 12 process are estimated, scheduled and managed to completion.
 - 1983-84 E/R/FY \$2,913,259/\$387,252/89.00 1984-85 E/R/FY \$3,853,246/\$154,022/92.00
 - Impact of 1984-85 Adopted budget:
 - Adds 3.00 staff years to process requests for support services to County departments.
 - Provides for reduced funding for materials and supplies used by in-house staff to maintain facilities and equipment.
 - Provides for reduced funding for service contracts for maintenance of County facilities.
 - Provides for continuation of FY 1983-84 level of County staff support.
- 3. Energy Management Section: Supervises one of the nation's most advanced computerized climate control systems. The Central Automated Building Control System provides constant building climate control through a County-wide network of computerized heating and air-conditioning equipment. Energy Management also administers the Public Services Utilities Program which provides payment for various gas, electric, water and trash services.

•	1983-84	E/R/SY	\$287,222/\$-0-/9.00
	1984-85	E/R/SY	\$325,440/\$-0-/8.00

- * Impact of 1984-85 Adopted Budget:
 - Deletes 1.00 staff year.
 - Present energy management efforts will continue at the same level in FY 1984-85. Cogeneration activities will be closely monitored for cost savings/avoidance results.

PROGRAM REVENUES BY SOURCE:

Revenue	FY 83-84 Actual	FY 83-84 Budget	FY 84-85 Adopted
Vending Machine (9210)	\$ 547	\$ I,000	\$ 1,000
Employee Housing Rental Fees (9974)	2,930	4,500	4,500
State of CA (Deer Park) (9775)	48,077	40,300	0
Construction Bond Funds (9775)	96,548	40,000	60,000
Road Fund (9782)	109,585	119,100	100,350
Air Pollution Control (9783)	4,964	3,500	7,430
Solid Waste (9787)	23,514	19,500	21,500
Liquid Waste (9787)	4,518	5,000	5,000
Airport Enterprise Fund (9787)	19,836	14,644	15,160
Sanitation Districts (9788)	58, 189	51,900	48,900
Special Parks District (9788)	4,246	3,500	3,800
Library Fund (9793)	152,261	148,000	148,000
Employee Parking Fines (9978)	0	500	500
Prior Year Revenues (9988)	24	4,000	0
Misc. Recovered Revenues (9995)	56,809	4,000	4,000
TOTAL	\$ 582,048	\$ 459,444	\$ 420,140

1983-84 actual revenues are higher than 1983-84 budget due to the over-realization of budgeted revenues and to the realization of revenues that were not budgeted. 1984 budgeted revenues are lower than 83-84 budget as a result of reduced work requests reflected in the Form 21 requests and the posible sale of Deer Park to the City of Escondido, which would be a loss in revenues.

1984-85 OB JECTIVES:

- I. Establish new custodial service standards to meet minimum health standards.
- 2. Establish trash removal schedules to maximize effectiveness.
- 3. Develop an on-line computerized minor equipment inventory.
- 4. Consolidate the new Health Services Complex (Rosecrans) maintenance requirements into the Center City Maintenance Region.

Program: Facilities Services

Department: General Services

		BUDGET ST	AFF - YEARS	SALARY AND E	BENEFITS COST
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
3685	Deputy Director, Facilities Services	1.00	1.00	\$ 45,869	\$ 46,610
5915	Chief, Facilities Maintenance Operations	1.00	1.00	40,005	41,016
5916	Chief, Facilities Maintenance Program	1.00	1.00	40,005	41,016
3675	Energy Resources Manager	1.00	1.00	37,979	40,865
2302	Administrative Assistant III	2.00	2.00	64,240	65,882
2331	Loss Prevention Analyst	1 00	1.00	25,037	25,670
2757	Administrative Secretary II	1.00	1.00	16,040	15,678
2756	Administrative Secretary 1	1.00	1.00	12,116	13,896
2730	Senior Clerk	3.00	4.00	49,149	63,042
2403	Accounting Technician	0.00	1.00	0	15,591
2493	Intermediate Account Clerk	1.00	0.00	14,259	0
2700	Intermediate Clerk Typist	1.00	1.00	13,907	12,424
3729	Senior Mechanical Engineer	1.00	1.00	39,873	34,454
3617	Assistant Electrical Engineer	1.00	1.00	25,360	25,313
3712	Resources Conservation Engineer	1.00	0.00	35,927	0
2525	Senior Systems Analyst	1.00	1.00	36,753	37,688
5919	Bldg. Automation Technician	1.00	1.00	22,210	25,957
2413	Analyst 111	2.00	2.00	64,240	63,579
6013	Supv. Planner/Estimator	0.00	1.00	04,240	27,393
6010	Planner/Estimator III	1.00	5.00	27,855	119,180
6011	Planner/Estimator II	5.00	3.00	124,550	77,585
7532	Tool & Equipment Repairer	1.00	1.00	17,935	18,217
2655		1.00	1.00	20,091	21,172
2660	Storekeeper III Storekeeper I	1.00	1.00	13,798	14,766
7017	•	5.00	5.00	125,915	134,796
5885	Regional Building Supervisor Bldg. Maintenance Supv. I	9.00	9.00	219,208	234,819
5884		38.00	38.00	841,479	857,365
6200	Bidg. Maintenance Engineer	22.00	22.00	412,820	43],898
5906	Bldg. Maintenance Eng. Asst. II	1.00	1.00	24,618	27,248
5963	Carpenter & Painter Supv.	1.00	1.00	23,521	23,896
	Senior Carpenter	6.00	6.00	134,574	
5905 5970	Carpenter Size Balater	1.00	1.00	24,249	136,752 24,645
	Sign Painter	1.00	1.00	24,249	24,645
5967	Senior Painter	8.00	8.00		
5940 7535	Painter	1.00	1.00	185,478 19,597	187,200 19,905
7535 7539	Construction and Services Supv.	2.00	2.00	35,558	41,514
	Construction and Svcs. Worker III	6.00	6.00	95,852	95,538
7540	Construction and Svcs. Worker 11			169,803	157,141
7541	Construction and Svcs. Worker I	11.00 1.00	11.00	14,639	
7533 5925	Fire Extinguisher Svcs. Worker	1.00	1.00	28,547	15,616 29,013
5923	Electrician Supervisor	1.00	1.00	25,973	25,957
5925 5920	Senior Electrician Electrician	8.00	8.00	203,887	205,208
J920	Electrician	0.00	8.00	209,007	205,200
	Subtotal	153.00	156.00	\$3,397,165	\$3,520,149

Program: Facilities Services

Department: General Services

		BUDGET ST	AFF - YEARS	SALARY AND E	ENEFITS COST
01		1983-84	1984-85	1983-84	1984-85
Class		Budget	Adopted	Budget	Adopted
6210	Electrician Assistant	1.00	1.00	\$ 20,892	\$ 21,238
5933	Senior Mason	1.00	1.00	25,413	25,399
5930	Mason	1.00	۱.00	25,542	25,957
5955	Plumber & Welder Supervisor	1.00	1.00	28,547	29,013
5953	Senior Plumber	1.00	1.00	26,100	26,081
5950	Plumber	4.00	4.00	105,481	105,728
6230	Plumber Assistant	2.00	2.00	42,354	43,058
6180	Welder	2.00	2.00	50,912	51,752
5960	Air Cond. & Refrig. Mechanic	5.00	5.00	129,538	132,160
6240	Alr Cond, & Refrig. Mech. Asst. Li	ا∎00	1.00	20,277	21,529
6315	Gardener Supervisor II	1.00	1.00	19,520	19,986
6310	Gardener Supervisor I	2.00	2.00	35,194	36,062
6305	Gardener II	10.00	10,00	151,810	153,583
5216	Contract Specialist II	1.00	1.00	24,627	26,408
5217	Contract Specialist 1	3.00	2.00	53,827	37,008
7085	Supervising Custodian	6,00	6.00	92,968	94,262
7030	Senior Custodian	7.00	7.00	98,258	101,173
7031	Custodian	86.00	86,00	1,091,361	1,109,899
6162	Security Coordinator	1.00	ا ـ 00	24,802	28,163
6161	Security Alarm Specialist	3.00	4.00	67,796	93,272
6151	Communications Technician 1	1.00	0,00	20,013	. 0
5929	Locksmith	1.00	0,00	17,534	0
7098	Security Guard	8.00	8.00	117,696	119,616
	Subtotal	149,00	147.00	\$2,290,462	\$2,301,347
	Page Subtotal	153.00	156.00	3, 397, 165	3,520,149
	TOTAL	302.00	303.00	\$5,687,627	\$5,821,496
	Adjustments: County Contributions and Benefits			\$1,550,060	\$1,653,220
	Employment Expense			119,030	137,918
	Unemployment Expense			26,400	22,547
	Salary Settlement Costs			20,400	238,736
	Special Payments:				
	Premium Overtime			96,000	0
	Night Premium			34,000	0
	Critical Standby			30,000	0
	Salary Adjustment			(110,471)	0
	Salary Savings			(193,688)	(193,178
	Total Adjustments			\$1,551,331	\$1,859,243
PROGRAM	TOTALS:	302,00	303.00	\$7,238,958	\$7,680,739

PROGRAM: REAL PROPERTY MANAGEMENT	# 82151	MANAGER: John B. Sauvajot, Director
Department: General Services	# 5500	

Authority: Federal Public Law 91-646; California Code of Civil Procedures, State Government Code, State Administrative Code; County Administrative Code Article XXII(b) Section 398.5(b), (k), (l), (m), (n), (p).

	1981-82 Actual		1982-83 Actual	1983-84 Actual	1983–84 Budg o t	1984–85 Adopted
COSTS Salaries & Benefits	\$ 1,281,732	\$	951,988	\$ 975,334	\$ 1,050,785	\$ 1,215,119
Services & Supplies	136,968		62,472	58,644	68,280	67,400
Rents and Leases	. 3,261,264		2,449,454	2,662,722	2,724,806	3,450,389
Fixed Assets	0		0	0	0	0
Vehicles/Comm. Equip.	0		0	0	0	0
Less Reimbursements	(400,727)		(297,287)	(24,847)	0	(434,196)
TOTAL DIRECT COSTS	\$ 4,279,237	\$	3,166,627	\$ 3,671,853	\$ 3,843,871	\$ 4,298,712
FUNDING	\$ (863,652)	\$	(582,311)	\$(1,583,644)	\$ (1,741,792)	\$(1,528,589)
NET COUNTY COSTS	\$ 3,415,585	\$	2,584,316	\$ 2,088,209	\$ 2,102,079	\$ 2,770,123
STAFF YEARS	42.00		30.61	28.50	31.00	34.50
Soc. Svcs. Leases (Memo)	\$ 1,361,494	\$	1,619,222	\$ 1,586,800	\$ 1,586,800	\$ 1,415,638
The 1983-84 budget Includes	shifts between Rev	/enue	and reimburse	ments (Cost Appli)	ed) as directed by	the Auditor.
Overall trends are:	1981–82 Actual		1982-83 Actual	1983-84 Actual	1983–84 Budget	1984–85 Adopted
Reimbursement + Funding	\$ 1,264,379	\$	879,598	\$ 1,608,49	\$ 1,741,792	\$ 1,962,785
PERFORMANCE INDICATORS:	<u>,</u>					
∉ of Leases Managed ∉ Parcels Appraised & Estima ∉ Parcels Described	320 ted 247 3,100		303 160 1,220	284 195 1,100	306 120 1,500	310 190 1,570

PROGRAM DESCRIPTION

Real Property Management Division, on behalf of the County of San Diego acquires, sells and manages land and structures countywide (i.e., roads, parks, landfills, airports and general office facilities); and ensures that County real property transactions are accomplished in a legal, timely and cost-effective manner.

This program provides the following ongoing services to County departments: assistance with real property conditions and uses, property appraisals, acquisition, surplus sales, revenue and acquisition leasing, engineering; and space management.

1983-84 ACTUAL:

- 1. Salaries and Benefits are \$75,451 under 1983-84 Budget due to personnel turnover.
- 2. Services and Supplies are \$9,636 under 1983-84 Budget due to the staff's coordinated effort to contain expenditures within the adopted appropriation.
- 3. Revenue is \$158,148 under 1983-84 Budget due to some departments not requesting the revenue offset work previously requested via Form RBM 9 (\$97,780), and reduced rental expense (\$60,368).
- 4. Rents & Leases expenditures are \$62,084 under 1983-84 Budget due to lower than projected cost-of-living adjustments.

1984-85 ADOPTED BUDGET:

Real Property Management will continue to provide services at the level equivalent to 1983-84. The annual budget constraints that the County has been subjected to, effected the deletion of the following services which were formerly provided by this Program:

- Inspections of revenue and acquisition leases to ensure compliance of the lessees and lessors with the lease contracts.
- In depth reviews of appraisals, leases, and engineering plans and descriptions to detect, correct and prevent costly errors.

Most of the activities below reflect increases in staffing requirements. These increases are revenue offset and generated by additional work requests from Public Works' Capital Projects and Flood Control Districts.

- 1. Administration & Space Management Manages the program's function of acquisition, management, leasing and disposal of all real property acquired, owned or leased by the County and Special Districts; provides administrative support to management for daily operations; and provides for cost-effective use of all County space, including preparation of remodeling plans and office space evaluation.
 - * 1983-84 E/R/SY \$307,990/\$3,299/10.0 1984-85 E/R/SY \$301,302/\$5,807/9.75
 - Includes one new position of Chief, Real Property Management with a corresponding transfer of the Senior Land Surveyor position to Engineering section.
- Property Management Provides for the leasing of County property including airports, sale and/or demoliton of surplus County real property, and provides for the estimates and narrative appraisals of real property considered for lease, acquisition or disposal.

0	1983-84	E/R/SY	\$291,572/\$161,577/7.0
	1984-85	E/R/SY	\$344.234/\$200.330/8.75

- * This budget
 - Increases personnel by 1.75 SY to support additional work requested by Public Works' Capital Projects and
 Flood Control Districts. The revenue offset positions will only be filled when the Program receives the
 work requests.
- 3. Engineering Provides engineering support for the on-going operations of the various units in the program to include: preparation of legal parcel descriptions and related engineering drawings, preparation of parcel property record drawings, preparation and execution of mandatory dedications, and index maintenance of County real property ownerships.

PROGRAM: REAL PROPERTY MANAGEMENT

82151

1984-85 CAO PROPOSED BUDGET: (Continued)

- * 1983-84 E/R/SY \$203,206/\$133,826/6.0 1984-85 E/R/SY \$271,124/\$184,130/7.0
- ° This budget
 - Increases personnel by 1.00 SY (transfer from Administration & Space Management section) to support additional work requested by Public Work's Capital Projects and Flood Control Districts.
- 4. <u>Property Services</u> Provides negotiation services for the purchase of real property or the rights to use property for County purposes, administers the Relocation Assistance Benefits Program, and provides for the leasing of outside facilities including: lease preparation, negotiations, and management of leases.

۰	1983-84	E/R/SY	\$316,297/\$191,098/8.0
	1984-85	E/R/SY	\$365,859/\$245,387/9.00

- ° This budget
 - Increases personnel by 1.00 SY to support additional work requested by Public Works' Capital Projects and Flood Control Districts. The revenue offset position will only be filled when the Program receives the work requests.
- 5. <u>Rents and Leases</u> The appropriation from which rents and leases are paid for properties used by various County departments.
 - ° 1983-84 E/R/SY \$2,724,806/\$1,251,992/-0-1984-85 E/R/SY \$3,450,389/\$1,327,131/-0-
 - * This budget provides for
 - Increase in Net County Cost of approximately \$650,444.
 - New leases for Office of Defender Services \$178,800, General Services \$73,930, Probation Camp San Jose \$300,000, Health Services Unit Hospital \$100,000, Mental Health El Cajon \$72,,890

PROGRAM REVENUE BY SOURCE:

Total revenues of \$1,528,589 are budgeted for Real Property Management and Rents and Lease payments.

I. Real Property Management

Discussion: Significant increases in revenue are generated by three multi-transit centers proposed by Public Works under Capital Projects, and two new flood control projects proposed by the Flood Control Districts.

PROGRAM REVENUE BY SOURCE: (Continued)

Revenue	1983-84 Actual	l 983-84 Budget	1984–85 Adopted
Air Pollution Control (9783)	\$ 0	\$ 4,500	\$ 4,500
Airports (9787)	24,276	25,000	25,000
Capital Projects (9805)	39,181	39,100	200,904
Flood Control (9788)	50,643	19,000	80,000
Housing & Community Development (9786)	0*	15,000	21,000
Lakeside Sanitation District	0	3,000	0
Library (9793)	7,687	17,500	20,000
Major Maintenance	0	11,700	0
Pine Valley Sanitation District	0	2,000	0
Road Fund (9782)	138,031	321,800	274,250
Solid Waste (9787)	29,356	30,200	10,000
Spring Valley Sanitation District	0	1,000	0
Trust Fund (9773)	75,359	0	0
TDA - Sales & Use Tax (9061)	27,487	0	0
Subtotal	\$ 392,020	\$ 489,800	\$ 635,654

* Revenue is realized as reimbursement

2. Rents and Leases

Discussion: A change in accounting methodologies will decrease revenues in the Road Fund, Enterprise Fund, Library Fund, and APCD. A corresponding increase in Reimbursements will offset this change.

	1983-84	1983-84	1984-85
Revenue	Actual	Budget	Adopted
General Government (9210)	\$ 106,220	\$ 230,000	\$ 229,148
Sheriff (Interest) (9190)	675	880	880
Sheriff (DEA Grant) (9617)	14,000	13,150	12,907
DPW - Road Fund	0	1,000	0
DPW – Enterprise Funds	0	20,650	0
Air Pollution Control District	126,756	118,000	0
Library Fund	279,973	300,126	0
Lease of General Fund Property (9210)	664,000	551,950	650,000
Office of Defender Services	0	16,236	0
Subtotal	\$1,191,624	\$1,251,992	\$ 892,935
TOTAL	\$1,583,644	\$1,741,792	\$1,528,589

1984-85 OBJECTIVES:

- 1. Review procedures for the acquisition of real property to ensure that all legal requirements are fulfilled at minimum cost.
- 2. Develop a volunteer program that will provide a detailed real property usage inventory and periodic lease inspection.
- 3. Establish closer liaison with client departments to ensure comprehensive solutions to their real property needs.
- 4. Integrate office automation equipment in the division to maximize the benefits of new technology.
- 5. Make an In-depth analysis of four major surplus sites to be leased or sold by the County.
- 6. Manage a Space Management Program directed towards reducing lease costs and locating space for County departments and offices.

.

1 6

,

• •

.

	Program:	Real	Property
--	----------	------	----------

Management

		BUDGET S	TAFF - YEARS	SALARY AND	BENEFITS COST
Class	T1†le	1983-84 Budget	1984-85 Adopted	198 3- 84 Budget	1984-85 Adopted
3680	Deputy Director, Facility and Real Property	0.00	0.75	\$ 0	\$ 37,488
3728	Senior Land Surveyor	1.00	1.00	39,672	40,681
5585	Supervising Real Property Agent	2.00	2.00	74,272	75,456
3785	Associate Land Surveyor	1.00	1.00	34,617	35,504
5570	Senior Real Property Agent	2.00	2.00	66,098	67, 142
2413	Analyst 11!	1.00	1.00	32,120	30,638
3780	Assistant Land Surveyor	1.00	1.00	28,121	25,908
3591	Architectural Project Manager I	2.00	2.00	59,222	56,631
5525	Associate Real Property Agent	9.00	11.75	255,000	326,692
38 2	Engineering Technician III	1.00	1.00	23,552	28,001
3813	Engineering Technician II	3.00	3.00	66,371	68,656
2304	Administrative Assistant	0.00	1.00	0	21,921
2725	Principal Clerk	1.00	0.00	21,565	0
27 4 5	Supervising Clerk	1.00	1.00	19,060	19,364
2757	Administrative Secretary II	1.00	1.00	16,569	17,898
2730	Sentor Clerk	1.00	1.00	15,073	16,093
2756	Administrative Secretary	1.00	1.00	15,169	13,176
2700	Intermediate Clerk Typist	3.00	3.00	39,552	39,593
	TOTAL	31.00	34.50	\$ 806,033	\$ 920,842
	Adjustments: County Contributions and Benefits Employment Compensation Unemployment Insurance Salary Settlement Costs Special Payments:			\$ 234,434 10,813 2,710 0	\$ 256,284 10,813 2,710 37,600
	Special rayments.			0	1 040

Premium Pay	0	1,040
Salary Adjustment	0	5,830
Salary Savings	(3,205)	(20,000)
Total Adjustments	\$ 244,752 \$	294,277

31.00

PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS # 82303

MANAGER: John B. Sauvajot, Director

Department: General Services # 5500

Authority: This program was developed to carry out Administrative Code Section 398,5 (f) which states that the Department of General Services shall acquire, maintain, and operate the County's automotive and construction equipment and machinery except such equipment purchased out of special district or other limited purposes funds.

	1981-82 Actual	1982-83 Actua I	1983–84 Actual	1 983-84 Budget	1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 1,608,807	\$ 1,583,510	\$ 1,626,786	\$ 1,550,046	\$ 1,689,635
Services & Supplies	1,674,198	1,435,004	1,293,359	943,561	835,158
Fixed Assets	0	0	0	0	45,750
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(902,571)	(179,838)	(1,211)	0	0
TOTAL DIRECT COSTS	\$ 2,380,434	\$ 2,838,676	\$ 2,918,934	\$ 2,493,607	\$ 2,570,543
FUNDING	-0-	(128,619)	(286,243)	(324,916)	(319,756)
NET COUNTY COSTS	\$ 2,380,434	\$ 2,710,057	\$ 2,632,691	\$ 2,168,691	\$ 2,250,787
STAFF YEARS	62,93	59,00	55,53	54.75	58.00
The 1983-84 budget includes	s shifts between Re	venue and Reimburs	ements (Cost Applie	ed) as directed by	/ the Auditor.
	1981-82	1982-83	1983-84	1983-84	1984-85
	Actual	Actual	Actual	Budget	Adopted
Reimbursement + Funding	\$ 902,571	\$ 308,457	\$ 287,454	\$ 324,916	\$ 319,756
PERFORMANCE INDICATORS:	· · · · · · · · · · · · · · · · · · ·				
No. of Fleet Vehicles	1,559	1,324	1,355	1,050	1,355
Ratio of Vehicles Per Mecha	-	66,20	74.78	65.62	75.27
Miles Driven Per Year	18,735,843	18,740,276	17,476,002	18,058,963	18,433,963
Gallons of Fuel Used	1,659,048	1,543,289	1,449,766	1,526,603	1,544,922
Per Year					

PROGRAM DESCRIPTION:

This program consists of vehicle maintenance/repair and fleet management. 1,355 General Fund and 210 Public Works vehicles are serviced and repaired at the County Operations Center garage and six satellite garages strategically located throughout the County area. Priority maintenance services are provided to law enforcement, health & safety and vehicles supporting special funds (Road Fund, Sanitation & Flood, Library, APCD, etc.). 72% of fleet costs are incurred by law enforcement operations.

Fleet Management responsibilities include preparation of all vehicle purchasing specifications, vehicle licensing, management and control of vehicle assignment, monitoring vehicle usage, fuel consumption, preventative maintenance scheduling, fuel management and control of Countywide fuel allocations.

1983-84 ACTUAL:

- 1. Salaries and Benefits are \$76,740 over 1983-84 Budget due to unanticipated increased workload.
- Services and Supplies are \$349,798 over 1983-84 Budget due to: (a) \$231,036 for ongoing maintenance of old vehicles which have not been replaced the last 3 years; (b) \$118,762 for carryover expenditures of prior year appropriations.
- 3. Revenue is \$38,673 under 1983-84 Budget due to some departments not requesting the revenue offset work previously requested via Form RBM 9.

1984-85 ADOPTED BUDGET:

The adopoted appropriations for auto parts is \$720,958 which includes \$350,000 for outside contract repairs. This was based on the acquisition of 373 replacement vehicles in 1983-84 and 300 replacement vehicles in 1984-85. The 300 replacement vehicles will be lease purchased through the newly established non-profit corporation.

Auto parts expenditures each year include vehicle maintenance work contracted to outside shops for excessive workload or specialized repairs not economically performed by County staff mechanics. These repairs are: upholstery, glass, radiator/air conditioning, electrical, body work including painting, engine transmission, chassis, and alignment.

The following reflects the program activities:

I. <u>Fleet Operations</u> - Accounting and payroll, materials and supplies, equipment specifications, budget preparation, fiscal analysis, Countywide mileage status report, fuel monitoring and projection, RFP preparation and review, and administration of annual vehicle lease-purchase program.

•	1983-84	E/R/SY	\$118,310/-0-/6
	1984-85	E/R/SY	\$119,937/-0-/6

- This budget
 - Provides for an addition of one Accounting Technician position with the corresponding transfer of the Senior Account Clerk position to Automotive Parts.
- Automotive Parts Parts ordering and Issue, parts stocking, inventory control, special parts purchase, and parts delivery to six satellite garages.

•	1983-84	E/R/SY	\$84,737/-0-/3
	1984-85	E/R/SY	\$130,105/-0-/5

- * This budget
 - Provides for one additional Storekeeper I position and the transfer of Senior Account Clerk position from Fleet Operations to initiate auto parts delivery system, inventory system, and stock control at six satellite garages.
- 3. <u>Work Control</u> Records maintenance, bulk fuel and lubricant ordering, Datafleet Fuel Control System, vehicle dispatching, fleet preventative maintenance scheduling, and Fleet Management Information System.

•	1983-84	E/R/SY	\$101,113/-0-/3.5
	1984-85	E/R/SY	\$120,867/-0-/4

* This budget

1984-85 ADOPTED BUDGET (Continued)

- Increases staffing requirement for Equipment Maintenance Planner position by 0.50 SY to provide for full staffing of Fleet Management Information System implementation.

.

- Provides for the acquisition of needed fixed asset key duplicator machine in the amount of \$475.
- 4. Heavy Equipment Perform major repairs, maintenance, and overhaul of light medium, heavy trucks, buses, and work equipment.

•	1983-84	E/R/SY	\$586,668/\$92,649/9
	1984-85	E/R/SY	\$562,914/\$91,178/9

- ° This budget
 - Provides for the same level of County staff support as in 1983-84.
 - Adjusts for savings anticipated from acquisition of new replacement vehicles.
- 5. Light Equipment Perform major maintenance, repair, and overhaul of passenger cars and patrol units.

ø	1983-84	E/R/SY	\$681,993/\$179,898/14.25
	1984-85	E/R/SY	\$698,489/\$177,041/15

- * This budget
 - increases staffing for Equipment Mechanic position by 0.75 SY to provide for back-up support to the mandated biennial Emission Control certification Program.
 - Adjusts for savings anticipated from acquisition of new replacement vehicles.
 - Provides for the acquisition of needed fixed asset garage equipment in the amount of \$8,000.
- 6. <u>Satellite Garage</u> Perform light maintenance, repair, servicing, and preventative maintenance inspections of district assigned vehicles in 6 satellite garages totaling 913 units. Also performs on-site lubrication and maintenance of vehicles, trucks and buses assigned to outlying Probation inmate camps.

•	1983-84	E/R/SY	\$920,786/\$52,369/19
	1984-85	E/R/SY	\$938,231/\$51,537/19

- This budget
 - Provides for the same level of staff support as in 1983-84.
 - Adjusts for savings anticipated from acquisition of new replacement vehicles.
 - Provides for the acquisition of needed fixed asset garage equipment in the amount of \$37,275.

PROGRAM:	FLEET EQUIPMENT	, MAINTENANCE & OPERATIONS	# 82303	MANAGER:	John B. Sauvajot, Director
----------	-----------------	----------------------------	---------	----------	----------------------------

PROGRAM REVENUES BY SOURCE

The following revenues as compared to 1983-84 budgeted are projected to be realized:

Revenue	1983-84 <u>Actual</u>	l 983–84 Budget	1984–85 Adopted
Air Pollution Control District (9783)	\$ 24,577	\$ 29,260	\$ 17,056
County Library (9793)	12,137	13,063	17,706
Sanitation District (9787)	4,886	1,800	3,000
Public Works Department: (9789)	·	·	•
Flood Control	6,249	7,172	7,282
Liquid Waste	100,500	115,351	115,925
Road Fund	124,476	142,870	143,336
Solid Waste	13,418	15,400	15,451
TOTAL	\$ 286,243	\$ 324,916	\$ 319,756

1984-85 OB JECTIVES:

- 1. To continue implementation of the Fleet Management information System (FMIS).
- 2. To establish training for approximately 13 personnel which will be directly involved with FMIS.
- 3. To initiate factory training for 15 Equipment Mechanics and 2 Equipment Service Technicians on maintenance and repair of fuel electronic and emission control systems for new vehicles purchased in 1984.
- 4. To establish a biennial emmission control certification program as required by California State law.
- 5. To develop a cost effective and responsive auto parts purchasing procedure for satellite garages.
- To continue the development of a vehicle replacement program utilizing vehicle operating and maintenance cost criteria.

Program:

Fleet Equipment, Maintenance & Operations

Department: General Services

		BUDGET S	TAFF - YEARS	SALARY AND	BENEFITS COST
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
6102	Chief, Fleet Operations	1.00	1.00	\$ 36,726	\$ 37,394
2302	Administrative Assistant III	1.00	1.00	31,794	32,941
6155	Road Equipment Specialist	1.00	1.00	31,461	31,972
6180	Welder	1.00	1.00	25,456	25,876
6130	Equipment Shop Supervisor	5,00	4.00	136,355	110,844
2607	Automotive Parts Manager	1.00	1.00	28,760	29,225
6108	Senior Equipment Mechanic	5.00	6,00	124,378	151,679
6110	Equipment Mechanic	17,25	18,00	419,486	444,690
6009	Equipment Maintenance Planner	1.50	2,00	30,996	41,928
6119	Equipment Service Technician III	1.00	1.00	19,580	19,905
2658	Storekeeper II	1.00	1.00	17,583	17,871
2660	Storekeeper I	1.00	2,00	13,798	30,627
2403	Accounting Technician	0.00	1.00	0	15, 591
2757	Administrative Secretary II	I.00	1.00	17,482	18,013
2510	Senior Account Clerk	1.00	1.00	16,249	14,050
2730	Senior Clerk typist	I.00	1.00	16,383	16,661
6120	Equipment Service Technician II	14.00	14.00	243,972	248,866
2700	intermediate Clerk Typist	1.00	1.00	12,221	12,993
	TOTAL	54.75	58,00	\$1,222,680	\$1,301,126

4,780 0 8,000 0	4,215 52,096 8,000 (24,389)
0	52,096
	•
	•
4,700	4,215
1 796	4,213
19,262	23,797
\$ 311,172	\$ 361,352
\$	•

PROGRAM	TOTALS:
---------	---------

54.75 58.00

PROGRAM: PUBLIC SERVICES UTILITIES

82104

Department: General Services # 5500

Authority: Administrative Code 398.5 Section (j) Utilities/Vehicle Fuels, (g) Telephones and (i) Postage delegate to the Department of General Services the administration and payment of these utilities.

	1981-82 Actual	1982–83 Actual	1983-84 Actual	1983-84 Budget	1984–85 Adopted
COSTS					
Utilities	\$ 6,371,631	\$ 7,600,454	\$ 8,077,511	\$ 8,073,150	\$ 7,775,703
Cogeneration Leases	-0	0	0	50,000	600,000
Telephones	4, 167, 818	4,394,805	4,591,433	5,214,246	4,913,477
Vehicle Fuel	1,934,344	1,572,790	1,678,436	1,846,321	1,868,477
Postage	1,892,850	1,851,205	1,922,441	1,951,941	2,100,063
Water & Sewage	380,836	395,512	487,718	475,000	825,981
Bottled Gas	72,984	82,252	63,022	98,000	110,000
Trash	142,272	154,634	148,613	160,000	183,078
Less Reimbursements	(940,101)	(630,530)	(151,661)	(842,998)	(925,590)
TOTAL DIRECT COSTS	\$14,022,634	\$15,421,122	\$16,817,513	\$17,025,660	\$17,451,189
FUNDING	\$ (278,654)	\$ (492,718)	\$(788,381)	\$ (347,660)	\$ (495,112)
NET COUNTY COSTS	\$13,743,980	\$14,928,404	\$16,029,132	\$16,678,000	\$16,956,077
STAFF YEARS	0	0	0	0	0

Overall trends are:

	1981-82 <u>Actual</u>	1982-83 Actual	1983-84 <u>Actual</u>	1983-84 <u>Budget</u>	1984-85 Adopted
	\$ 1,218,755	\$ 1,123,248	\$ 940,042	\$ 1,190,658	\$ 1,420,702
PERFORMANCE INDICATORS:					
BTU's/Sq. Ft.					
(FY72-73 Base Yr: 172.120 BTU's/Sg. Ft.)	73.518	71.046	73.027	73,960	79,029
Total Fuel Gallons Per Year	1.659.048	1.543.289	1.449.766	1,526,603	1,544,922
Pcs. of U.S./Interdept. Mail	8,960,775	9,604,098	8,669,880	10,200,000	8,723,836
Service Cost Per Line	\$426	\$455	\$512	\$534	\$553

PROGRAM: PUBLIC SERVICES UTILITIES

82104

.

PROGRAM DESCRIPTION:

The Public Services Utilities Program consists of seven major categories: (1) electricity, (2) telephones, (3) vehicle fuel, (4) postage, (5) water and sewage, (6) bottled gas, (7) trash pickup.

County utility costs, with minor exceptions, are budgeted and paid by the Department of General Services. Conservation efforts have achieved significant results; however, Public Services Utilities costs have continued to increase, primarily due both to rate increases and the acquisition of new facilities. Therefore, in addition to further conservation efforts for all utilities, the department will continue its efforts to develop the County's own cogeneration energy systems and to evaluate and implement a cost-effective telephone communications system.

1983-84 ACTUAL:

The 1983-84 Budget provided \$16.7 million for County-wide utility payments. Actual expenditures of \$16 million, varied from the budgeted level due to fuel cost reductions and delays in anticipated phone rate increases resulting from the AT&T divesture.

1984-85 CAO ADOPTED BUDGET:

The 1984-85 Utilities Budget is based on the following programmatic criteria:

1. Gas and Electric, and Cogeneration - Provides gas and electric payments Countywide.

۰	1983-84	E/R/SY	\$8,123,150/\$844,150/-0-
	984-85	E/R/SY	\$8,375,703/\$1,099,572/-0-

- Impact of 1984-85 Budget:
 - Increased use of the CMH Facility on Rosecrans and full year funding of El Cajon Jail will result in KWH increases from 56.5 MWH (Million Watt Hours) in 1983-84 to 59 MWH in 1984-85.
 - The five new County cogeneration systems will produce a total of 28 MWH. Of this amount, 21 MWH will be used in County facilities, and 7 MWH will be sold to SDG&E.
 - Average rates for Gas and Electricity are based on SDG&E rate projections for 1984-85.
 - A lease payment of \$600,000 is included for the first year payment on Cogeneration Certificates of Participation.
 - \$110,000 is included to provide technical maintenance on the cogeneration systems. Provisions for maintenance is required to insure continuous operations.
 - The purchase of steam for heating and cooling operations at the Law Library and Courthouse will be reduced significantly due to the Courthouse cogeneration system.
- 2. Telephone Provides telephone payments Countywide.

۰	983-84	E/R/ISY	\$5,214,246/\$175,246/-0-
۰	1984-85	E/R/SY	\$4,913,477/\$174,877/-0-

- Impact of 1984-85 Budget:
 - Continued phone service in 1984-85 is based on service levels experienced in 1983-84.

1984-85 ADOPTED BUDGET: (Continued)

- Variances from the 1983-84 budget level to 1983-84 actuals reflect rate increase delays in 1983-84, including the delay in decisions regarding access charges. For 1984-85, full year funding is provided for rate increases implemented in 1983-84.
- Final determination by the PUC on the magnitude of the interstate access charges is scheduled for June, 1984. For 1984-85, \$88,000 or \$6/line/yr. is included in the budget in anticipation of projected charges.
- The County does not assume the full maintenance cost of equipment until the proprietary systems are fully implemented.
- Provisions are included for anticipated, but unscheduled phone rate increases in 1984-85 resulting from the AT&T divestiture.
- Phone rate issues resulting from the installation of the proprietary telephone system will be addressed separately by the telephone project team.
- 3. Vehicle Fuel Provides fuel payments Countywide.

•	1983-84	E/R/SY	\$1,846,321/\$96,321/-0-
	1984-85	E/R/SY	\$1,868,477/\$114,140/-0-

- Impact of 1984-85 Budget:
 - Provides anticipated fuel requirements of the County's base fleet of 1,377 vehicles.
 - includes provisions for fuel required for replacement vehicles acquired in 1983-84 (full year funding).
 - Projects price of fuel based on historical trends, with provisions for rate increase.
 - in 1984-85, 300 replacement vehicles are proposed in the Non-profit Corporation. If acquired, as scheduled, \$40,000 savings in fuel are anticipated due to improved vehicle mileage.
- 4. Postage Provides postage payments Countywide.

0	1983-84	E/R/SY	\$1,951,941/\$34,941/-0-
	1984-85	E/R/SY	\$2,100,063/\$32,113/-0-

- Impact of 1984-85 Budget:
 - includes provisions for the anticipated rate increase of 20¢ to 23¢ scheduled for 10-1-84.
 - includes provisions for anticipated savings from mass mailing implementation, 9-digit zip code savings, and programmatic enhancements.
 - Mail volume projections included historical volume increases, the November 1984 Presidential election, and programmatic changes resulting from SB 813 (monthly assessments and tax bills on new homes).

PROGRAM: PUBLIC SERVICES UTILITIES

82104

1984-85 ADOPTED BUDGET: (Continued)

5. Water and Sewage - Provides water and sewage payments Countywide.

•	1983-84	E/R/SY	\$475,000/\$10,094/-0-
	1984-85	E/R/SY	\$825,981/\$47,557/-0-

Impact of 1984-85 Budget:

 Overall water costs are projected to increase 21% in FY 84-85. This reflects full year funding of rate increases experienced in 1983-84. It also includes provisions for rate increases anticipated in 1984-85.

6. Bottled Gas - Provides bottled gas payments Countywide.

•	1983-84	E/R/SY	\$98,000/\$2,018/-0-
	1984-85	E/R/SY	\$110,000/\$4,756/-0-

- Impact of 1984-85 Budget:
 - Propane usage in 1984-85 is anticipated to remain constant, although the cost of propane is expected to increase by approximately 10%.
- 7. Trash Provides trash payments Countywide.

0	1983-84	E/R/SY	\$160,000/-0-/-0-
	1984-85	E/R/SY	\$183,078/-0-/-0-

PROGRAM REVENUE BY SOURCE:

Programmatic revenues, including Cost Applied reimbursements, are allocated among the Public Services Utilities as follows:

	Revenue		1983-84 <u>Actual</u>		1983-84 <u>Budget</u>	1984-85 Adopted
١.	Utilities					
	Surplus Electricity Sales (SDG&E)	\$	0	\$	100,500	\$ 380,972
	Air Pollution Control District		24,283		9,630	11,833
	Airport Enterprise Fund		59,722		75,900	65,000
	County Library		190,179		205,640	212,000
	Liquid Waste Enterprise Fund		4,615		6,980	7,767
	Road Fund		381,866		476,650	412,000
	Solid Waste Enterprise Fund		9,458		8,800	10,000
	Sales Tax		1,000		0	 0
	Subtotal	\$	675,256	\$	844,150	\$ 1,099,572
2.	Telephones					
	Air Pollution Control District	\$	30,858	\$	34,252	\$ 35,000
	Airport Enterprise Fund		9,746		10,115	10,627
	County Library		0		31,700	42,000
	Liquid Waste Enterprise Fund		18,694		17,350	17,350
	Road Fund		51,124		63,334	47,850
	Solid Waste Enterprise Fund		0		11,045	12,750
	Sanitation Districts	<u> </u>	509	. <u> </u>	7,450	 9,300
	Subtotal	\$	100,931	\$	175,246	\$ 174,877

PROGRAM: PI	UBLIC SERVICES UTILITIES	#	82104	MANAGER	: John B.	, Sauvajot, I	Dir	-ector
PROGRAM REV	ENUE BY SOURCE: (Continued)							
3. Vehicle	Fuel							
A	Ir Pollution Control District	\$	10,979	\$	8,731		\$	20,944
Ca	ounty Library	-	5,422		3,898			10,294
	lood Control District		2,791		2,139			2,118
L	iquid Waste Enterprise Fund		44,892		34,419			34,075
Ro	pad IGS Fund		55,602		42,539			42,114
Sc	olid Waste Enterprise Fund		5,993		4,595	-		4,595
	Subtotal	\$	125,679	\$	96,321	:	\$	114,140
4. Postage								
Ā	r Pollution Control District	\$	4,019	\$	7,500	:	\$	8,500
Co	bunty Library		5,280		16,000			12,000
LI	quid Waste Enterprise Fund		3,093		913			913
Ro	bad Fund		12,690		9,615			10,000
Sc	olid Waste Enterprise Fund		3,094		913	-		700
	Subtotal	\$	28,176	\$	34,941	:	s	32,113
	Total	5	940,042	. <u>\$1,</u>	190,658		\$1,	420,702

1984-85 OB JECTIVES:

- 1. Gas and Electricity
 - Continue to review cogeneration optimization alternatives.
 - Pursue cogeneration wheeling issues with SDG&E. This involves utilizing surplus cogeneration electricity and transporting it to other County facilities.
 - Evaluate feasibility of photo voltaic power for remote communication repeater stations, such as Tecate Peak.
 - Develop a comprehensive water conservation plan.

2. Telephone

- Develop and implement the Countywide proprietary telephone system in conjuction with the Telephone Project Team and associated consultants.
- Control telecommunications costs including:
 - a. Provide centralized management expertise to all departments and courts.
 - b. Provide support to regional growth requirements for facility consolidation.
 - c. Establish a computer billing system that provides for accurate, efficient chargeback of costs and inventory tracking.
 - d. Create self-sufficient telecommunications that minimizes contract labor costs and improves service delivery.
 - e. Enhance remote diagnostic system to include SL-I switches allowing direct interface to the County Operations Center.
 - f. Provide for electronic delivery of documents, messages, and records retrieval.
 - g. implement interconnecting voice network to facilities.
 - h. Start creating equipment inventory to meet ongoing telecommunications support requirements.
 - Meet long-range telecommunications needs of Fedmart Facility and minimize retrofit/expansion limitations.

3. Postage

- * Implement and refine the Countywide centralized mail pickup and delivery.
- * Develop and implement a nine-digit zipcode system.

.

- * Study feasibility of an Automatic In-Line Mailing Systems (AMIS).
- Develop and implement Countywide mail usage specifications to optimize postage savings.

4. Fuel

- * Continue to monitor fuel consumption activities of departments on a monthly basis.
- * Review and monitor performance and fuel efficiency for the replacement of 117 fuel efficient vehicles.

PROGRAM: CENTRAL PRINTING S	ERVICES #	81501	MANAGER:	John B.	Sauvajot,	Director	
Department: General Service	s #	5500					

Authority: This program is in support of the Administrative Code Article XXII(b), Section 398.5 (o) directives to establish printing and copying services which provide various forms and brochures for use in County operations and for distribution to the public.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1 983–84 Budget	1984-85 Adopted
COSTS Salaries & Benefits	\$ 224,912	\$ 246,122	\$ 234,769	\$ 249.813	\$ 261,645
Services & Supplies	223,865		198,835	256,405	295,759
	·	224,872	·		
Contracts	273,510	261,690	228,054	33,500	68,590
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(557,080)	(634,567)	(519,778)	(495,238)	(543,535)
TOTAL DIRECT COSTS	\$ 165,207	\$ 98,117	\$ 141,880	\$ 44,480	\$ 82,459
FUNDING	\$ (3,185)	\$ (18,468)	\$ (64,253)	\$ (28,600)	\$ (58,425)
NET COUNTY COSTS	\$ 162,022	\$ 79,649	\$ 77,627	\$ 15,880	\$ 24,034
STAFF YEARS	13.00	12.28	11,70	11.00	11.00

The 1984-85 budget includes shifts between Revenue and reimbursements (Cost Applied) as directed by the Auditor. Overall trends are:

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Reimbursement + Funding	\$ 560,265	\$ 653,035	\$ 584,031	\$ 523,838	\$ 601,960
PERFORMANCE INDICATORS:					
# of Forms Printed	23,680,000	30,400,000	31,907,690	32,500,000	32,000,000
# of Impressions Made	15,000,000	15,120,000	19,665,663	17,890,000	26,665,000
# of Copies Made	N/A	4,600,000	2,226,800	3,500,000	2,250,000

PROGRAM DESCRIPTION:

The Central Printing Services Program (aka Reprographics) provides at the COC, Ruffin Road Annex, County-wide centralized printing and high-volume copying services to County departments, elected officials, offices and courts. It also screens and approves all County Department requests for contract printing services to ensure propriety.

The program is staffed by County employees and utilizes a combination of offset printing and high-speed copier equipment. By screening work requests, staff determines the most cost effective means of doing the work. PROGRAM: CENTRAL PRINTING SERVICES

81501

1983-84 ACTUAL:

FY 1983-84 Actual Contracts expenditure is overrun by \$194,554 due to this program having to pay for copier maintenance services on a County-wide basis. Copier Maintenance cost for FY 1984-85 will now be budgeted in each department rather than General Services.

FY 1983-84 Actual Funding is overrealized by \$35,653 due to unanticipated requests for printing and copying primarily related to Libraries and Solid Waste Enterprise Fund.

1984-85 ADOPTED BUDGET:

The Central Printing Services Program performs four centralized integrated activities; offset printing, highvolume copying, binding for contract printing services and screening and approval of all County department requests.

This Program will be broadening the availability of services by printing envelopes and business cards currently being done by outside contracts, with the use of a Jet Press machine, thereby saving the County \$60,000 annually.

•	1983-84	E/R/SY	\$539,718/\$523,838/11.00
	1984-85	E/R/SY	\$625,994/\$601,960/11.00

PROGRAM REVENUE BY SOURCE:

There will be an increase in Revenue due to an increase in work requests through the Form 21 Process. Cost Applied will also increase due to this Program's ability to print envelopes and business cards currently being done by outside contracts.

	1983-84 Actual	198 3- 84 Budget	1984-85 Adopted
Misc. Other Revenue	\$ 6,632	\$ 0	\$ 0
Charges in Co-Generation Fund (9775)	3,057	0	300
Charges In Road Fund (9782)	446	600	625
Solid Waste Enterprise Fund (9787)	25,299	6,500	9,000
Libraries (9793)	16,156	8,000	8,000
JACSD (9787)	500	500	500
APCD (9783)	8,553	8,500	8,500
Serra Co-op (9788)	3,610	4,500	6,500
Purchasing Revolving Fund (9788)	0	0	25,000
TOTAL	\$ 64,253	\$ 28,600	\$ 58,425

1984-85 OBJECTIVES:

). Reduce the average turnaround time for routine in-house printing from 17 days to 15 days.

 Broaden the availability of services by printing all standard envelopes and business cards in-house with the use of a Jet Press Printing Machine. This will save the County approximately \$60,000 annually and reduce the average response time from 30 days to 15 days.

Program: CENTRAL PRINTING SERVICES

Department: General Services

		BUDGET ST	AFF - YEARS		ALARY AND	BENE	FITS COST
Class	Title	1983-84 Budget	1984–85 Adopted	1983-84 Budget		1984-85 Adopted	
2413	Analyst 111	1.00	1.00	\$	29,681	\$	31,381
3068	Manager, Printing Services	1.00	1.00		24,596		24,982
3073	Sr. Offset Equipment Operator	3.00	3.00		51,807		52,596
3050	Offset Equipment Operator	3.00	3.00		46,863		47,724
2730	Senior Clerk	1.00	1.00		13,822		14,050
2700	intermediate Clerk Typist	1.00	1.00		13,907		14,128
3054	Print Shop Helper	1.00	1.00		11,221		11,083
	Total	11.00	11.00	\$	191,897	\$	195,944
	Adjustments:						
	County Contributions and Benefits			\$	52,852	\$	52,872
	Employment Expense				2,886		3,829
	Unemployment Insurance				962		846
	Salary Settlement Cost				0		8,154
	Salary Adjustments				2,000		0
	Salary Savings				(784)		0
	Total Adjustments			\$	57,916	\$	65,701

.

PROGRAM:	RECORDS MANAGEMENT	#	82401	MANAGER: John B. Sauvajot, Director
Departmen	t: General Services	#	5500	

Authority: This program implements Administrative Code Section 398.5(h) which states, "that the Department of General Services shall manage the County's Central Records storage and provide micrographics and reference services to County departments and to such other public agencies as may be directed by the Board".

		1981-82 Actual		1982-83 Actua I		1983–84 Actual		1983-84 Budget		1984-85 Adopted
COSTS Salaries & Benefits	\$	183,691	\$	194,764	\$	210,993	\$	215,642	s	243,133
Services & Supplies	Ŧ	43,897	•	30,210	•	16,953	·	21,073	·	17,986
Contracts		9,202		9,335		5,564		8,000		6,000
Fixed Assets		0		0		0		0		0
Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimbursements		(8,216)		(6,670)		0		0		0
TOTAL DIRECT COSTS	\$	228,574	\$	227,639	\$	233,510	\$	244,715	\$	267,119
FUNDING	\$	(2,919)	\$	(5,730)	\$	(11,920)	\$.(19,900)	\$	(34,603)
NET COUNTY COSTS	\$	225,655	\$	221,909	\$	221,590	\$	224,815	\$	232,516
STAFF YEARS	_	13.00		12,00		10,00		11.00		11.75

The 1984-85 budget includes shifts between Revenue and reimbursements (Cost Applied) as directed by the Auditor. Overall trends are:

	1981-82 Actual	1982-83 <u>Actual</u>	1983–84 <u>Actual</u>	1983-84 <u>Budg</u> et	1984–85 Adopted
Reimbursement + Funding	\$ 11, 135	\$ 12,400	\$ 11,920	\$ 19,900	\$ 34,603
PERFORMANCE INDICATORS:					
Documents Filmed Footage Duplicated	2,609,000	3,465,428	2,390,171	3,500,000	3,500,000
& Proceessed	347,350	334,050	328,875	350,000	450,000
Cubic Feet Serviced	24,447	32,856	32,862	33,000	33,000
# of Items Retrieved	20,766	19,712	21,009	21,000	22,000

PROGRAM DESCRIPTION:

Records Management provides effective, efficient and economical records management services for County departments. Records Management provides these services in three distinct areas: storage, microfilming and consulting. The Records Center provides facilities and staff for economical storage of active, semi-active and inactive County records and a program for destruction of these records. Records Management staff advises, coordinates and consults with all County departments on equipment and systems available for their records storage, retrieval and microfilming needs. The Micrographics Unit provides equipment and staff for the various microfilming programs utilized throughout the County.

82401

1983-84 ACTUAL:

•

۰

•

The Program's 1983-84 actual Salary and Benefits was \$4,6498 less than budgeted. This reflects one vacant position. The actual Services and Supplies was \$6,556 less than budgeted. This is due to maintenance contracts payments that are paid in arrears.

1984-85 ADOPTED BUDGET:

The FY 84-85 Program Budget will provide records storage, retrieval, micrographics and consulting services to County departments and other government agencies. The activities of this program are:

Micrographics - provides micrographics services to County departments and other Government Agencies. Maintains microfilm security vault. 20% of program csots are revenue offset. 1.

0	1983-84	E/R/SY	\$ 162,048/\$ 18,000/7.5
	1984-85	E/R/SY	\$172,809/\$33,205/7.75

- In 1984-85 this program will:
 - Microfilm 3.5 million documents.
 - Maintain microfilm security vault.

 - Provide Jab services to County departments. Request 1 new position (Asst. Photo Reduction Technician) for increased revenue workload.
- Record Center provides economical records storage and retrieval services to County departments and other 2. Government Agencles. Offset 4% by revenue.

•	1983-84	E/R/SY	\$32, 130/\$1,900/1.5
	1984-85	E/R/SY	\$42,557/\$1,398/2.0

- In 1984-85 this program will:
 - Maintain Record Center at current capacity (33,000 C.F.)
 - ---Provide program for destruction of records.
 - Provide retrieval services for records.
 - Relocate record center storage for inactive records.
- 3. Administration - provides records management consulting services to County departments. Provides clerical, fiscal and administrative support to program.

1983-84	E/R/SY	\$50,537/\$0/2.0
1984-85	E/R/SY	\$51,753/\$0/2.0

- In 1984-85 this program will:
 - Continue support to records operations.
 - Continue consulting services.

PROGRAM REVENUES BY SOURCE:

Discussion: Records Management receives revenue for micrographics and records storage services performed for other government agencies, interfund Departments and Special Districts. Revenue has increased \$14,703 (74%) over FY 1983-84 due to increased request for micrographics services. # 82401

PROGRAM REVENUES BY SOURCE: (Continued)

	1983-84	1983–84	1984–85	
	Actual	Budget	Adopted	
Services to Other Governmenta) Agencies (997))	\$ 1,813	\$ 9,500	\$ 7,766	
Road Fund (9782)	7,696	6,000	7,419	
Prop. Fund (9787)	685	500	16,090	
Sale of Silver (9994)	81	500	500	
APCD (9783)	621	1,400	828	
Library Fund (9793)	1,024	2,000	2,000	
TOTAL	\$ 11,920	\$ 19,900	\$ 34,603	

The decrease in revenue for the 1983-84 actuals is due to projects that were requested but not received.

1

1984-85 OBJECTIVES:

I

Complete inventory of Microfilm Security Vault.
 Continue services to other governmental agencies.
 Increase records consultant activities to other departments.
 Develop a computerized records management system for the record center.
 Decrease microfilming backlog by 1.6 million documents.

Program: Records Management

Department: General Services

Class		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST			
	Title	198384 Budget	l 984–85 Adopted	1983-84 Budget	1984–85 Adopted		
3034	Manager, Central Records Service	1.00	1.00	\$ 24.074	\$ 24,664		
3045	Microfilm Supervisor	1.00	1.00	18,871	19,364		
3053	Photo Reduction Technician	1,00	1.75	16,845	30,236		
2730	Senior Clerk Typist	2.00	1.00	30,205	16,661		
3040	Microfilm Operator	6.00	5.00	78,835	69,068		
2493	Intermediate Account Clerk	0,00	1.00	0	12,219		
2710	Junior Clerk/Typist	0.00	1.00	0	9,870		
	Total	11.00	11.75	\$ 168,830	\$ 182,082		

Adjustments:		
County Contributions and Benefits	\$ 48,552	\$ 54,575
Employment Compensation	2,129	2,733
Unemployment Insurance	962	846
Salary Settlement Cost		7,701
Salary Savings	(4,831)	(4,804)
Total Adjustments	\$ 46,812	\$ 61,051

```
PROGRAM TOTALS:
```

PROGRAM: ADMINISTRATION	# 92101	MANAGER: John B. Sauvajot, Director
Department: General Services	# 5500	

Authority: Administrative Code Section 398 states the Department of General Services shall manage the County's Capital Improvements Program; design, manage, inspect, maintain and protect County facilities; supervise construction, alteration/repair of County facilities, manage/operate County's Automotive Fleet, Communications, Records Management and Utilities Consumption/Energy Conservation Programs.

		1981-82 Actual	982-83 ictual	1983-84 Actual		1983-84 Budget		1984-85 Adopted	
COSTS									
Salaries & Benefits	\$	490,178	\$ 506,834	\$	544,594	\$	487,762	\$	567,750
Services & Supplies		45,148	20,039		22,708		9,441		12,085
Fixed Assets		0	0		0		0		20,000
Vehicles/Comm. Equip.		0	0		0		0		0
Less Reimbursements		-0-	 0		0		0		0
TOTAL DIRECT COSTS	\$	535,326	\$ 526,873	\$	567,302	\$	497,203	\$	599,835
FUNDING	\$	(915)	\$ (5)2)	\$	0	\$	(500)	\$	(500)
NET COUNTY COSTS	\$	534,411	\$ 526,361	\$	567,302	\$	496,703	\$	599,335
STAFF YEARS		17.00	17.00		16.00		15.00		16.00
PERFORMANCE INDICATORS:							· · · · · · · · · · · · · · · · · · ·		
Department Budget \$ Admini: (Net Cost/Millions \$'s) Departmental Staff Years	stere	\$32.7	\$43.1		\$38.7		\$38.0		\$44.5
Administered		578	529		497.82		514.25		528.25

PROGRAM DESCRIPTION:

The Administrative Program provides overall management and planning for the Department of General Services. This program includes: the Office of the Director; Personnel/Payroll; Budget Preparation; Fiscal Management and Special Project Development and Management.

The major functions of this program include:

- · Planning and managing departmental functions.
- . Providing direction and coordination of correspondence and referrals.
- . Liaison with the Board of Supervisors and other County departments.
- . Developing and coordinating the departmental budget.
- . Fiscal management and expenditure control.
- . Coordinate major maintenance and capital improvement budgets.
- . Managing the department's personnel and payroll functions.
- . Evaluating and analyzing program performance, including quality control factors.
- . Coordinating Affirmative Action and contract compliance requirements and policies.
- · Preparing the facility allocation plan and related space management.
- . Central contract administration.

PROGRAM: ADMINISTRATION

1983-84 ACTUAL:

During 1983-84, the department-wide administrative functions were centralized to provide stronger administrative direction in the fiscal and budget areas. The requirement for \$56,000 more in Salaries and Benefits than budgeted was due to unrealized salary savings, step increases and greater than anticipated extra-help needs. The requirement for \$13,000 more in Services and Supplies was due to a budget allocation below the amount required for department administration, especially in the areas of word processing and travel.

1984-85 ADOPTED BUDGET:

The activities of the Administrative Program are summarized as follows:

I. <u>Director's Office</u> - Manages and directs the department's overall functions. This includes managing a budget of over \$44 million/year.

٠	1983-84	E/R/SY	\$178,993/\$500/3
	1984-85	E/R/SY	\$254,266/\$500/4

- I984-85 Budget:
 - An Analyst 1V is included to provide technical expertise in the areas of strategic planning, new technology applications, management information programs, volunteer and sentenced person work assistance, data processing needs, election and emergency coordination, and management audits.
- 2. <u>Personnel and Payroll</u> Provides general payroll and personnel functions, including Affirmative Action coordination and training duties.

۰	198384	E/R/SY	\$84,525/\$-0-/3.5
	984-85	E/R/SY	\$76,139/\$-0-/3

- I984-85 Budget:
 - More attention will be focused on coordinating department-wide disciplinary actions. To assist in this
 function a Payroll Clerk will be reclassified to a Senior Payroll Clerk.
- 3. <u>Fiscal and Budget</u> Provides for the development, preparation and implementation of the department-wide budget. Also included are fiscal monitoring and auditing functions.

•	1983-84	E/R/SY	\$144,189/\$-0-/4.5
	1984-85	E/R/SY	\$198,595/\$-0-/6

- 1984-85 Budget:
 - Greater emphasis will be placed on establishing comprehensive fiscal and budgetary controls and procedures.
 - A new position of Assistant Accountant is included to assist in implementing and controling a Computerized Inventory Control System and Fleet Management Information System.
- Clerical Support Provides for general clerical and word processing functions.

•	1983-84	E/R/SY	\$89,496/\$-0-/4
	984-85	E/R/SY	\$70,835/\$-0-/3

- 1984-85 Budget:
 - One Administrative Secretary III is deleted to accommodate reduced budget targets. This staffing reduction will be accommodated by workload reassignments.

PROGRAM: ADMINISTRATION

PROGRAM REVENUE BY SOURCE:

Discussion: Historically, the administrative budget has collected only a small amount of revenue from miscellaneous sources, such as jury duty fees. No change is anticipated in 1984-85.

	19	83-84	1983-84	19	84-85
Source of Revenue		tual	Budget	Ad	opted
Miscellaneous (9995)	\$	0	\$ 500	\$	500

1984-85 OBJECTIVES:

The goals and objectives of the Administrative Unit are:

- 1. Implement a computer-based inventory control system by January, 1985.
- 2. Increase staff development programs from 14 to 20.
- 3. Manage the implementation of a non-profit corporation for capital and equipment acquisition.
- 4. Begin development of an automated work request control and management system.
- 5. Evaluate and assist in the implementation of new technology to increase operational efficiency and effectiveness.
- 6. Organize and coordinate special study teams to address Department issues and problems.

STAFFING SCHEDULE

Program: Administration

Department: General Services

		BUDGET STAFF - YEARS		SALARY AND BENEFITS COST			
Class	Title	1983-84 Budget	l 984–85 Adopted	1983–84 Budget	 _	1984-85 Adopted	
2125	Director, General Services	1.00	1.00	\$ 56,247	s	56,079	
2219	Assistant Director, General Services	1.00	1.00	48,577		48,441	
4147	Chief, Support Services	0.00	1.00	0		38,138	
2305	Chief, Administrative Services	1.00	0.00	35,412		0	
2414	Analyst IV	0.00	1.00	0		36,326	
2312	Departmental Personnel and Training Admin.	1.00	0.00	28,487		0	
2413	Analyst III	2.00	3.00	64,240		96,520	
2302	Administrative Assistant III	0,00	1.00	0		30,638	
2303	Administrative Assistant II	0,50	0.00	14,202		0	
2728	Administrative Secretary III	2.00	1.00	36,322		19,364	
2403	Accounting Technician	1.00	1.00	18,174		18,252	
3009	Word Processing Operator	1.00	1.00	16,383		16,526	
2405	Assistant Accountant	0.00	1.00	0		16,268	
2730	Senior Clerk	1.00	1.00	13,822		15,846	
2510	Senior Account Clerk	1.00	1,00	14,263		15,147	
2494	Payroll Clerk	1.00	0,00	14,920		0	
2511	Sentor Payroll Clerk	1,50	2,00	23, 554		30,322	
	Total	15,00	16.00	\$ 384,603	\$	437,867	
	Adjustments: County Contributions and Benefits Employee Compensation Unemployment Insurance Salary Settlement Costs Special Payments CRT Pay			\$ 105,863 4,119 1,224 0	\$	120,875 0 17,667 1,560	
	Salary Savings			(8,047)		(10,219	
	Total Adjustments			\$ 103,159	\$	129,883	

ŧ

15.00

EQUIPMENT ACQUISITION

•

	1981-82 Actual	1982–83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Vehicular Equipment	\$ 194,790	\$ 120,718	\$ 335,531	\$ 613,000	\$ 1,248,741
Communications Equipment	930,111	\$ 1,576,198	\$ 855,216	\$ 858,000	\$ 5,841,809
Total Direct Costs	\$ 1,124,901	\$ 1,696,916	\$ 1,190,747	\$ 1,471,000	\$ 7,090,550
Funding	<u>\$0</u>	\$ (93,639)	\$ (10,996)	\$ (123,000)	<u>\$ (290,550)</u>
Net Program Cost	\$ 1,124,901	\$ 1,603,277	\$ 1,179,751	\$ 1,348,000	\$ 6,800,000
Staff Years	0	0	0	0	0

PROGRAM: VEHICULAR EQUIPMENT	#	86404	MANAG	ER: John B. Sauvajot, Director
Department: General Services	#	5600	REF:	1983-84 Final Budget - Pg: 417

Authority: This program was developed to carry out Administrative Code Section 398.5 (f) which states that the Department of General Services shall acquire, maintain, and operate the County's automotive and construction equipment and machinery except such equipment purchased out of special district or other limited purposes funds.

- <u></u>	1981-82 Actual	!	198 Act	2-83 ua l	1983 Actu		1983-84 Budget	ļ 	1984 Adop	-85 oted
COSTS	•									_
Salaries & Benefits	\$	0	\$	0	\$	0	\$	0	\$	0
Services & Supplies		0		0		0		0		0
Vehicles	1	94,790		120,718		33,494	55	53,000	1,2	248,741
Fixed Assets		0		0		302,037	e	50,000		0
Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimbursements		0		0		0		0		0
TOTAL DIRECT COSTS	\$ 1	94,790	\$	120,718	\$	335,531	\$ 61	3,000	\$ 1,2	48,741
FUNDING		0		(93,639)		0	(12	23,000)	(1	30,550)
NET COUNTY COSTS	\$ 1	94,790	\$	27,079	\$	335,531	\$ 49	00,000	\$ 1,1	18,191
STAFF YEARS		0		0		0		0		0

PROGRAM STATEMENT:

This program consolidates all County departments' replacement vehicles to be purchased from the General Fund. The replacement vehicle requests are recommended by the Fleet Operations Division. They are based on maximum vehicle usage limits. New additional vehicle requests are originated by individual departments based on operational requirements of their programs and are included in their respective program budgets. Fleet Operations will provide maintenance and technical assistance, plus administer the acquisition process for all vehicles in the Countywide replacement vehicular budget and individual department budgets.

1983-84 ACTUAL BUDGET:

- Vehicle lease-purchase is \$519,506 under 1983-84 Budget due to the delay in the delivery of 391 vehicles as anticipated. In 1983-84, only 130 vehicles were delivered and the initial lease-purchase payment amounted to \$33,494.
- Fixed Assets is \$302,037 compared to \$60,000 budgeted in 1983-84 due to: (a) \$60,626 for outright purchase of 6 vehicles for Land Use & Planning Department, and (b) \$241,411 for carry over expenditures of prior year appropriations.
- 3. Revenue is not realized in 1983-84. The dealy in vehicle delivery made in impossible to sell old vehicles being replaced in 1983-84.

PROGRAM: VEHICULAR EQUIPMENT # 86404

MANAGER: John B. Sauvajot, Director

1984-85 ADOPTED BUDGET:

On September 20, 1983 (#74), the Board approved the issuance of an RFP soliciting proposals for the lease/purchase of new replacement vehicles. Subsequently, the Department of General Services issued an FRP to prospective vendors to acquire 348 replacement vehicles and 18 additional Sheriff vehicles in 1983-84.

On February 14, 1984 (#53, 54, 55), the Board approved additional replacement of 25 vehicles for the Marshal's Department.

The appropriation of \$1,248,741 will be sufficient to pay for the ongoing lease/purchase commitments with certain revisions to be made for vehicle delivery. The schedule below reflects the total lease-purchase contractual obligations for 1984-85.

	No. of Veh.	Department	1984-85 Cost
	348	ALI	\$ 1,135,005
	18	Sherlff	68,736
	_25	Marshal	45,000
Total	391		\$ 1,248,741

in 1984-85, 300 replacement vehicles are recommended for lease-purchase through the non-profit corporation budget allocation.

PROGRAM REVENUE BY SOURCE:

Revenue is projected to be realized from the sale of vehicles replaced in 1983-84 as follows:

	1983-84 Actual		1983-84 Budget		1984-85 Adopted		
Revenue	# Vehicles	Amount	# Vehicles	Amount	# Vehicles	Amount	
Salvage Sale	0	0	246	\$123,000	373	\$130,550	

PROGRAM: COMMUNICATIONS EQUIPMENT	# 86403	MANAGER: John B. Sauvajot, Director
Department: General Services	# 5600	REF: 1983-84 Final Budget - Pg: 418

Authority: Administrative Code Section 398.5 (g) states that the Department of General Services shall be responsible for the development, acquisition, installation, operation and maintenance of radio, electronic, telephone and intercommunications systems County-wide.

ı.

		1981-82 Actual		82-83 tual		1983-84 Actual		1983-84 Budget		984-85 dopted
COSTS Salaries & Benefits	\$	0		0	¢	0	÷	0	*	0
	Þ	U	\$	0	\$	0	\$	0	\$	0
Services & Supplies		0		0		0		0		5,000,000
Communications		930,111	1,6	22,839		857,174		858,000		841,809
Fixed Assets		0		0		19,520		0		0
Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimbursements		0	(4	46,641)		(21,478)		0		0
TOTAL DIRECT COSTS	\$	930,111	\$ 1,5	76,198	\$	855,216	\$	858,000	\$	5,841,809
FUNDING	\$	0	\$	0	\$	(10,996)	\$	0	\$	(160,000)
NET COUNTY COSTS	\$	930,111	\$ 1,5	76,198	\$	844,220	\$	858,000	\$	5,681,809
STAFF YEARS		N/A		N/A		N/A		N/A		N/A

PROGRAM STATEMENT:

This program consolidates the requests of all County departments for communications equipment to be purchased from the General Fund. The program includes both new, additional and replacement equipment. The new, additional and replacement equipment requests are made by the individual departments based on operational requirements of their programs. Communications Services will continue to provide maintenance support, technical assistance and review of purchase orders in both County-wide equipment acquisition and in the individual departmental budgets.

1983-84 ACTUAL:

FY 1983-84 Actual reimbursement of \$21,478 is the result of reimbursement for lease purchase payments for copy equipment from the Road Fund. FY 1983-84 actual funding of \$10,996, is the result of sale of fixed assets.

1984-85 AOPATED BUDGET:

The Department of General Services has the responsibility for identification of needs and requested budget allocations for <u>replacement</u> communications equipment. The 1984-85 Adopted Budget will pay for only the on-going lease/purchase commitments in the amount of \$841,809.

PROGRAM:	COMMUNICATIONS EQUIPMENT	# 86403 MANAGER:	John B. Sauvajot, Director
----------	--------------------------	------------------	----------------------------

The 1983-84 Adopted Budget allocation was only sufficient to pay for the lease/purchase payment commitments, and precluded any acquisition of needed equipment by other departments. The acquisition of replacement communication equipment by other departments, needed for health, safety and mandated programs, is not funded in this budget. \$5 million has been allocated to this program for the initial payment on the Telephone System Certificates of Participation.

The schedule below reflects the lease/purchase payments in FY 1984-85.

On-	going Payments:					<u>FY</u>	1984-85
a)	Photocopiers - 2 Xerox 9500	(final	payment	due	10/30/84)	\$	30,376
b)	Microwave Expansion System	(final	payment	due	9/30/91)		224,097
c)	Sheriff's UHF System	(final	payment	due	7/01/90)		427,336
d)	EMS Trauma Care Equipment						160,000
0)	Certificates of Participation	on .					5,000,000
				Т	otal	\$	5,841,809

PROGRAM REVENUE BY SOURCE:

Revenue	1983-84 Actual	• • •	983-84 Idget	FY 1984-85 Adopted		
Health Services Trauma Care (9881) Sale of Flxed Assets (9993)	\$ 0 10,996	\$	0 0	\$	160,000 0	
Total	\$ 10,996	\$	0	\$	160,000	

PROPERTY MANAGEMENT

	98 -82 Actua I	1982-83 Actual	l 983-84 Actua l	1 983-84 Budget	1984-85 Adopted
Property Management	\$ 698,376	\$ 924,483	\$ 1,473,049	\$ 1,747,900	\$ 1,804,339
Total Direct Costs	\$ 698,376	\$ 924,483	\$ 1,473,049	\$ 1,747,900	\$ 1,804,339
Less Funding	\$ (15,443)	\$ (295,475)	(462,667)	\$ (853,900)	\$(1,084,339)
Net Program Cost	\$ 682,933	\$ 629,008	\$ 1,010,382	\$ 894,000	\$ 720,000
Staff Years	0	0	0	0	0

PROGRAM: MAJOR MAINTENANCE	# 819XX	MANAGER: John B. Sauvajot, Director
Department: General Services	# 5590	REF: 1983-84 Final Budget - Pg: 420

Authority: California Government Code #25351.3, 25358, County Administrative Code #398.5(P). The Board shall provide for the proper maintenance of the County buildings. The department shall perform such functions as may be assigned to it.

	1981-82 Actual	1982-83 Actual	 1983-84 Actual	1983-84 Judget		984-85 topted
COSTS	<u>^</u>	<u>^</u>	0	2		0
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$	0
Services & Supplies (1)	960,177	924,483	1,473,049	1,747,900		1,804,339
Fixed Assets	0	0	0	0		0
New Vehicles/Comm. Equip.	0	0	0	0		0
Less Reimbursements	(261,801)	0	0	0		0
TOTAL DIRECT COSTS	\$ 698,376	\$ 924,483	\$ 1,473,049	\$ 1,747,900	\$,804,339
FUNDING	\$ (15,443)	\$ (295,475)	\$ (462,667)	\$ (853,900)	\$()	,084,339)
NET COUNTY COSTS	\$ 682,933	\$ 629,008	\$ 1,010,382	\$ 894,000	\$	720,000
STAFF YEARS (1) Includes	\$ 0 611,133 PY	\$ 0 411,240 PY	\$ 0 697,477 PY	\$ 0	¢	0

PERFORMANCE INDICATORS:

This program is exempt.

PROGRAM DESCRIPTION:

This program is intended to display those maintenance projects which are larger, costlier and more complicated than routine maintenance. For example, repair of a leaky roof is considered routine maintenance while replacement of the roof is considered major maintenance. All County departments who request Major Maintenance projects benefit to the extent of the net County cost allocation.

Most County departments take advantage of the Form 12 process which begins each October and continues through the budget cycle. The Form 12's identified as Major Maintenance requests were first categorized according to the following criteria: (1) Health and Safety; (2) Mandated; (3) Cost Effective; and (4) Essential to Program (see definitions below). They were then prioritized according to need within each category, with health and Safety the highest category and Essential to Program as the lowest. The final priority is established by integrating the highest priority project from the other categories into the Health and Safety list based on their comparative need and urgency (Attachment #1). Project MB5500 - Carpet Replacement VMA (Priority 4), is shown as a lump sum for convenience but is broken down by individual priority on (Attachment #2). In addition to the 38 projects that were estimated and prioritized, there were 154 other project requests submitted that were rejected for various reasons.

Also, included at the end of the prioritized list, are 7 rebudgeted projects.

PROGRAM: MAJOR MAINTENANCE

819XX

Health & Safety (H&S):

Work required to:

- 1. Correct condition(s) supported by a history of accidents, or known safety hazard.
- Correct a hazardous working environment to remove noxious fumes or to separate workers from toxic materials.
 Remove any circumstance that is security related, and will cause personal harm if corrective action is not
- taken.

Mandated (MD):

Work required to comply with changes in State law, enforcement of health and safety codes, court orders, and policies of Board of Supervisors.

Cost-Effective (C&E):

- 1. Work related to the protection of the County's capital assets.
- Modifications or additions which demonstrate direct program savings or cost avoidance which recovers project costs in a short pay-back period.

Essential to Program (E&P):

Work necessary to provide a suitable workplace for the conduct of County business.

1983-84 ACTUAL:

The current year consists of 67 projects, 33 general fund and 34 offset by various funding sources. The FY 83-84 actual is somewhat higher than budget because of unanticipated projects that arose during the year and were funded by appropriation transfers from the requesting departments. Due to the large work program and varied scopes of work, there has historically been a significantly over-appropriation.

1984-85 ADOPTED BUDGET:

The budget reflects limited resources available for allocation to this budget unit. As compared to current year, only 38 projects are proposed for funding versus 67 in FY 83-84 for a net decrease of 29 projects. In addition to the 38 projects that were estimated and prioritized, there were 154 other project requests submitted that were rejected for various reasons. Also, included at the end of the prioritized list, are 7 rebudgeted projects.

PROGRAM REVENUE BY SOURCE:

The program continues to seek new sources and methods of relieving the shortage of General Fund monies. The table below indicates the funding allocations by source which provides for 23 funded projects. Attachment #3 provides project detail.

	1983-84		1983-84		1984-85
Revenue	Actual		Budget		Adopted
AB-189	\$ 271,002	\$	592,500	\$	560,000
SB-668	N/A		N/A		360,000
Federal Emergency Mgmt, Agency	(17,579)		59,900		59,90 0
Road	38,858		48,400		4,236
Library	0		0		11,163
Park & Land Dedication Fund	7,786		23,800		30,000
Airport Enterprise Fund	19,721		31,000		59,040
Varlous	 145,879	<u> </u>	98,300		0
Total	\$ 462,667	\$	853,900	\$1	,084,339

FY 1984-85 PROPERTY MANAGEMENT BUDGET DETAIL OF MAJOR MAINTENANCE

PRIORITY NUMBER	PROJECT NUMBER	CATEGORY	PROJECT TITLE	REQUIRING DEPARTMENT	FUNDING SOURCE	RECOMMENDED	RELATED FUNDING	NET COST TO COUNTY
1	MB 5800	E/P	Various Major Alterations	Gen. Svcs.		\$250,000	\$ Ø	\$250,000
2	MB 5900	E/P	Criminal Justice VMA	Unal located Revenue	AB-189	200,000	200,000	ø
3	MB 5600	E/P	Courthouse VMA	Gen. Svcs.	SB-668	200,000	200,000	ø
4	MB5500	H&S	Carpet Replacement VMA	Gen. Svcs.	AB-189	332,848	95,000	237,848
5	MB 5344	H&S	Kitchen & messhall roof repair - 551 So. 35th St., San Diego. Repair roof of kitchen & messhall	Probation	AB-189	3,618	3,618	ø
6	MB 5388	H&S	Heaters wall mount staff housing Rancho Del Campo. Replace space heaters.	Probation	AB-189	11,129	11,129	ø
7	MB 5228	H&S	Repair leaking roof at comprehensive health center - 3177 Oceanview Blvd. Repair roof.	Health Svcs.		12,527	ø	12,527
8	MB 5288	C/E	Oceanside Branch Building Reroof - 1701 Mission. Roof building.	Gen. Svcs.		39,236	ø	39,236
9	MB 5290	H&S	Probation Rancho del Rayo Campo Reroof Reroof Rancho Del Rayo building.	Gen. Svcs.	AB-189	23,236	23,236	ø
10	MB 5324	H&S	Health Services Edgemoor Backflow Maintenance. Do a complete backflow on all buildings in Edgemoor.	Gen. Svcs.		25,879	ø	25,879
11	MB 5327	H&S	Gen. Svcs. CAC Sewer pipes replace from S.E. Corner to St. Replace drain pipes on 1600 Pacific Highway.	Gen. Svcs.		11,557	- Ø	11,557
12	MB 5 102	H&S	Celling & Lighting Replacement - Kitchen Area Central Jail, Replace celling to include new lighting fixtures,	Sheriff	AB-189	18,236	18,236	Ø

...

FY 1984-85 PROPERTY MANAGEMENT BUDGET DETAIL OF MAJOR MAINTENANCE

PRIORITY NUMBER	PROJECT NUMBER	CATEGORY	PROJECT TITLE	REQUIRING DEPARTMENT	FUNDING SOURCE	RECOMMENDED APPROPRIATION	RELATED FUNDING	NET COST TO COUNTY
13	MB 500 1	H&S	Light & wiring replace South Shelter. Replace existing wiring and lighting in kennel work area at South County Shelter.	Animal Control		\$ 8,429	\$Ø	\$ 8,429
14	MB 5328	H&S	Communications COC Install Conduit 2 to 12, Install a 3" conduit between 2 and 12 COC.	Gen. Svcs.		18,431	ø	18,431
15	MB 5206	H&S	Cipher lock on one door, Logan Heights District - 2509 imperial Ave., San Diego. Install security lock.	Social Svcs.		4,636	ø	4,636
16	MB 5305	C/E	Air handier drip pan replacement - 220 W. Broadway. Replace drip pan.	Gen. Svcs.	SB-668	27,473	27,473	ø
17	MB 5303	C/E	Seal Floor Around Cooling Tower 6th Floor - 220 W. Broadway. Seal floor around cooling tower.	Gen, Svcs,	SB-668	13,946	13,946	ø
18	MB 5302	C/E	Law Library replace drip pan air handler – 1105 Front Street, San Diego. Replace drip pan and lower section of air handler.	Gen. Svcs.		8,473	ø	8,473
19	MB 5322	H&S	Public Administration Ruffin Road Repave Road. Repave storage yard on Ruffin Road.	Gen. Svcs.	~	18,673	ø	18,673
20	MB 5268	H&S	Animal Control Carlsbad Resurface Asphalt. Asphalt storage area.	Gen. Svcs.		2,336	ø	2,336
21	MB 5266	H&S	Ramona Branch Building Parking Lot Resurface, Resurface parking lot,	Gen. Svcs.		10,436	ø	10,436
22	MB5201	H&S	Resurface Parking Lot - 5001 73rd St. San Diego, Resurface/restrip & renumber parking area.	Social Svcs.		4,427	Ø	4,427

İ.

FY 1984-85 PROPERTY MANAGEMENT BUDGET DETAIL OF MAJOR MAINTENANCE

	PRIORITY NUMBER	PROJECT NUMBER	CATEGORY	PROJECT TITLE	REQUIRING DEPARTMENT	FUNDING	RECOMMENDED	RELATED FUNDING	NET COST TO COUNTY
	23	MB 5200	H&S	Resurfacing & Restripping of Parking Area - 620 E. Valley Parkway, Escondido, Resurface & Restrip parking area.	Social Svcs.		\$ 7,727	\$Ø	\$ 7,727
	24	MB5091	H&S	Repave Road to Descanso Deten- tion Facility. Repave Roadway.	Sherlff	AB-189	36,527	36,527	ø
	25	MB 5297	H&S	Resurface Sheriff Parking Lot - Courthouse. Resurface Parking Lot.	Gen. Svcs.	SB-668	6,236	6,236	ø
	26	MB 5256	C/E	Downtown Courthouse Judicial Parking Reconfigure parking lot.	Marshal	AB-189	4,436	4,436	Ø
	27	MB 5299	H&S	Resurface Parking Lot Judges - Courthouse. Resurface parking lot.	Gen. Svcs.	SB-668	13,736	13,736	Ø
200	28	MB 5267	H&S	Fallbrook Branch Building parking lot patch & reseal. Patch & reseal parking lot.	Gen. Svcs.		5,736	ø	5,736
	29	MB 5028	H&S	Resurface Parking Lot at Julian Sheriff's station。 Resurface parking lot and create berms。	Sheriff	AB - 189	3,773	3,773	ø
	30	MB 5363	H&S	Recap or chip seal entry road to Camp Barrett. Repair road.	Probation	AB - 189	67,194	13,545	53,649
	31	MB 5169	C/E	Ramona Airport Slurry Seal R/W。 T/W。 Apron seal runway, taxiway, aircraft parking apron。	Public Works	Airport Dev. Aid Prog State Aid	59,040	53,136 5,904	ø
	32	MB 53 14	E/P	Courthouse Dept. 34, Attenuate Bldg. Noise. Isolate the noise from cooling towers.	Gen. Svcs.	SB-668	60,401	60,401	ø
	33	MB 5306	C/E	Courthouse restoration of marble. Clean & restore black marble in and outside building.	Gen. Svcs.	SB-668	5,736	5,736	ø

Page 3

FY 1984-85 PROPERTY MANAGEMENT BUDGET DETAIL OF MAJOR MAINTENANCE

I

PRIORITY NUMBER	PROJECT NUMBER	CATEGORY	PROJECT TITLE	REQUIRING DEPARTMENT	FUNDING SOURCE	RECOMMENDED APPROPRIATION	RELATED FUNDING	NET COST TO COUNTY
34	MB 5307	C/E	Courthouse restoration of marble. Clean black marble on interior of building and recaulk joints.	Gen. Svcs.	SB-668	\$ 21,236	\$ 21,236	\$Ø
35	MB 5298	C/E	Reroof third floor roof - 220 W. Broadway. Reroof building.	Gen. Svcs.	\$8-668	11,236	11,236	Ø
36	MB 5309	H&S	Julian Library dryrot repair. Repair extensive dryrot condition.	County Library Leases	Library Fund	5,236	5,236	ø
37	MB 5308	C/E	La Mesa Library Painting. Repaint Interior and exterior of building.	County Library Leases	Library Fund	5,927	5,927	ø
38	MB5181	C/E	Remodel the kitchen cabinets	Public Works	Road Fund	4,236	4,236	ø
-	MD3421	R∕B	Mt. Helix Elect. System Revision	Parks & Recreation	ROF	30,000	30,000	ø
-	MD4027	R/B	Coctus Park Earthwork	Parks & Recreation	FEMA	59,900	59,900	ø
-	MD4029	R/B	Courthouse Security Screens	Superlor Court	AB-189	58,000	58,000	ø
-	MB4333	R/B	Camp Barrett Grey Water System	Probation	AB-189	8,500	8,500	ø
-	MB4604	R/B	Vista Ct. Replace Carpet	Superior Court	AB-189	32,000	32,000	ø
-	MB 4808	R/B	Vista Ct. Addition	Superior	AB-189	30,000	30,000	ø
				TOTAL OF MAJOR MA	INTENANCE	\$1,804,339	\$1,804,339	\$720,000

-500-

MAJOR MAINTENANCE FY 84-85 ADOPTED BUDGET CARPET VMA DETAIL

PRIORITY NUMBER	PROJECT	PROJECT TITLE/DESCRIPTION - IMAPCTS IF REJECTED	REQUIRING DEPARTMENT	CATEGORY	AMOUNT		FUNDING		NET COUNTY COST
# 1	5124	Central Jail - Recarpet 1st Floor Interview Rooms	Sherlff	н & S	\$ 2,036	\$	\$2,036	(A)	\$
* 2	5072	Vista Sheriff Station - Replace Carpet	Sherlff	H&S	14,857		14,857	(A)	
* 3	5120	Central Jall - Replace carpet in Control Room	Sherlff	H&S	5,036		5,036	(A)	
* 4	5029	Imperial Beach Sheriff Station - Replace carpet in Capt's ofc	Sherlff	H&S	305		305	(A)	
* 5	5031	Imperial Beach Sheriff Station - Replace carpet in Lt's ofc	Sherlff	H&S	260		260	(A)	
6	5199	Escondido Soc. Svcs. District Office - Recarpet ofc.	Soc. Svcs.	H&S	9,273				9,273
* 7	5329	Juvenile Probation Ctr Replace carpet	Probation	H&S	82,723		72,506	(A)	10,217
8	5123	Sheriff's Office - Replace carpet in Info. Watch Comm. Admin. Lt. & Hall	Sheriff	H&S	2,836				2,836
9	5030	Crime Lab, 3520 Kurtz, S.D Replace carpet	Sherlff	нас	9,636				9,636
10	5193	County Courthouse, 6th Floor - Replace carpet (App. 6,000 SF)	Dist. Atty.	H&S	19,947				19,947
11	5007	County Courthouse - Recarpet Municipal Court main ofc, chambers, jury room, courtrooms & Court Reporter's ofc.	Muni. Ct.	H&S	42,473				42,473
12	5192	County Courthouse, 4th Floor - Replace approx. 9000 SF carpet	Dist. Atty.	H & S	19,947	Ì			19,947
13	5111	Las Colinas - Recarpet Fac, Commander's secretary's ofc	Sherlff	наз	2,336				2,336
. 14	5210	Soc. Svcs. North El Cajon Office - Carpet two rooms	Soc. Svcs.	наз	1,109				1,109
15	5368	OIPA, Chief Admin. Ofc, Rm. 298 - Carpet and paint	OIPA	н & S	6,309				6,309
16	5325	No. County Muni CtClean & Reupholster Audience & Jury seats	Gen. Svcs.	H&S	6,736				6,736
17	5018	Traffic Court - Carpeting	Muni. Ct.	наз	3,936				3,936
18	5006	Muni Ct - Recarpet main ofc area & provide private ofc space	Muni.Ct.	H&S	59,430				59,430
		SUBTOTALS:	,		\$ 289,185	\$	95,000		\$ 194,185

* FUNDED (A) AB 189 Funds

ATTACHMENT #2

•

Page 2 of 2

MAJOR MAINTENANCE FY 84-85 ADOPTED BUDGET CARPET VMA DETAIL

PRIORITY NUMBER	PROJECT NUMBER	PROJECT TITLE/DESCRIPTION - IMAPCTS IF REJECTED	REQUIRING DEPARTMENT	CATEGORY	AMOUNT	FUNDING	NET COUNTY COST
19	5225	Kearny Mesa Dist. Office - Suite K - Carpet	Soc. Svcs.	H&S	\$ 7,436	s	\$ 7,436
20	5213	Southeast District Office - Carpet	Soc. Svcs.	нас	19,236		19,236
21	5110	Central Jail, Records Div Install carpeting	Sherlff	нас	13,873		13,873
22	5180	Traffic Court – Marshal	Marshal	H&S	3,118		3,118
		SUBTOTALS:			\$ 43,663	\$	\$ 43,663

SUBTOTAL Pg 1	\$ 289,185	\$ 95,000	\$ 194,185
SUBTOTAL Pg 2	\$ 43,663	\$	\$ 43,663
GRAND TOTAL	\$ 332,848	\$ 95,000	\$ 237,848

* FUNDED (A) AB 189 Funds

-501-

ATTACHMENT #2

1984-85 PROPOSED PROPERTY MANAGEMENT BUDGET DETAIL OF FUNDINGS BY FUNDING ACCOUNT

Type of Funding Project Classification	Serial Number	Funding Class	PROJECT TITLE	Funding Amount
IBRARY FUND	5308 5309	0 0	La Mesa Library Painting Julian Library Dryrot Repair	\$
			LIBRARY FUND	11,163
NB-189	4029 4333 4604	9173 9173 9173	Courthouse Security Screens Barrett Grey Water System Install Vista Court Carpet Replace	58,000 8,500 32,000
	4808 4827	9173 9173	Vista Superior Court Addition Rancho Del Rayo Roof Replace	30,000 22,000
	5028 5091 5102 5256	9173 9173 9173 9173 9173	Resurface Parking Lot at Julian Sheriff's Station Repave Road to Descanso Detention Facility Ceiling & Lighting Replacement - Kitchen Area Downtown Courthouse Judicial Parking	3,773 36,527 18,236 4,436
	5290 5338 5344	9173 9173 9173 9173	Probation Rancho Del Rayo Campo Reroof Heaters Wall Mount Staff Housing Rancho Del Campo Kitchen & Mess Hall Roof Repair - 551 So. 35th Street	23,236 11,129 3,618
	5363 5500 5900	9173 9173 9173	Recap or Chip Seal Entry Road to Camp Barrett Carpet Replacement VMA Criminal Justice VMA	13,545 95,000 200,000
			AB-189	560,000
SB -668	5297 5298 5299 5303 5305 5306 5306 5307 5314 5600	9173 9173 9173 9173 9173 9173 9173 9173	Resurface Sheriff Parking Lot - Courthouse Reroof Third Floor Roof - 220 W. Broadway Resurface Parking Lot Judges - Courthouse Seal Floor Around Cooling Tower 6th Floor Air Handler Drip Pan Replacement, 220 W. Broadway Courthouse Restoration of Marble Courthouse Restoration of Marble Courthouse Dept. 34, Attenuate Building Noise Courthouse VMA	6,236 11,236 13,736 13,946 27,473 5,736 21,236 60,401 200,000
			SB -668	360,000
EDERAL GRANT	4027	9617	EARTHWORK CACTUS PARK	59,900
			FEDERAL GRANT	59,900
ROAD FUND	5181	9802	Remodel the Kitchen Cabinets	4,236
			ROAD FUND	4,236
PLDF	3421	9806	MT. HELIX ELECTRICAL SYSTEM REVISION	30,000
			PLDF	30,000
AIRPORT ENTERPRISE FUND	5169	9807	RAMONA AIRPORT SLURRY SEAL R/W. T/W. APRON	59,040
			AIRPORT ENTERPRISE FUND	59,040
			TOTAL	\$1,084,339

CAPITAL ASSET LEASING (SANCAL)

	198 <u>Act</u>	1-82 ual	198: Acti	2-83 ual	1983 <u>Actu</u>		198. Bud	3-84 get	1984-85 Adopted
Capital Asset Leasing Activities	<u>\$</u>	0	<u>\$</u>	0	\$	0	<u>\$</u>	0	\$ 1,000,000
Total Direct Costs	\$	0	\$	0	\$	0	\$	0	\$ 1,000,000
Funding	\$	0	\$	0	\$	0	\$	0	<u>\$0</u>
Net County Costs	\$	0	\$	0	\$	0	\$	0	\$ 1,000,000

r

.

PROGRAM: Capital Asset Leasing (SANCAL)	#		MANAG	ER:	Manue I	Lopez	
Department: Chief Administrative Officer	#	5 200	REF:	1983	-84 Fina	al Budget - Pg:	None

Authority: On June 12, 1984 (55 & 56) the Board approved the Articles of Incorporation and Bylaws of the San Diego County Capital Asset Leasing Corporation (SANCAL), a non-profit corporation.

		981-82 ctual		2-83 ual		83-84 tual	-	3-84 Ige†		4-85 pted
COSTS Salaries & Benefits	\$	0	\$	0	\$	0	\$	0	\$	0
	ų.		Ð		÷.		J.	-	·	-
Services & Supplies		0		0		0		0	1,5	000,000
Fixed Assets		0		0		0		0		0
Vehicles/Comm. Equip.		0		0		0		0		0
Less Reimbursements		0		0		0		0	(3	00,000)
TOTAL DIRECT COSTS	\$	0	\$	0	\$	0	\$	0	\$ 1,00	000,000
FUNDING	\$	0	\$	0	\$	0	\$	0	\$	0
NET COUNTY COSTS	\$	0	\$	0	\$	0	\$	0	\$ 1,00	000,000
STAFF YEARS		0		0		0		0		0

PROGRAM DESCRIPTION:

The purpose of the non-profit corporation is to provide a financial vehicle to finance the acquisition of real and personal property for subsequent leasing to all County departments. The corporation is organized under the Non-Profit Public Benefit Corporation Law for public purposes. The corporation may also acquire, purchase, construct or provide for the construction of facilities, renovate existing facilities and other improvements such as shops, warehouses, garages and other buildings and facilities of any type. All such equipment and facilities would be subsequently leased to the County. In order to carry out these activities, the corporation shall have the power to incur indebtedness through the issuance of bonds, debentures, notes or other instruments of indebtedness. The corporation is organized solely for the purposes noted above as a civic venture for and on behalf of the County.

1984-85 ADOPTED BUDGET:

Departmental budget requests for fixed assets, vehicles and communications equipment and rentals/leases were reviewed in developing a list of items to be recommended for acquisition by the non-profit corporation. Criteria relating to portability, cost and reason for acquisition were used in selecting items for inclusion on the list. Items included are those which I) enhance productivity, 2) replace obsolete high maintenance equipment, or 3) are necessary to maintain a service level.

The \$300,000 of reimbursements are the first of five annual payments of Transit Development Act funds to SANCAL for the purchase of nine new buses.

On August 21, 1984 San Diego County Capital Leasing Corporation (SANCAL) sold \$11,825,000 of Leasehold Revenue Bonds for the acquisition of equipment, machinery, vehicles, and other tangible personal property. After allowing for the cost of issuance, discount, debt service reserve, etc., the sale of these Series A Bonds will provide \$8,634,000 for the purchase of equipment in FY 1984-85.

OFFICE OF EMPLOYEE SERVICES *

		1981-82 Actual		82-83 tual		983-84 ctual		83-84 dget		984-85 dopted
Employee Services	\$ 3,	127,650	<u>\$5,</u>	335,188	\$ 4,0	671,267**	\$4,	759,491	\$ 3	, 777 , 245
Total Direct Costs	\$3,	,127,650	\$ 5,	335,188	\$4,6	671,267	\$4,	759,491	\$ 3	,777,245
Less Funding		414,326)	(125 , 609)	()	684,620)	(707,394)		(713,477)
Net County Cost	\$2,	,713,324	\$5,:	209,579	\$3,9	986,647	\$4,	052,097	\$3	,063,768
STAFF YEARS		73.00		71.25		67.89		72,50		81,58
Fixed Assets	\$	4,000	\$	0	\$	0	\$	3,500		0***

* All figures exclude Equal Opportunity Management Office information which is presented in a separate budget for that office.

ι

- ** Reflects \$2,663,699 expenditure for Dana Big Boy Hability claim Auditor's sheets record this expenditure in County Counsel.
- *** Fixed Assets have now been incorporated into Individual program costs above.

PROGRAM: E	MPLOYEE SERVICES	#	0500	MANAG	GER: ETHEL M. CHASTAIN
Department:	OFFICE OF EMPLOYEE SERVICES	#	0500	Ref:	1983-84 Final Budget - Pg. 421

AUTHORITY: Charter Article IX and Civil Service Rules establish the County's personnel system; Board action 2/2/82 (36) establishes the office; Administrative Code Sections 126 - 126.6. defines department's responsibilities; State laws cover worker's compensation and unemployment insurance responsibilities. All basic personnel and risk programs are mandated but there is some discretion allowed as to level of service in personnel and risk, particularly in areas of training, suggestion awards, and safety.

	1981-82* Actual	1982–83* Actua I	1983-84* Actual	1983-84* Budget	1984 - 85 Adopted
COSTS					
Salaries & Benefits	\$ 4,676,237	\$ 5,982,695	\$ 5,520,373	\$ 5,854,123	\$ 6,444,989
Services & Supplies	1,611,579	2,622,370	4,762,651**	1,743,981	1,223,586
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	8,670
Vehicles/Comm. Equip.	0	0	0	0	0
Liability Trust Fund			0	1,000,000	0
Less Reimbursements	(3,160,166)	(3,269,877)	(5,611,757)	(3,838,613)	(3,900,000)
TOTAL DIRECT COSTS	\$ 3,127,650	\$ 5,335,188	\$ 4,671,267	\$ 4,759,491	\$ 3,777,245
FUNDING	\$ (414,326)	\$ (125,609)	\$ (684,620)	\$ (707,394)	(713,477)
NET COUNTY COSTS	\$ 2,713,324	\$ 5,209,579	\$ 3,986,547	\$ 4,052,097	\$ 3,063,768
STAFF YEARS	73.00	71,25	67,89	72,50	81,58
PERFORMANCE INDICATORS:					
Tort LiabilityClaims Investigated/Settled***	ŧ				
Workers' Compensation Claims Investigated/Set	1,248/1,109	1,298/1,032	1,613/1,700	1,300/1,000	1,300/1,100
Processing Days Per Exam After Announcement	48	47	58	45	45
Exams	312	227	211	225	350

PROGRAM DESCRIPTION:

The Office of Employee Services was created by Board direction to consolidate employee-oriented activities. The office was officially established on October 12, 1982. Since that time, this office has been developing a system of comprehensive services and programs to respond to employees, operating departments and the public. These services and programs include recruitment, selection, classification, placement, career development, salary administration, benefits management, pre-employment health screening, medical standards, vocational rehabilitation, unemployment compensation, workers' compensation, loss prevention, employee safety, employee assistance, employee fitness, suggestions/service awards and training.

* All figures exclude Equal Opportunity Management Office operations.

** Reflects \$2,663,699 expenditure for Dana Big Boy Hability claim - Auditor's sheets record this expenditure in County Counsel.

*** The public liability claim function was transferred to County Counsel at 1984-85 Final Budget hearings.

0500

1983-84 ACTUAL:

Net Salaries and Benefits expenditures were \$333,750 less than budget primarily due to decreases in current unemployment insurance (-\$695,370) and worker's compensation costs (-\$120,834). These current year decreases were offset by 1982-83 costs of \$417,007 for these programs which were change in 1983-84.

Services and Supplies expenses were \$3,018,670 more than budget largely because to final settlement of the \$2.5 million Dana Big Boy and other liability claims.

The \$1,000,000 Other Charges appropriation to pay excess liability costs was transferred to Services and Supplies to pay liability claims. Consequently, there are no expenditures recorded in the Other Charges category, i.e., a \$1,000,000 "savings" appears for this line item. Reimbursements from other departments exceed budget by \$1,773,144. The added funds came from the Road Fund to reimburse the general fund for payments made in the Dana Big Boy case,

1984-85 ADOPTED BUDGET:

<u>GENERAL</u> - In order to make essential staffing changes in the personnel system and risk areas while staying within a \$3,063,768 net County cost allocation, a number of adjustments are proposed for other departmental activities. The major areas impacted are employee development (training), suggestion awards and special fund revenues. Specific activities with major positive and negative impacts are:

Selection and Classification - (37.0 SY; \$1,068,497) - 10 additional professional (6) and para-professional (4) positions (\$298,281) are proposed for this unit which does all examination/classification as required by the Charter and Civil Service Rules. The staff is added to address the many criticisms directed at this activity. During 1984-85 the proposed unit will spend substantial time implementing the 63 State Personnel Board recommendations, while at the same time trying to complete 350 exams (up 125) in an average of 45 days (down from 60).

An additional clerical position (\$17,522) is also recommended to support the group.

Services and supplies costs for this function are up \$42,016 (from \$14,984 to \$57,000) to provide adequate funds for advertising exams (\$25,000 - up \$20,500), staff training (\$17,000 - up \$13,000), testing facilities (\$5,000 - up \$3,000) and minor equipment for added staff (\$2,800 - up \$2,800).

Workers! Compensation (13.0 SY; \$483,875) - 3 additional positions (a Senior Claims Representative, Claims Representative and Intermediate Clerk - \$82,103) are recommended to provide closer professional supervision, reduce caseloads and provide additional clerical support for this unit of 13, which processes all employee claims for work-related injuries or lilnesses. The proposed staffing level will result in an average caseload of about 275 cases. The industry recommends 250 cases as an acceptable caseload which can be handled effectively.

The appropriation for payment of Workers' Compensation claims of employees is recommended for increase from \$3,000,000 to \$3,400,000 on the basis of experience. This amount is offset by charges to general and special fund departments so it has no impact on this department's net appropriation.

- Unemployment insurance (2.0 SY; \$67,902) Current experience indicates that the appropriation for payment of employee unemployment claims can be reduced to \$600,000 in 1984-85. This figure is down \$300,000 from the current year appropriation. This cost, like Workers' Compensation, is offset by charges to County departments.
- Employee Benefits Management (5.0 SY; \$601,368) This unit, which administers employee health insurance, life insurance, the transit pass program and related benefit programs, will require an additional clerical position (\$17,268) in 1984-85. Recent experience has shown the continued need for temporary help to keep records current. Bus pass costs will total \$480,000 in 1984-85 up \$245,200 from the 1983-84 allowance. This cost will be partially offset by the \$79,000 employees will pay for their passes.

PROGRAM: EMPLOYEE SERVICES

0500

1984-85 CAO PROPOSED BUDGET (Continued):

- Claims Management (5.0 SY; \$733,101) This section's staff of 5 oversees all safety, insurance and claims activity; monitors pre-employment physicals and medical standards; provides vocational rehabilitation services and runs the employee assistance program. The proposed 1984-85 budget deletes the Vocational Resources Manager position (-\$35,470) by combining its duties with those of Vocational Medical Service Coordinator.
- Loss Prevention (4.0 SY; \$143,268) Deletion of a Loss Prevention Analyst posilition (-\$29,991), which has been vacant for several months, leaves a staff of 3 professionals and one clerk to furnish safety services for County operations.
- Employee Health and Fitness (3.58 SY; \$104,511) Staff of this State-financed activity presents programs to help employees understand and practice good nutrition and exercise which leads to risk-reduction benefits for both the employee and employer. The \$100,000 grant will allow for the 4-person group to be increased from 30 to 43 months in 1984-85. This increase should enable staff to reach 2,000 employees rather than 1,500. This is the last year of State funding for this activity. Prior to 1985-86 it will be necessary to determine whether the County will assume financial responsibility for the operation.
- Employee Development (3 SY; \$146,882) Responsibility for all centralized training programs, employee orientation, the service awards program and the suggestion awards program fall under this section. The proposed 1984-85 budget will eliminate 6 months of the one Staff Development Specialist (-\$15,612) and the Administrative Assistant II (-\$18,299) who administers the suggestion award and service award program. This reduction leaves the Staff Development Manager with a half-time professional and a full-time clerk to administer what will be a greatly reduced function. Training will be limited to coordination, advice and some training of County staff so they can train others.

The Suggestion Awards activity will, of necessity, require more departmental administrative support. In addition, it is proposed that benefitting departments pay employee awards from their budget. A \$15,000 appropriation is, however, included in 1984-85 to centrally finance suggestions which involve safety improvements or minor savings spread amount several departments.

Revenues for 1983-84 were impacted primarily by delay until 1984-85 of \$30,000 in State grant funds and receipt of \$66,905 in unbudgeted bus pass revenue.

PROGRAM REVENUE BY SOURCE:

Discussion: Revenues for 1984-85 reflect the transfer of third party recoveries to County Counsel with the liability function and budgeting revenue from employee bus pass sales.

Source of Revenue	1983-84 <u>Actual</u>	l 983–84 <u>Budget</u>	1984–85 Adopted
State Grant	\$ 56,763	\$ 100,000	\$ 100,000
Interfund Charges	492,295	514,394	533,881
Third Party Revenues	68,657	93,000	0
Bus Passes (Employees)	66,905	0	79,596
	\$ 684,620	\$ 707,394	\$ 713,477

1984-85 OBJECTIVES:

- I. Implement approved recommendations of the OES/EOMO Task Force and the State Personnel Board to improve the personnel and risk administration functions.
- 2. Expand word processing capabilities to examinations, personnel, training, awards and health and fitness functions, as well as current risk operations.
- 3. Develop and implement programs to utilize the data storage and processing features of present mini-computer to eliminate manual operations in Suggestion/Service Awards, Employee Development and other areas as identified.

STAFFING SCHEDULE*

Program: Employee Services

Department: Office of Employee Services

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST				
Class	Title	1983–84 Budget	1984-85 Adopted	198384 Budget	1984-85 Adopted			
2132	Director, Employee Services	1.00	1.00	\$ 55,657	\$ 54,84			
2214	Assistant Director, Employee Services	1.00	1.00	52,425	50,70			
2300	Vocational Resource Manager	1.00	0.00	29,979				
2301	Claims Manager	1.00	0.00	38,111				
2303	Administrative Assistant II	2.00	I <u>•</u> 50	54,207	43,15			
2319	Claims Program Manager	0,00	1.00	0	39,06			
2320	Personnel Ald	0.00	5.00	0	76,86			
2327	Ciaims Representative ii	7.00	6.00	195,750	171,79			
2330	Employee Benefits Manager	1.00	0.00	34,777				
2331	Loss Prevention Analyst	3.00	2.00	72,999	51,34			
2332	Vocational Medical Services Coordinator	1.00	1.00	27,855	27,61			
2341	Wage & Salary Administrator	0.00	1.00	0	32,94			
2342	Employee Benefits Administrator	0.00	1.00	0	37,21			
2344	Insurance Coordinator	1.00	1.00	27,187	31,32			
2345	Loss Prevention Manager	1.00	1.00	32,735	33,54			
2365	Staff Development Specialist	1.00	0.50	25,679	13,51			
2373	Associate Personnel Analyst	0.00	12.00	0	324,10			
2374	Senior Personnel Analyst	0.00	4.00	0	124,03			
2377	Chief of Personnel Services	0.00	1.00	0	37,21			
2380	Staff Development Manager	1.00	1.00	26,254	32,49			
2409	Section Chief, Personnel Services	1.00	0.00	33,887				
2411	Analyst i	3.00	0.00	65,226				
2412	Analyst 11	8.00	0.00	220,776				
2413	Analyst 111	3.00	0.00	88,061				
24 14	Analyst IV	1.00	1.00	32,486	39,06			
2493	Intermediate Account Clerk	1.00	1.00	13,890	14,34			
2494	Payroll Clerk	0.00	1.00	0	12,79			
2510	Senior Account Clerk	2.00	2.00	31,832	31,25			
2511	Senior Payroll Clerk	1.00	0.00	17,228				
2700	Intermediate Clerk Typist	13.00	16.00	171,507	219,35			
2730	Senior Clerk	5.00	4.00	74,475	65,98			
2745	Supervising Clerk	2.00	2.00	35,443	37,75			
2756	Administrative Secretary I	0,50	0.00	6,060				
2757	Administrative Secretary II	1.00	1.00	17,482	15,93			
2758	Administrative Secretary III	1.00	1.00	17,398	19,36			
5009	Word Processing Operator	1.00	1.00	15,218	16,24			
5017	Remote Job Entry Operator	1.00	1.00	15,094	14,64			
029	Insurance Specialist	1.00	1.00	19,060	17,12			
050	Offset Equipment Operator	1.00	1.00	15,674	15,90			
465	Nutritionist	0,50	0.83	10,085	18,42			
822	Health & Fitness Program Manager	0.00	0.92	0	24,07			
823	Health & Fitness Specialist	0.00	0.83	0	15,87			
840	Senior Health Educator	1.00	0.00	24,182				
212	Employee Assistance Program Coordinator	1.00	1.00	29,145	29,61			
3800	Supervising Personnel Analyst	0.00	1.00	0	39,00			

Program	n: Employee Services	STAFFING SCHEDULE*	Department	: Office of Emplo	oyee Services
		BUDGET STAFF	- YEARS	SALARY AND	BENEFITS COST
Class	Title	1983–84 Budget	1984-85 Adopted	1983–84 Budget	1984-85 Adopted
8801	Vocational Medical Clerk	0.00	1.00	0	17,599
8802	Senior Claims Representative	0.00	1.00	0	29,888
8806	Exercise Physiologist	0,50	0.00	12,000	0
0796	Head Proctor	0.00	0.33	0	4,880
0797	Assistant Proctor	0,00	0,67	0	7,100
9999	Extra Help	1.00	0.00	15,000	0
	Total	72.50	81,58	\$ 1,654,824	\$1,887,993

.

Adjustments		
County Contributions and Benefits	447,777	504,914
Salary Settlement Costs		112,661
Salary Adjustments	(101,752)	0
Salar y Savings	(46,726)	(75,579)
Special Payments:		
Suggestions Awards	0	15,000
Worker's Compensation Insurance (Countywide)	3,000,000	3,400,000
Employee Unemployment Insurance (Countywide)	900,000	600,000

* 7 Staff years (8 positions) transferred to EOMO during 1983-84

PROGRAM TOTALS

÷

EQUAL OPPORTUNITY MANAGEMENT OFFICE

.

		1981-82 Actual	1982-83 Actual	1 983-84 Actua I		1983-84 Budget		1984-85 Adopted
Equal Opportunity	5	372,900	\$ 255,429	\$ 256,435	<u>\$</u>	203,804	5	261,433
Total Direct Costs	\$	372,900	\$ 255,429	\$ 256,435	\$	203,804	\$	261,433
Less Funding		(20,764)	 (1,960)	 (17,186)		(17,186)		(24,900)
Net County Cost	\$	352,136	\$ 253,469	\$ 239,249	\$	186,618	\$	236,533
STAFF YEARS		9,00	9,00	7.00		7.00		7.00
Fixed Assets	\$	0	\$ 0	\$ 0*	\$	0		0

* Fixed Assets have now been incorporated into individual program costs above.

PROGRAM:	EQUAL OPPORTUNITY MANAGEMENT	#	81206	MANAGER:	VICTOR A. NIETO
Departmen	t: EQUAL OPPORTUNITY OFFICE	#	0210		

AUTHORITY: This office was established by Board of Supervisor Action 12/14/76 (177). Board Policy C-17 and Administrative Code, Article XVII-C, Section 305 et seq., and Ordinance 4929, as amended by Ordinance 6050 (NS) effective 6-II-81, authorize EOMO to coordinate and direct all County affirmative action/equal opportunity programs and activities. Additionally, the Consent Decree (CA 76-1094S) with the U.S Department of Justice mandates the EOMO Director carry out specific EEO monitoring activities with regard to hiring, promotions, and transfers.

	 981-82 Actual	 1982-83 Actual	 1983–84 Actual	 1983-84 Budget	 1984-85 Adopted
COSTS					
Salaries & Benefits	\$ 354,812	\$ 257,500	\$ 223,667	\$ 201,752	\$ 252,212
Services & Supplies	18,088	5,904	32,768	2,052	9,221
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	0
New Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	(7,975)	0	0	0
TOTAL DIRECT COSTS	\$ 372,900	\$ 255,429	\$ 256,435	\$ 203,804	\$ 261,433 +19,5%
FUNDING	\$ (20,764)	\$ (1,960)	\$ (17,186)	\$ (17,186)	\$ (24,900)
NET COUNTY COSTS	\$ 352,136	\$ 253,469	\$ 239,249	\$ 186,618	\$ 236,533 -1,1%
STAFF YEARS	9.00	9.00	7.00	7,00	7.00
PERFORMANCE INDICATORS:	 	 		 	
INTERNAL COMPLAINTS					
Formal Investigations	11	2	10	7	10
Number of Complaints	120	100	162	160	160
Resolution rate	91\$	98%	94%	94\$	94%
EXTERNAL COMPLAINTS					
Cases to County Counsel	I	3	0	2	2
Number of Complaints	67	85	65	66	65
Pending Agency Resolution	9	42	30	31	10
Success Rate	98%	93%	100%	94%	96 %
MONITORING ACTIVITIES					
*Certifications Reviewed	2,483	1,694	1,812	1,812	1,900
*Appointments Processed	3,540	2,118	2,000	2,000	2,115
*Increase in Minority					
Representation	+1.2	+.7	+.7	+.7	+.9
*Increase in Female					
Representation	+.8	+.5	+.3	+.5	+.3
*Percent of Underutilized **Hired	21,2%	14.4%	25.0%	26.2%	25.0%

* Reporting here reflects a May-November reporting period because the Reporting to the Consent Decree parties is done on a semiannual basis, May and November.

** Underutilized indicates where parity with the 1980 labor force has not been achieved.

PROGRAM: EQUAL OPPORTUNITY MANAGEMENT #	ŗ	81206	MANAGER:	VICTOR A. NIETO
---	---	-------	----------	-----------------

PROGRAM DESCRIPTION:

The Equal Opportunity Management Office is responsible for developing, implementing, maintaining and monitoring all affirmative action/equal opportunity programs/activities related to County departments, to ensure the County's compliance with State/Federal and County equal opportunity laws, mandates, policies and Consent Decree, thereby, assisting the County in fulfilling its role as an equal opportunity employer and service provider.

1983-84 ACTUAL:

Salaries & Benefits: The 1983-84 actual expenditures are expected to exceed the 1983-84 budget amount due to partial year funding of the EOMO Director's position.

Services & Supplies: The 1983-84 expenditures reflect the Board of Supervisors decision to contract for the development of an Affirmative Action Plan for the County.

1984-85 ADOPTED BUDGET:

Salaries & Benefits: The 1984-85 Proposed Budget reflects the full year funding of the EOMO Director's position and the transfer of one position (Contract Compliance activities) to the CAO Office.

Services & Supplies: The 1984-85 services and supplies reflects full year funding and allows for EEO/AA travel and training activities.

PROGRAM REVENUE BY SOURCE:

The increase in revenues are the result of increased services provided to special funds (Road, Library, etc.) Revenues are calculated and recommended based on the departments actual operational costs.

FIXED ASSETS:

None

NEW EQUIPMENT JUST IF ICATION:

None

STAFFING SCHEDULE

,

Program: Equal Opportunity Management

Department: Equal Opportunity Management

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST				
<u>Class</u>	Title	1983–84 Budget	1984-85 Adopted	1983-84 Budget		1984-85 Adopted		
2283	Director, Equal Opportunity Management	0.00	I.00	\$ () 5	40,934		
2401	Equal Opportunity Officer II	4.00	4.00	100,872	2	109,376		
2402	Equal Opportunity Officer 1	1.00	0.00	23,849)	0		
2758	Administrative Secretary III	1.00	1.00	17,398	6	19,364		
2700	Intermediate Clerk Typist	1.00	1.00	13, 193	i	14,123		
9999	Extra Help (two positions non-funded)	0.00	0.00	(0		
	TOTAL	7.00	7.00	\$ 155,312	: \$	183,797		

Adjustments:

County Contributions and Benefits	\$ 4	6,440	\$ 58,352
Salary Savings		-	(5,788)
Salary Settlement Costs			15,851

,

252,212

PURCHASING

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983-84 Budget	1984-85 Adopted
Purchasing	\$ 1,220,624	\$ 1,151,225	\$ 1,185,278	\$ 1,260,171	\$ 1,401,857
Total Direct Costs	1,220,624	\$ 1,151,225	1,185,278	1,260,171	1,401,857
Funding	82,987	48,696	292,529	295,948	345,484
Net County Costs	\$ 1,137,637	\$ 1,102,529	\$ 892,749	\$ 964,223	\$ 1,056,373
Staff Years	53.20	53.00	53.00	53.00	53.00

PROGRAM: PURCHASING

81301

MANAGER: James G. Tapp

1984-85 ADOPTED BUDGET:

The Purchasing and Contracting Division (36.4 SY; \$977,979):

Responsible for the centralized procurement of material and services for the County of San Diego in an amount of approximately 50 million dollars. In addition to these purchases, the Purchasing and Contracting Department performs Centralized Contracting for most departments. Proposed budget includes a realignment of contracting staff to provide additional emphasis in the contracting process.

Stores Division (16,6 SY; \$362,767):

Responsible for the receipt, storage and issuance of commonly used items required to fill Countywide needs. Approximately \$3,200,000 Central Stores issues will be made during FY 1984-85. In maintaining an inventory value of approximately \$600,000, stock is turned four to five times each year. Quantity purchases of the stocked items permit savings ranging from ten to twenty-five percent over cost of individually purchased items. An additional function within this division, is the redistribution and disposal of excess County property. During FY 1984-85, approximately \$300,000 in County sales is anticipated. Central receiving will be implemented on a pllot project basis at the CCC. Two items, a narrow aisle fork lift and an electric delivery vehicle, are scheduled for purchase through the non-profit corporation financing arrangement. Both items have a projected service life of 15 years, making this type of acquisition cost~effective. The delivery vehicle will be used at the CCC complex. The narrow aisle fork lift will allow more efficient use of the warehouse space in Building II.

REVENUE

Most of the revenue is derived from charges to non-general fund departments for services provided. Additional revenue is from sale of surplus/salvage scrap and waste materials, such as oil and kitchen grease.

	1983-84 <u>Actual</u>	1983-84 Budget	1984–85 Adopted
Purchasing fees from other governmental agencies	\$ 6,549	\$ 5,000	\$ 5,000
Cost allocated to Road Fund	95,330	113,645	123,713
Cost allocated to Proprietary Funds	32,776	66,209	99,633
Costs allocated to other Governmental Funds	119,736	83,594	89,638
Sale of surplus/scrap material - nontaxable	33,355	17,500	17,500
Sale of surplus/scrap material - taxable	4,773	10,000	10,000
Total	\$ 292,519	\$ 295,948	\$ 345,484

1984-85 OBJECTIVES:

- To implement on-line computer systems to maintain satisfactory levels of services with continually decreasing resources (i.e., mechanized Bidders lists; mandatory data reporting and on-line Stores inventory data access). Begin systems analysis of on-line procurement file data access.
- 2. Test a pilot project, with the Auditor and Controller (Accounts Payable) of an on-line centralized recieving process. Automation of this labor intensive task will result in the elimination of some of the approximately 400 receiving points in the County, providing improved customer service and vendor delivery; and faster payments to small and minority business enterprises with serious cash flow problems, thus encouraging participation in County procurement.

PROGRAM: PURCHASING	#	81301	MANAGER: James G. Tapp
Department: Purchasing	#	1300	Ref: 1983-84 Final Budget: Pg. 428

Authority: This program was developed for the purpose of complying with Sections 400 through 424 of the Administrative Code and Section 705 of the County Charter which defines the Purchasing Agent's responsibilities regarding the acquisition of material and services, stocking and issuance of commonly-used materials, and the disposal of salvage and surplus property.

	1981-82 Actual	1982-83 Actual	1983-84 Actual	1983–84 Budget	1984–85 Adopted
COSTS					
Salaries & Benefits	\$ 1,157,641	\$ 1,098,773	\$ 1,100,196	\$ 1,195,771	\$ 1,326,957
Services & Supplies	62,983	52,452	85,082	64,400	74,900
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 1,220,624	\$ 1,151,225	\$ 1,185,278	\$ 1,260,171	\$ 1,401,857
FUNDING	\$ (82,987)	\$ (48,696)	\$ (292,529)	\$ (295,948)	\$ (345,484)
NET COUNTY COSTS	\$ 1,137,637	\$ 1,102,529	\$ 892,749	\$ 964,223	\$ 1,056,373
STAFF YEARS	53.24	53.00	53.00	53.00	53.00
PERFORMANCE INDICATORS:	·········	· · · · · · · · · · · · · · · · · · ·		- <u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	
Number Purchase Orders Dollar Value Purchases Line Item Issued by Stores Dollar Value Issues	13,492 \$48,573,935 67,854 \$ 3,417,386	14,568 \$52,718,322 64,132 \$ 3,047,204	15,652 \$51,028,540 58,202 \$ 3,183,263	14,500 \$55,000,000 75,000 \$ 3,400,000	16,000 \$53,000,000 65,000 \$ 3,400,000

PROGRAM DESCRIPTION:

Over 45 County Departments/offices utilize the centralized purchasing and contracting services as delegated to the Director, Purchasing and Contracting by State law and County code and charter. In addition to the purchasing and contracting functions, the department also provides centralized storage and issuance of commonly-used items, as well as centralized redistribution and disposal of surplus and salvage material. The program includes monitoring of specifications to ensure maximum use of competitive acquisition and overall responsibility for standardization of equipment acquired for various departments.

1983-84 ACTUAL:

During FY 1983-84 the number of purchase orders issued increased by 7.5% while the dollars expended was reduced. One explanation for the increased number of purchase orders appears to be Departments ordering items in smaller quantities but more often as a method to keep closer control over limited resources. The City/County cooperative auctions have been expanded to include eleven other local agencies. The increased participation allows fixed costs to be distributed to a wider base as well as attracting more bidders resulting in more spirited bidding and higher revenues. The services and supplies total of \$85,082 includes \$17,587 prior year expenditures and \$4,310 for temporary contract help.

STAFFING SCHEDULE

Program: Purchasing

Department: Purchasing and Contracting

		BUDGET ST	AFF - YEARS	SALARY AND BENEFITS COST				
		1983-84	1984-85	1983-84	1984-85			
lass	<u>Title</u>	Budget	Adopted	Budget	Adopted			
2160	Director, Purchasing & Contracting	٥0, ١	1.00	\$ 44,183	\$ 44,055			
263	Assistant Director, Purchasing & Contracting	1.00	1.00	39,174	40,183			
2621	Principal Procurement Contracting Officer	0.00	1.00	0	26,997			
622	Procurement Contracting Officer	4,00	3.00	117,374	92,346			
302	Administrative Assistant II	1.00	1.00	28,296	28,993			
2640	Buyer III	3.00	3,00	71,921	73,465			
654	Central Stores Supervisor	00 ا	1.00	22,630	23,757			
610	Buyer II	4.00	4.00	90,876	92,967			
601	Buyer I	6.00	6.00	102,949	110,492			
758	Administrative Secretary III	۱.00	1.00	17,826	19,207			
403	Accounting Technician	1.00	1.00	18,174	18,469			
611	Purchasing Clerk	4.00	4.00	67,250	70,794			
658	Storekeeper	2.00	2,00	31,868	36,890			
035	Data Entry Supervisor	1.00	1.00	17,559	17,847			
511	Senior Payroll Clerk	F*00	1.00	17,085	17,493			
009	Word Processing Operator	2.00	1.00	30,818	16,652			
660	Storekeeper I	4.00	4.00	64,617	64,305			
516	Delivery Vehicle Driver	2.00	2,00	28,921	30,514			
030	Data Entry Operator	2.00	2,00	28,262	30,696			
650	Stock Clerk	2.00	4.00	25,060	50,436			
493	Intermediate Account Clerk	2.00	2.00	27,274	26,716			
2700	Intermediate Clerk Typist	7.00	6.00	91,108	82,682			
	Temporary Extra Help	1.00	1.00	1,000	3,000			
	Total	53,00	53,00	\$ 984,225	\$1,018,956			

Adjustments:		
County Contributions and Benefits	\$ 272,217	\$ 289,038
Salary Settlement Costs	0	60,873
Special Payments:		
Premium ("Y" Ratings)	5,241	0
Overtime	0	0
Salary Adjustments		(3,500)
Salary Savings	(65,912)	(38,410)

PROGRAM 1	TOTALS
-----------	--------

PROGRAM:	PURCHASING
FRUGRAM:	

81301

MANAGER: James G. Tapp

- 3. Open a regional ready issue Supply Store in CAC complex to serve the Central City area. In addition to reducing paper flow/requisitioning problems for customers, will also be used as one of the two central receiving pilot locations for more efficient use of resources and associated benefits. Savings will accrue to County departments through eliminating their responsibility for processing receiving reports and invoices.
- 4. As a joint project with the departments of Data Processing and Auditor/Controller, complete systems analysis and initial design of automated on-line stores and purchase requisitioning system. This system will provide County Departments and agencies with the ability to generate on-line requisitions directly to the Department of Purchasing and Contracting, which have been automatically screened for correct accounting data and technical coordination. The system will eliminate most manual record preparation, shorten lead times, and reduce much duplicate data entry. Benefits are Countywide.

REVENUE AND RECOVERY

		1981-82 Actual		1982-83 Actual		1983-84 Actual	983-84 Budget		1984-85 Adopted
Collection of Accounts Receivable	\$	4,171,438	. \$	4,609,988	\$	5,026,827	\$ 5,130,633	\$	5,641,683
Total Direct Costs	\$	4,171,438	\$	4,609,988	\$	5,026,827	\$ 5,130,633	\$	5,641,683
Less Funding		34,075	-	238,338	_	98,333	 78,000	_	78,000
Net Program Cost (Without Externals)	\$	4,137,363	\$	4,371,650	\$	4,928,494	\$ 5,052,633	\$	5,563,683
External Support Costs	5	1,411,128		1,363,544		0	1,472,084		1,472,084
Staff Years		210.40		223.90		0	242.50		245.50
Fixed Assets	\$	6,079	\$	4,676		0*	\$ 5,280		0*

* Fixed Assets have now been incorporated into individual program costs above.

x

i

5 **X**

PROGRAM: Collection of Accounts Receivable	#	81701	MANAGER: M. R. Pion
Department: Revenue and Recovery	#	2600	Ref: 1983-84 Final Budget - Pg: 430

Authority: This program was developed to carry out Welfare & Institutions Code 900 et. seq.; 17403; 17109; Civil Code 4700 et. seq. and P.C. 987 et. seq., P.C. 1268 et. seq., Board of Supervisors 12/1/81 (47). Collection activities including child support, social services and public health are mandated. The collection of general fund revenues, court services and indigency screening are discretionary.

	1981-82 Actual	1982-83 Actual	1983–84 Actual	1983-84 Budget	1984-85 Adopted
Salaries & Benefits	\$ 4,066,229	\$ 4,490,295	\$ 4,890,565	\$ 5,010,952	\$ 5,480,950
Services & Supplies	105,209	119,693	136,262	119,681	148,333
Fixed Assets	0	о	· 0	0	12,400
Vehicles/Comm. Equipment	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 4,171,438	\$ 4,609,988	\$ 5,026,827	\$ 5,130,633	\$ 5,641,683
FUNDING	\$ (34,075)	\$ (238,338)	<u>\$ (98,333)</u>	\$ (78,000)	\$ (78,000)
NET COUNTY COSTS	\$ 4,137,363	\$ 4,371,650	\$ 4,928,494	\$ 5,052,633	\$ 5,563,683
STAFF YEARS	210.40	223.90	226.40	242.50	245.50
PERFORMANCE INDICATORS:					
Activity A - Collection of Accounts Receivable Collections Unit Cost (Direct County Cost/Collections) Activity B - Court Services	\$46,033,849 8.8¢	\$48,471,627 8.3¢	\$50,979,819 9.1¢	\$49,500,000 9•4¢	\$50,650,000 10.1¢
Inmate Reduction (Central	44	63	63	63	63
Intake) Inmate Reduction (Supervised Release)	N/A	N/A	44	100	100
Activity C - Indigency Screen Indigency Financial Review		23,675	23,125	23,000	23,000

PROGRAM DESCRIPTION:

Activity A - Collection of Accounts Receivable

This activity collects monies from responsible parties for health care, welfare recovery, fines, restitutions, and child support under the Federal IV-D program and a variety of other collection activities. Efforts are directed primarily toward the recovery of monies from the legally responsible parties who have benefited from County services and from Federal Medicare, State Medi-Cal, or other third parties. The collection services also include the computation of charges, billing for services, evaluation of financial ability to pay, recommending civil litigation, instituting tax refund intercepts, recommending compromise and discharges of accountability, and receipt of, account for, and disbursement of payments. In cases of child support non-compliance, referrals are made to the District Attorney, Municipal and Superior Courts. These activities are accomplished by professional recovery officers supported by clerical staff at five locations throughout the County.

PROGRAM DESCRIPTION: (Cont'd)

Activity B - Court Services

This activity interviews felony and misdemeanor arrestees 24 hours a day, 7 days a week, to provide information to court for determination of own recognizance releases and to provide pre-arraignment information for bail review. In FY 83-84 a system for supervised release of certain inmates who ordinarily do not qualify for own recognizance release was started. The interviews and court approved supervised releases are conducted at the Central Jail Facility in San Diego. These actions respond to a court order to reduce the Jail population. This activity also provides ball reviews in the San Diego and North County judicial districts. This activity is staffed primarily by graduate students and Detention Review Officers.

Activity C - Indigency Screening

This activity screens defendants who request court-appointed attorneys to determine if they can afford to pay for their own legal defense instead of using County paid services. Indigency screenings are done in felony and misdemeanor arraignment courts in the County by Revenue and Recovery officers and graduate students.

1983-84 ACTUAL:

The expenditures for Salaries and Benefits were approximately \$142,000 below budget. The expenditures for Services and Supplies reflects a mid year appropriation transfer of \$16,000 to implement the intercept of State tax refunds. Collections were approximately \$1.5 million over budget. This was due primarily to increased general fund revenues.

1984-85 ADOPTED BUDGET:

Summarized below are the major activities of the Department of Revenue and Recovery.

Activity A - Collection of Accounts Receivable (218.0 SY; \$5,103,542 expenditures; \$78,000 Revenue.) This activity is responsible for:

- The collection of General Fund Revenues which are discretionary;
- The collection of child support, fines and restitutions which are court ordered;
- The collection activities for Welfare and Community Mental Health programs which are mandated by State and Federal agencies. Costs associated with these activities and child support collections are reimbursed by State and Federal Sources.
- Total collections for FY 1984-85 are budgeted at \$50.65 million, a \$1.15 million increase over budgeted FY 1983-84 levels.

1984-85 ADOPTED BUDGET (Continued):

- This activity provides collections of monies that are the responsibility of the County to collect. Where applicable, the cost of collections is reimbursed by State and Federal sources. The reimbursements total approximately 65%-70% of the entire collection activity of the Revenue and Recovery budget, including overheads and indirects. The reimbursements appear in the budgets of the District Attorney, Health and Social Services Departments. Other collections contribute directly to General Fund Revenues.
- The adopted budget includes 3 additional staff years (1 Revenue and Recovery Officer I, and 2 -Intermediate Clerk Typists) to implement collections under SB 1093. This new law, chaptered in FY 83-84, requires that the County file, on request of a custodial parent, a claim with the State to intercept tax refunds for unpaid child support owed to the non-welfare family. Total collections for this activity are estimated to be approximately \$150,000 - \$350,000 in FY 84-85.

Activity B - Court Services (21.0 SY; \$440,187) Includes providing data and recommendations to courts to facilitate own recognizance releases, pre-arraignment information for bail review and supervised release for certain other inmates.

- * This activity is discretionary and the service level is not mandated but helps to fulfill the court order to reduce the jail population.
- In FY 83-84 the Board of Supervisors authorized 3 staff years to begin the Supervised Release of certain selected inmates. The difference between the budgeted inmate reduction (100) and the actual full year reduction (44) is due to a later than anticipated start date for the activity and, although increasing, a lower than anticipated number of referrals from the courts.
- * This activity will reduce the jail population by a total of 163 inmates per day in FY 1984-85.
- The 1984-85 proposed budget does not provide staffing for this activity in either the East County or South Bay jails, or for Supervised Release or own recognizance data at the North County Jail.

Activity C - Indigency Screening (6.5 SY; \$97,954) Includes financial screening of defendants to determine ability to repay the County for the cost of court-appointed attorneys.

- * This activity is discretionary and the service level is not mandated.
- * This activity helps to reduce the cost to the County for court-appointed attorneys by providing data to help the court determine an individual's ability to pay for a court appointed attorney.

PROGRAM REVENUE BY SOURCE:

Discussion: Revenue of \$98,333 was realized in FY 1984-85. This represents \$20,333 more than budgeted and is due to increased tax refund intercepts.

Source of Revenue	Actual	Budget	Adopted
Solid Waste Collection Fees	\$ 42,000	\$ 40,000	\$ 43,000
Child Support Collection and Return Check Fees	56,333	38,000	35,000
	\$ 98,333	\$ 78,000	\$ 78,000

1984-85 OB JECT IVES:

- 1. To collect a total of \$50,650,000 at a cost of less that 10.1¢ per dollar collected.
- 2. To reduce the jail population by 63 inmates dally through Central Intake processing and 100 inmates dally through Supervised Release.
- 3. To provide 23,000 financial reviews of individuals that request court appointed attorneys.

STAFFING SCHEDULE

Program:	Collection of Accounts Receivable		D	epartment: Reven	ue and Recover
		STAFF -	YEARS	SALARY AND	BENEFITS COST
		1983-84	1984-85	1983-84	1984-85
Class	Title	Budget	Adopted	Budget	Adopted
2144	Director, Revenue and Recovery	1.00	1.00	\$ 46,992	\$ 46,824
2227	Assistant Director, Revenue and Recovery	1.00	1.00	41,595	41,433
2497	Principal Accountant	1.00	1.00	35,393	35,799
2302	Administrative Assistant III	1.00	1.00	32,120	32,941
505	Senior Accountant	1.00	1.00	29,543	25,304
2473	Division Chief, Revenue and Recovery	4.00	4.00	122,746	125,964
412	Analyst II	1.00	1.00	27,464	27,176
469	Department EDP Coordinator	0.00	1.00	0	29,991
717	Senior Field InvestigatorIII	2.00	1.00	54,450	28,889
475	Section Chief, Revenue and Recovery	9.00	10.00	224,847	250,873
068	Supervising Detention Review Officer	1.00	1.00	24,699	25,749
067	Detention Review Officer	7.00	7.00	164,309	163,403
425	Assoclate Accountant	1.00	0.00	24,821	0
5719	Field investigator	4.00	4.00	99,963	103,687
477	Revenue and Recovery Officer III	24.00	24.00	491,473	498,738
906	Legal Procedures Clerk III	3.00	3.00	54,211	55,852
479	Revenue and Recovery Officer II	33.00	33.00	613,489	606,828
745	Supervising Clerk	1.00	1.00	19,060	19,364
758	Administrative Secretary III	1.00	1.00	18,871	19,364
905	Legal Stenographer	3.00	2.00	51,538	34,866
907	Legal Procedures Clerk II	2.00	2.00	33,340	31,429
498	Revenue and Recovery Officer 1	12.00	13.00	193,348	213,078
000	Word Processing Operator	2.00	1.00	29,569	15,233
513	Senior Cashler	1.00	1.00	16,869	17,138
510	Senior Account Clerk	6.00	7.00	97,840	115,952
660	Storekeeper I	1.00	1.00	16,345	16,619
430	Cashier	7.00	7.00	105,334	106,968
903	Legal Procedures Clerk I	0.00	1.00	0	16,018
483	Revenue and Recovery Officer Trainee	22.00	17.00	316,097	245,858
511	Senior Payroli Clerk	1.00	1.00	14,526	14,406
039	Mail Clerk Driver	1.00	1.00	14,348	14,576
493	Intermediate Account Clerk	20.00	25.00	274,560	353,762
700	Intermediate Clerk Typist	49.00	52.00	644,352	689,800
709	Departmental Clerk	3.00	3.00	32,398	33,938
	Extra Help	16.50	15.50	185,400	181,200
	Total	242.50	245.50	\$ 4,151,910	\$ 4,239,020
Adjustm				¢ 1 140 400	t 1 100 100
Sa	unty Contributions and Benefits lary Settlement Cost			\$ 1,140,492 0	\$ 1,192,100 267,783
-	Payments: emium			4,300	4,400
	liback			50	50
	lingual			5,000	5,100
	TBonus			9,950	9,950
alary S				(300,750)	(237,453)
otal Ad	justments			859,042	1,241,930
ROGRAM	FOTALS:	242.50	245.50	\$5,010,952	\$ 5,480,950

CAO PROJECTS

	1981-82 Actual	1982-83 Actual	l 983-84 Actua l	l 983-84 Budget	1984-85 Adopted
Community Enhancement Activities	\$ 823,028	\$ 573,014	\$ 692,050	\$ 750,000	\$ 850,000
Government Reference Library*	60,178	0	0	0	0
Special Expense (Deputy Sheriff Strike)	282,008	0	0	0	0
LAFCo	249,924	236,395	310,275	310,275	357,293
Total Direct Costs	\$1,415,138	\$ 809,409	\$1,002,325	\$1,060,275	\$1,207,293
Funding	33, 747	45, 702	91,075	56,000	88,680
Net Program Cost	\$1,381,391	\$ 763,707	\$ 911,250	\$1,004,275	\$1,118,613
Staff Years	9,50	7.50	8.35	8,50	8,35

* The Government Reference Library is now budgeted in the Library Budget.

PROGRAM: Community Enhancement Activities	# 80203	MANAGER: Mike Coffield
Department: Chief Administrative Officer	# 0250	Ref: 1983-84 Final Budget - Pg: 435

Authority: State Revenue and Taxation Code Section 7280 and County Code Sections 22.201 through 22.215 provide for the levying of the Tourist Tax (formerly called Transient Occupancy Tax), and Board Policy B-35 outlines the use of such revenue for cultural and other organizations.

	981-82 ctual	1982-83 Actual	983-84 \ctual	983-84 udget	1984-85 Adopted
COSTS Salaries & Benefits					
Other Charges	\$ 823,028	\$ 573,014	\$ 692,050	\$ 750,000	\$ 900,000
Fixed Assets					
Vehicles/Comm. Equip.					
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 823,028	\$ 573,014	\$ 692,050	\$ 750,000	\$ 900,000
FUNDING	\$ 0	 0	\$ 0	\$ 0	\$ 0
NET COUNTY COSTS	\$ 823,028	\$ 573,014	\$ 692,050	\$ 750,000	\$ 900,000 20 %
STAFF YEARS	 0	0	0	0	0

PROGRAM DESCRIPTION:

Various cultural activities and local events are provided for in this program through the allocation of the Tourist Tax revenues which are collected based on hotel and motel room occupancy charges in the unincorporated area. The current Tourist Tax rate is 6%.

1983-84 ACTUAL:

Actual expenditures for 1983-84 was less than the 1983-84 budgeted amount due to encumbrances not yet spent. The Guajome Adobe Park activity continued to expend 1982-83 monies and will do so through 1984-85.

1984-85 ADOPATED BUDGET:

The 1984-85 Adopted Budget reflects a 20% increase due to anticipated TOT revenues to be generated from increased hotel/motel room usage.

PROGRAM: Community Enhancement Activities (con't)

Organization, Projects or Events		1983-84 Adopted	1984- CAO Pro		34-85 opted
Aerospace Hall of Fame	\$	8,500	\$8	,500	\$ 5,000
Aerospace Museum	-	7,085		,705	5,000
Alpine Chamber of Commerce		0	-	0	4,000
Beach Access		0		0	70,000
Borrego Spring Community Association - Christmas Circle		5,000	5	,000	5,000
Borrego Spring COC - Festival Days		6,000		,780	6,000
Borrego Spring Coamber of Commerce		0,000	U,	0	35,000
Cabrillo Festival		3,000	٦	,390	4,000
California Early Day Gas Engine & Tractors, Inc.		9,000		0	50,000
Campo Chamber of Commerce		ů 0		õ	1,000
Cardiff Chamber of Commerce		0		0	2,200
		3,500	z	,955	2,200
Columbus Day Parade		•		-	-
COMBO		95,000		,650	95,092
CONVIS		100,000	115	,000	104,000
County Supervisors Association		0		0	20,000
District 1		4,000		0	0
District 2		4,000		0	0
District 3		4,000		0	0
District 4		4,000		0	0
District 5		4,000		0	0
East County Economic Development Council		0		0	9,000
East County Performing Arts Center		0		0	10,000
Economic Development Corporation		50,000	55,	,000	50,000
Encinitas-Leucadia Chamber of Commerce ^(])		0	1,	,000	5,000
Escondido Visitor's Bureau		25,000	28,	,250	75,000
Fallbrook Art Association		0		0	1,000
Fallbrook Chamber of Commerce		5,000	5,	,650	16,000
Fallbrook Historical Society		0		0	4,000
Greater San Diego Chamber of Commerce		10,000	11,	,300	0
Guajome Adobe					
Restoration Phase II		100,000		0	0
Hall of Champions		0		0	10,000
Julian Chamber of Commerce		0		0	4,000
Julian Pioneer Museum		0		0	5,000
Lakeside Chamber of Commerce		0		0	5,500
Mingei International Museum of World Folk Art		-		0	5,000
Mother Goose Parade		25,000	25.	,000	20,000
Museum of Art		48,659		, 180	20,000
Museum of Man		26,351		660	15,000
Natural History Museum		41,353		,510	20,000
North County Convention Bureau		75,000		0	20,000
Pacific Southwest Railway Museum		0		õ	20,000
Parks & Recreation - Lifeguard Services		0	82	808	82,808
-		0	02,	0	1,000
Pine Valley Days Quail Gardens		-		0	50,000
-		50,000		0	
Ramona Chamber of Commerce		v			4,000
Ramona Pioneer Historical Society		0	-	0	1,000
Ramona Town Hall, Inc. ⁽¹⁾		0	1,	000	15,000

PROGRAM: Community Enhancement Activities (con't)

Safety Patrol Campership	\$ 33,000	\$ 26,400	\$ 26,400
San Diego Youth Symphony	6,000	6,000	6,000
San Diego Historical Society	4,368	6,085	0
Solana Beach Chamber of Commerce	0	0	4,000
Spring Valley Chamber of Commerce	0	0	5,500
Tecate Chamber of Commerce	0	0	1,000
Valley Center Chamber of Commerce ^(])	0	2,500	\$ 2,500
Whaley House	2,184	3,045	0
Unal located		178,632	0
TOTALS	\$ 750,000	\$ 850,000	\$ 900,000

()) The organizations received funding subsequent to the final adopted budget.

PROGRAM: Local Agency Formation Commission	#	31007	MANAGER: Jane P. Merill
Department: Local Agency Formation Commission	#	0220	REF: 1983-84 Final Budget - Pg: 437

Authority: The Local Agency Formation Commission is established by State law, the Knox-Nisbet Act of 1963, (Government Code Section 54773, et seq.).

		1981-82 Actual	1982-83 Actual	 1983-84 Actual	1983-84 Budget	1984-85 Adopted
COSTS						
Salaries & Benefits	S	220,387	\$ 206,748	\$ 271,825	\$ 271,825	\$ 284,393
Services & Supplies		29,537	29,647	38,450	38,450	72,900
Fixed Assets		0	0	0	0	0
Vehicles/Comm. Equip.		0	0	٥.	0	0
Less Reimbursements		0	 0	 0	 0	 0
TOTAL DIRECT COSTS	\$	249,924	\$ 236,395	\$ 310,275	\$ 310,275	\$ 357,293
FUNDING	\$	(33,747)	\$ (45,702)	\$ (91,075)	\$ (56,000)	\$ (88,680)
NET COUNTY COSTS	\$	216,177	\$ 190,693	\$ 219,200	\$ 254,275	\$ 268,613
STAFF YEARS		9,50	 7.50	8,35	 8,50	8,35
PERFORMANCE INDICATORS:						
Proposals (annexations, formations, etc.)		137	39	121	120	140
Latent powers requests		3	2	2	3	4
Sphere of influence studies/amendments		I	17	30	35	70

PROGRAM DESCRIPTION:

The Local Agency Formation Commission (LAFCo) is an independent agency established by State law to serve San Diego county. LAFCo has responsibility in six areas affecting local government in the County:

- 1. to encourage the orderly formation and development of local government agencies;
- to review and approve or disapprove changes in boundaries and organization of the county's 16 cities and approximately 200 special districts plus formations of new districts and incorporations of new cities;
- 3. to determine when special districts may provide new services;
- 4. to establish "spheres of influence" for the cities and special districts in the county;
- 5. to assist in studies of existing local agencies with the goal of improving the efficiency and reducing the cost of providing urban services; and
- 6. to provide assistance to local agencies and citizens considering changes in local government organization and boundaries.

The Commission is composed of two members of the Board of Supervisors, two members of city councils of the cities in the county, two special district representatives, one member of the San Diego City Council, a public member chosen by the other seven commissioners, and four alternate respresentatives.

PROGRAM:	Local Agency Formation Commission	# 31007	MANAGER: William D. Davis
----------	-----------------------------------	---------	---------------------------

1984-85 ADOPTED BUDGET:

The 1984-85 CAO Adopted represents the same staffing and service levels as 1983-84. Salaries and benefits are calculated at levels authorized for 1983-84. The only major change from 1983-84 budget is an increase of \$34,500 in Professional Services to provide for sphere of influence environmental review requirements. This is a one-time cost which should not be necessary in future years. Because of small decreases in other Services and Supplies expenditures, the net increase in this budget category would be \$34,450 over FY 1983-84.

PROGRAM REVENUES BY SOURCE:

Program revenues in 1984-85 will be generated by two sources, as summarized below:

	983–84 Actua	1983-84 Budget	1984-85 Adopted
Processing fees (¹)	\$ 91,075	\$ 56,000	\$ 84,000
Reimbursement by(²) City of San Diego	0	0	4,680
TOTALS	\$ 91,075	\$ 56,000	\$ 88,680

- (1) Processing fees are charged for annexations and other proposals for jurisdictional change according to a fee schedule adopted by the Commission within a State-imposed ceiling. Revenues are calculated based on the same proposal workload as 1983-84. No fees may legally be charged for sphere of influence determinations.
- (2) State legislation effective January 1, 1984, added a City of San Diego representative and alternate to the membership of the Commission. The City of San Diego is required to reimburse the County for expenditures directly related to the additional members.

1984-85 OBJECTIVES:

The Commission will continue to implement 1983 legislation that requires spheres of influence for local agencies in the County to be adopted by January 1, 1985. This is necessary in order to legally consider individual annexations and other proposals affecting those agencies. By the deadline, the Commission will complete spheres for the 5 cities and major service districts (sewer, water, fire protection) which, along with agencies that already have adopted spheres, represent 90% of this County's jurisdictional change activity. Less critical spheres of influence will be determined during the second half of the fiscal year and the following year. In addition, the Commission will consider an estimated 140 annexations and other proposals for jurisdictional change.

CONTINGENCY RESERVE, DEBT SERVICE, REVENUE SHARING

		31-82 :tual	I982-83 Actual		1983-84 Budget					
Contingency Reserve	\$	N/A	\$	N/A	\$ 8,884	422	\$	9,694,128		
Debt Service	\$7,	222,057	\$8,	718,550	\$ 8,500	,000	i	10,500,000		
Revenue Sharing	\$11,	083,314	\$ 12,	746,033	\$13,849	,623	1	12,447,445		

PROGRAM: Contingency Reserve	#	1850	MANAGER:	Manuel A. Lopez
Department: Contingency Reserve	#	80000		

	1981-82 Actual	1982-83 Actual	983-84 Budget	1984-85 CAO Proposed
COSTS Contingency Reserve	\$	\$	\$ 8,884,422	\$ 9,694,128
TOTAL DIRECT COSTS	\$	\$	\$ 8,884,422	\$ 9,694,128
FUNDING	\$	\$	\$	\$
NET COUNTY COSTS	\$	\$	\$ 8,884,422	\$ 9,694,128

PROGRAM DESCRIPTION:

The Contingency Reserve is a source of funds for any expenditure not specifically contained in other appropriations in this budget.

.

-

PROGRAM: Debt Service	#	1080	MANAGER:	Rod Calvao
D epartment: Debt Service	#	86000		

~	1981-82 Actual	1982–83 Actual	l 983–84 Actua l	1983-84 Budget	1984-85 Adopted
COSTS Other Charges	\$ 7,222,057	\$ 8,718,550	\$ 8,822,774	\$ 8,500,000	\$ 10,500,000
TOTAL DIRECT COSTS	\$ 7,222,057	\$ 8,718,550	\$ 8,822,774	\$ 8,500,000	\$ 10,500,000
FUNDING	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COSTS	\$ 7,222,057	\$ 8,718,550	\$ 8,822,774	\$ 8,500,000	\$ 10,500,000

٠

PROGRAM DESCRIPTION:

This budget reflects the County's short-term General Fund cash financing program which is comprised of the interest payments and costs of Issuance on the County's offering of Tax and Revenue Anticipation Notes and/or Tax-Exempt Commercial Paper.

PROGRAM: Federal Revenue Sharing Fund	#	MANAGER: Manuel A. Lopez
Department: Chief Administrative Officer	# 0230	Ref: 1983-84 Final Program Budget - Pg. 443

		981-82 ctual		82-83 tual		33-84 tual		83-84 dget	 1984 - 85 Adopted
COSTS Salaries & Benefits	\$	0	\$	0	\$	0	\$	0	\$ 0
Services & Supplies		0		0		0		0	0
Other Charges	11,0	83,314	12,	746,033	12,9	928,012	13,	349,623	 12,447,445
TOTAL DIRECT COSTS	\$ 11,0	83,314	\$ 12,	746,033	\$ 12,9	28,012	\$ 13,1	349,623	\$ 12,447,445 (10.1%)
FUNDING	\$(11,0	983,314)	\$(12,	746,033)	\$(12,9	28,012)	\$(I3,	349,623)	\$ (12,447,445) (10.1%)
NET COUNTY COSTS	\$	0	\$	о		0	\$	0	0

PROGRAM DESCRIPTION:

Congress created the Revenue Sharing Program with the passage of the State and Local Fiscal Assistance Act of 1972. The program was renewed and modified by amendments in 1976, 1980, and 1983. The current legislation expires on September 30, 1986.

Revenue sharing was originally conceived as a way of sharing the progressive Federal income tax with State and local governments which traditionally have had to depend on more regressive taxes. The major goal is disbursement of Federal funds with minimum restrictions on use so that the local decison making process can determine where to apply these funds.

1983-84 ACTUAL:

The 1983-84 Actual expenditures deviate from the 1983-84 Budget due to the funding of a reauthorized Revenue Sharing program below that which legislation prevailing during budget development would have provided.

1984-85 CAO ADOPTED BUDGET:

This budget allocates Revenue Sharing Funds as follows:

Area Agency on Aging	\$ 603,891
Social Services	3,731,732
Health Services	2,694,000
Federal Revenue Sharing	
Allocated to General Revenue	 5,417,822
	\$ 12,447,445

CAPITAL IMPROVEMENTS

	1981-82 Actual	1982-83 Actual	98 3- 84 Actual	1983-84 Budget	1984-85 Adopted
Capital Improvements	<u>\$ 12,177,942</u>	\$ 16,126,560	\$ 35,055,339	\$ 52,664,341	\$ 42,699,700
Total Direct Costs	\$ 12,177,942	\$ 16,126,560	\$ 35,055,339	\$ 52,664,341	\$ 42,699,700
Less Funding	\$(26,405,022)	\$ (9,332,395)	(31,333,590)	\$(48,913,341)	\$(32,699,700)
Net Program Cost	\$(14,227,080)	\$ 6,794,165	\$ 3,721,749	\$ 3,751,000	\$ 10,000,000
Staff Years	0	0	0	0	

-

PROGRAM: CAPITAL IMPROVEMENT	#	86200,86300,86500	MANAG	ER: John B. Sauvajot, Director
(Capital Outlay Fund)				
Department: General Services	#	5490/5350/5491	REF:	1983-84 Final Budget - Pg: 444-464

Authority: California Government Code #29013, 29021.2

	1981-82 Actual	1982-83 Actual	1983-84 <u>Actual</u>	1983-84 Budget	1984-85 Adopted
COSTS					
Lease Purchases	\$ 6,821,530	\$ 9,705,256	\$ 14,220,763	\$ 14,888,819	\$ 15,253,100
Capitai/Land	9,499,794	6,631,977	7,563,915	25,024,522	27,680,600
General Fund Contribution	0	6,794,165	13,270,661	12,751,000	13,000,000
Contri, to Other Agencies	1,204,418	593,057	0	0	0
Less Reimbursements or	(5,347,800)	(7,597,895)	0	0	(13,234,000)
Operating Transfers from General Fund					
TOTAL DIRECT COSTS	\$ 12,177,942	\$16,126,560	\$ 35,055,339	\$ 52,664,341	\$ 42,699,700
FUNDING					
Total Revenues	\$(10,220,269)	\$(7,851,580)	\$(30,700,590)	\$(48,280,341)	\$(32,699,700)
Fund Balance	(16,184,753)	(1,480,815)	(633,000)	(633,000)	0
NET COUNTY COSTS	\$(14,227,080)	\$ 6,794,165	\$ 3,721,749	\$ 3,751,000	\$ 10,000,000
STAFF YEARS	N/A	N/A	N/A	N/A	N/A

PERFORMANCE INDICATORS:

PROGRAM DESCRIPTION:

The Capital Budget (lease purchases, capital and land acquisition) is composed of the three organization units: 5490 (the actual Capital Budget), 5350 (showing General Fund contributions to Capital) and 5491 (a separate org. established to show expenditures and revenues for the Mental Health Complex located at the former Fed Mart site on Rosecrans). The Capital Budget (5490) for FY 84-85 totals \$42,699,700. See the following pages for a breakdown of capital expenditures/revenues.

The capital budget consists of three sections:

- Lease Purchases lists those facilities being acquired by the County through monthly or annual payments. The facilities can be new construction or the purchase of an existing building. The three regional centers, health services complex and the Escondido branch welfare building are examples of lease purchases.
- <u>Capital Improvements</u> can consists of new buildings, remodeling or upgrading of existing facilities, park development and fire safety modifications to facilities.
- Land Acquisition is essential to the construction/expansion of a new facility when a County owned site is unavailable. Land is also purchased for park development and expansion.

N/A

PROGRAM: CAPITAL IMPROVEMENT # 86200,86300,86500 MANAGER: John B. Sauvajot, Director (Capital Outlay Fund)

1983-84 ACTUAL BUDGET:

The variance between the budgeted and actual lease purchase costs is caused by delayed payment for the cogeneration units at the Downtown Courthouse, Vista Regional Center and the Las Colinas Women's Detention Facility.

A variance is noted between the 1983-84 budgeted and 1983-84 Actual in Capital/Land. The County's application for \$13.4 million in Proposition 2 (Jail Construction Fund) funds did not materialize. The major impact of this action is the deferment of the Vista Jail expansion which had appropriations approved for \$12.7 million.

1983-84 ADOPTED BUDGET:

The General Fund Contribution required for capital is \$13,000,000 which is being offset by \$3,000,000 from bond fund balances. The \$13,000,000 has been allocated to two areas of the capital budget:

\$ 12,662,100 - Lease purchases
\$ 337,900 - Capital/Land projects

The study on the Downtown Court needs is expected to produce a final decision on where the Courts will be located and how they will be financed. A similar study by the Omni Group is expected to determine courtroom needs in Vista.

The following capital activities have funding other than General Fund.

- 1. AB 189 and SB 668 funds are supporting criminal justice and court related projects:
 - Expansion of the downtown courtrooms.
 - Campo/Rayo ktchen/dining room.
 - Fire safety modification at honor camps.
 - A dormitory, restrooms and counseling rooms at Barrett.
 - Alarm systems at several court facilities.
- 2. There are thirteen park development and improvements planned for 1984-85.
- Public Works is pushing ahead with transit centers at Vista, Parkway Plaza, Escondido, Oceanside, Chula Vista and San Diego State.
- 4. The Airports Division is expected to continue improvements at airports in Ramona, Gillespie, Borrego and Palomar.
- 5. Smaller improvements are planned for the County Administration Center, Ruffin Road and other facilities.

A complete listing of lease purchases, capital and land acquisition follows this program budget.

PROGRAM:	CAPITAL IMPROVEMENT	#	86200,86300,86500	MANAGER:	John B. Sauvajot, Director
	(Capital Outlay Fund)				

SOURCE OF REVENUE:

	1983-84 Actual	1983-84 Bugdet	1984-85 Adopted
Aid from Governmental/Private Agencies(¹)	\$13,131,876	\$19,922,403	\$19,982,200
Interest	1,624,152	1,600,000	1,757,000
Airport Enterprise Funds	0	1,437,870	385,900
Sale of Fixed Assets	117,836	110,625	0
General Fund Contribution	13,563,040	12,751,000 (²)	13,000,000 (³)
AB-189/SB-668 (⁴)	483,364	1,565,695	2,850,100
Contributions from Other County Agencies/Funds(¹)	1,780,322	1,892,750	4,724,500
COF Fund Balance	633,000	633,000	0
Total	\$31,333,590	\$39,913,343	\$42,699,700

- (1) For a full listing of revenue sources, see the "Detail of Fundings by Funding Account" section of the Capital Budget which is found on the following pages.
- (2) The General Fund contribution was offset by \$9.0 million from fund balances available from the South Bay and El Cajon Regional Centers.
- (3) In 1984-85 the general fund contribution will be offset by \$3.0 million from the Regional Centers.
- (4) In 1983-84 the Board of Supervisors elected to implement SB-668. This bill, to be used for courtroom construction and rehabilitation, is projected to generate annually \$1.4 million.

CAPITAL IMPROVEMENTS BUDGET CAPITAL OUTLAY FUND ORG. UNIT 5490 FINAL BUDGET 1984/85

CAPITAL AND MAJOR MAINTENANCE PROJECTS FUNDED BY AB 189 AND SB 6684 FUNDS

TABLE OF CONTENTS

Page

Recap of Expenditures/Revenues	L
Summary of Related Funding Sources	2
Details of Lease Purchases	3
Details of Capital Projects	5
Details of Land Acquisition	11
Details of Fundings by Funding Account	12
AB 189 Funded Projects	16
SB 668 Funded Projects	17

CAPITAL IMPROVEMENTS BUDGET ORG. UNIT 5490 1984/85 FINAL BUDGET

Recap of Expenditures/Revenues

Expenditure		
Lease Purchases		\$ 15,253,100
Capital/Land Projects		
Structures and Improvements	\$ 23,863,900	
Land Acquisition	3,816,700	
Total Capital/Land Projects		\$ 27,680,600
Total Capital Budget		\$ 42,933,700
ا Less Cost Applied from other departments		\$ 234,000
I Less Cost Applied from other departments ↔ ₩ I		\$ 42,699,700
Revenues		
Ald from Governmental/Private Sources	\$ 19,982,200	
Interest	1,757,000	
Airport Enterprise Fund	385,900	
Sale of Fixed Assets	0	
General Fund Contribution	13,000,000	
AB 189	1,804,200	
Contributions from other County Agencies/Funds	4,724,500	
COF Fund Balance	0	
SB 668	1,045,900	

Total Revenues

\$ 42,699,700

CAPITAL IMPROVEMENTS BUDGET CAPITAL OUTLAY FUND ORG. UNIT 5490 1984/85 FINAL BUDGET

Summary of Related Funding Sources

Funding Sources	Lease Purchases	Capital Projects	Land Acquisition	Total
General Fund	\$ 12,662,100	\$ 317,900	\$ 20,000	\$ 13,000,000
AB 189		1,804,200		1,804,200
SB 668		1,045,900		1,045,900
Interest	1,757,000			1,757,000
State Aid		58,800		58,800
Wildlife Conservation Board		50,000		50,000
Proposition 16		19,227,200		19,227,200
Local Transportation Fund			3,774,000	3,774,000
Airport Dev. Aid Program		224,100		224,100
Community Development Block Grant		100,000		100,000
General Services (G.F.)	600,000			600,000
Social Services (G.F.)	165,600			165,600
Road Fund		134,900	22,700	157,600
Park Land Ded. Fund		192,900		192,900
Calif. Aid to Airports Program		297,100		297,100
Airport Enterprise Fund		385,900		385,900
Library Fund	68,400	-		68,400
Private Funds		25,000		25,000
	\$ 15,253,100	\$ 23,863,900	\$ 3,816,700	\$ 42,933,700

12/11/84

-543-

Serial Number	Contract Title and Number	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
0047	South Bay Regional Center (Exp. 6-14-07) 5303-5490-E Yearly Payment due 6/15	General Fund	\$ 4,246,400	\$	\$ 4,246,400
0052	El Cajon Regional Center (Exp. 7-14-07) 0231-5490-E Payment due 7/15	General Fund	5,913,800		5,913,800
0058	Imperial Beach Library (Exp. 11-30-86) 3612-7510E	Library Fund	9,500	9,500	
0061	Fallbrook Library (Exp. 6-30-88) 4212-7510-E	Library Fund	15,600	15,600	
0072	Las Colinas Girls' Rehab. (Exp. 10-31-85) 3162-5490-E Monthly Payments	General Fund	74,000		74,000
0085	Vista Center JPA (Exp. 6-30-04) 9975-5490-E (Yearly payment due 7/I)	General Fund	2,232,900		2,232,900
0105	San Diego Adoptions Center (Exp. 10-30-88) 4379-3912-E	Social Services (G.F.)	97,700	97,700	
0113	El Cajon Library (Exp. 1-31-86) 3321-7180-E	Library Fund	7,400	7,400	
0179	El Cajon Branch Welfare (Exp. 5-31-87) 3736-3912-E	Social Services (G.F.)	34,700	34,700	
0181	Escondido Branch Welfare (Exp. 6-30-87) 3939-3912-E	Social Services (G.F.)	33,200	33,200	
0344	Juvenile Probation San Diego (Exp. 8-31-86) 3497-5490-E Monthly Payments	General Fund	131,600		131,600
0346	Ramona Branch center - JPA 6541-5490-E (Exp. 4-1-92) Yearly Payment due 7/1	General Fund	63,400		63,400

CAPITAL IMPROVEMENTS BUDGET DETAILS OF LEASE PURCHASES

12/11/84

Serial Number	Contract Title and Number	Funding Source	Recommended Related		Net Cost to County
0385	Health Services Complex	Interest	\$ 1,400,000	\$ 1,400,000	
0388	Encinitas Library (Exp. 10-31-84) 2905-7150-E Monthly payments	Library Fund	2,600	2,600	
1111	Cogeneration (Courthouse, Vista, Las Colinas)	General Services (G.F.) Interest	957,000	600,000 357,000	
8615	Library Headquarters (Exp. 12-31-91) 3714-1180-E	Library Fund	33,300	33,300	
		TOTAL LEASE PURCHASES	\$ 15,253,100	\$ 2,591,000	\$ 12,662,100

.

12/11/84

-545-

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation		Related Funding		et Cost County
GENERAL (KK4377	GOVERNMENT Downtown Courthouse Expansion	SB 668	\$	880,000	s	880,000	
KK5313	Remodel of Grantville Facility Design only, remodel approximately 25,000 sq. ft. building	General Fund		74,000			\$ 74,000
	sq. It. buttonig	GENERAL GOVERNMENT TOTAL	\$	954,000	\$	880,000	\$ 74,000
SUPERIOR KK5164	COURT Install parking security gate - San Diego Courthouse	SB 668 SUPERIOR COURT TOTAL	\$	10,700	\$	10,700 10,700	
SHERIFF KK3115	Camp Viejas Fire Hydrant System	AB 189		258,700		258,700	
KK3116	Sheriff's Communication Center, Bldg. 12, COC, New Computer Floor, New Roof, etc.	AB 189		72,000		72,000	
КК5042	Underground Turbine Fuel Storage Tank - provide fuel tank, filter pumps, etc. Gillespie	AB 189		38,500		38,500	
KK5384	Vista Jail Expansion* (originally KK2916 - \$12.7 million of Prop. 2 funds has been deleted)	Prop. 16	I	9,227,200		19,227,200	

* \$6,409,100 matching funds to come from Vista/County of San Diego Building Authority or similar financing techniques. Total project cost: \$25,636,300.

.

12/11/84

Dept./ Project Number	Project Title Funding Source		Recommended Appropriation	Related Funding	Net Cost to County
SHERIFF KK5053	(continued) First Floor Remodel				
	- Administrative Offices, remodel offices and construct new entry to hallway	AB 189	\$ 135,000	\$ 135,000	
		SHERIFF TOTAL	\$ 19,731,400	\$ 19,731,400	
MARSHAL KK5237	Court Alara Sustan		\$ 82,500		
KK9237	Court Alarm System - Kearny Mesa Traffic Court	SB 668	a 02,000	82,500	
KK5239	Court Alarm System - Juvenile Court	SB 668	\$ 62,300	62,300	
КК5247	Video Security Enhancement Install Video Cameras - Downtown Courthouse	SB 668	6,000	6,000	
KK5248	Courthouse Security improvement Modify and add to existing security system	SB 668	4,400	4,400	
		MARSHAL TOTAL	\$ 155,200	\$ 155,200	
PROBATIO KK3052	N Construct Campo/Rayo Kitchen-Dining Facility	AB 189	690,000	690,000	
KK3053	Fire Hydrant/Water Reservoir System -		55,200		
	Camp Barrett – Need improved fire hydrant – water reservoir system	AB 189		55,200	
КК3054	Construct Fire Hydrant System - Camp West Fork	AB 189	\$ 269,700	269,700	

-6-

.

12/11/84

Dept./ Project Number	Project Title	Funding Source	-	commended propriation	7	Related Funding	et Cost County
PROBATION KK3056	i (continued) Construct 36-man dormitory building at Barrett	AB 189	\$	198,700	\$	198,700	
KK4148	Camp Barrett - Counseling Rooms and Restrooms	AB 189		36,700		36,700	
KK5332	Dormitory Work Furlough Center Addition of dormitory for 32 inmates	AB 189		49,700		49,700	
		PROBATION TOTAL	\$	1,300,000	\$	1,300,000	
SOCIAL SE KK5196	RVICES Food Stamp remodel at Mission Valley Remodel ist floor to accommodate operation	General Fund		17,500			17,500
		SOCIAL SERVICES TOTAL	\$	17,500	\$	0	\$ 17,500
ANIMAL CO KK5002	ONTROL Construct Shower and change facilities for male and female officers at North County Animal Shelter	General Fund		7,400			7,400
		ANIMAL CONTROL TOTAL	\$	7,400	\$	0	\$ 7,400
PARKS AND KN3944	D RECREATION Los Penasquitos Ranch Johnson-Taylor Adobe Phase II Restoration Improvements on South Wing	Private Funds		25,000		25,000	
KN3029	Felicita Park Revitalization Plan for park renovation	PLDF State Aid Const-Parks		78,500		19,700 58,800	

12/11/84

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation				Related Funding		Net Cost to County
PARKS & 1 KN5148	RECREATION (continued)		5	100,000					
NNJ140	Design and Construct Fallbrook Senior Center at Fallbrook Community Park	CDBG	J	100,000	\$	100,000			
KN5149	Spring Valley Community Center Room			10,000					
	Enclosure	PLDF				5,100			
		PLDF Interest				4,900			
KN5150	Valley Center Community Park			18,000					
	Continued funding through an existing JPA	PLDF		·		18,000			
	for development of a sportsfield complex								
	and general recreational facilities								
KN5152	Borrego Springs Highway School Improvements			75,000					
	Construction of recreational facilities	PLDF		·		75,000			
KN5156	Palomar Julian Bailfield			20,000					
NN JI JU	(Palomar Julian High School)	PLDF		20,000		20,000			
	Provide backfill and night lighting					,			
	Farmer Flood Control Channels - Various conke			35 200					
KN5159	Fence Flood Control Channels - Various parks	PLDF		35,200		35,200			
						,			
KN5163	Glen Park French Drain			15,000					
	Install french drain	PLDF				15,000			
KN6252	San Elljo Lagoon and Nature Center			50,000					
	Continue Water Program to include	Wildlife Conservation Board	ť	•		50,000			
	Drainage Control and Wildlife Habitat Enhancement								
		PARKS AND RECREATION TOTAL	\$	426,700	\$	426,700			
			•			• • •			

-8-

12/11/84

-549-

Dept./ Project <u>Number</u>	pject F				commended ropriation	 lated nding		let Cost County
GENERAL	SERVICES							
KK5292	CAC Lobby Toilets Install exhaust fan system	General Fund		16,700		s	16,700	
KK5293	CAC Lobby, Restore Appearance in Lobby	General Fund		25,000			25,000	
KK5310	CAC North Board Chamber Corridor, Install acoustic materials	General Fund		10,700			10,700	
KK5316	Relocation and expansion of La Mesa Records Center, Provide an area with capacity to store 30,000 cubic feet of records	General Fund		108,000			108,000	
KK5375	General Services Communications - Construct a room 10'x14' in Building 12 for computer	General Fund		33,600			33,600	
		GENERAL SERVICES TOTAL	\$	194,000	\$ 0	\$	194,000	
PLANNIN KK5039	IG AND LAND USE Northside Outdoor Park Improvements at Ruffin Road	General Fund		25,000			25,000	
		PLANNING AND LAND USE TOT.	AL\$	25,000	\$ 0	s	25,000	
PUBLIC KJ5168	WORKS Resurface Runway 27R/9L Gillesple Field	Calif. Aid to Airports		255,300				
		Program Airport Enterprise Fund			229,800 25,500			
K J 5 I 70	Replace Taxiway Lighting, Ramona Airport	Airport Dev. Ald. Program Airport Enterprise Fund		249,000	224,100 24,900			

12/11/84

-550-

800 \$ 14,200 1,600 700 44,700
\$ 14,200 1,600 700
1,600
1,600
700
44,700
000
20,000
20,000
500
37,500
000
328,000
700
32,700
000
000 53,100
5,900
·
000 \$ 1,042,000
900 \$ 23,546,000 \$ 317,
5 0 7 0

CAPITAL IMPROVEMENTS BUDGET DETAILS OF LAND ACQUISITION

.

12/11/84

-551-

Dept./ Project Number	Project Title	Funding Source	ecommended propriation	 Related Funding	 Net Cost to County
GENERAL	GOVERNMENT				
KA2750	Relocation Assistance	General Fund	\$ 20,000		\$ 20,000
		GENERAL GOVERNMENT TOTAL	\$ 20,000	\$ 0	\$ 20,000
PUBLIC #	IORKS				
KA4259	Borrow Pit Development County Wide – Develop sites at various locations	Road Fund	22,700	22,700	
KA4261	Escondido Transit Center, Land Acquisition	LTF	3,774,000	3,774,000	
		PUBLIC WORKS TOTAL	\$ 3,796,700	\$ 3,796,700	
		FINAL TOTAL LAND ACQUISITION	\$ 3,816,700	\$ 3,796,700	\$ 20,000
TOTALS	Lease Purchases \$ 15,253,100 Capital 23,863,900 Land Acquisition				

GRAND TOTAL \$ 42,933,700

CAPITAL IMPROVEMENTS BUDGET DETAILS OF FUNDINGS BY FUNDING ACCOUNT

12/11/84

Type of Funding	Serial Number	Funding Class	Project Title	Funding Amount
AB 189	3052	9173	Construct Campo/Rayo Kitchen-Dining Facility	690,000
	3053	9173	Construct Fire Hydrant/Water Reservoir System - Camp Barrett	55,200
	3054	9173	Construct Fire Hydrant System - Camp West Fork	269,700
	3056	9173	Construct 36-man dormitory at Barrett	198,700
	3115	9173	Camp Viejas Fire Hydrant System	258,700
	3116	9173	Sheriff's Communication Center, Bldg., 12, COC	72,000
	4148	9173	Camp Barrett-Counseling Rooms and Restrooms	36,700
	5042	9173	Underground Turbine Fuel Storage Tank - Sheriff's	38,500
	5053	9173	First Floor Remodel - Administrative Offices	135,000
	5332	9173	Dormitory Work Furlough Center - addition of dormitory - 32 inmates	49,700
			AB 189 - TOTAL	1,804,200
SB 668	4377	9173	Downtown Courthouse Expansion	880,000
	5164	9173	Install Parking Security Gate - San Diego Courthouse	10,700
	5237	9173	Court Alarm System - Kearny Mesa Traffic Court	82,500
	5239	9173	Court Alarm System - Juvenile Court	62,300
	5247	9173	Video Security Enhancement - Install video cameras downtown	6,000
	5248	9173	Courthouse Security Improvements - Marshal	4,400
			SB 668 - TOTAL	1,045,900
INTEREST	0385	9190	Health Services Complex	1,400,000
	1111	9190	Cogeneration (Courthouse, Vista, Las Colinas)	357,000
			INTEREST - TOTAL	1,757,000
STATE AID CONST-PARKS	5141	9444	Felicita Park Revitalization	58,800
			STATE AID CONST-PARKS - TOTAL	58,800
WILDLIFE CONSERVATION BOARD	6252	9446	San Elijo Lagoon & Nature Center	50,000
			WILDLIFE CONSERVATION BOARD - TOTAL	50,000

CAPITAL IMPROVEMENTS BUDGET DETAILS OF FUNDINGS BY FUNDING ACCOUNT

1984-85 FINAL BUDGET

12/11/84

Type of Funding	Serial Number	Funding Class	Project Title	Funding Amount
PROPOSITION 16	5384	9446	Vista Jail Expansion	\$ 19,227,200
			PROPOSITION 16 - TOTAL	19,227,200
LOCAL TRANSPORT FUND	4261	9061	Escondido Transit Center, Land Acquisition	3,774,000
			LOCAL TRANSPORT FUND - TOTAL	3,774,000
AIRPORT DEV. AID PROGRAM	5170	9613	Replace Taxiway Lighting - Ramona Airport	224,100
			AIRPORT DEV. AID PROGRAM - TOTAL	224,100
CDBG	5148	9683	Design and Construct Fallbrook Senior Center at Fallbrook Community Park	100,000
			CDBG - TOTAL	100,000
GENERAL FUND	0047 0052 0072 0085 0344 0346 2750 5002 5039 5196 5292 5293 5310 5313 5316 5375	9801 9801 9801 9801 9801 9801 9801 9801	South Bay Regional Center (Exp. 6-14-07) 5303-5490-E El Cajon Regional Center (Exp. 7-14-07) 0231-5490-E Las Colinas Giris' Rehab. (Exp. 10-31-85) 3162-5490-E Vista Center JPA (Exp. 6-30-04) 9975-5490-E Juvenile Probation San Diego (Exp. 8-31-86) 3497-5490-E Ramona Branch Center - (Exp. 4-01-92) JPA 6541-5490-E Relocation Assistance Shower Facilities - North County Animal Shelter Northside Outdoor Park improvements at Ruffin Road Food Stamp Remodel at Mission Valley CAC Lobby Tollets, Install Exhaust System CAC Lobby, Restore Appearance CAC North Board Chamber Corridor, Install Acoustic Materials Remodel of Grantville Facility, Design only Relocation and Expansion of La Mesa Records Center General Services Communications - Construct Computer Room	4,246,400 5,913,800 74,000 2,232,900 131,600 63,400 20,000 7,400 25,000 17,500 16,700 25,000 10,700 74,000 108,000 33,600
GENERAL SERVICES (G.F.)	1111	9801	Cogeneration (Courthouse, Vista, Las Colinas)	600,000
			GENERAL SERVICES (G.F.) - TOTAL	600,000

CAPITAL IMPROVEMENTS BUDGET DETAILS OF FUNDINGS BY FUNDING ACCOUNT

12/11/84

1

Type of Funding	Serial Number	Funding Class	Project Title	 Funding Amount
SOCIAL SERVICES (G.F.)	0105	5698	San Diego Adoptions Center (Exp. 10-30-88) 4379-3912-E	\$ 97,700
	0179	5698	El Cajon Branch Welfare (Exp. 5-31-87) 3736-3912-E	34,700
	0181	5698	Escondido Branch Welfare (Exp. 6-30-87) 3939-3912-E	33,200
		·	SOCIAL SERVICES (G.F.) - TOTAL	165,600
ROAD FUND	4259	9802	Borrow Pit Development County-Wide	22,700
	5179	9802	Place 2" A.C. Overlay on Maintenance Station Yard at Valley	
			Center Road	44,700
	5180	9802	install Security System at Div. I Headquarters Yard	20,000
	5182	9802	Place I" A.C. Overlay at Encinitas Road Maintenance Station Yard #53	37,500
	5383	9802	A/C Overlay Div. 3 Headquarters, San Marcos	32,700
			ROAD FUND - TOTAL	157,600
PLDF	3029	9806	Felicita Park Revitalization	19,700
л	5149	9806	Spring Valley Community Center Room Enclosure	5,100
	5150	9806	ValleyCenter Community Park	18,000
	5152	9806	Borrego Springs High School Improvements	75,000
	5156	9806	Palomar Julian Bailfield	20,000
	5149	9806	Spring Valley Community Center Room Enclosure (Interest)	4,900
	5159	9806	Fence Flood Control Channels	35,200
	5163	9806	Glen Park French Drain	15,000
			PLDF - TOTAL	192,900
CALIFORNIA AID TO AIRPORTS PROGRAM	5168	9807	Resurface Runway 27R/9L Gillesple Field	229,800
	5171	9807	Relocate and Replace Beacon and Beacon Tower - Borrego Airport	14,200
	5169	9807	Ramona Airport Slurry Seal R/W, TW Apron	53,100
			CALIF, AID TO AIRPORTS PROGRAM - TOTAL	297,100
AIRPORT ENTERPRISE FUND	5168	9807	Resurface Runway 27R/9L Gillespie Field	25,500
	5170	9807	Replace Taxiway Lighting - Ramona Airport	24,900
	5171	9807	Relocate and Replace Beacon and Beacon Tower - Borrego Airport	1,600
	5377	9807	Improvements on El Camino Real - Palomar Airport	328,000
	5169	9807	Ramona Airport Slurry Seal	5,900
			AIRPORT ENTERPRISE FUND - TOTAL	385,900

1

CAPITAL IMPROVEMENTS BUDGET DETAILS OF FUNDINGS BY FUNDING ACCOUNT

•

12/11/84

Type of Funding	Serial Number	Funding Class	Project Title		Funding Amount
LIBRARY FUND	0058	5698	Imperial Beach Library (Exp. 11-30-86) 3612-7510-E	s	9,500
	0061	5698	Fallbrook Library (Exp. 6-30-88) 4212-7510-E		15,600
	0113	5698	El Cajon Library (Exp. 1-31-86) 3321-7180-E		7,400
	0388	5698	Encinitas Library (Exp. 10-31-84) 2905-7150-E		2,600
	8615	5698	Library Headquarters (Exp. 12-31-91) 3714-1180-E		33,300
			LIBRARY FUND - TOTAL		68,400
PRIVATE FUNDS	3944	9995	Los Penasquitos Ranch Johnson-Taylor Adobe Phase II		25,000
			PRIVATE FUNDS - TOTAL		25,000

TOTAL FUNDING

\$ 42,933,700

1984-85 FINAL CAPITAL PROJECTS AND MAJOR MAINTENANCE PROJECTS FOR AB 189 FUNDING

Final Capital Projects

Continuing AB 189 Projects

12/11/84

3056 Construct 36-man Dormitory at Barrett \$ 198,700 3053 Dorm Mork Furlough Center - Addition of Dorm 49,700 3053 Fire Hydrant/Nater Reservoir System - Cemp Barrett 55,200 3053 Fire Hydrant/Nater Reservoir System - Cemp Barrett 55,200 3054 Construct System - Cemp Barrett 258,700 3055 Construct System - Cemp Mays Fork 258,700 3052 Construct Campo/Rays Kitchen-Dining Facility 669,000 4148 Cemp Barrett-Counseling Rooms and Restrooms 36,700 3115 Sherlift's Communications Center Bidg, 12, COC 72,000 Total Continuing Projects \$ 1,630,700 5042 Underground Turbine Fuel Storage Tank - Sherliff \$ 38,500 5053 Ist Floor Remodel - Administrative Offices - Sherliff \$ 38,500 5042 Underground Turbine Fuel Storage Tank - Sherliff \$ 38,500 5053 Ist Floor Remodel - Administrative Offices - Sherliff \$ 38,500 5000 Criminal Justice Information \$ 58,000 50102 FINAL MAJOR MAINTENANCE PROJECTS \$ 1,862,200 5000 Criminal Justice VMA \$ 200,000 5344		PROJECT	APPROPRIATION	COSTS
303 Fire Hydrant/Mater Reservoir System - Camp Barrett 55,200 3034 Construct Fire Hydrant System - Camp West Fork 258,700 3032 Construct Campo/Rayo Kitchen-Dining Facility 690,000 3115 Camp Viajas Fire Hydrant System - Camp West Fork 258,700 3032 Construct Campo/Rayo Kitchen-Dining Facility 690,000 3116 Sheriff's Communications Center Bidg, 12, COC 72,000 Total Continuing Projects Sold 72,000 Total Continuing Projects \$ 1,630,700 Sold underground Turbine Fuel Storage Tank - Sheriff \$ 38,500 Sold Underground Turbine Fuel Storage Tank - Sheriff \$ 38,500 Sold Underground Turbine Fuel Storage Tank - Sheriff \$ 1,55,000 Sold Underground Turbine Fuel Storage Tank - Sheriff \$ 1,55,000 Sold Continuini Justice Information Clearinghouse (SANDAG) \$ 58,000 Subtotal Capital Requests \$ 1,862,200 PROJECT PROJECT PROJECT PROJECT PROJECT			\$ 198,700	
1034 Construct Fire Hydrant System - Comp West Fork 269,700 3115 Camp Viejas Fire Hydrant System 258,700 3022 Construct Campo/Rayo Kitchen-Dining Facility 680,000 4148 Camp Barrett-Counseling Rooms and Restrooms 36,700 3116 Sherift's Communications Center Bidg, 12, CCC 72,000 Total Continuing Projects 5042 Underground Turbine Fuel Storage Tank - Sheriff 5042 Underground Turbine Fuel Storage Tank - Sheriff 135,000 5053 1st Floor Remodel - Administrative Offices - Sheriff 135,000 5053 1st Floor Remodel - Administrative Offices - Sheriff 135,000 Non-Capital Projects 5 173,500 Projects FINAL MAJOR MAINTENANCE PROJECTS PROJECT FINAL MAJOR MAINTENANCE PROJECTS PROJECT FINAL MAJOR MAINTENANCE PROJECTS PROJECT State St			•	
3115 Camp Viajas Firaíndrant System 256,700 3052 Construct Campo/Rayo Kitchen-Ding Facility 690,000 3116 Sheritt's Communications center Bidg, 12, CCC 72,000 Total Continuing Projects \$ 1,630,700 New AB 189 Projects \$ 1,630,700 S042 Underground Turbine Fuel Storage Tank - Sheriff \$ 38,500 5033 ist Fioor Remodel - Administrative Offices - Sheriff 135,000 Non-Capital Projects \$ 1,862,200 Development of Criminal Justice Information \$ 58,000 Clearinghouse (SANDAG) \$ 58,000 Subtotal Capital Requests \$ 1,862,200 FINAL MAJOR MAINTENANCE PROJECTS PROJECT \$ 1,862,200 Subtotal Capital Requests FINAL MAJOR MAINTENANCE PROJECTS PROJECT \$ 200,000 5334 Haters Wail Mount Staff Housing 5339 Haters Wail Mount Staff Housing 5330 Criminal Justice VMA 5330 Haters Wail Mount Staff Housing 5330 Haters Wail Mount Staff Housing 5331 Haters Wail Mount Staff Housing 5333 <t< td=""><td></td><td></td><td>-</td><td></td></t<>			-	
3052 Construct Campo/Rayo Kitchian-Dining Facility 590,000 4148 Camp Barrett-Counseling Rooms and Restrooms 36,700 3116 Sheritt's Communications Center Bidg, 12, COC 72,000 Total Continuing Projects \$ 1,630,700 Sold 2 5042 Underground Turbine Fuel Storage Tank - Sheriff \$ 38,500 5053 1st Floor Remodel - Administrative Offices - Sheriff 135,000 Non-Cepital Projects \$ 1,73,500 Development of Criminal Justice Information \$ 58,000 Clearinghouse (SNNDAG) \$ 58,000 Subtotal Capital Requests \$ 1,862,200 FINAL MAJOR MAINTENANCE PROJECTS PROJECT \$ 1,862,200 Subtotal Capital Requests FINAL MAJOR MAINTENANCE PROJECTS PROJECT \$ 200,000 5334 Kitchen/Mess Heil Roof Repair 5300 Carpet Replacement VM 5300 Carpet Replacement VM 5300 Carpet Replacement VM 5334 Kitchen/Mess Heil Roof Repair 5335 ReacryCapita Replacement 5300 Devention Camp/Rayo Reood			•	
4188 Camp Barrett-Counseling Rooms and Restrooms 36,700 3116 Sherlift's Communications Center Bidg, 12, COC 72,000 Total Continuing Projects \$ 1,630,700 New AB 189 Projects 5042 Underground Turbine Fuel Storage Tank - Sherliff \$ 38,500 5053 ist Floor Remodel - Administrative Offices - Sherliff			-	
3116 Sherlff's Communications Center Bidg, 12, COC 72,000 Total Continuing Projects \$ 1,630,700 New AB 189 Projects 5042 Underground Turbine Fuel Storage Tank - Sherlff \$ 38,500 5053 1st Floor Remodel - Administrative Offices - Sherlff 135,000 Non-Cepital Projects \$ 173,500 Non-Cepital Projects \$ 173,500 Subotal Capital Requests \$ 1,862,200 Subotal Capital Requests \$ 1,862,200 FROJECT PROJECT \$ 1,862,200 System Replacement YMA \$ 200,000 System Replacement YMA \$ 5,000 System Replacement YMA \$ 5,236 System Replacement YMA \$ 26,235 System Replacement YMA \$ 28,235 System Replacement YMA \$ 3,773 System Replacement YMA \$ 3,773 <td></td> <td></td> <td></td> <td></td>				
Total Continuing Projects \$ 1,630,700 New AB 189 Projects 5042 5042 Underground Turbine Fuel Storage Tank - Sheriff \$ 38,500 5053 ist Floor Remodel - Administrative Offices - Sheriff \$ 135,000 Non-Capital Projects \$ 173,500 Development of Criminal Justice Information Clearinghouse (SANDAG) \$ 58,000 Subtotal Capital Requests \$ 1,862,200 FINAL MAJOR MAINTENANCE PROJECTS PROJECT \$ 1,862,200 FINAL MAJOR MAINTENANCE PROJECTS FINAL MAJOR MAINTENANCE PROJECTS Subtotal Capital Requests \$ 1,862,200 FINAL MAJOR MAINTENANCE PROJECTS PROJECT \$ 200,000 Subtotal Capital Requests FINAL MAJOR MAINTENANCE PROJECTS PROJECT \$ 200,000 5338 Heaters Wall Mount Staff Housing 11,129 5300 Carpener VMA \$ 23,236 50102 Celling/Lighting Replacement 28,236 5020 Probation Campo/Rayo Reaod 36,527 5256 Downtown Courthouse Parking 4,436 5028 Recap/Chip Seal				
New AB 189 Projects Subtract of the second seco	3116	Sheriff's Communications Center Bidg, 12, COC	72,000	
5042 Underground Turbine Fuel Storage Tank - Sheriff \$ 38,500 5053 ist Floor Remodel - Administrative Offices - Sheriff		Total Continuing Projects		\$ 1,630,700
5053 1st Floor Remodel - Administrative Offices - Sheriff 135,000 \$ 173,500 Non-Capital Projects Development of Criminal Justice Information Clearinghouse (SANDAG) \$ 58,000 \$ 58,000 Subtotal Capital Requests \$ 1,862,200 PROJECT PROJECT PROJECT PROJECT S Subtotal VMA 95,000 State Kitchen/Mess Hall Roof Repair 28,236 Subtotal Capital Must Staff Housing 1,1,129 Subtotal Capital Requests Subtotal Major Maintenance Requests	New AB 18	39 Projects		
5053 1st Floor Remodel - Administrative Offices - Sheriff 135,000 \$ 173,500 Non-Capital Projects Development of Criminal Justice Information Clearinghouse (SANDAG) \$ 58,000 \$ 58,000 Subtotal Capital Requests \$ 1,862,200 PROJECT PROJECT PROJECT PROJECT S Subtotal VMA 95,000 State Kitchen/Mess Hall Roof Repair 28,236 Subtotal Capital Must Staff Housing 1,1,129 Subtotal Capital Requests Subtotal Major Maintenance Requests	5042	Underground Turbine Fuel Storage Tank - Sheriff	\$ 38,500	
Non-Capital Projects Development of Criminal Justice Information Clearinghouse (SANDAG) \$ 58,000 \$ 58,000 Subtotal Capital Requests \$ 1,862,200 Subtotal Capital Requests \$ 1,862,200 PROJECT PROJECT 5900 Criminal Justice VMA \$ 200,000 5344 Kitchen/Mess Hall Roof Repair \$ 3,618 5500 Carpet Replacement VMA 95,000 5338 Heaters Wall Mount Staff Housing 11,129 5290 Probation Campo/Rayo Reroof 23,236 5102 Celling/Lighting Replacement 28,236 5091 Descanso Defention/Repave Road 36,527 5028 Resurface Julian Sheriff Parking Lot 3,773 5363 Recap/Chip Seal Barrett Entry Road 13,545 Subtotal Major Maintenance Requests		• •	-	•
Clearinghouse (SANDAG) \$ 58,000 Subtotal Capital Requests \$ 1,862,200 FINAL MAJOR MAINTENANCE PROJECTS \$ 1,862,200 PROJECT \$ 200,000 5344 Kltchen/Mess Hall Roof Repair \$ 3,618 5500 Carpet Replacement VMA 95,000 5338 Heaters Wall Mount Staff Housing 11,129 5200 Probation Campo/Rayo Reroof 28,236 5102 Celling/Lighting Replacement 28,236 5091 Descanso Detention/Repave Road 36,527 5028 Resurface Julian Sherliff Parking Lot 3,773 5033 Recap/Chip Seal Barrett Entry Road 3,773 Subtotal Major Maintenance Requests \$ 419,500	Non-Capit	al Projects		\$ 173,500
Subtotal Capital Requests \$ 1,862,200 FROJECT 5900 Criminal Justice VMA \$ 200,000 5344 Kitchen/Mess Hall Roof Repair 3,618 5500 Carpet Replacement VMA 95,000 5338 Heaters Wall Mount Staff Housing 11,129 5290 Probation Campo/Rayo Reroof 23,236 5102 Celling/Lighting Replacement 28,236 5091 Descanso Detention/Repave Road 36,527 5256 Downtown Courthouse Parking 4,436 5028 Resurface Julian Sherliff Parking Lot 3,773 5363 Recap/Chip Seal Barrett Entry Road 13,545 Subtotal Major Maintenance Requests		Development of Criminal Justice Information		
FINAL MAJOR MAINTENANCE PROJECTS PROJECT \$ 200,000 5344 Kitchen/Mess Hall Roof Repair 3,618 5500 Carpet Replacement VMA 95,000 5338 Heaters Wall Mount Staff Housing 11,129 5290 Probation Campo/Rayo Reroof 23,236 5102 Celling/Lighting Replacement 28,236 5091 Descanso Detention/Repave Road 36,527 5256 Downtown Courthouse Parking 4,436 5028 Resurface Julian Sheriff Parking Lot 3,773 5363 Recap/Chip Seal Barrett Entry Road 13,545 Subtotal Major Maintenance Requests		Clearinghouse (SANDAG)	<u>\$ 58,000</u>	\$ 58,000
PROJECT5900Criminal Justice VMA\$ 200,0005344Kitchen/Mess Hall Roof Repair3,6185500Carpet Replacement VMA95,0005338Heaters Wall Mount Staff Housing11,1295290Probation Campo/Rayo Reroof23,2365102Celling/Lighting Replacement28,2365091Descanso Detention/Repave Road36,5275256Downtown Courthouse Parking4,4365028Resurface Julian Sheriff Parking Lot3,7735363Recap/Chip Seal Barrett Entry Road13,545Subtotal Major Maintenance Requests		Subtotal Capital Requests		\$ 1,862,200
5900Criminal Justice VMA\$ 200,0005344Kitchen/Mess Hall Roof Repair3,6185500Carpet Replacement VMA95,0005338Heaters Wall Mount Staff Housing11,1295290Probation Campo/Rayo Reroof23,2365102Celling/Lighting Replacement28,2365091Descanso Detention/Repave Road36,5275256Downtown Courthouse Parking4,4365028Resurface Julian Sheriff Parking Lot3,7735363Recap/Chip Seal Barrett Entry Road13,545Subtotal Major Maintenance Requests				
5344Kitchen/Mess Hall Roof Repair3,6185500Carpet Replacement VMA95,0005338Heaters Wall Mount Staff Housing11,1295290Probation Campo/Rayo Reroof23,2365102Celling/Lighting Replacement28,2365091Descanso Detention/Repave Road36,5275256Downtown Courthouse Parking4,4365028Resurface Julian Sheriff Parking Lot3,7735363Recap/Chip Seal Barrett Entry Road13,545Subtotal Major Maintenance Requests	5900		\$ 200,000	
5500Carpet Replacement VMA95,0005338Heaters Wall Mount Staff Housing11,1295290Probation Campo/Rayo Reroof23,2365102Ceiling/Lighting Replacement28,2365091Descanso Detention/Repave Road36,5275256Downtown Courthouse Parking4,4365028Resurface Julian Sheriff Parking Lot3,7735363Recap/Chip Seal Barrett Entry Road13,545Libtotal Major Maintenance Requests			• • • •	
5338Heaters Wall Mount Staff Housing11,1295290Probation Campo/Rayo Reroof23,2365102Celling/Lighting Replacement28,2365091Descanso Detention/Repave Road36,5275256Downtown Courthouse Parking4,4365028Resurface Julian Sheriff Parking Lot3,7735363Recap/Chip Seal Barrett Entry Road13,545Subtotal Major Maintenance Requests	-			
5290Probation Campo/Rayo Reroof23,2365102Celling/Lighting Replacement28,2365091Descanso Detention/Repave Road36,5275256Downtown Courthouse Parking4,4365028Resurface Julian Sheriff Parking Lot3,7735363Recap/Chip Seal Barrett Entry Road13,545Subtotal Major Maintenance Requests				
5102Celling/Lighting Replacement28,2365091Descanso Detention/Repave Road36,5275256Downtown Courthouse Parking4,4365028Resurface Julian Sheriff Parking Lot3,7735363Recap/Chip Seal Barrett Entry Road13,545Subtotal Major Maintenance Requests				
5091Descanso Detention/Repave Road36,5275256Downtown Courthouse Parking4,4365028Resurface Julian Sheriff Parking Lot3,7735363Recap/Chip Seal Barrett Entry Road13,545Subtotal Major Maintenance Requests			-	
5256Downtown Courthouse Parking4,4365028Resurface Julian Sheriff Parking Lot3,7735363Recap/Chip Seal Barrett Entry Road13,545Subtotal Major Maintenance Requests		• • • •		
5028 Resurface Julian Sheriff Parking Lot 3,773 5363 Recap/Chip Seal Barrett Entry Road 13,545 Subtotal Major Maintenance Requests \$ 419,500				
5363 Recap/Chip Seal Barrett Entry Road 13,545 Subtotal Major Maintenance Requests \$ 419,500		-		
		-		
TOTAL CAPITAL AND MAJOR MAINTENANCE PROJECTS FUNDED BY AB 189 \$ 2,281,700		Subtotal Major Maintenance Requests		\$ 419,500
		TOTAL CAPITAL AND MAJOR MAINTENANCE PROJECTS FUNDED BY AB 189		\$ 2,281,700

1984-85 FINAL CAPITAL PROJECTS AND MAJOR MAINTENANCE PROJECTS

FOR SB 668 FUNDING

Final Capital Projects

	PROJECT	APPROPRIATION	COSTS
4377 5164 5237 5239 5247 5248	Downtown Courthouse Expansion Install Parking Security Gate, San Diego Courthouse Court Alarm System, Kearny Mesa Traffic Court Court Alarm System, Juvenile Court Video Security Enhancement, Install Video Cameras Downtown Courthouse Security Improvements - Marshal	\$ 880,000 10,700 82,500 62,300 6,000 4,400	
	Total Capital		\$ 1,045,900
-	Final Major Maintenance PROJECT		
5600 5305 5303 5297 5299 5314 5306 5307 5298	Courthouse VMA Air Handler Drip Pan Replacement Cooling Tower/Seal Floor, 6th Floor Resurface Sheriff Parking Lot Resurface Judges' Parking Lot, Courthouse Courthouse Dept. 34/Attenuate/Bldg. Noise Courthouse Restoration of Marble, Law Library Courthouse Restoration of Marble, Courthouse 3rd Floor Roof/Reroof, Courthouse	\$ 200,000 27,473 13,946 6,236 13,736 60,401 5,736 21,236 11,236	
	Total Major Maintenance		\$ 360,000
	TOTAL CAPITAL AND MAJOR MAINTENANCE PROJECTS FUNDED BY SB 668		\$ 1,405,900

12/11/84

-557-

-17-

.