



**FINAL  
PROGRAM  
BUDGET  
1985-86**

**County of  
San Diego**

500497635

**COUNTY OF SAN DIEGO  
1985-86 FINAL  
PROGRAM BUDGET**



**BOARD OF SUPERVISORS**

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Leon L. Williams, Chairman  
Paul Eckert, Vice Chairman  
Brian P. Bilbray  
George F. Bailey  
Susan Golding

**CHIEF ADMINISTRATIVE OFFICER**

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Clifford W. Graves

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1985-86 FINAL PROGRAM BUDGET

SUMMARY OF TOTAL BUDGET BY DEPARTMENT

	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>FISCAL AND PUBLIC PROTECTION SERVICES</u>			
<u>Assessor</u>			
Salaries & Benefits	\$ 7,353,315	\$ 7,824,752	\$ 471,437
Services & Supplies	389,564	459,564	70,000
Fixed Assets	<u>7,010</u>	<u>8,700</u>	<u>1,690</u>
TOTAL	\$ 7,749,889	\$ 8,293,016	\$ 543,127
Revenue	\$ 58,250	\$ 58,250	\$ 0
Staff Years	259.25	257.25	(2.00)
<u>County Clerk</u>			
Salaries & Benefits	\$ 5,100,161	\$ 5,747,667	\$ 647,506
Services & Supplies	317,938	338,811	20,873
Fixed Assets	<u>4,400</u>	<u>36,750</u>	<u>32,350</u>
TOTAL	\$ 5,422,499	\$ 6,123,228	\$ 700,729
Revenue	\$ 4,359,213	\$ 4,871,925	\$ 512,712
Staff Years	203.50	214.75	11.25
<u>District Attorney</u>			
Salaries & Benefits	\$ 17,549,732	\$ 19,902,481	\$ 2,352,749
Services & Supplies	1,290,266	1,393,985	103,719
Fixed Assets	<u>21,703</u>	<u>45,690</u>	<u>23,987</u>
TOTAL	\$ 18,861,701	\$ 21,342,156	\$ 2,480,455
Revenue	\$ 7,477,703	\$ 8,655,864	\$ 1,178,161
Staff Years	481.66	515.16	33.50
<u>Grand Jury</u>			
Services & Supplies	\$ 115,700	\$ 115,700	\$ 0
Fixed Assets	600	0	(600)
TOTAL	\$ 116,300	\$ 115,700	\$ (600)
<u>Marshal</u>			
Salaries & Benefits	\$ 8,275,005	\$ 10,341,463	\$ 2,066,458
Services & Supplies	190,000	230,000	40,000
Fixed Assets	13,000	14,650	1,650
Vehicle/Communications Equipment	0	0	0
TOTAL	\$ 8,478,005	\$ 10,586,113	\$ 2,108,108
Revenue	\$ 1,095,500	\$ 1,100,000	\$ 4,500
Staff Years	264.00	288.00	24.00
<u>Municipal Court - El Cajon</u>			
Salaries & Benefits	\$ 2,605,652	\$ 2,833,252	\$ 227,600
Services & Supplies	273,300	333,700	60,400
Fixed Assets	<u>7,000</u>	<u>3,500</u>	<u>(3,500)</u>
TOTAL	\$ 2,885,952	\$ 3,170,452	\$ 284,500
Revenue	\$ 754,500	\$ 822,560	\$ 68,060
Staff Years	86.00	86.50	.50

	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>FISCAL AND PUBLIC PROTECTION SERVICES (cont'd)</u>			
<u>Municipal Court - North County</u>			
Salaries & Benefits	\$ 2,991,141	\$ 3,303,111	\$ 311,970
Services & Supplies	303,824	262,000	(41,824)
Other Charges	0	19,500	19,500
Fixed Assets	10,000	12,004	2,004
TOTAL	<u>\$ 3,304,965</u>	<u>\$ 3,596,615</u>	<u>\$ 291,650</u>
Revenue	\$ 921,000	\$ 1,031,900	\$ 110,900
Staff Years	108.50	110.00	1.50
<u>Municipal Court - San Diego</u>			
Salaries & Benefits	\$ 8,578,440	\$ 9,369,238	\$ 790,798
Services & Supplies	682,000	736,670	54,670
Other Charges	0	13,800	13,800
Fixed Assets	50,000	47,300	(2,700)
TOTAL	<u>\$ 9,310,440</u>	<u>\$ 10,167,008</u>	<u>\$ 856,568</u>
Revenue	\$ 2,215,800	\$ 2,599,000	\$ 383,200
Staff Years	296.00	308.00	12.00
<u>Municipal Court - South Bay</u>			
Salaries & Benefits	\$ 1,893,090	\$ 2,164,837	\$ 271,747
Services & Supplies	259,100	283,700	24,600
Fixed Assets	400	8,400	8,000
TOTAL	<u>\$ 2,152,590</u>	<u>\$ 2,456,937</u>	<u>\$ 304,347</u>
Revenue	\$ 443,500	\$ 537,850	\$ 94,350
Staff Years	60.00	62.00	2.00
<u>Office of Defender Services</u>			
Salaries & Benefits	\$ 1,697,307	\$ 1,887,399	\$ 190,092
Services & Supplies	6,990,611	8,136,880	1,146,269
Fixed Assets	24,820	7,340	(17,480)
TOTAL	<u>\$ 8,712,738</u>	<u>\$ 10,031,619</u>	<u>\$ 1,318,881</u>
Revenue	\$ 613,747	\$ 675,000	\$ 61,253
Staff Years	45.50	46.50	1.00
<u>Probation Department</u>			
Salaries & Benefits	\$ 28,547,043	\$ 31,007,274	\$ 2,460,231
Services & Supplies	2,567,772	3,004,374	434,602
Other Charges	168,470	172,376	3,906
Fixed Assets	173,281	170,921	(2,360)
Vehicles/Communication Equipment	0	39,196	39,196
TOTAL	<u>\$ 31,458,566</u>	<u>\$ 34,394,141</u>	<u>\$ 2,935,575</u>
Revenue	\$ 10,104,850	\$ 4,795,895	\$ (5,308,955)
Staff Years	913.00	929.75	16.75

	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>FISCAL AND PUBLIC PROTECTION SERVICES (cont'd)</u>			
<u>Recorder</u>			
Salaries & Benefits	\$ 1,289,137	\$ 1,537,606	\$ 248,469
Services & Supplies	142,021	132,021	(10,000)
Fixed Assets	157,730	394,000	236,270
TOTAL	<u>\$ 1,588,888</u>	<u>\$ 2,063,627</u>	<u>\$ 474,739</u>
Revenue	\$ 2,607,347	\$ 3,422,620	\$ 815,273
Staff Years	59.00	67.00	8.00
<u>Sheriff</u>			
Salaries & Benefits	\$ 53,074,494	\$ 61,650,655	\$ 8,576,161
Services & Supplies	5,633,114	6,318,961	685,847
Other Charges	1,278,668	1,685,008	406,340
Fixed Assets	211,677	208,700	(2,977)
Vehicle/Comm. Equip.	208,779	521,978	312,199
TOTAL	<u>\$ 60,406,732</u>	<u>\$ 70,385,302</u>	<u>\$ 9,978,570</u>
Revenue	\$ 11,490,297	\$ 13,171,572	\$ 1,681,275
Staff Years	1,595.00	1,635.50	40.50
<u>Superior Court</u>			
Salaries & Benefits	\$ 7,130,187	\$ 8,662,490	\$ 1,532,303
Services & Supplies	2,217,930	2,842,439	624,509
Fixed Assets	79,830	68,993	(10,837)
TOTAL	<u>\$ 9,427,947</u>	<u>\$ 11,573,922</u>	<u>\$ 2,145,975</u>
Revenue	\$ 2,990,085	\$ 3,618,685	\$ 628,600
Staff Years	229.75	263.50	33.75
<u>Treasurer-Tax Collector</u>			
Salaries & Benefits	\$ 2,251,772	\$ 2,492,392	\$ 240,620
Services & Supplies	728,033	730,001	1,968
Other Charges	0	9,600	9,600
Fixed Assets	101,700	41,600	(60,100)
TOTAL	<u>\$ 3,081,505</u>	<u>\$ 3,273,593</u>	<u>\$ 192,088</u>
Revenue	\$ 1,124,900	\$ 1,203,100	\$ 78,200
Staff Years	96.50	100.25	3.75
<u>TOTAL FISCAL AND PUBLIC PROTECTION SERVICES</u>			
Salaries & Benefits	\$ 148,336,476	\$ 168,724,617	\$ 20,388,141
Services & Supplies	22,103,173	25,318,806	3,215,633
Other Charges	1,447,138	1,900,284	453,146
Fixed Assets	863,151	1,068,548	205,397
Vehicle/Comm. Equip.	208,779	561,174	352,395
TOTAL	<u>\$ 172,958,717</u>	<u>\$ 197,573,429</u>	<u>\$ 24,614,712</u>
Revenue	46,256,692	46,564,221	307,529
TOTAL STAFF YEARS	4,697.66	4,884.16	.186.50

	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>HEALTH AND SOCIAL SERVICES</u>			
<u>Department of Health</u>			
Salaries & Benefits	\$ 43,271,250	\$ 55,917,546	\$ 12,646,296
Services & Supplies	58,317,047	63,186,340	4,869,293
Other Charges	10,309,317	12,200,154	1,890,837
Fixed Assets	435,599	1,002,131	566,532
TOTAL	<u>\$ 112,333,213</u>	<u>\$ 132,306,171</u>	<u>\$ 19,972,958</u>
Revenue	\$ 102,335,564	\$ 115,246,326	\$ 12,910,762
Staff Years	1,499.60	1,829.83	330.23
<u>Department of Social Services</u>			
Salaries & Benefits	\$ 55,519,490	\$ 60,305,208	\$ 4,785,718
Services & Supplies	20,480,319	19,965,741	(514,578)
Other Charges	246,502,521	259,238,257	12,735,736
Fixed Assets	307,815	789,862	482,047
TOTAL	<u>\$ 322,810,145</u>	<u>\$ 340,299,068</u>	<u>\$ 17,488,923</u>
Revenue	\$ 293,366,686	\$ 311,924,166	\$ 18,557,480
Staff Years	2,130.25	2,240.25	110.00
<u>Area Agency on Aging</u>			
Salaries & Benefits	\$ 1,537,739	\$ 2,072,001	\$ 534,262
Services & Supplies	5,839,410	6,629,168	789,758
TOTAL	<u>\$ 7,377,149</u>	<u>\$ 8,701,169</u>	<u>\$ 1,324,020</u>
Revenue	\$ 7,129,252	\$ 8,383,343	\$ 1,254,091
Staff Years	49.00	66.00	17.00
<u>TOTAL HEALTH AND SOCIAL SERVICES</u>			
Salaries & Benefits	\$ 100,328,479	\$ 118,294,755	\$ 17,966,276
Services & Supplies	84,636,776	89,781,249	5,144,473
Other Charges	256,811,838	271,438,411	14,626,573
Fixed Assets	743,414	1,791,993	1,048,579
TOTAL	<u>\$ 442,520,507</u>	<u>\$ 481,306,408</u>	<u>\$ 38,785,901</u>
Revenue	\$ 402,831,502	\$ 435,553,835	\$ 32,722,333
Staff Years	3,678.85	4,136.08	457.23
<u>COMMUNITY SERVICES - GENERAL FUND</u>			
<u>Agriculture/Weights &amp; Measures</u>			
Salaries & Benefits	\$ 2,549,942	\$ 2,902,513	\$ 352,571
Services & Supplies	318,089	379,829	61,740
Fixed Assets	900	11,575	10,675
Vehicles/Communications Equipment	153,373	0	(153,373)
TOTAL	<u>\$ 3,022,304</u>	<u>\$ 3,293,917</u>	<u>\$ 271,613</u>
Revenue	\$ 1,340,700	\$ 1,518,288	\$ 177,588
Staff Years	88.00	95.00	7.00



	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>COMMUNITY SERVICES - GENERAL FUND (cont'd)</u>			
<u>Air Pollution Control</u>			
Other Charges	\$ 671,510	\$ 0	\$ (671,510)
Operating Transfers	0	810,552	810,552
TOTAL	<u>\$ 671,510</u>	<u>\$ 810,552</u>	<u>\$ 139,042</u>
Revenue	\$ 0	\$ 0	\$ 0
Staff Years	.00	.00	.00
<u>Animal Control</u>			
Salaries & Benefits	\$ 2,419,603	\$ 2,690,556	\$ 270,953
Services & Supplies	176,615	182,615	6,000
Other Charges	64,000	0	(64,000)
TOTAL	<u>\$ 2,660,218</u>	<u>\$ 2,873,171</u>	<u>\$ 212,953</u>
Revenue	\$ 1,779,118	\$ 1,865,929	\$ 86,811
Staff Years	96.50	108.00	11.50
<u>Coroner</u>			
Salaries & Benefits	\$ 1,811,276	\$ 1,983,212	\$ 171,936
Services & Supplies	247,800	282,300	34,500
Fixed Assets	7,500	0	(7,500)
TOTAL	<u>\$ 2,066,576</u>	<u>\$ 2,265,512</u>	<u>\$ 198,936</u>
Revenue	\$ 166,200	\$ 184,000	\$ 17,800
Staff Years	45.50	46.00	.50
<u>Farm Advisor</u>			
Salaries & Benefits	\$ 184,954	\$ 197,074	\$ 12,120
Services & Supplies	14,148	20,148	6,000
Fixed Assets	700	0	(700)
TOTAL	<u>\$ 199,802</u>	<u>\$ 217,222</u>	<u>\$ 17,420</u>
Revenue	\$ 0	\$ 0	\$ 0
Staff Years	9.00	9.00	.00
<u>Housing &amp; Community Development</u>			
Salaries & Benefits	\$ 1,797,950	\$ 2,282,247	\$ 484,297
Services & Supplies	7,098,443	7,356,101	257,658
Other Charges	2,157,368	2,314,895	157,527
TOTAL	<u>\$ 11,053,761</u>	<u>\$ 11,953,243</u>	<u>\$ 899,482</u>
Revenue	\$ 11,413,761	\$ 12,353,197	\$ 939,436
Staff Years	62.00	72.00	10.00
<u>Parks &amp; Recreation</u>			
Salaries & Benefits	\$ 3,303,687	\$ 3,544,417	\$ 240,730
Services & Supplies	493,352	473,352	(20,000)
Other Charges	0	350,000	350,000
Fixed Assets	53,500	48,379	(5,121)
TOTAL	<u>\$ 3,850,539</u>	<u>\$ 4,416,148</u>	<u>\$ 565,609</u>
Revenue	\$ 1,845,000	\$ 2,025,192	\$ 180,192
Staff Years	118.05	121.40	3.35

	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>COMMUNITY SERVICES - GENERAL FUND (cont'd)</u>			
<u>Planning &amp; Land Use</u>			
Salaries & Benefits	\$ 6,605,262	\$ 7,097,924	\$ 492,662
Services & Supplies	734,400	1,202,934	468,534
Other Charges	0	18,900	18,900
Fixed Assets	72,700	22,500	(50,200)
Vehicles/Communications Equipment	0	34,800	34,800
TOTAL	<u>\$ 7,412,362</u>	<u>\$ 8,377,058</u>	<u>\$ 964,696</u>
Revenue	\$ 6,000,000	\$ 6,685,000	\$ 685,000
Staff Years	182.50	186.50	4.00
<u>Public Administrator</u>			
Salaries & Benefits	\$ 1,049,467	\$ 1,209,444	\$ 159,977
Services & Supplies	29,211	28,975	(236)
Other Charges	41,348	40,000	(1,348)
Fixed Assets	4,011	24,195	20,184
TOTAL	<u>\$ 1,124,037</u>	<u>\$ 1,302,614</u>	<u>\$ 178,577</u>
Revenue	\$ 974,000	\$ 1,246,933	\$ 272,933
Staff Years	37.25	41.25	4.00
<u>Public Works - General Fund</u>			
Services & Supplies	\$ 2,475,714	\$ 2,252,311	\$ (223,403)
Other Charges	100,000	0	(100,000)
Fixed Assets	51,799	950	(50,849)
TOTAL	<u>\$ 2,627,513</u>	<u>\$ 2,253,261</u>	<u>\$ (374,252)</u>
Revenue	\$ 1,424,187	\$ 1,360,831	\$ (63,356)
Staff Years	0.00	0.00	0.00
<u>Registrar of Voters</u>			
Salaries & Benefits	\$ 1,835,731	\$ 1,838,035	\$ 2,304
Services & Supplies	1,469,778	2,876,084	1,406,306
Other Charges	0	88,600	88,600
Fixed Assets	8,400	10,700	2,300
TOTAL	<u>\$ 3,313,909</u>	<u>\$ 4,813,419</u>	<u>\$ 1,499,510</u>
Revenue	\$ 193,000	\$ 1,885,550	\$ 1,692,550
Staff Years	83.50	90.10	6.60
<u>General Fund Contribution to Library</u>			
Operating Transfers	\$ 500,000	\$ 0	\$ (500,000)
TOTAL	<u>\$ 500,000</u>	<u>\$ 0</u>	<u>\$ (500,000)</u>
Revenue	0	0	0
Net County Cost	<u>\$ 500,000</u>	<u>\$ 0</u>	<u>\$ (500,000)</u>
<u>COMMUNITY SERVICES - SPECIAL FUNDS</u>			
<u>Cable Television</u>			
Salaries & Benefits	\$ 108,595	\$ 108,321	\$ (274)
Services & Supplies	210,250	569,619	359,369
Fixed Assets	31,500	0	(31,500)
Operating Transfers	0	439,200	439,200
TOTAL	<u>\$ 350,345</u>	<u>\$ 1,117,140</u>	<u>\$ 766,795</u>
Revenue	\$ 275,000	\$ 270,921	\$ (4,079)
Fund Balance	75,345	846,219	770,874
Net County Cost	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Staff Years	3.00	3.00	0.00

	1984-85 <u>Budget</u>	1985-86 <u>Adopted</u>	Increase/ <u>(Decrease)</u>
<u>COMMUNITY SERVICES - SPECIAL FUNDS (continued)</u>			
<u>Fish and Game Commission</u>			
Services & Supplies	\$ 48,400	\$ 31,100	\$ (17,300)
Fixed Assets	6,000	0	(6,000)
TOTAL	<u>\$ 54,400</u>	<u>\$ 31,100</u>	<u>\$ (23,300)</u>
Revenue	\$ 20,000	\$ 30,300	10,300
Fund Balance	34,400	800	(33,600)
Net County Cost	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<u>Grazing Lands</u>			
Other Charges	\$ 88,000	\$ 101,000	\$ 13,000
TOTAL	<u>\$ 88,000</u>	<u>\$ 101,000</u>	<u>\$ 13,000</u>
Revenue	\$ 8,000	\$ 13,000	\$ 5,000
Fund Balance	80,000	88,000	8,000
Net County Cost	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<u>Library</u>			
Salaries & Benefits	\$ 3,783,857	\$ 4,287,205	\$ 503,348
Services & Supplies	2,676,980	3,020,728	343,748
Other Charges	68,400	63,000	(5,400)
Fixed Assets	0	49,010	49,010
Operating Transfers	11,163	15,000	3,837
TOTAL	<u>\$ 6,540,400</u>	<u>\$ 7,434,943</u>	<u>\$ 894,543</u>
Revenue	\$ 6,194,018	\$ 7,015,413	\$ 821,395
Fund Balance	346,382	419,530	73,148
Net County Cost	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Staff Years	181.50	189.25	7.75
<u>Library - Contingency Reserve</u>			
Revenue	\$ 314,192	\$ 1,460,373	\$ 1,146,181
Net County Cost	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 1,385,808</u>
<u>Park Land Dedication - Local Park Development</u>			
Other Charges	\$ 3,191,444	\$ 3,177,167	\$ (14,277)
Operating Transfers	232,000	519,500	287,500
TOTAL	<u>\$ 3,423,444</u>	<u>\$ 3,696,667</u>	<u>\$ 273,223</u>
Revenue	1,071,499	902,949	(168,550)
Fund Balance	2,351,945	2,793,718	441,773
Net County Cost	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
<u>Public Works - Road Fund</u>			
Salaries & Benefits	\$ 19,789,533	\$ 21,558,166	\$ 1,768,633
Services & Supplies	20,277,722	21,965,565	1,687,843
Other Charges	1,147,128	1,764,195	617,067
Fixed Assets	188,755	250,760	62,005
Operating Transfers	161,836	166,814	4,978
TOTAL	<u>\$ 41,564,974</u>	<u>\$ 45,705,500</u>	<u>\$ 4,140,526</u>
Revenue	39,274,562	42,717,046	3,442,484
Fund Balance	2,290,412	2,988,454	698,042
Net County Cost	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Staff Years	535.00	557.75	22.75

	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>	<u>Increase/ (Decrease)</u>
<u>COMMUNITY SERVICES - SPECIAL FUNDS (continued)</u>			
<u>Special Aviation</u>			
Services & Supplies	\$ 754,297	\$ 861,370	\$ 107,073
TOTAL	\$ 754,297	\$ 861,370	\$ 107,073
Revenue	414,257	716,283	302,026
Fund Balance	340,040	145,087	(194,953)
Net County Cost	\$ 0	\$ 0	\$ 0
<u>Survey Monument Preservation</u>			
Services & Supplies	\$ 63,517	\$ 95,737	\$ 32,220
Fixed Assets	700	0	(700)
Operating Transfers	172,283	143,722	(28,561)
TOTAL	\$ 236,500	\$ 239,459	\$ 2,959
Revenue	106,556	120,000	13,444
Fund Balance	129,944	119,459	(10,485)
Net County Cost	\$ 0	\$ 0	\$ 0
<u>TOTAL COMMUNITY SERVICES</u>			
Salaries & Benefits	\$ 45,239,857	\$ 49,699,114	\$ 4,459,257
Services & Supplies	37,088,716	41,598,768	4,510,052
Other Charges	7,529,198	7,917,757	388,559
Fixed Assets	426,465	418,069	(8,396)
Vehicles/Communications Equipment	153,373	34,800	(118,573)
Reimbursements	0	0	0
Contingency Reserve (Library)	314,192	1,460,373	1,146,181
Operating Transfers	1,077,282	2,094,788	1,017,506
TOTAL	\$ 91,829,083	\$ 103,223,669	\$ 11,454,586
Revenue	\$ 72,814,050	\$ 82,371,205	\$ 9,557,155
Fund Balance	5,648,468	7,401,267	1,752,799
Staff Years	1,441.80	1,519.25	77.45
<u>GENERAL GOVERNMENT AND SUPPORT SERVICES</u>			
<u>Auditor &amp; Controller</u>			
Salaries & Benefits	\$ 5,251,878	\$ 5,574,824	\$ 322,946
Services & Supplies	315,500	230,405	(85,095)
Other Charges	4,000	37,800	33,800
Fixed Assets	44,300	34,300	(10,000)
TOTAL	\$ 5,615,678	\$ 5,877,329	\$ 261,651
Revenue	\$ 1,105,495	\$ 1,105,495	\$ 0
Staff Years	185.50	183.50	(2.00)
<u>Board of Supervisors</u>			
<u>- District I</u>			
Salaries & Benefits	\$ 319,271	\$ 337,897	\$ 18,626
Services & Supplies	15,670	12,170	(3,500)
Fixed Assets	4,000	0	(4,000)
TOTAL	\$ 338,941	\$ 350,067	\$ 11,126
Staff Years	8.00	9.00	1.00

	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>	<u>Increase/ (Decrease)</u>
<u>GENERAL GOVERNMENT AND SUPPORT SERVICES (cont'd)</u>			
<u>Board of Supervisors (cont'd)</u>			
- District 2			
Salaries & Benefits	\$ 281,577	\$ 374,411	\$ 92,834
Services & Supplies	6,294	11,055	4,761
TOTAL	<u>\$ 287,871</u>	<u>\$ 385,466</u>	<u>\$ 97,595</u>
Staff Years	9.00	10.67	1.67
- District 3			
Salaries & Benefits	\$ 287,982	\$ 363,596	\$ 75,614
Services & Supplies	18,000	12,500	(5,500)
Fixed Assets	4,400	0	(4,400)
TOTAL	<u>\$ 310,382</u>	<u>\$ 376,096</u>	<u>\$ 65,714</u>
Staff Years	8.25	10.50	2.25
- District 4			
Salaries & Benefits	\$ 316,944	\$ 357,106	\$ 40,162
Services & Supplies	14,438	17,000	2,562
Other Charges	0	3,765	3,765
Fixed Assets	3,900	0	(3,900)
TOTAL	<u>\$ 335,282</u>	<u>\$ 377,871</u>	<u>\$ 42,589</u>
Staff Years	9.00	10.00	1.00
- District 5			
Salaries & Benefits	\$ 310,332	\$ 371,338	\$ 61,006
Services & Supplies	13,250	12,440	(810)
TOTAL	<u>\$ 323,582</u>	<u>\$ 383,778</u>	<u>\$ 60,196</u>
Staff Years	9.50	10.00	.50
- General Office			
Salaries & Benefits	\$ 68,300	\$ 74,050	\$ 5,750
Services & Supplies	15,630	15,630	0
Fixed Assets	3,950	0	(3,950)
TOTAL	<u>\$ 87,880</u>	<u>\$ 89,680</u>	<u>\$ 1,800</u>
Staff Years	3.00	3.00	0.00
<u>Chief Administrative Officer</u>			
Salaries & Benefits	\$ 4,116,134	\$ 5,138,885	\$ 1,022,751
Services & Supplies	1,570,460	1,702,579	132,119
Other Charges	0	65,600	65,600
Fixed Assets	83,438	138,400	54,962
TOTAL	<u>\$ 5,770,032</u>	<u>\$ 7,045,464</u>	<u>\$ 1,275,432</u>
Revenue	<u>\$ 1,136,800</u>	<u>\$ 1,249,901</u>	<u>\$ 113,101</u>
Staff Years	105.10	118.10	13.00
<u>Civil Service Commission</u>			
Salaries & Benefits	\$ 176,524	\$ 191,495	\$ 14,971
Services & Supplies	21,952	9,744	(12,208)
Fixed Assets	1,500	0	(1,500)
TOTAL	<u>\$ 199,976</u>	<u>\$ 201,239</u>	<u>\$ 1,263</u>
Revenue	24,278	23,242	(1,036)
Staff Years	4.00	4.00	0.00

	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>GENERAL GOVERNMENT AND SUPPORT SERVICES (cont'd)</u>			
<u>Clerk of the Board</u>			
Salaries & Benefits	\$ 1,084,302	\$ 1,195,092	\$ 110,790
Services & Supplies	117,316	112,925	(4,391)
Other Charges	0	14,550	14,550
Fixed Assets	10,000	16,500	6,500
TOTAL	<u>\$ 1,211,618</u>	<u>\$ 1,339,067</u>	<u>\$ 127,449</u>
Revenue	71,500	\$ 100,000	\$ 28,500
Staff Years	43.20	43.20	0.00
<u>County Counsel</u>			
Salaries & Benefits	\$ 2,724,889	\$ 3,126,760	\$ 401,871
Services & Supplies	1,169,800	1,253,400	83,600
Other Charges	82,500	7,000	(75,500)
Fixed Assets	17,600	16,000	(1,600)
TOTAL	<u>\$ 3,994,789</u>	<u>\$ 4,403,160</u>	<u>\$ 408,371</u>
Revenue	\$ 917,658	\$ 957,449	\$ 39,791
Staff Years	63.50	66.75	3.25
<u>EDP Services</u>			
Salaries & Benefits	\$ 6,932,630	\$ 8,018,675	\$ 1,086,045
Services & Supplies	4,447,990	2,253,637	(2,194,353)
Other Charges	0	1,448,021	1,448,021
Fixed Assets	190,105	79,685	(110,420)
Vehicle/Communications Equipment	24,804	0	(24,804)
TOTAL	<u>\$ 11,595,529</u>	<u>\$ 11,800,018</u>	<u>\$ 204,489</u>
Revenue	\$ 270,000	\$ 322,600	\$ 52,600
Staff Years	218.25	230.00	11.75
<u>General Services</u>			
Salaries & Benefits	\$ 14,652,089	\$ 15,003,462	\$ 351,373
Services & Supplies	21,965,961	7,140,046	(14,825,915)
Other Charges	0	4,600	4,600
Fixed Assets	75,846	131,765	55,919
Vehicles/Communications Equipment	6,400	0	(6,400)
Reimbursements	(1,619,982)	(808,572)	811,410
Operating Transfers	600,000	0	(600,000)
TOTAL	<u>\$ 35,680,314</u>	<u>\$ 21,471,301</u>	<u>\$(14,209,013)</u>
Revenue	\$ 3,367,162	\$ 3,876,976	\$ 509,814
Staff Years	528.25	525.50	(2.75)
<u>Lease Purchase - Non Profit Corporation</u>			
Lease Purchase (Services & Supplies)	\$ 1,300,000	\$ 0	\$ (1,300,000)
Other Charges	0	2,440,747	2,440,747
Reimbursement	(300,000)	(340,747)	(40,747)
TOTAL	<u>\$ 1,000,000</u>	<u>\$ 2,100,000</u>	<u>\$ 1,100,000</u>

	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>	<u>Increase/ (Decrease)</u>
<u>GENERAL GOVERNMENT AND SUPPORT SERVICES (Cont'd)</u>			
<u>Equipment Acquisition</u>			
Services & Supplies	\$ 7,090,550	\$ 0	\$ (7,090,550)
Other Charges	0	2,112,700	2,112,700
Fixed Assets	0	85,000	85,000
TOTAL	<u>\$ 7,090,550</u>	<u>\$ 2,197,700</u>	<u>\$ (4,892,850)</u>
Revenue	\$ 290,550	\$ 312,450	\$ (21,900)
<u>Property Management (Major Maintenance only)</u>			
Services & Supplies	\$ 5,254,728	\$ 6,938,129	\$ 1,683,401
Reimbursements	(434,196)	(653,206)	(219,010)
TOTAL	<u>\$ 4,820,532</u>	<u>\$ 6,284,923</u>	<u>\$ 1,464,391</u>
Revenue	\$ 1,977,274	\$ 2,639,470	\$ 662,196
<u>LAFCo</u>			
Other Charges	\$ 357,293	\$ 363,544	\$ 6,251
TOTAL	<u>\$ 357,293</u>	<u>\$ 363,544</u>	<u>\$ 6,251</u>
Revenue	\$ 88,680	\$ 98,875	\$ 10,195
Staff Years	8.35	8.35	.00
<u>Office of Employee Services</u>			
Salaries & Benefits	\$ 6,444,989	\$ 7,227,728	\$ 782,739
Services & Supplies	1,223,586	1,736,718	513,132
Other Charges	0	83,967	83,967
Fixed Assets	8,670	36,750	28,080
Reimbursements	(3,900,000)	(4,819,365)	(919,365)
TOTAL	<u>\$ 3,777,245</u>	<u>\$ 4,265,798</u>	<u>\$ 488,553</u>
Revenue	\$ 713,477	\$ 1,003,984	\$ 290,507
Staff Years	81.58	92.03	10.45
<u>Equal Opportunity Management</u>			
Salaries & Benefits	\$ 252,212	\$ 300,451	\$ 48,239
Services & Supplies	9,221	24,966	15,745
TOTAL	<u>\$ 261,433</u>	<u>\$ 325,417</u>	<u>\$ 63,984</u>
Revenue	\$ 24,900	\$ 44,084	\$ 19,184
Staff Years	7.00	7.75	.75
<u>Public Services Utilities</u>			
Services and Supplies	\$ 0	\$ 16,357,678	\$ 16,357,678
Reimbursements	0	(1,111,169)	(1,111,169)
Operating Transfers	0	1,177,322	1,177,322
TOTAL	<u>\$ 0</u>	<u>\$ 16,423,831</u>	<u>\$ 16,423,831</u>
Revenue	0	436,557	436,557

	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>GENERAL GOVERNMENT AND SUPPORT SERVICES (Continued)</u>			
<u>Purchasing</u>			
Salaries & Benefits	\$ 1,326,957	\$ 1,452,862	\$ 125,905
Services & Supplies	74,900	72,450	(2,450)
Fixed Assets	0	7,300	7,300
TOTAL	<u>\$ 1,401,857</u>	<u>\$ 1,532,612</u>	<u>\$ 130,755</u>
Revenue	\$ 345,484	\$ 343,903	\$ (1,581)
Staff Years	53.00	53.50	.50
<u>Revenue &amp; Recovery</u>			
Salaries & Benefits	\$ 5,480,950	\$ 6,160,392	\$ 679,442
Services & Supplies	148,333	173,753	25,420
Fixed Assets	12,400	24,025	11,625
TOTAL	<u>\$ 5,641,683</u>	<u>\$ 6,358,170</u>	<u>\$ 716,487</u>
Revenue	\$ 78,000	\$ 91,500	\$ 13,500
Staff Years	245.50	249.75	4.25
<u>CAO - Community Enhancement</u>			
TOTAL (Other Charges)	\$ 900,000	\$ 1,155,700	\$ 255,700
<u>TOTAL GENERAL GOVERNMENT AND SUPPORT SERVICES</u>			
Salaries & Benefits	\$ 50,027,960	\$ 55,269,024	\$ 5,241,064
Services & Supplies	44,793,579	38,087,225	(6,726,399)
Other Charges	1,343,793	7,737,994	6,414,246
Fixed Assets	460,109	569,725	109,616
Vehicle/Comm. Equip.	31,204	0	(31,204)
Reimbursements	(6,254,178)	(7,733,059)	(1,478,881)
Operating Transfers	600,000	1,177,322	577,322
TOTAL	<u>\$ 91,002,467</u>	<u>\$ 95,108,231</u>	<u>\$ 4,105,764</u>
Revenue	10,411,258	12,606,486	2,195,228
Staff Years	1,589.98	1,635.60	45.62
<u>MISCELLANEOUS - GENERAL FUND</u>			
<u>Contingency Reserve</u>			
TOTAL	\$ 9,640,027	\$ 8,952,373	\$ (687,654)
<u>General Fund Contribution to COF</u>			
Operating Transfers	13,000,000	13,464,712	464,712
TOTAL	<u>\$ 13,000,000</u>	<u>\$ 13,464,712</u>	<u>\$ 464,712</u>
Revenue	\$ 3,000,000	\$ 0	\$ (3,000,000)
Net County Cost	<u>\$ 10,000,000</u>	<u>\$ 13,464,712</u>	<u>\$ 3,464,712</u>
<u>Salary Settlement Adjustment - General Fund</u>			
Reimbursements	\$ 0	\$ (484,163)	\$ (484,163)
TOTAL	<u>\$ 0</u>	<u>\$ (484,163)</u>	<u>\$ (484,163)</u>
Revenue	0	(484,163)	(484,163)
Net County Costs	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>



	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>County Debt Service/Special Reserves</u>			
Services & Supplies	\$ 5,000	\$ 5,000	\$ 0
Other Charges	10,495,000	12,495,000	2,000,000
Public Liability Reserve (Operating Transfer)	0	2,000,000	2,000,000
Designated Future Projects	0	499,000	499,000
TOTAL	<u>\$ 10,500,000</u>	<u>\$ 14,999,000</u>	<u>\$ 4,499,000</u>
Revenue	0	2,000,000	2,000,000
Net County Costs	<u>\$ 10,500,000</u>	<u>\$ 12,999,000</u>	<u>\$ 2,499,000</u>

MISCELLANEOUS - SPECIAL FUNDS

<u>Capital Outlay Fund</u>			
Lease Purchases	\$ 15,253,100	\$ 14,018,475	\$ (1,234,625)
Capital & Land (Fixed Assets)	27,680,600	9,395,607	(18,284,993)
Reimbursements	(234,000)	(228,325)	5,675
TOTAL	<u>\$ 42,699,700</u>	<u>\$ 23,185,757</u>	<u>\$ (19,513,943)</u>
Revenue	42,699,700	22,585,757	(20,113,943)
COF Fund Balance	0	600,000	600,000
Net County Cost	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

<u>Total Federal Revenue Sharing</u>			
Other Charges	\$ 0	\$ 0	\$ 0
Operating Transfer	12,447,445	3,000,000	(9,447,445)
TOTAL	<u>\$ 12,447,445</u>	<u>\$ 3,000,000</u>	<u>\$ (9,447,445)</u>
Revenue	12,357,445	3,000,000	(9,447,445)
Fund Balance	90,000	0	0
Net County Costs	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

<u>Investment - Deferred Compensation</u>			
Other Charges	<u>\$ 900,000</u>	<u>\$ 900,000</u>	<u>\$ 0</u>
TOTAL	900,000	900,000	0
Revenue	900,000	900,000	0
Net County Costs	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

<u>Edgemoor Development Fund</u>			
Operating Transfers	\$ 20,000	\$ 45,395	\$ 25,395
Fund Balance	(20,000)	(45,395)	(25,395)
Net County Costs	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

<u>CAC Development Fund</u>			
Operating Transfer	<u>\$ 0</u>	<u>\$ 150,000</u>	<u>\$ 150,000</u>
TOTAL	\$ 0	\$ 150,000	\$ 150,000
Revenue	0	150,000	150,000
Net County Costs	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

<u>County Health Complex</u>			
Other Charges	\$ 0	\$ 330,000	\$ 330,000
Fixed Assets	0	1,270,000	1,270,000
TOTAL	0	\$ 1,600,000	\$ 1,600,000
Revenue	0	1,600,000	1,600,000
Net County Costs	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

	1984-85 <u>Budget</u>	1985-86 <u>Adopted</u>	Increase/ <u>(Decrease)</u>
<u>Salary Settlement Adjustment - Special Funds</u>			
Reimbursements	\$ 0	\$ (60,237)	\$ (60,237)
TOTAL	\$ 0	\$ (60,237)	\$ (60,237)
Revenue	0	(60,237)	(60,237)
Net County Costs	\$ 0	\$ 0	\$ 0
<u>TOTAL MISCELLANEOUS</u>			
Services & Supplies	15,258,100	5,000	(15,253,100)
Other Charges	11,395,000	27,743,475	16,348,475
Fixed Assets	27,680,600	10,665,607	(17,014,993)
Reimbursements	(234,000)	(772,725)	(538,725)
Contingency Reserves	9,640,027	8,952,373	(687,654)
Operating Transfers	25,467,445	18,660,107	(6,807,338)
Designated Future Projects	0	499,000	499,000
TOTAL	\$ 89,207,172	\$ 65,752,837	\$ 23,454,335
Revenues	58,957,145	30,780,157	(28,176,988)
Fund Balance	110,000	600,000	490,000
Net County Cost	\$ 30,140,027	\$ 34,372,680	\$ 4,232,653
<u>TOTAL GENERAL FUND</u>			
Salaries & Benefits	\$ 320,250,787	\$ 366,033,818	\$ 45,783,031
Services & Supplies	164,596,078	168,226,884	3,630,806
Other Charges	273,131,995	296,404,129	23,272,134
Fixed Assets	2,266,184	4,070,543	1,804,359
Vehicles/Communications Equipment	393,356	73,996	(319,360)
Reimbursements	(6,254,178)	(8,217,222)	(1,963,044)
Contingency Reserves	9,640,027	8,952,373	(687,654)
Operating Transfers	14,100,000	17,951,586	3,851,586
TOTAL	\$ 778,124,249	\$ 853,496,107	\$ 75,371,858
TOTAL PROGRAM REVENUE	487,635,418	525,365,299	37,729,881
TOTAL FUND BALANCE	13,900,000	20,282,808	6,382,508
TOTAL GENERAL REVENUE	276,588,831	307,848,000	31,259,169
TOTAL FUNDING	\$ 778,124,249	\$ 853,496,107	\$ 75,371,858
<u>TOTAL SPECIAL FUNDS</u>			
Salaries & Benefits	\$ 23,681,985	\$ 26,109,562	\$ 2,427,577
Services & Supplies	39,284,266	26,544,119	(12,740,147)
Other Charges	5,394,972	20,197,967	14,802,995
Fixed Assets (Capital and Land)	27,907,555	10,965,377	(16,942,178)
Reimbursements	(234,000)	(288,562)	(54,562)
Contingency Reserves (Library)	314,192	1,460,373	1,146,181
Operating Transfers	\$ 13,044,727	4,479,631	(8,565,096)
TOTAL	\$ 109,393,697	\$ 89,468,467	\$ (19,925,230)
TOTAL PROGRAM REVENUE	103,635,229	81,421,805	(22,213,424)
TOTAL FUND BALANCE	5,758,468	8,046,662	2,288,194
TOTAL FUNDING	\$ 109,393,697	\$ 89,468,467	\$ (19,925,230)

	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>	<u>Increase/ (Decrease)</u>
<u>TOTAL COUNTY BUDGET</u>			
Salaries & Benefits	\$ 343,932,772	\$ 392,143,380	\$ 48,210,608
Services & Supplies	203,880,344	194,771,003	(9,109,341)
Other Charges	278,526,967	316,602,096	38,075,129
Fixed Assets (Capital and Land)	30,173,739	15,035,920	(15,137,819)
Vehicle/Comm. Equip.	393,356	73,996	(319,360)
Reimbursements	(6,488,178)	(8,505,784)	(2,017,606)
Contingency Reserves	9,954,219	10,412,746	458,527
Operating Transfers	<u>27,144,727</u>	<u>22,431,217</u>	<u>(4,713,510)</u>
TOTAL	<u>\$ 887,517,946</u>	<u>\$ 942,964,574</u>	<u>\$ 55,446,628</u>
TOTAL REVENUES	\$ 867,859,478	\$ 914,635,104	\$ 46,775,626
TOTAL FUND BALANCE	19,658,468	28,329,470	8,671,002
TOTAL FUNDING	\$ 887,517,946	\$ 942,964,574	\$ 55,446,628
 Total Staff Years	 11,408.29	 12,175.09	 766.80

COUNTY OF SAN DIEGO  
GENERAL REVENUES (IN THOUSANDS OF \$)

	<u>1984-85</u> <u>Adopted</u>	<u>1985-86</u> <u>Adopted</u>	<u>Increase/</u> <u>(Decrease)</u>
<u>Current Property Taxes</u>			
Secured	\$ 154,000	\$ 171,000	\$ 17,000
Unsecured	6,400	8,000	1,600
Supplemental Roll (SB813)	<u>8,000</u>	<u>7,000</u>	<u>(1,000)</u>
 Total Current Prop. Taxes	 \$ 168,400	 \$ 186,000	 \$ 17,600
 <u>Other General Revenues</u>			
Prior Year Taxes Sec. & Unsec.	\$ 4,324	\$ 7,300	\$ 2,976
Penalties & Cost of Del.	4,500	5,100	600
Other Taxes - Aircraft	330	350	20
Sales & Use Tax	12,000	14,500	2,500
Transient Occupancy Tax	900	1,250	350
Real Property Trans/Tax	4,400	5,900	1,500
Franchises	2,700	2,800	100
HOPTR	5,700	5,800	100
Court Fines/Forefeitures	6,300	6,365	65
Interest on Deposits	14,395	16,100	1,705
State Mandate Cost	600	2,100	1,500
Federal In-Lieu Taxes	300	300	0
Open Space Land	100	100	0
Misc. Gen. Revenues	3,400	330	(3,070)
Motor Vehicle In Lieu	44,250	50,500	6,250
Trailer In Lieu	1,000	1,000	0
Cigarette Taxes	450	550	100
Recovered Cost - SB813	<u>2,520</u>	<u>1,500</u>	<u>(1,020)</u>
 Sub-total	 \$ 108,169	 \$ 121,845	 \$ 13,676
 Fund Balance	 <u>13,900</u>	 <u>20,283</u>	 <u>6,383</u>
 Sub-total	 \$ 122,069	 \$ 142,128	 \$ 20,059
 Total General Revenues	 <u>\$ 290,469</u>	 <u>\$ 328,128</u>	 <u>37,659</u>

ASSESSOR

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Property Valuation	\$ 4,157,728	\$ 4,608,029	\$ 5,194,999	\$ 5,405,063	\$ 5,813,924
Property Identification	1,506,421	1,711,553	2,087,744	2,005,208	2,121,331
Department Overhead	<u>361,544</u>	<u>263,317</u>	<u>353,132</u>	<u>339,618</u>	<u>357,761</u>
Total Direct Costs	\$ 6,025,693	\$ 6,582,899	\$ 7,635,875	\$ 7,749,889	\$ 8,293,016
Funding	<u>(60,678)</u>	<u>(77,393)</u>	<u>(83,013)</u>	<u>(58,250)</u>	<u>(58,250)</u>
Net Program Cost (Without External)	\$ 5,965,015	\$ 6,505,506	\$ 7,552,862	\$ 7,691,639	\$ 8,234,766
Staff Years	230.45	195.15	235.31	259.25	257.25

PROGRAM: PROPERTY VALUATION

# 07104

MANAGER: ROBERT W. FRAZIER

Department: ASSESSOR

# 1150

Ref: 1984-85 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. Mandate: 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 3,960,638	\$ 4,367,511	\$ 4,800,674	\$ 5,126,713	\$ 5,487,634
Services & Supplies	197,090	240,518	393,147	276,590	326,290
Fixed Assets	0	0	1,178	1,760	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursement	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,157,728</b>	<b>\$ 4,608,329</b>	<b>\$ 5,194,999</b>	<b>\$ 5,405,063</b>	<b>\$ 5,813,924</b>
<b>FUNDING</b>					
	(44,295)	(55,722)	(46,320)	(43,105)	(43,105)
<b>NET COUNTY COSTS</b>	<b>\$ 4,113,433</b>	<b>\$ 4,552,307</b>	<b>\$ 5,148,679</b>	<b>\$ 5,361,958</b>	<b>\$ 5,770,819</b>
<hr/>					
<b>STAFF YEARS</b>	<b>148.90</b>	<b>127.90</b>	<b>151.46</b>	<b>169.90</b>	<b>169.90</b>
<hr/>					
<b>PERFORMANCE INDICATORS:</b>					
Reappraisals of Transferred Properties	53,557	76,277	81,000	80,000	77,000
New Construction Appraisals	27,219	37,646	41,500	40,000	40,000
Business Accounts	68,932	83,580	92,500	85,000	84,000
Assessment Appeals Cases	1,590	1,959	1,885	2,400	1,950

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 property 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. These 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 taxpayers' 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.

1984-85 ACTUAL:

The 1984-85 Budget amounts and 1984-85 Actuals remained relatively constant. The reduction in salary actuals was due to a delay in hiring in order to achieve salary savings and in anticipation of the potential impact of the Jarvis IV Initiative. The increase in services and supplies is primarily a result of this program's pro-rata share, \$107,983, of the lease-purchase of the IBM 38 mini-computer.

1985-86 ADOPTED BUDGET:

The staffing changes for the Property Valuation Program include the deletion of the following positions:

- 2 Administrative Secretary II's
- 2 Audit Appraiser II's
- 1 Valuation Estimator (reclassification)
- 1 Senior Clerk (reclassification)

This program includes the addition of the following positions:

- 2 Supervising Appraisers (reclassification)
- 2 Assessment Clerks
- 1 Data Entry Operator
- 1 Computer Operator

The deletions of the Administrative Secretary II's and our Audit Appraiser II's are the result of progress made by our automation efforts. The reclassification of the Valuation Estimator in this program and the Exemptions Supervisor in the Property Identification Program are an attempt to provide more organizational efficiency by the elimination of two one-position classifications. The duties performed by these two positions are more reflective of those of a Supervising Appraiser.

The addition of two Assessment Clerks are necessary to deal with the clerical workload generated by the passage of AB 2345.

The addition of a Data Entry Operator is essential due to an increase in workload caused by additional keypunching resulting from the supplemental tax roll and the increase in numbers of deeds processed. During FY 84-85, we have had to employ temporary help on a year-round basis to handle this workload.

The hiring of a Computer Operator will help our continuing efforts to automate our operations through efficient operation of our IBM 38 mini-computer. These efforts should result in increased property tax revenue to the County by providing for more appraisal efficiency.

The only change between the 1985-86 Proposed Budget and the 1985-86 Adopted Budget is the \$280,850 increase to salaries and benefits resulting from negotiated salary settlements.

Service and supply increases are due primarily to our need for a maintenance contract and software rental for our mini-computer.

The two key performance indicators for 1984-85 which have increased in this program are our reappraisals of transferred properties and new construction appraisals. These increases are reflected in the FY 85-86 Adopted Budget and will result in additional property tax revenue.

PROGRAM: PROPERTY VALUATION

# 07104

MANAGER: ROBERT W. FRAZIER

PROGRAM REVENUES BY SOURCES:

The revenue from this program is expected to remain relatively constant. This revenue includes:

<u>Source of Revenue</u>	<u>1984-85 Budgeted</u>	<u>1984-85 Actual</u>	<u>1985-86 Adopted</u>
Sale of computer tapes	\$15,500	\$16,396	\$15,500
Auditing fees from other governmental agencies	1,000	506	1,000
Jury or witness fees	250	988	250
Sale of records	26,355	28,430	26,355
TOTAL	\$43,105	\$46,320	43,105



STAFFING SCHEDULE

Program: Property Valuation

Department: Assessor

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5533	Asst. Assessor-Valuation	1.00	1.00	\$ 43,057	\$ 46,311
5514	Assessor Division Chief II	2.50	2.50	101,323	109,828
5515	Assessor Division Chief I	3.00	3.00	110,934	119,201
5529	Supervising Audit - Appraiser	2.00	2.00	64,436	72,708
5512	Supervising Appraiser	9.00	11.00	274,968	369,896
5590	Valuation Estimator	1.00	0.00	31,164	0
2469	Departmental EDP Coordinator	2.00	2.00	63,710	68,993
5526	Audit Appraiser III	9.00	9.00	257,044	290,529
5527	Audit Appraiser II	6.00	4.00	155,742	113,542
5503	Appraiser III	22.00	22.00	625,844	688,524
5504	Appraiser II	64.00	64.00	1,504,481	1,586,416
2745	Supervising Clerk	3.00	3.00	58,092	59,077
2508	Sr. Assessment Clerk	1.00	1.00	17,117	17,030
2730	Senior Clerk	9.00	8.00	146,912	137,072
2509	Assessment Clerk	7.00	8.00	95,466	116,190
2700	Intermediate Clerk	19.00	19.00	259,540	264,176
2757	Administrative Secretary II	2.00	0.00	36,026	0
3020	Computer Operator	0.00	1.00	0	16,509
3035	Data Entry Supervisor	0.40	0.40	7,139	7,460
3069	Sr. Data Entry Operator	1.00	1.00	15,239	17,265
3030	Data Entry Operator	1.00	3.00	15,348	45,810
9999	Seasonal - Extra Help Clerical	5.00	5.00	39,001	39,001
	Total	169.90	169.90	\$3,922,583	\$4,185,538
Adjustments:					
	County Contributions and Benefits			\$1,198,571	\$1,303,993
	Salary Settlements			294,202	280,850
	Bilingual Pay			6,500	6,500
	Salary Adjustments				
	Salary Savings			(295,145)	(289,247)
	Total Adjustments			\$1,204,130	\$1,302,096
PROGRAM TOTALS:		169.90	169.90	\$5,126,713	\$5,487,634

PROGRAM: PROPERTY IDENTIFICATION

# 07106

MANAGER: KAREN E. SIMMONS

Department: ASSESSOR

# 1150

Ref: 1984-85 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. Mandate: 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,435,012	\$ 1,622,218	\$ 1,857,793	\$ 1,902,567	\$ 2,002,336
Services & Supplies	71,409	89,335	225,312	97,391	110,295
Fixed Assets	0	0	4,639	5,250	8,700
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,506,421</b>	<b>\$ 1,711,553</b>	<b>\$ 2,087,744</b>	<b>\$ 2,005,208</b>	<b>\$ 2,121,331</b>
<b>FUNDING</b>	<b>(16,383)</b>	<b>(21,671)</b>	<b>(36,693)</b>	<b>(15,145)</b>	<b>(15,145)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,490,038</b>	<b>\$ 1,689,882</b>	<b>\$ 2,051,051</b>	<b>\$ 1,990,063</b>	<b>\$ 2,106,186</b>
<b>STAFF YEARS</b>	<b>72.05</b>	<b>61.00</b>	<b>76.37</b>	<b>80.35</b>	<b>80.35</b>

PERFORMANCE INDICATORS:

Deeds Processed	71,456	81,721	83,514	65,000	80,000
Exemptions	312,752	316,710	323,801	318,000	318,000
Property Segregations, New Subs and Condos	19,122	24,073	27,790	26,000	26,700
Changes in Ownership to MPR	94,535	134,002	139,712	115,000	130,000

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 records 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 produce a master file that reflects the current status of property.

1984-85 ACTUAL:

The 1984-85 Budget amounts and 1984-85 Estimated Actuals are relatively constant. The reduction in salary expenditures is due to the delay in hiring in order to achieve salary savings and in anticipation of the potential impact of the Jarvis IV Initiative. The increase in services and supplies is primarily a result of this program's pro-rata share, \$107,983, of the lease-purchase of the IBM 38 mini-computer.

1985-86 ADOPTED BUDGET:

The staffing changes for the Property Identification Program include the deletion of the following positions:

- 1 Exemptions Supervisor (reclassification)
- 1 Senior Clerk (reclassification)

This program includes the addition of the following positions:

- 1 Supervising Clerk (reclassification)
- 1 Senior Assessment Clerk (reclassification)

The Exemptions Supervisor is being reclassified to a Supervising Appraiser and now appears in the Property Valuation Program. This classification better reflects duties being performed and eliminates a one-position classification.

The Senior Clerk position is being reclassified to the Senior Assessment Clerk position to more accurately reflect duties being performed.

The Supervising Clerk is the result of the reclassification of a Senior Clerk position being deleted in the Property Valuation Program.

The only change between the 1985-86 Proposed Budget and the 1985-86 Adopted Budget is the \$102,398 increase to salaries and benefits resulting from negotiated salary settlements.

Service and supply increases are due primarily to inflation and increased costs of printing and maintenance of office equipment.

We experienced a substantial FY 1984-85 increase in deeds processed and changes in ownership to the Master Property Record which are the key indicators for this program and reflected the FY 1985-86 Adopted Budget.

PROGRAM REVENUES BY SOURCES:

The revenue from this program is expected to remain relatively constant. This revenue includes:

<u>Source of Revenue</u>	<u>1984-85 Budgeted</u>	<u>1984-85 Actual</u>	<u>1985-86 Adopted</u>
Sale of Maps and Records	\$15,145	\$36,693	\$15,145

Actual 1984-85 revenue is higher than the 1984-85 Budgeted as a result of increased requests for copies of Assessor maps and other public records.

PROGRAM: PROPERTY IDENTIFICATION

# 07106

MANAGER: KAREN E. SIMMONS

FIXED ASSETS:

Fixed Assets requested for this program include:

<u>ITEM</u>	<u>NEW/REPLACE</u>	<u>COST</u>
1 Telephone Sequencer	N	\$ 2,700
4 CRT's	N	<u>6,600</u>
Total		<u>\$ 8,700</u>

The telephone sequencer is necessary to meet the County goal of increased public service by allowing us to hold calls and more effectively respond to public information inquiries.

The 4 CRT's are essential in order to provide on-line data entry capability necessary for modifications to the computerized Property Tax System.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT

We are not requesting any new vehicles or communication equipment for 1985-86.

STAFFING SCHEDULE

Program: Property Identification

Department: Assessor

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5514	Assessor Division Chief II	0.50	0.50	\$ 20,265	\$ 21,966
5515	Assessor Division Chief I	2.00	2.00	73,956	79,466
2469	Departmental EDP Coordinator	2.00	2.00	63,711	68,993
5335	Exemptions Supervisor	1.00	0.00	31,403	0
3820	Cadastral Supervisor	3.00	3.00	70,920	90,402
3800	Drafting Technician III	5.00	5.00	120,730	129,750
3801	Drafting Technician II	14.00	14.00	292,913	313,974
2745	Supervising Clerk	2.00	3.00	38,728	59,077
2730	Senior Clerk	9.00	8.00	146,912	137,077
2700	Intermediate Clerk	17.00	17.00	232,251	236,379
3035	Data Entry Supervisor	0.60	0.60	10,708	11,188
3069	Sr. Data Entry Operator	1.00	1.00	15,239	17,265
3030	Data Entry Operator	2.00	2.00	30,695	30,810
2508	Sr. Assessment Clerk	3.00	4.00	50,405	68,121
2509	Assessment Clerk	9.00	9.00	122,746	131,191
9999	Seasonal - Extra Help	9.25	9.25	59,993	59,993
	Subtotal	80.35	80.35	\$ 1,381,575	\$ 1,455,652
Adjustments:					
	County Contributions and Benefits			\$ 408,217	\$ 440,786
	Salary Settlement Costs			109,275	102,398
	Bilingual Pay			3,500	3,500
	Salary Adjustments				
	Salary Savings				
	Total Adjustments			\$ 520,992	\$ 546,684
PROGRAM TOTALS:		80.35	80.35	\$ 1,902,567	\$ 2,002,336

PROGRAM: OVERHEAD

# 92101

MANAGER: ALLEN L. BOND

Department: ASSESSOR

# 1150

REF: 1984-85 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. Mandate: 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
COSTS					
Salaries & Benefits	\$ 344,404	\$ 249,573	\$ 328,069	\$ 324,035	\$ 334,782
Services & Supplies	17,140	13,744	25,063	15,583	22,979
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	\$ 361,544	\$ 263,317	\$ 353,132	\$ 339,618	\$ 357,761
FUNDING	0	0	0	0	0
NET COUNTY COSTS	\$ 361,544	\$ 263,317	\$ 353,132	\$ 339,618	\$ 357,761
STAFF YEARS	9.50	6.75	7.48	9.00	7.00

PROGRAM: OVERHEAD

# 92101

MANAGER: ALLEN L. BOND

1984-85 ACUTAL:

The 1984-85 Budget amounts and 1984-85 Actuals are relatively constant for this program.

1985-86 ADOPTED BUDGET:

The staffing level for the Overhead Program is being reduced by the deletion of 2 Assessor's Field Assistant positions. The duties being performed by these positions are being absorbed by other management personnel. One Assessor Division Chief II position has been reclassified downward to a Chief, Administrative Services.

The only change between the 1985-86 Proposed Budget and the 1985-86 Adopted Budget is the \$16,820 salaries and benefits increase due to negotiated salary settlements.

Service and supply increases are the result of increased cost of office supplies.

PROGRAM REVENUE BY SOURCE:

There is no revenue associated with this program.

STAFFING SCHEDULE

Program: Overhead

Department: Assessor

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0110	Assessor	1.00	1.00	\$ 54,848	\$ 61,493
0210	Chief Deputy Assessor	1.00	1.00	49,255	52,911
5514	Assessor Division Chief II	1.00	0.00	40,534	0
2305	Chief, Administrative Services	0.00	1.00	0	38,308
5516	Assessor's Field Asst.	2.00	0.00	28,424	0
2759	Administrative Secretary IV	1.00	1.00	21,026	23,265
2511	Senior Payroll Clerk	1.00	1.00	17,493	18,437
2494	Payroll Clerk	2.00	2.00	30,328	31,992
	Total	9.00	7.00	\$ 241,908	\$ 226,406

Adjustments:

County Contributions and Benefits  
Salary Settlements Costs

\$ 65,315      \$ 91,556  
16,812        16,820

Salary Adjustments  
Salary Savings

Total Adjustments

\$ 82,127      \$ 108,376

PROGRAM TOTALS:

9.00            7.00            \$ 324,035      \$334,782



COUNTY CLERK

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
County Clerk Services	\$ 4,438,937	\$ 5,015,510	\$ 5,381,594	\$ 5,422,499	\$ 6,123,228
Total Direct Costs	\$ 4,438,937	\$ 5,015,510	\$ 5,381,594	\$ 5,422,499	\$ 6,123,228
Funding	\$(3,941,909)	\$(4,139,066)	\$(4,612,242)	\$(4,359,213)	\$(4,871,925)
Net Program Cost (Without Externals)	\$ 497,028	\$ 876,444	\$ 769,352	\$ 1,063,286	\$ 1,251,303
 Staff Years	 195.50	 193.70	 195.81	 203.50	 214.75

PROGRAM: County Clerk Services # 13038 MANAGER: Robert D. Zumwalt  
 Department: County Clerk # 2800  
 Authority: California Government Code  
 Section 2688 ET SEQ. Mandates all activities of the County Clerk.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 4,179,122	\$ 4,672,094	\$ 5,071,449	\$ 5,100,161	\$ 5,747,667
Services & Supplies	259,815	332,786	304,945	317,938	338,811
Fixed Assets	0	10,630	5,200	4,400	36,750
Vehicles/Comm. Equip.	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,438,937</b>	<b>\$ 5,015,510</b>	<b>\$ 5,381,594</b>	<b>\$ 5,422,499</b>	<b>\$ 6,123,228</b>
<b>FUNDING</b>	<b>\$(3,941,909)</b>	<b>\$(4,139,066)</b>	<b>\$(4,612,242)</b>	<b>\$(4,359,213)</b>	<b>\$(4,871,925)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 497,028</b>	<b>\$ 876,444</b>	<b>\$ 769,352</b>	<b>\$ 1,063,286</b>	<b>\$ 1,251,303</b>

<b>STAFF YEARS</b>	195.50	193.70	195.81	203.50	214.75
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PERFORMANCE INDICATORS:

New Cases	51,063	52,456	55,303	53,645	56,000
Clerical Wtd. Caseload	374,788	385,872	409,661	402,892	421,000
New Cases/Staff Years	261	271	282	264	261
Caseload/Staff Years	1,917	1,992	2,092	1,990	1,960

PROGRAM DESCRIPTION:

The County Clerk is an elected official who is responsible for custody of a variety of official records and is ex-officio 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 of Superior Court.

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.

1984-85 BUDGET:

The County Clerk was \$209,934 under his budget this year largely because of a fee increase authorized by the Board of Supervisors effective January 1, 1985, and as provided for by statute.

1985-86 ADOPTED BUDGET:

The Chief Administrative Officer's Proposed Budget has been cautiously agreed to by the County Clerk. He realizes that because of the County's overall financial situation, needed expenditures will have to be delayed.

The reasons that exist for the addition of judicial positions for the Superior Court are the same reasons for the addition of support staff in the County Clerk's office as Clerk of the Superior Court. The continued increase in filings and the addition of judicial positions in the Superior Court results in the need for a proposed budget increase of 11.25 staff years. The specific assignments of the new staff are:

1. Two Legal Procedures Clerks II (1.5 SY) to the Business Office. This division, which accepts all new filings for the Downtown Branch of the Superior Court, has been overwhelmed by the increasing workload and by new responsibilities particularly in the area of Domestic Violence. At present, this division is not only being kept current by unpaid overtime being performed by managers. (\$34,887)
2. Three Junior Clerks (2.25 SY) to the Records Division. These clerks will work to reduce the number of days it takes a document to reach the file from the present seven days to a more acceptable three days. (\$33,245)
3. Two Legal Procedure Clerks II (1.5 SY) to the Court Support Division. One clerk will be assigned to grant dissolutions without judicial hearings where the parties request this procedure. Requests for this procedure have more than tripled since July, 1983. The second clerk will be assigned to the Supervising Criminal Department where the calendar has doubled. (\$34,887)
4. Two Legal Procedure Clerks II (1.5 SY) to the North County Branch. One clerk will be assigned to assist in processing the increased workload of new filings and to start up a microfilming program at this Branch. The other will assist with dissolutions by affidavit and the intake of new cases. (\$34,887)
5. Six Superior Court staff years are to provide full year funding for previously authorized positions. (\$137,724)
6. Temporary Extra help-one and a half staff years eliminated. (\$12,000)
7. Three Senior Clerk positions have been reclassified to Legal Procedures Clerk II.

PROGRAM REVENUE BY SOURCE

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Filing Fees	\$ 4,282,651	\$ 4,000,394	\$ 4,515,781
Marriage Licenses	209,048	164,759	239,329
Transcript Fees	73,720	163,237	79,663
Sale of Forms	<u>46,843</u>	<u>30,823</u>	<u>37,152</u>
Total	\$ 4,612,242	\$ 4,359,213	\$ 4,871,925

PROGRAM: County Clerk Services

# 13038

MANAGER: Robert D. Zumwalt

1984-85 ACHIEVEMENT OF OBJECTIVES:

1. The County Clerk's primary goal of reducing New Cases/Staff Year, Caseload/Staff Year, and Total Cost per New Case below budget was achieved.
2. The number of Appeal Transcripts submitted late was reduced to zero.
3. The Number of Marriage Licenses Issued was less than anticipated.

1985-86 OBJECTIVES:

1. Further reduce the Cost Per New Case.
2. Increase the Number of New Cases Per Staff Year.
3. Increase the Weighted Caseload Per Staff Year.

STAFFING SCHEDULE

Program: County Clerk Services

Department: County Clerk

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0130	County Clerk	1.00	1.00	\$ 48,441	\$ 54,331
0230	Chief Deputy County Clerk	1.00	1.00	43,553	46,791
2302	Administrative Assistant III	1.00	1.00	32,941	34,764
2505	Senior Accountant	1.00	1.00	29,991	32,890
2897	Division Chief - Branch Operations	2.00	2.00	62,654	66,074
2935	Supervising Superior Court Clerk	1.00	1.00	31,327	33,037
2901	Division Chief - Records	1.00	1.00	29,158	30,754
2909	Division Chief - Business	1.00	1.00	29,158	30,754
2898	Asst. Supervising Superior Court Clerk	2.00	2.00	52,295	56,309
2894	Asst. Division Chief - Branch Operations	2.00	2.00	54,194	57,166
2891	Asst. Division Chief - Business	1.00	1.00	25,186	26,559
2895	Asst. Division Chief - Records	1.00	1.00	25,186	26,559
2916	Superior Court Clerk	68.00	74.00	1,493,616	1,698,601
2906	Legal Procedures Clerk III	5.00	5.00	92,606	98,324
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2403	Accounting Technician	3.00	3.00	54,748	60,753
2904	Interpreter Clerk	1.00	1.00	18,532	19,544
2757	Administrative Secretary II	2.00	2.00	35,742	38,762
2660	Storekeeper I	1.00	1.00	16,619	17,875
2907	Legal Procedures Clerk II	31.00	38.50	520,629	671,568
2511	Senior Payroll Clerk	1.00	1.00	17,493	18,437
2510	Senior Account Clerk	3.00	3.00	49,322	50,470
2708	CRT Operator	1.00	1.00	14,811	15,616
2430	Cashier	4.00	4.00	60,687	63,148
2903	Legal Procedures Clerk I	30.00	30.00	439,417	469,712
3040	Microfilm Operator	1.00	1.00	14,128	14,884
2650	Stock Clerk	2.00	2.00	28,780	31,448
2700	Intermediate Clerk Typist	15.00	15.00	193,416	207,538
2730	Senior Clerk	3.00	0.00	48,547	0
2709	Department Clerk	5.00	5.00	52,505	56,935
2710	Junior Clerk Typist	7.00	9.25	76,566	102,506
	Temporary Extra Help	1.50	0.00	12,000	0
5788	Exhibits Custodian	3.00	3.00	47,925	48,549
	<b>Total</b>	<b>203.50</b>	<b>214.75</b>	<b>\$ 3,771,537</b>	<b>\$ 4,202,080</b>
Adjustments:					
	County Contributions and Benefits			\$ 1,253,252	\$ 1,407,912
	Salary Settlement Costs			233,711	311,114
Special Payments:					
	Premium Pay			10,900	10,900
	Bilingual Pay			4,200	4,200
	Salary Savings			(173,439)	(189,539)
	<b>Total Adjustments</b>			<b>\$ 1,328,624</b>	<b>\$ 1,545,587</b>
PROGRAM TOTALS:		203.50	214.75	\$ 5,100,161	\$ 5,747,667

DISTRICT ATTORNEY

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85**</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
General Criminal Prosecution	\$ 8,395,495	\$ 9,281,444	\$ 10,244,462	\$ 10,420,363	\$ 11,994,869
Juvenile Court Services	847,677	1,001,526	1,116,927	1,098,890	1,176,818
Specialized Criminal	2,793,275	3,052,818	3,591,762	3,187,063	3,709,239
Family Support Enforcement	2,420,834	2,576,557	2,744,633	3,050,564	3,267,278
Department Overhead	<u>799,145</u>	<u>916,023</u>	<u>1,090,652</u>	<u>1,104,821</u>	<u>1,193,952</u>
Total Direct Costs	\$ 15,256,426	\$ 16,828,368	\$ 18,788,436	\$ 18,861,701	\$ 21,342,156
Less Funding	<u>(9,451,764)</u>	<u>(7,535,842)</u>	<u>(7,486,495)</u>	<u>(7,477,703)</u>	<u>(8,594,064)</u>
Net Program Cost (Without Externals)	\$ 5,804,662	\$ 9,292,526	\$ 11,301,941	\$ 11,383,998	\$ 12,748,092
Staff Years	458.30	461.28	490.70	481.41**	515.16
Fixed Assets	\$ 17,830	\$ 0*	\$ 0*	\$ 0*	\$ 0*

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

\*\* Does not include mid-year augmentation of 19 positions (\$235,964) authorized by the Board of Supervisors, effective January 1, 1985. Also, does not include the addition of three (3) positions for Victim Witness Program (\$85,251) added mid-year.

PROGRAM: GENERAL CRIMINAL PROSECUTION

# 13033

MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

# 2900

REF: 1984-85 Final Budget - Pg: 15

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 7,641,820	\$ 8,409,650	\$ 9,304,549	\$ 9,650,440	\$ 11,132,132
Services & Supplies	753,675	846,757	916,113	755,120	823,947
Other Charges	0	0	0	0	0
Fixed Assets	0	25,037	23,800	14,803	38,790
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 8,395,495</b>	<b>\$ 9,281,444</b>	<b>\$ 10,244,462</b>	<b>\$ 10,420,363</b>	<b>\$ 11,994,869</b>
<b>FUNDING</b>	<b>\$ (173,429)</b>	<b>\$ (169,446)</b>	<b>\$ (236,571)</b>	<b>\$ (199,000)</b>	<b>\$ (290,806)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 8,222,066</b>	<b>\$ 9,111,998</b>	<b>\$ 10,007,891</b>	<b>\$ 10,221,363</b>	<b>\$ 11,704,063</b>
<b>STAFF YEARS</b>	<b>225.80</b>	<b>239.02</b>	<b>255.55</b>	<b>251.41</b>	<b>275.66</b>

PERFORMANCE INDICATORS:

## Misdemeanor Cases:

Issued	61,329	57,369	67,105	57,000	66,360
<b>Felony Cases:</b>					
Issued	8,607	10,940	11,457	10,800	12,077
Prelim. Hrng. Set Superior Court	9,008	9,809	10,191	10,000	10,662
Jury Trials	306	309	248	310	252
Contested Hrgs. & Motion		3,813	4,447		4,603
Other Calendar Cases	21,001	25,602		27,000	

PROGRAM DESCRIPTION:

This program and its associated activities provides the following service:

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:

PROGRAM DESCRIPTION:

- 1) 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. AB 109, effective January 1, 1984, adds Sections 279 and 784.5 to the Penal Code, relating to child concealment. These statutes expand elements and punishment for existing child stealing crimes. Under prior legislation, the District Attorney was required to take necessary action to locate missing children where a custody decree had been entered by a court and the child had been taken or detained by another person in violation of the decree. AB 109 expands the provisions to include cases where a visitation decree has been entered.
- 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 clerical 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.

1984-85 ACTUAL:

The 1984-85 actual salaries expenditures for this program were within budget. FY 1984-85 actual services and supplies expenditures are higher than budgeted due to underbudgeting of employee mileage and acquisition of needed typing equipment for legal motions. Workload indicators for FY 1984-85 continue to reflect an increase in felony cases issued. Misdemeanor cases issued were up by 18% from budgeted. Jury trials were down, attributable in part to lack of courtrooms.



1985-86 ADOPTED BUDGET:

1. The only enhancement requested for this program was the addition of a Child Abuse Prosecution Unit consisting of three Deputies District Attorney and three Legal Procedures Clerks II. The CAO supported 1/2-year funding for this unit; the Board adopted full-year funding for this unit as requested by the District Attorney, yet later reduced funding to 1/2-year at the CAO's recommendation in order to balance the entire County budget.
2. The District Attorney's proposed budget also requested 1/2-year funding for four Deputies District Attorney; two Legal Procedures Clerk II; one Investigative Specialist to support two Municipal Courts if authorized by the Board for the San Diego Municipal Court FY 1985-86 (\$86,947). The judicial positions were not approved.

One-half staff year was also requested to convert an existing part-time Deputy District Attorney to full-time. The additional 1/2 staff year was approved without funding.

3. Funding increases for this program are also due to inclusion of full year costs for nineteen positions authorized mid-year by the Board and two Deputy District Attorneys added for the Narcotics Unit.

Changes in this program services and supplies are due to increased costs in the areas of Jury and witness expense, memberships, maintenance of equipment, new EDP supplies, professional and specialized services and contract with the San Diego Police Department for gang prosecution assistance (100% revenue offset).

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adoped</u>
Narcotic Prosecution Grant	\$ 33,961	\$ 0	\$ 75,006
Extradition of Prisoners	172,528	165,000	194,800
POST (Training of Police Officers)	12,581	18,000	14,000
Miscellaneous	<u>17,501</u>	<u>16,000</u>	<u>7,000</u>
	\$ 236,571	\$ 199,000	\$ 290,806

The Narcotic Prosecution Grant is newly funded, effective 2/1/85 through 12/31/85. Actual revenue for FY 1984-85 included State reimbursements of expenditures accrued during FY 1984-85. The remainder of the grant amount is projected as FY 1985-86 revenue.

Greater extradition activity is anticipated, hence greater revenue is expected for FY 1985-86.

1985-86 OBJECTIVES:

1. Continue to manage increased demands for the issuing of 75,000 felony and misdemeanor cases projected for FY 1985-86.
2. Continue to manage the increasing demands of representing the People in 10,662 projected defendant cases set for preliminary hearing.
3. Maintain the present level of service representing the People in the 252 Superior Court jury trials projected for FY 1985-86.
4. Continue to respond to significantly increased numbers of contested hearings and motions.
5. Respond to community concerns relating to child abuse and newly enacted legislation by establishing a unit for enhanced vertical prosecution of child abusers.

STAFFING SCHEDULE

Program: General Criminal Prosecution

Department: District Attorney

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3925	Deputy DA V	19.00	19.00	\$ 1,053,027	\$ 1,111,462
3926	Deputy DA IV	16.00	16.00	754,642	825,103
3927	Deputy DA III	53.50	53.50	2,201,256	2,358,015
5760	DA Invest. Forensic	1.00	1.00	38,604	40,906
3928	Deputy DA II	14.00	14.00	460,391	451,229
5721	Documents Examiner	1.00	1.00	31,612	33,994
2302	Admin. Assist. III	0.00	1.00	0	32,324
5754	DA Investigator IV	5.00	6.00	175,120	213,288
5755	DA Investigator III	23.00	22.00	715,872	726,556
5756	DA Investigator I	0.00	2.00	0	56,338
2337	Public Information Specialist	0.00	1.00	0	25,037
3929	Deputy DA I	5.00	15.50	123,696	390,161
2899	Principal Legal Supp. Services Clerk	3.00	3.00	51,365	74,487
5751	Invest. Spec. II	9.25	15.00	194,965	335,150
3935	Legal Assistant	4.00	3.00	87,248	57,069
2765	Legal Secretary III	0.00	3.00	0	55,281
2763	Legal Secretary II	5.00	3.00	85,556	57,741
2906	Legal Proced. Clerk III	6.50	11.00	108,526	207,665
2905	Legal Stenographer	2.00	1.00	34,115	19,456
2762	Legal Secretary I	2.00	1.00	30,672	17,477
3009	Word Processing Operator	3.50	0.00	43,489	0
2907	Legal Procedures Clerk II	27.00	34.50	400,401	586,419
2808	Sr. Radio/Tele. Operator	1.00	1.00	16,955	17,878
2730	Senior Clerk	1.00	1.00	16,661	16,461
2800	Radio/Tele. Operator	1.00	1.00	0	13,991
2760	Stenographer	0.00	1.00	0	14,613
2903	Legal Procedures Clerk I	47.50	44.00	684,992	674,086
	Temporary Extra Help	1.16	1.16	40,000	40,000
	<b>Total</b>	<b>251.41</b>	<b>275.66</b>	<b>\$ 7,349,165</b>	<b>\$ 8,452,187</b>
<b>Adjustments:</b>					
	County Contributions and Benefits			\$ 2,024,479	\$ 2,255,768
	Salary Settlement Costs			491,564	600,740
<b>Special Payments:</b>					
	Premium Pay			41,755	41,755
	Unemp. Expense			20,317	9,685
	Work Compensation			46,385	50,804
<b>Salary Adjustments:</b>					
	Promo. Costs			0	53,890
	Salary Savings			(323,225)	(332,697)
	<b>Total Adjustments:</b>			<b>\$ 2,301,275</b>	<b>\$ 2,679,945</b>
<b>PROGRAM TOTALS:</b>		<b>251.41</b>	<b>275.66</b>	<b>\$ 9,650,440</b>	<b>\$ 11,132,132</b>

PROGRAM: JUVENILE COURT SERVICES

# 13012

MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

# 2900

REF: 1984-85 Final Budget - Pg: 19

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

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 786,689	\$ 952,843	\$ 1,066,798	\$ 1,040,968	\$ 1,127,193
Services & Supplies	60,988	48,683	47,760	55,672	48,825
Other Charges	0	0	0	0	0
Fixed Assets	0	2,819	2,369	2,250	800
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL DIRECT COSTS	\$ 847,677	\$ 1,004,345	\$ 1,116,927	\$ 1,098,890	\$ 1,176,818
FUNDING	<u>\$ (431,362)</u>	<u>\$ (431,362)</u>	<u>\$ (431,375)</u>	<u>\$ (429,056)</u>	<u>\$ (431,362)</u>
NET COUNTY COSTS	\$ 416,315	\$ 572,983	\$ 685,552	\$ 669,834	\$ 745,456
<hr/>					
STAFF YEARS	25.40	27.45	28.90	27.00	28.00
<b>PERFORMANCE INDICATORS:</b>					
W & I 602 Referrals Submitted for Review	7,851	8,265	8,453	8,000	9,200
W & I 602 Cases Prepared for Trial	1,398	1,719	1,942	1,600	2,500
W & I 300 Referrals Submitted for Review	1,897	1,812	1,826	1,800	1,800
W & I 300 Cases Prepared for Trial	320	679	1,160	500	1,000
Hearings attended	24,026	24,502	27,409	26,000	29,000

**PROGRAM DESCRIPTION:**

This program and it's associated activities, provide the following service:

To prosecute juveniles accused of criminal acts and to represent the People in proceedings for those minors who 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 & I 300).

1984-85 ACTUAL:

There were no significant differences between FY 1984-85 budget amounts and FY 1984-85 actual amounts for direct costs by object funding or staff years. There were no contract extra help staff years attributed to this program.

During FY 1984-85, actual 602 delinquency cases prepared for trial were 21% above budgeted. Furthermore, dependency cases (W&I 300) prepared for trial increased from 500 budgeted to 1,160 actual in FY 1984-85. This occurred despite the fact that actual dependency referrals submitted for review rose by only 1% in FY 1984-85 from the budgeted amount.

1985-86 ADOPTED BUDGET:

No increase in staffing were requested in spite increases in both delinquency and dependency cases prepared for trial in FY 1984-85 and anticipated increases in dependency cases expected in FY 1985-86 due to enactment of child abuse legislation.

The District Attorney requested two additional Deputy District Attorney; one Investigative Specialist and one Legal Procedures Clerk should one Superior Court Judge or an additional Court Referee be appointed or assigned. Such action would require our constant attendance upon the court (Cost 1/2 year \$43,473). A sixth Superior Court Judge was assigned after adoption of the budget.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
State - Ab-90	\$431,362	\$429,056	\$431,362
Other Revenue	<u>13</u>	<u>0</u>	<u>0</u>
TOTAL	\$431,375	\$429,056	\$431,361

Funding for this program is determined by the AB-90 Board. No change in funding is anticipated for FY 1985-86.

1985-86 OBJECTIVES:

1. To continue processing all referrals within the due process guidelines as required by law.
2. To review and process increased referrals in both delinquency (W&I 602) and dependency (W&I 300) cases.
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 manage increased demands upon staff for attendance in both W&I 300 and 602 trials and hearings.
5. To effectively enforce the standards outlined in SB 14, which mandated additional hearings in order to expedite the permanent of minors declared a ward of the Court.
6. To work with the proposed Child Abuse Unit in an effort to bring about enhanced prosecution of child abuse cases.

## STAFFING SCHEDULE

Program: Juvenile Court Services

Department: District Attorney

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3925	Deputy DA V	0.00	0.00	\$ 0	\$ 0
3926	Deputy DA IV	2.00	2.00	99,134	106,698
3927	Deputy DA III	9.00	9.00	378,877	405,845
5754	DA Investigator III	2.00	2.00	62,750	64,842
3929	Deputy DA I	0.00	0.00	0	0
2899	Princip. Legal Supp. Services Clerk	1.00	1.00	19,436	24,829
5751	Investigator Spec. II	1.00	1.00	21,342	22,612
2763	Legal Secretary II	0.00	1.00	0	18,086
2906	Legal Procedures Clerk III	1.00	1.00	15,148	20,067
3009	Word Processor Operator	1.00	0.00	12,842	0
2907	Legal Procedures Clerk II	3.00	4.00	40,610	65,698
2903	Legal Procedures Clerk I	7.00	7.00	102,701	107,174
	Total	27.00	28.00	\$ 752,768	\$ 835,851
Adjustments:					
	County Contributions and Benefits			\$ 207,809	\$ 232,117
	Salary Settlement Costs			87,574	60,794
Special Payments:					
	Premium Pay			4,159	4,159
	Unemp. Expense			2,232	988
	Work Compensation			4,617	4,505
Salary Adjustments:					
	Promo. Costs			0	6,970
	Salary Savings			(18,191)	(18,191)
Total Adjustments:				\$ 288,200	\$ 291,342
PROGRAM TOTALS:		27.00	28.00	\$ 1,040,968	\$ 1,127,193

PROGRAM: DEPARTMENT OVERHEAD COSTS

# 92101

MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

# 2900

REF: 1984-85 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 720,588	\$ 828,040	\$ 965,157	\$ 964,858	\$ 1,045,190
Services & Supplies	78,557	81,483	125,495	138,363	144,162
Other Charges	0	0	0	0	0
Fixed Assets	0	6,500	0	1,600	4,600
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 799,145</b>	<b>\$ 916,023</b>	<b>\$ 1,090,652</b>	<b>\$ 1,104,821</b>	<b>\$ 1,193,952</b>
<b>FUNDING</b>	<b>(15,322)</b>	<b>(30,177)</b>	<b>\$ (10)</b>	<b>(35,000)</b>	<b>\$ (29,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 783,823</b>	<b>\$ 885,846</b>	<b>\$ 1,090,642</b>	<b>\$ 1,069,821</b>	<b>\$ 1,164,952</b>
<b>STAFF YEARS</b>	<b>22.80</b>	<b>22.22</b>	<b>21.40</b>	<b>25.00</b>	<b>26.00</b>

PERFORMANCE 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; the Victim/Witness Assistance Program and, the proposed formation in FY 1985-86 of a Child Abuse Protection Unit.

PROGRAM DESCRIPTION:

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.

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 ACTUAL:

The District Attorney's Administrative Office provided administrative direction and program management and carried out the prosecutorial responsibilities well below budget. A surplus was generated due to the unfortunate loss of 14 career prosecutors to more lucrative positions outside the office. Savings were also realized by the careful scrutinizing of our available resources and constant review of expenditures related to the prosecution of cases, i.e., medical, psychiatric expenses, witness fees, etc.

1985-86 ADOPTED BUDGET:

No additional positions are being requested for this program in FY 1985-86. The FY 1985-86 overhead budget includes the transfer of one clerical position from one program where it was erroneously budgeted in previous years. The budget also reflects mid-year reclassifications.

PROGRAM REVENUE BY SOURCE:

University of San Diego for legal research assistance. Also miscellaneous discovery fees.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Miscellaneous	\$ 10	\$ 35,000	\$ 29,000
	\$ 10	\$ 35,000	\$ 29,000

Revenue for charges accrued in FY 84/85 will be collected and applied in FY 1985-86.

1985-86 OBJECTIVES:

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.

To continue to provide 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; the Victim/Witness Assistance Program and, the new Child Abuse Protection Unit.

Administer 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.

STAFFING SCHEDULE

Program: District Attorney Overhead

Department: District Attorney

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0140	District Attorney	1.00	1.00	\$ 71,488	\$ 80,139
0240	Assistant District Attorney	1.00	1.00	65,477	70,324
0245	Chief Deputy DA	1.00	1.00	63,337	68,026
0343	Confidential Investigator	3.00	3.00	127,677	95,134
5715	Chief Investigator	1.00	1.00	43,217	45,829
2301	Chief, Staff & Supt Serv.	0.00	1.00	0	45,248
2305	Chief Adm. Services	1.00	0.00	39,063	0
5707	Asst. Chief Investigator	1.00	1.00	38,604	40,906
5753	DA Investigator IV	1.00	1.00	35,024	37,126
5754	DA Investigator III	2.00	2.00	61,380	54,608
2302	Admin. Assistant III	1.00	1.00	31,658	34,764
2760	EDP Coordinator	0.00	1.00	0	30,112
2303	Admin. Assistant II	1.00	1.00	25,652	27,134
0346	Confidential Secretary	1.00	1.00	21,072	22,885
0608	Supervising Deputy Clerk	1.00	1.00	19,364	24,829
2725	Principal Clerk	0.00	1.00	0	20,420
2759	Admin. Secretary IV	1.00	1.00	21,026	23,265
2765	Legal Secretary III	0.00	1.00	0	18,427
2758	Admin. Secretary III	1.00	0.00	19,364	0
2763	Legal Secretary II	1.00	0.00	17,141	0
2745	Supervising Clerk	1.00	0.00	19,364	0
2403	Accounting Technician	0.00	1.00	0	17,582
2762	Legal Secretary I	0.00	2.00	0	32,650
2511	Senior Payroll Clerk	1.00	1.00	16,392	18,437
2660	Storekeeper I	1.00	1.00	14,832	17,168
2510	Senior Account Clerk	1.00	0.00	15,205	0
2730	Senior Clerk	0.00	1.00	0	14,836
2903	Legal Procedures Clerk I	2.00	0.00	27,389	0
	<b>Total</b>	<b>25.00</b>	<b>26.00</b>	<b>\$ 793,726</b>	<b>\$ 839,849</b>
<b>Adjustments:</b>					
	County Contributions and Benefits			\$ 209,469	\$ 218,687
	Salary Settlement Costs			49,156	56,390
<b>Special Payments:</b>					
	Premium Pay			240	240
	Unemp. Expense			1,924	900
	Work Compensation			5,562	5,510
<b>Salary Adjustments:</b>					
	Promo. Costs			0	18,420
	Salary Savings			(95,219)	(94,806)
	<b>Total Adjustments:</b>			<b>\$ 171,132</b>	<b>\$ 205,341</b>
<b>PROGRAM TOTALS:</b>					
		<b>25.00</b>	<b>26.00</b>	<b>\$ 964,858</b>	<b>\$ 1,045,190</b>



PROGRAM: SPECIALIZED CRIMINAL PROSECUTION # 13032

MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY # 2900

REF: 1984-85 Final Budget - Pg: 22

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,706,859	\$ 2,967,273	\$ 3,439,036	\$ 3,014,698	\$ 3,502,869
Services & Supplies	86,416	80,471	152,053	171,565	204,870
Other Charges	0	0	0	0	0
Fixed Assets	0	5,074	673	800	1,500
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,793,275</b>	<b>\$ 3,052,818</b>	<b>\$ 3,591,762</b>	<b>\$ 3,187,063</b>	<b>\$ 3,709,239</b>
<b>FUNDING</b>	<b>\$ (771,155)</b>	<b>\$ (814,882)</b>	<b>\$(1,104,516)</b>	<b>\$ (741,330)</b>	<b>\$ (927,450)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 2,022,120</b>	<b>\$ 2,237,936</b>	<b>\$ 2,487,246</b>	<b>\$ 2,445,733</b>	<b>\$ 2,781,789</b>
<b>STAFF YEARS</b>	<b>74.40</b>	<b>76.70</b>	<b>82.76</b>	<b>73.00</b>	<b>79.50</b>

PERFORMANCE INDICATORS:

WORKLOAD

Case Inv./Legal Opinions	7,320	12,044	10,936	10,500	10,600
Preliminary Hrng. Bindovers	118	116	149	135	165
Court Trials	3	6	12	10	11
Contested Hrngs. & Motions	1,400	1,513	1,512	1,500	1,450
Jury Trials	45	38	50	40	44

PROGRAM DESCRIPTION:

This program and its associated activities, provides for the following service:

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 function 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:

PROGRAM DESCRIPTION (cont'd):

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.
2. The Special Operations staff conducts inquiries and handles prosecutions involving organized criminal activities and other cases of a 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.

1984-85 ACTUAL:

FY 1984-85 actual expenditures and revenue were above budget due to mid-year augmentation of the Victim Witness Program where 2.75 SY were authorized. Actual cases investigated/legal opinions issued and contested hearings/motions were slightly higher than estimated. Preliminary hearing bindover and court trials were higher than estimated.

1985-86 ADOPTED BUDGET:

1. No increased attorney or investigative staffing was requested even though ongoing criminal investigations and trials are already fully occupying available staff and undoubtedly will increase.

Should the Gang Unit's workload increase in the first part of FY 1985-86 as a result of increased cases presented to the Office of the Sheriff's new Gang Enforcement Unit, and additional San Diego Police Gang Enforcement Officers, additional staff may be required for this unit.

2. The amount adopted for this program was only that which was necessary to maintain existing staff.

PROGRAM REVENUE BY SOURCE:

Estimated revenue for FY 1985-86 is \$893,532, which includes (1) \$454,572 State grant for the Victim/Witness Assistance Program. This amount reflects additional funding of positions authorized in FY 1984-85 and related costs in FY 1984-85 which is anticipated to be carried over to FY 1985-86. (2) Gang Prosecution Grant is expected to be funded at the same level in FY 1985-86. (3) Major Violator Grant, same level funding for the prosecution of repeat burglary and robbery offenders and (4) \$70,000 anticipated revenue for fraud related forfeitures.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Damages for Fraud	\$ 310,617	\$ 75,000	\$ 70,000
Gang Prosecution Grant	101,889	100,000	100,000
Major Violator Unit	268,960	268,888	268,960
Victim/Witness Assistance	423,005	297,442	488,490
Other Revenue	45	0	0
	<u>\$ 1,104,516</u>	<u>\$ 741,330</u>	<u>\$ 927,450</u>

PROGRAM REVENUE BY SOURCE (Cont'd):

"Damages for fraud" revenue for FY 1984-85 included damages from unanticipated case settlements.

The Victim/Witness Assistance Grant amount awarded for FY 1984-85 was increased. This explains the higher FY 1984-85 actual revenue and the increased projected revenue for FY 1985-86.

1985-86 OBJECTIVES:

1. To maintain the present level of service by processing thousands of requests for Investigative assistance and Intervention anticipated for FY 1985-86.
2. To maintain the present level of services representing the People in the 165 preliminary hearing bindovers that are projected for FY 1985-86.
3. To represent the People in lengthy Superior Court jury and court trials projected for FY 1985-86.
4. To continue to make significant progress in the vertical prosecution of gang related criminal activity.
5. To continue to assist the protect victims and witnesses under the Victim/Witness Protection Program.

STAFFING SCHEDULE

Program: Specialized Criminal Prosecution

Department: District Attorney

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3925	Deputy DA V	9.00	9.00	\$ 495,529	\$ 542,983
3926	Deputy DA IV	4.00	4.00	185,382	194,279
3927	Deputy DA III	8.00	8.00	335,051	372,486
5753	DA Investigator IV	4.00	4.00	139,556	148,504
2469	Dep. EDP Coord.	1.00	0.00	28,993	0
2413	Analyst III	1.00	1.00	28,993	34,764
5754	DA Investigator III	13.00	13.00	401,958	412,933
2425	Associate Accountant	2.00	2.00	47,749	52,722
3931	VW Program Manager	0.00	1.00	0	31,047
3939	Deputy DA I	0.00	1.00	0	27,061
5767	Sr. Invest. Spec.	1.00	0.00	23,503	0
5751	Invest. Spec. II	13.00	18.50	250,300	415,161
2765	Legal Secretary III	0.00	1.00	0	18,427
2763	Legal Secretary II	2.00	2.00	33,159	40,264
2905	Legal Stenographer	1.00	2.00	18,097	37,603
2762	Legal Secretary I	3.00	3.00	46,519	53,904
3009	Word Processing Operator	2.00	0.00	31,937	0
2760	Stenographer	1.00	0.00	15,593	0
2903	Legal Procedure Clerk I	8.00	10.00	106,471	148,400
	Total	73.00	79.50	\$ 2,188,775	\$ 2,530,538

Adjustments:

County Contributions and Benefits	\$ 677,636	\$ 781,610
Salary Settlement Costs	153,458	189,040
Special Payments:		
Premium Pay	6,118	6,118
Unemp. Expense	5,926	2,733
Work Compensation	18,715	19,324
Salary Adjustments:		
Promo. Costs	0	8,756
Salary Savings	(35,930)	(35,250)
Total Adjustments:	\$ 825,923	\$ 972,331

PROGRAM TOTALS: 73.00 79.50 \$ 3,014,698 \$ 3,502,869

PROGRAM: FAMILY SUPPORT ENFORCEMENT

# 13017

MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

# 2900

REF: 1984-85 Final Budget - Pg: 26

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,301,559	\$ 2,439,554	\$ 2,642,244	\$ 2,878,768	\$ 3,095,097
Services & Supplies	119,275	112,913	100,020	169,546	172,181
Other Charges	0	0	0	0	0
Fixed Assets	0	24,090	2,369	2,250	0
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,420,834</b>	<b>\$ 2,576,557</b>	<b>\$ 2,744,633</b>	<b>\$ 3,050,564</b>	<b>\$ 3,267,278</b>
<b>FUNDING</b>	<b>(8,049,659)</b>	<b>(6,809,975)</b>	<b>(5,714,023)</b>	<b>(6,073,317)</b>	<b>(6,915,446)</b>
<b>NET COUNTY COSTS</b>	<b>\$(5,628,825)</b>	<b>\$(3,513,418)</b>	<b>\$(2,969,390)</b>	<b>\$(3,022,753)</b>	<b>\$(3,648,168)</b>

	1982-83	1983-84	1984-85	1984-85	1985-86
<b>STAFF YEARS</b>	<b>109.9</b>	<b>105.42</b>	<b>102.09</b>	<b>105.00</b>	<b>106.00</b>

PERFORMANCE INDICATORS:

Referral Cases Activated	33,752	27,402	33,299	26,000	30,400
Legal Actions Filed	10,113	7,387	8,159	9,000	9,000
Cases on Calendar	7,200	7,782	7,090	8,000	8,500
Welfare Fraud Referrals					
From DSS	274	719	730	750	850
Welfare Fraud Complaints					
Filed	93	330	557	275	350

PROGRAM DESCRIPTION:

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".

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 aiding in the recovery of stolen public assistance funds.

1984-85 ACTUAL:

Actual expenditures were within original budgeted appropriations. Considerable savings were realized in the laboratory services account due to reduced number of cases requiring determination.

As indicated in the preliminary analysis revenues were below budget, as shown and explained in the Revenue by Source Section.

The implementation of the IRS and FTB intercepts initially increased the percentage of absent parent paying child support. The effectiveness of the tax intercept program is waning since parents have sought to avoid overpayment of taxes. Despite this, the actual percentage of paying parents was 53.1% higher than the budgeted figure of 50.50%. This increase is attributable primarily to automatic wage assignment mandated by state law effective January, 1985. Higher and more consistent orders raised the average monthly payment per parent from \$130.00, budgeted, to \$133.66, actual.

1985-86 ADOPTED BUDGET:

The Board adopted the CAO proposed budget which funded the FY 1984-85 staffing level plus one Deputy District Attorney position added mid-year.

In addition to the above staffing the District Attorney requested that the Board approve effective January 1, 1986 a staffing complement consisting of three Senior Investigative Specialists, seventeen Investigative Specialists II and seven Legal Procedures Clerks II to be funded from incentive revenues and as required by AB-2849. The CAO adopted budget recommended deferring such action until further analysis and interpretation of the legislation.

It is the District Attorney's opinion that the adopted budget does not provide for adequate funding for services and supplies.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
State SEIF	\$ 867,829	\$ 903,000	\$ 782,850
Federal SEIF	1,089,144	1,235,000	1,160,505
FSD Recovered Costs	547,980	561,000	521,900
IV-D Admin. Claim	3,209,006	3,364,317	4,420,191
Food Stamp Fraud	0	10,000	30,000
Other Revenue	<u>64</u>	<u>0</u>	<u>0</u>
TOTAL	\$5,714,023	\$ 6,073,317	\$ 6,915,446

State SEIF, Federal SEIF and FSD Recovered Costs are all based upon child support collections which, for FY 1984-85, were below projection due to reduced effectiveness of the tax intercept program and other collection efforts. It is anticipated that collections will be lower in FY 1985-86.

Although reimbursement rate for the IV-D Administrative Claim remains at 70% higher revenue is estimated for FY 1985-86 because of the roll-forward of prior year actual indirect costs and higher indirect costs allocated to the department on the A-87 Cost Allocation Plan.

Revenue for Food Stamp Fraud for 1984-85 will be transferred to the District Attorney's Office in FY 1985-86.

## STAFFING SCHEDULE

Program: Family Support Enforcement

Department: District Attorney

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3926	Deputy DA IV	1.00	1.00	\$ 49,567	\$ 53,810
3927	Deputy DA III	5.00	5.00	198,044	206,025
3928	Deputy DA II	2.00	2.00	64,214	70,170
3929	Deputy DA I	0.00	2.00	0	54,122
5753	DA Investigator IV	1.00	1.00	35,024	37,126
5754	DA Investigator III	3.00	3.00	87,609	89,830
5717	Sr. Field Investigator	1.00	1.00	27,497	30,610
5719	Field Investigator	1.00	1.00	26,046	27,607
2405	Asst. Accountant	0.00	1.00	0	19,426
5767	Sr. Invest. Specialist	7.00	7.00	161,833	173,787
2900	Superv. Legal Sup. Serv. Clk.	1.00	2.00	19,409	45,184
5751	Investigator Spec. II	22.00	22.00	467,485	491,670
5752	Investigator Spec. I	10.00	10.00	194,270	205,870
2403	Accounting Technician	1.00	0.00	18,184	0
2906	Legal Proced. Clerk III	3.00	3.00	17,124	58,240
3008	Sr. Word Processor	1.00	1.00	18,555	18,761
3009	Word Processor Operator	1.00	1.00	16,248	17,831
2907	Legal Procedure Clerk II	8.00	7.00	121,684	124,887
2660	Storekeeper	1.00	1.00	14,624	17,565
2730	Senior Clerk	1.00	0.00	16,661	0
2800	Radio Telephone Oper.	1.00	1.00	16,120	16,997
2760	Stenographer	1.00	1.00	15,619	16,788
2494	Payroll Clerk	0.00	1.00	0	13,009
2903	Legal Procedure Clerk I	21.00	22.00	282,557	340,552
2700	Intermediate Clerk	12.00	10.00	169,536	145,059
	Total	105.00	106.00	\$2,037,910	\$ 2,274,926
Adjustments:					
	County Contributions and Benefits			\$ 595,948	\$ 656,064
	Salary Settlement Costs			257,149	167,129
Special Payments:					
	Premium Pay			13,238	13,238
	Unemp. Expense			8,234	3,739
	Work Compensation			15,781	17,529
Salary Adjustments:					
	Promo. Costs			0	11,964
	Salary Savings			(49,492)	(49,492)
Total Adjustments:				\$ 840,858	\$ 820,171
PROGRAM TOTALS:		105.00	106.00	\$2,878,768	\$ 3,095,097

GRAND JURY

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Grand Jury Proceedings	\$ 117,930	\$ 96,819	\$ 115,321	\$ 116,300	\$ 115,700
Total Direct Costs	\$ 117,930	\$ 96,819	\$ 115,321	\$ 116,300	\$ 115,700
Funding	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Net County Costs (Without Externals)	\$ 117,930	\$ 96,819	\$ 115,321	\$ 116,300	\$ 115,700
Staff Years	0	0	0	0	0



PROGRAM: GRAND JURY PROCEEDINGS

# 13003

MANAGER: GRAND JURY FOREMAN

Department: GRAND JURY

# 2700

Ref: 1984-85 Final Budget, Pg. 32

Authority: Penal Code Section 888, et seq.

	1982-83 Actual	1983-84 Actual	1984-85 Budget	1984-85 Estimated Actual	1985-86 Department Requested	1985-86 CAO Proposed
<b>COSTS</b>						
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	117,930	96,819	115,700	115,700	115,700	115,700
Fixed Assets	0	0	600	600	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 117,930</b>	<b>\$ 96,819</b>	<b>\$ 116,300</b>	<b>\$ 116,300</b>	<b>\$ 115,700</b>	<b>\$ 115,700</b>
<b>FUNDING</b>						
	0	0	0	0	0	0
<b>NET COUNTY COSTS</b>	<b>\$ 117,930</b>	<b>\$ 96,819</b>	<b>\$ 116,300</b>	<b>\$ 116,300</b>	<b>\$ 115,700</b>	<b>\$ 115,700</b>
<b>STAFF YEARS</b>	0	0	0	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, and the San Diego Grand Jury serves all of the people of this County.

1984-85 ACTUAL:

The difference between the 1984-85 Budget and 1984-85 Actual was slight for Services and Supplies. The Fixed Asset purchase budgeted was not made.

1985-86 ADOPTED BUDGET:

The appropriations will provide sufficient resources for Grand Jury operations in 1985-86.

MARSHAL

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Marshal Services	<u>\$ 8,431,980</u>	<u>\$ 8,962,116</u>	<u>\$ 9,588,005</u>	<u>\$ 8,478,005</u>	<u>\$10,586,113</u>
Total Direct Costs	\$ 8,431,980	\$ 8,962,116	\$ 9,588,005	\$ 8,478,005	\$10,586,113
Funding	<u>(1,185,692)</u>	<u>(1,146,962)</u>	<u>(1,185,820)</u>	<u>(1,095,500)</u>	<u>(1,100,000)</u>
Net Program Cost (Without Externals)	\$ 7,246,288	\$ 7,815,154	\$ 8,402,185	\$ 7,382,505	\$ 9,486,113
 Staff Years	 279.50	 275.00	 282.00	 264.00	 288.00

PROGRAM: MARSHAL SERVICES

# 2500

MANAGER: MICHAEL SGOBBA, MARSHAL

Department: MARSHAL

# 1000

REF: 1984-85 Final Budget - Pg: 34

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 8,278,495	\$ 8,777,875	\$ 9,375,005	\$ 8,275,005	\$10,341,463
Services & Supplies	153,485	184,241	206,739	190,000	230,000
Fixed Assets	0	0	6,261	13,000	14,650
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 8,431,980</b>	<b>\$ 8,962,116</b>	<b>\$ 9,588,005</b>	<b>\$ 8,478,005</b>	<b>\$10,586,113</b>
<b>FUNDING</b>	<b>\$(1,185,692)</b>	<b>\$(1,146,962)</b>	<b>\$(1,185,820)</b>	<b>\$(1,095,500)</b>	<b>\$(1,100,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 7,246,288</b>	<b>\$ 7,815,154</b>	<b>\$ 8,402,185</b>	<b>\$ 7,382,505</b>	<b>\$ 9,486,113</b>
<b>STAFF YEARS</b>	<b>279.50</b>	<b>275.00</b>	<b>287.00</b>	<b>264.00</b>	<b>288.00</b>

PERFORMANCE INDICATORS

Number of Courts	94	99	99	99	105
Prisoners Handled	82,963	86,128	87,245	87,000	90,000
Process' Served	182,084	157,566	179,652	183,500	183,762
Warrants Cleared	154,809	188,180	222,788	189,000	223,000
Active Warrant File	253,959	299,191	322,376	300,000	328,000
Extraditions 209	295	341	396	435	556

PROGRAM DESCRIPTION:

The 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 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 105 Superior and Municipal Courts in the County.

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

1984-85 ACTUAL:

The Marshal's FY 84-85 proposed budget identified the fiscal and staffing resources necessary to meet the existing workloads created by the Superior and Municipal courts of the County. However, the Chief Administrative Officer's adopted budget was approximately \$1.1 million dollars below the department's request. As funds became available, the Board of Supervisors, upon the recommendation of the CAO, increased appropriations to meet the Department's operational commitments.

1985-86 ADOPTED:

The adopted budget reflects a difference of \$429,867 between the Marshal's request and the CAO's recommendation. This funding difference is comprised of \$229,506 in staffing costs and \$200,361 in proposed salary savings which may not be realized.

It should also be noted that new and additional judicial positions filled in FY 85-86 may require additional staff.

OFFICE OF THE MARSHAL

GENERAL MISSION: The Department of the Marshal of San Diego County was established by State Statute in 1937 to serve as the attache of the Municipal Court. Today the Marshal's major function is to attend the Municipal and Superior Courts within San Diego County. The statutorily defined duties and responsibilities of the Marshal include the control and movement of court custodies, bailiff duties, the service of civil and criminal process and the enforcement of court orders including warrants of arrest. As an attache of the Court, the Marshal is an element of the judicial branch of government.

In performing these services, the Department of the Marshal is responsible to the appointing authority of the office -- the Judges of each of the Municipal and Superior Courts. Staffing patterns for the office are established in the government code through legislation approved by the Board of Supervisors. Funding levels are established by the Board of Supervisors through their regular budgetary process.

## 1. CIVIL PROCESS SERVICE

Service of Civil Process includes the delivery of summons, garnishments, civil and criminal subpoenas, notices and small claims declarations, the enforcement of writs, temporary restraining orders, execution of mental health protective orders and custody pick-ups.

## 2. WARRANT SERVICE

The Marshal is responsible for the enforcement of all warrants of arrest issued by all local courts. Five major categories of warrants enforced by the Marshal are: 1) Felony; 2) Misdemeanor; 3) Traffic (failure to appear on a moving violation commonly referred to as 40508a's); 4) Bench; and 5) Failure to provide Support (Section 270, Penal code). The Marshal is also the primary agency in the County involved in the interstate extradition of prisoners.

The Marshal also maintains the 24-hour Want/Warrant computer system for all law enforcement agencies throughout the County including the United States Marshal.

## 3. COURT SERVICES

Court Services encompasses the court security, bailiff services and prisoner control within the courtroom. Deputy Marshals attend the court, assisting in the maintenance of the court's calendar, controlling the public within the courtroom and performing related courtroom duties. Court service personnel are also responsible for the safe and secure movement of prisoners from jail facilities to court holding areas for judicial proceedings. The Department will be required to handle in excess of 90,000 prisoners in this current fiscal year. The Marshal maintains prisoner control areas in each of the courthouses throughout the County.

STAFFING SCHEDULE

Program: Marshal Services

Department: Marshal

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Actual	1985-86 Adopted	1984-85 Actual	1985-86 Adopted
0621	Marshal	1.00	1.00	\$ 55,659	\$ 61,014
0622	Assistant Marshal	1.00	1.00	46,383	50,845
0623	Captain	4.00	4.00	158,404	173,692
0641	Lieutenant	4.00	4.00	144,222	158,152
0643	Sergeant	17.00	17.00	546,992	599,422
0631	Deputy Marshal	131.00	131.00	3,527,767	3,789,939
0629	Court Service Officer	36.00	42.00	585,368	785,532
0628	Marshal Cadet	25.00	27.00	336,716	391,729
0638	Communications Dispatcher	2.00	2.00	31,538	32,696
0644	Chief, Administrative Services	1.00	1.00	39,063	41,201
0646	Administrative Assistant II	1.00	1.00	28,993	22,910
0635	Administrative Secretary II	1.00	0.00	18,013	0
0624	Principal Clerk	2.00	2.00	43,842	46,268
0633	Legal Procedures Clerk III	6.00	5.00	116,184	101,860
0632	Legal Procedures Clerk II	17.00	17.00	269,826	306,949
0634	Legal Procedures Clerk I	7.00	7.00	121,154	102,371
0630	Senior Clerk	5.00	4.00	87,855	73,944
0636	Intermediate Typist	18.00	18.00	206,534	251,594
0626	Junior Clerk	1.00	1.00	12,338	12,338
	Assistant Systems Analyst	0.00	1.00	0	25,832
	Temporary Help	2.00	2.00	25,000	40,000
	Total Salaries	282.00	288.00	\$6,401,851	\$ 7,068,288
Special Payments:					
	Holiday Overtime			30,000	60,000
	Uniform Allowance			82,797	85,000
	Salary Increases			512,505	654,456
	Workers Compensation Insurance			173,579	212,605
	Unemployment Insurance			20,239	10,089
	Health Insurance			320,884	385,172
	Retirement			1,783,150	2,066,214
	Adjustments			(1,050,000)	0
	Salary Savings			0	(200,361)
	Subtotal			\$1,873,154	\$ 3,273,175
PROGRAM TOTALS:		282.00	288.00	\$8,275,005	\$10,341,463

PROGRAM: MARSHAL SERVICES

# 2500

MANAGER: MICHAEL SGOBBA, MARSHAL

PROGRAM REVENUE BY SOURCE:

	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Civil Process Services	\$ 1,073,930	\$ 1,047,000	\$ 1,057,000
Welfare "Failure to Provide" Warrants	8,176	10,000	10,000
Federal Warrant Service	1,612	1,500	1,500
State: P.O.S.T. Reimbursement	49,507	36,000	30,000
Vehicle Code Fines	<u>4,674</u>	<u>2,500</u>	<u>1,500</u>
Total	\$ 1,137,899	\$ 1,097,000	\$ 1,100,000

EL CAJON MUNICIPAL COURT

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Municipal Court Services	\$ 2,264,858	\$ 2,470,964	\$ 2,821,144	\$ 2,885,952	\$ 3,170,452
Total Direct Costs	\$ 2,264,858	\$ 2,470,964	\$ 2,821,144	\$ 2,885,952	\$ 3,170,452
Funding	<u>(1,520,046)</u>	<u>(1,905,790)</u>	<u>(2,005,813)</u>	<u>(2,009,500)</u>	<u>(2,039,060)</u>
Net Program Cost (Without External)	\$ 744,812	\$ 565,174	\$ 815,331	\$ 876,452	\$ 1,131,392
Staff Years	81.00	84.00	85.00	86.00	86.50

Funding line reflects both Program Revenues and Fines and Forfeitures which accrue to the General Fund.

PROGRAM: MUNICIPAL COURT SERVICES - EL CAJON # 13035  
 Department: EL CAJON MUNICIPAL COURT # 2100

MANAGER: FREDERICK W. LEAR  
 Ref: 1984-85 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.

Mandate: No portion of this program is discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
Salaries & Benefits	\$ 2,051,116	\$ 2,276,770	\$ 2,534,252	\$ 2,605,652	\$ 2,833,252
Services & Supplies	213,742	194,194	285,387	273,300	333,700
Fixed Assets	0	0	1,505	7,000	3,500
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,264,858</b>	<b>\$ 2,470,964</b>	<b>\$ 2,821,144</b>	<b>\$ 2,885,952</b>	<b>\$ 3,170,452</b>
<b>FUNDING</b>	<b>\$(1,520,046)</b>	<b>\$(1,905,790)</b>	<b>\$(2,005,813)</b>	<b>\$(2,009,500)</b>	<b>\$(2,039,060)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 744,812</b>	<b>\$ 565,174</b>	<b>\$ 815,331</b>	<b>\$ 876,452</b>	<b>\$ 1,131,392</b>
<b>STAFF YEARS</b>	<b>81.00</b>	<b>84.00</b>	<b>85.00</b>	<b>86.00</b>	<b>86.50</b>
<b>PERFORMANCE INDICATORS:</b>					
<u>Municipal Court</u>					
Total Filings	136,175	142,876	143,138	160,000	144,650
Cler. Weighted Caseload	7,304,749	7,172,671	7,367,585	8,574,659	7,402,000
Jud. Weighted Caseload	724,961	750,600	773,195	838,590	769,659
<u>Superior Court</u>					
Total Filings	2,336	2,356	2,716	2,500	2,820

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 bail.

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.



1984-85 ACTUAL:

The El Cajon Municipal Court completed the 1984-85 fiscal year with a \$61,221 decrease in overall net County costs. This is reflected by a surplus of \$71,400 in salaries, an over-expenditure of \$12,087 in services and supplies, and a surplus of \$5,495 in fixed assets. Total revenue was \$3,687 short of budgeted projections.

Legislation that became effective January 1, 1985, and mandated an increase in juror fees and was responsible for the over-expenditure of the services and supplies account. However, the County has received reimbursement from the State for this additional expense which is not included in this program budget summation.

1985-86 ADOPTED BUDGET:

This 1985-86 adopted budget contains the addition of three new positions (one judgeship, one deputy clerk IV and one deputy clerk II) for 1/2 staff year each. This increase in positions is necessary to cope with existing workload requirements and is offset by an increase in program revenue. Additionally, there is an increase of \$60,400 in services and supplies for costs associated with a mandated increase in juror fees which is reimbursed by the State.

The staff year and revenue additions were approved by the Board during budget deliberations.

PROGRAM REVENUES BY SOURCES:

The court was instrumental in seeking the passage of SB-520 during the 1983 legislative session. This statute increased county revenues by approximately \$1.2 million during fiscal year 1984-85. Additionally, the passage of SB-850 which became effective July 1, 1985 has the potential to increase revenues by a significant amount (no revenue is included herein for SB-850.)

<u>Program Revenue</u>	<u>1984-85 Budget</u>	<u>1984-85 Actual</u>	<u>1985-86 Adopted</u>
9162 Night Court Assessment	\$ 65,000	\$ 56,878	\$ 65,000
9713 Returned Check Fee	4,000	5,225	5,000
9821 Filing Documents	310,000	315,474	325,000
9822 Court Costs - Jury	0	7,045	5,500
9827 Costs for Courts	0	0	500
9831 Court Costs - Other	0	0	4,000
9832 Traffic School	115,000	103,473	110,000
9833 Administrative Fee	55,000	77,210	62,000
9834 Micro Automation	0	7,580	7,000
9967 Duplicating Documents	3,000	5,058	5,500
9979 Other Miscellaneous	200,000	244,606	230,060
9996 Sales of Forms	2,500	3,077	3,000
*9161 General Vehicle Code	595,000	518,071	500,000
*9163 Citiles Arrest (County Portion)	214,000	117,180	114,000
*9173 General Court	400,000	505,274	495,000
*9174 Littering	1,000	599	500
*9182 Summary Judgements	35,000	34,249	35,000
*9185 10% Trust	10,000	4,814	7,000
*9973 Jury Reimbursement	0	0	65,000
Total	\$2,009,500	\$2,005,813	\$2,039,060

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

PROGRAM: MUNICIPAL COURT SERVICES - EL CAJON

# 13035

MANAGER: FREDERICK W. LEAR

Additional County revenue that are not included on the Auditor's worksheets:

<u>Other Revenue Collections</u>	1984-85 <u>Budget</u>	1984-85 <u>Actual</u>	1985-86 <u>Adopted</u>
Superior Court Filing Fees	\$ 310,000	\$ 312,879	\$ 315,000
Criminal Justice Construction (AB-189)	255,000	271,386	260,000
Criminal Justice Construction (SB-668)	<u>240,000</u>	<u>252,992</u>	<u>250,000</u>
	\$ 805,000	\$ 837,257	\$ 825,000

STAFFING SCHEDULE

PROGRAM: Municipal Court Services - El Cajon

DEPT: El Cajon Municipal Court

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budgeted	1985-86 Adopted	1984-85 Budgeted	1985-86 Adopted
0580	Judge	8.50*	8.50	\$ 526,324*	\$ 560,957
0590	Commissioner	0	0	0	0
0650	Court Administrator	1.00	1.00	47,716	53,842
0609	Asst. Court Administrator	1.00	1.00	35,877	40,479
0545	Court Reporter	2.00	2.00	69,552	74,802
0668	Division Manager III	1.00	1.00	26,146	32,367
0663	Deputy Clerk-Adm. Assistant II	1.00	1.00	27,829	30,133
0670	Division Manager I	5.00	5.00	124,085	143,765
0610	Deputy Clerk IV	14.50	14.50	319,355	336,288
0614	Judicial Secretary	2.00	2.00	42,052	46,530
0617	Deputy Clerk - Adm. Secretary	1.00	1.00	21,026	23,265
0611	Deputy Clerk III	23.00	23.00	404,169	433,081
0615	Deputy Clerk - Interpreter	1.00	1.00	17,382	18,290
0619	Deputy Clerk - Data Entry Oper.	2.00	0	29,097	0
0612	Deputy Clerk II	21.00	23.50	317,531	379,955
0613	Deputy Clerk I	2.00	2.00	28,256	29,236
	Temporary Extra Help			10,897	11,000
Total Salaries				\$2,047,294	\$2,213,990
Adjustments:					
County Contributions and Benefits				494,679	536,461
Salary Settlement Costs				81,116	142,372
Special Payments:					
Salary Adjustments				(5,000)	(6,452)
Salary Savings				(12,437)	(53,119)
Total Adjustments				558,358	619,262
PROGRAM TOTALS:		86.00	86.50	\$2,605,652	\$2,833,252

\* 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 were statutorily authorized for 1984-85.

NORTH COUNTY MUNICIPAL COURT

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Municipal Court Services	<u>\$ 2,651,168</u>	<u>\$ 2,829,818</u>	<u>\$ 3,270,246</u>	<u>\$ 3,304,965</u>	<u>\$ 3,596,615</u>
Total Direct Costs	\$ 2,651,168	\$ 2,829,818	\$ 3,270,246	\$ 3,304,965	\$ 3,596,615
Funding	<u>(1,878,565)</u>	<u>(2,157,303)</u>	<u>(2,540,221)</u>	<u>(2,462,031)</u>	<u>(2,649,000)</u>
Net Program Cost (Without Externalis)	\$ 772,603	\$ 672,515	\$ 730,025	\$ 842,934	\$ 947,615
 Staff Years	 96.00	 107.00	 105.48	 108.50	 110.0
 Fixed Assets (Central Purchasing)	 \$ 34,849	 \$ 8,850	 \$ 0*	 \$ 0*	 \$ 0

Funding line reflects both Program Revenues and Fines and Forfeitures which accrue to the General Fund.

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

PROGRAM: NORTH COUNTY MUNICIPAL COURT # 13034

MANAGER: Patricia M. Johns

Department: NORTH COUNTY MUNICIPAL COURT # 2200

Ref: 1984-85 Final Budget; Pg. 44

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,374,088	\$ 2,579,437	\$ 2,970,214	\$ 2,991,141	\$ 3,303,111
Services & Supplies	277,080	250,381	293,278	303,824	281,500
Fixed Assets	0	0	6,754	10,000	12,004
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,651,168</b>	<b>\$ 2,829,818</b>	<b>\$ 3,270,246</b>	<b>\$ 3,304,965</b>	<b>\$ 3,596,615</b>
<b>FUNDING</b>	<b>\$(1,878,565)</b>	<b>(2,157,303)</b>	<b>\$(2,540,221)</b>	<b>(2,462,031)</b>	<b>\$(2,649,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 772,603</b>	<b>\$ 672,515</b>	<b>\$ 730,025</b>	<b>\$ 842,934</b>	<b>\$ 947,615</b>
<b>STAFF YEARS</b>	<b>96.00</b>	<b>107.00</b>	<b>105.48</b>	<b>108.50</b>	<b>110.0</b>

PERFORMANCE INDICATORS:

Total Filings	161,867	162,933	164,635	178,744	178,793
Judicial Weighted Caseload	835,707	818,689	846,542	860,619	880,280
Clerical Weighted Caseload	8,498,594	7,838,806	8,244,118	8,387,160	8,508,935
Superior Court Cases	443	451	616	600	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 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 Office of the Clerk of the Court provides administrative support to the Court and is 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.

1984-85 ACTUAL:

The significant differences between budgeted amounts in the net county costs of \$113,000 are due primarily to \$78,000 in unanticipated revenue and Salaries and Benefits savings in excess of \$20,000 resulting from delay in replacing budgeted personnel positions.

1985-86 ADOPTED BUDGET:Workloads

Even though the North County area is experiencing renewed growth, preliminary projections do not anticipate significant growth in workload indicators. This Court continues to experience the highest ratio of jury trials per judicial position of any comparable court in the State.

Staffing

Significant realignment of clerical and professional positions is required. Two professional interpreter positions are required to provide necessary simultaneous translating functions in the courtrooms. An additional position of deputy clerk assistant, associate or senior accountant is required to provide improved fiscal control and to meet mandates of the auditor. An increase of five (5) Deputy Clerk IV positions and one (1) Court Reporter position is necessary to provide judicial support and meet class specification requirements. Further realignment of clerical staff is required to reduce constituent waiting time from current average in excess of two (2) hours. When evaluation and realignment of clerical staffing practices is completed, increased salary savings should ensue in future fiscal years.

Services and Supplies

Preliminary estimates for Service and Supplies budget indicate a potential for greater than fifteen (15%) percent decrease from 1984-85 funding levels.

PROGRAM REVENUES BY SOURCE:

The following is a comparison of Program Revenues by source:

<u>Program Revenue</u>	<u>1984-85 Budget</u>	<u>1984-85 Actual</u>	<u>1985-86 Adopted</u>
Filing Fees	\$ 345,600	\$ 345,445	\$ 340,000
Court Fees	48,600	65,869	70,000
Return Check Fee	4,200	4,406	4,500
Traffic School	197,100	220,725	242,400
Copying Fee	3,200	4,064	4,100
Night Court	69,000	67,014	67,000
Jury Fees	3,300	3,092	3,500
Miscellaneous	250,000	295,735	285,000
Micro Automation Fee	0	7,835	11,000
Total Program Revenue	\$ 921,000	\$ 1,014,185	\$ 1,027,500
General Fund Revenue (Fines & Forfeitures)	\$ 1,541,031	\$ 1,526,036	\$ 1,621,500
Total Revenue	\$ 2,462,031	\$ 2,540,221	\$ 2,649,000

STAFFING SCHEDULE

PROGRAM: North County Municipal Court

DEPT: North County Municipal Court

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0580	Judges, Municipal Court	10.00	10.00	\$ 615,361	\$ 661,029
0591	Commissioner	1.00	1.00	45,772	45,960
0653	Court Administrator	1.00	1.00	47,716	53,842
0606	Assistant Court Administrator	1.00	1.00	34,163	37,833
0546	Court Reporter	2.00	2.50	65,570	86,956
0602	Judicial Secretary	0.50	1.00	10,100	22,865
0617	D/C Admin. Secretary IV	1.00	1.00	20,479	23,265
0668	Division Manager III	1.75	1.00	49,777	34,821
0670	Division Manager I	4.00	4.00	93,216	110,656
0610	Deputy Clerk IV	14.00	17.50	304,605	398,237
0611	Deputy Clerk III	32.00	34.00	573,296	629,538
0612	Deputy Clerk II	22.00	21.00	329,082	342,523
0613	Deputy Clerk I	12.25	9.00	153,858	127,229
0615	Deputy Clerk Interpreter	1.00	2.00	17,468	33,541
0619	Key Punch Operator	2.00	2.00	30,696	30,155
0592	Deputy Administrative Clerk III	0.00	.50	0	9,587
0593	Deputy Administrative Clerk II	0.75	.50	13,480	8,976
0672	Associate Accountant	0.00	1.00	0	23,336
0620	Deputy Clerk Stenographer	1.00	0.00	16,744	0
0594	Deputy Administrative Clerk I	0.50	0.00	7,419	0
0665	Deputy Clerk Admin. Assistant II	0.75	0.00	15,600	0
Total		108.50	110.00	\$2,444,302	\$2,680,349

Adjustments:

Salary Adjustments	\$ (4,862)	\$ 0
County Contributions and Benefits	535,580	601,143
Salary Savings	(146,667)	(179,685)
Salary Settlement Costs	162,688	167,604
Premium Pay	0	8,500
Regular Overtime	0	25,200

Total Adjustments \$ 546,739 \$ 622,762

PROGRAM TOTALS: 108.50 110.00 \$2,991,141 \$3,303,111

SAN DIEGO MUNICIPAL COURT

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Municipal Court Services	<u>\$ 7,302,707</u>	<u>\$ 8,298,888</u>	<u>\$ 9,228,425</u>	<u>\$ 9,310,440</u>	<u>\$10,167,008</u>
Total Direct Costs	\$ 7,302,707	\$ 8,298,888	\$ 9,228,425	\$ 9,310,440	\$10,167,008
Funding	<u>(3,132,473)</u>	<u>(3,540,976)</u>	<u>(3,914,245)</u>	<u>(4,128,800)</u>	<u>(4,238,800)</u>
Net Program Cost (Without Externals)	\$ 4,170,234	\$ 4,757,912	\$ 5,314,180	\$ 5,181,640	\$ 5,928,208
 Staff Years	 272.00	 265.74	 295.50	 296.00	 308.00
 Fixed Assets (Central Purchasing)	 \$ 33,695	 9,999	 0	 0*	 0

Funding line reflects both Program Revenues and Fines and Forfeitures which accrue to the General Fund.

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



PROGRAM: MUNICIPAL COURT SERVICES # 13036 MANAGER: D. KENT PEDERSEN  
 Department: SAN DIEGO MUNICIPAL COURT # 2300 REF: 1984-85 Final Budget - Pg: 50

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 6,743,362	\$ 7,612,187	\$ 8,409,754	\$ 8,578,440	\$ 9,369,238
Services & Supplies	559,345	686,701	788,493	682,000	736,670
Other Charges	0		0	0	13,800
Fixed Assets	0	0	30,178	50,000	47,300
Vehicles/Comm. Equip	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 7,302,707</b>	<b>\$ 8,298,888</b>	<b>\$ 9,228,425</b>	<b>\$ 9,310,440</b>	<b>\$10,167,008</b>
<b>FUNDING</b>	<b>\$(3,132,473)</b>	<b>\$(3,540,976)</b>	<b>\$(3,914,245)</b>	<b>\$(4,128,800)</b>	<b>\$(4,238,800)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 4,170,234</b>	<b>\$ 4,757,912</b>	<b>\$ 5,314,180</b>	<b>\$ 5,181,640</b>	<b>\$ 5,928,208</b>
<b>STAFF YEARS</b>	<b>272.00</b>	<b>265.74</b>	<b>295.50</b>	<b>296.00</b>	<b>308.00</b>

PERFORMANCE INDICATORS:

<u>Municipal Court</u>					
Total Filings	426,180	448,740	406,628	475,839	445,600
Judicial Weighted Caseload	2,455,242	2,487,126	2,498,155	2,660,664	2,956,505
Clerical Weighted Caseload	21,822,268	22,395,368	23,856,939	23,503,557	25,412,500
<u>Superior Court</u>					
Superior Court Cases	1,834	1,626	2,500	1,900	2,700

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 bails.

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.

1984-85 ACTUAL:

Services and supplies costs will exceed that budgeted primarily due to an increase in per diem interpreters. This increase is the result of court imposed mandates. Program revenue will be underrealized due to an increase in the allocation of funds to the Courthouse Construction fund and Criminal Justice Facility Construction fund which accrue to the County.

1985-86 ADOPTED BUDGET:

An increase of 8.25 clerical positions is added to accurately reflect currently filled positions and to accommodate estimated workload in the fiscal year.

We have reduced one Commissioner position, solely due to a lack of space, as opposed to a lack of workload. On the contrary, we are in desperate need of additional Judicial positions which due to space restraints are not requested.

One-half staff year of Assistant Accountant is added and is responsible for the accounting and distribution of collections in excess of sixteen million dollars.

One-half staff year of EDP Operations Manager is added to ensure expertise and control over our new Fiscal Accounting System and to assist us with the heretofore insurmountable problems with our JURIS and Traffic systems.

One-half staff year of Systems Analyst Trainee is added to support our ever growing personal computer functions, such as revenue distribution, management statistics, personnel information and word processing.

Two interpreter positions are requested to accommodate added requirements mandated by recent court rulings. We have offset this increase by reducing per diem expenditures.

In order to partially offset these increased positions we have rescinded our previously authorized Administrative Secretary III.

The increase in Services and Supplies is needed to offset anticipated cost increases.

PROGRAM: MUNICIPAL COURT SERVICES - SAN DIEGO #

MANAGER: D. KENT PEDERSEN

PROGRAM REVENUES BY SOURCE:

	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 CAO Proposed</u>
Vehicle Code Fines:			
General	\$ 109,863	\$ 118,000	\$ 150,000
Penalty Assessment	138,066	160,000	147,000
Cities' Arrests	319,176	380,000	330,000
Other Court Fines:			
General	954,248	1,200,000	1,029,800
Veterinarian	24,145	15,000	30,000
Forfeitures & Penalties:			
Summary Judgment Default	99,715	200,000	100,000
Charges for Current Services:			
Reimb. Judicial Expense	17,775	0	
Civil Filing Fees	995,622	1,104,900	1,065,000
Traffic School Fees	255,987	300,000	300,000
Administrative Fees	253,646	150,900	287,000
Assessments and Fees	<u>746,002</u>	<u>500,000</u>	<u>800,000</u>
TOTAL	\$ 3,914,245	\$ 4,128,800	\$ 4,238,800

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.

## STAFFING SCHEDULE

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Judicial</u>					
0580	Municipal Court Judge	23.50*	23.00	\$1,444,869*	\$1,528,580
0590	Commissioner	5.00	4.00	228,860	199,452
0530	Legal Research Associate	1.00	1.00	22,387	23,888
<u>Clerk's Office</u>					
0601	Court Administrator	1.00	1.00	58,340	61,533
0600	Ass't Court Administrator	1.00	1.00	43,220	45,580
0662	Chief, Management Services	0.00	1.00	0	38,308
8801	Systems Coordinator	1.00	1.00	34,193	29,256
0663	Administrative Assistant III	1.00	0.00	31,381	0
0668	Division Manager	4.00	4.00	120,060	139,284
0669	Assistant Division Manager	5.00	5.00	136,230	151,060
0608	Supervising Deputy Clerk	6.00	6.50	148,902	164,732
0610	Deputy Clerk IV	46.00	46.00	1,019,710	1,069,205
0617	Deputy Clerk, Administrative Secretary IV	1.00	1.00	21,026	23,265
0596	Deputy Clerk, Administrative Secretary III	1.00	0.00	16,347	0
0611	Deputy Clerk III	70.50	75.50	1,246,141	1,410,470
0615	Deputy Clerk Interpreter	3.00	5.00	55,659	91,707
0607	Deputy Clerk Data Entry Supervisor	1.00	1.00	17,847	18,648
0619	Deputy Clerk Data Entry Operator	3.00	0.00	46,044	0
0612	Deputy Clerk II	75.00	78.00	1,124,521	1,276,464
0613	Deputy Clerk I	28.00	28.00	366,893	382,575
0659	Deputy Clerk - Printer	1.00	1.00	15,091	17,214
0620	Deputy Clerk - Trainee	1.00	2.50	9,869	26,191
0673	Deputy Clerk - Assistant Accountant	0.00	0.50	0	10,701
8800	Deputy Clerk - EDP Operations Manager	0.00	0.50	0	22,116
8802	Deputy Clerk - Systems Analyst Trainee	0.00	0.50	0	10,515
9999	Extra Help	0.00	4.00	0	48,000
<u>Reporters</u>					
0543	Chief Court Reporter	1.00	1.00	37,376	41,760
0544	Court Reporter	10.00	10.00	347,760	374,010
<u>Judicial Secretaries</u>					
0661	Chief Judicial Secretary	1.00	1.00	26,294	29,089
0614	Judicial Secretary	5.00	5.00	105,130	116,325
TOTAL		296.00	308.00	\$6,724,150	\$7,349,928

STAFFING SCHEDULE

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
	Adjustments:				
	County Contributions and Benefits			\$1,549,664	\$1,763,147
	Salary Settlement Costs			410,051	454,957
	Special Payments:				
	Premiums			30,000	31,500
	Overtime			150,000	80,000
	Salary Adjustments			0	(8,227)
	Salary Savings			(285,425)	(302,067)
	Total Adjustments			\$1,854,290	\$2,019,310

PROGRAM TOTAL	296.00	308.00	\$8,578,440	\$9,369,238
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\* 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

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Municipal Court Services	\$ 1,730,680	\$ 1,888,143	\$2,139,261	\$ 2,152,590	\$ 2,456,937
Total Direct Costs	\$ 1,730,680	\$ 1,888,143	2,139,261	\$ 2,152,590	\$ 2,456,937
Funding	<u>(753,324)</u>	<u>(935,340)</u>	<u>1,169,762</u>	<u>(1,050,000)</u>	<u>(1,157,850)</u>
Net Program Cost (Without Externals)	\$ 977,356	\$ 952,803	\$ 969,499	\$ 1,102,590	\$ 1,299,087
 Staff Years	 54.90	 57.90	 60.20	 60.00	 62.00

Funding line reflects both Program Revenues and Fines and Forfeitures which accrue to the General Fund.

PROGRAM: MUNICIPAL COURT SERVICES-SOUTH BAY # 13037

MANAGER: STEPHEN THUNBERG

Department: SOUTH BAY MUNICIPAL COURT # 2250

Ref: 1984-85 Final Budget - Pg: 54

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 provision of the constitution. Various statutes exist which mandate the functions of this program.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,486,400	\$ 1,642,632	\$ 1,875,675	\$ 1,893,090	\$ 2,164,837
Services & Supplies	244,280	236,359	254,631	259,100	283,700
Other Charges	0	0	0	0	0
Fixed Assets	0	9,152	8,955	400	8,400
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,730,680</b>	<b>\$ 1,888,143</b>	<b>\$ 2,139,261</b>	<b>\$ 2,152,590</b>	<b>\$ 2,456,937</b>
<b>FUNDING</b>	<b>\$ (753,324)</b>	<b>(935,340)</b>	<b>\$(1,169,762)</b>	<b>\$(1,050,000)</b>	<b>\$(1,157,850)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 977,356</b>	<b>\$ 952,003</b>	<b>\$ 969,499</b>	<b>\$ 1,102,590</b>	<b>\$ 1,299,087</b>
<b>STAFF YEARS</b>	<b>54.90</b>	<b>57.90</b>	<b>60.20</b>	<b>60.00</b>	<b>62.00</b>

PERFORMANCE INDICATORS:

Municipal Court

Total Filings	86,045	97,544	92,924	96,285	98,725
Clerical Weighted Caseload	4,564,902	5,205,364	5,291,013	5,288,000	5,383,700
Judicial Weighted Caseload	499,175	558,176	576,433	560,478	584,216
<u>Superior Court</u>					
Total Filings	394	468	412	500	425

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.

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.

1984-85 ACTUAL:

Actual expenditures were slightly less than those budgeted, while workload, as measured by judicial weighted caseload, was slightly greater than budgeted. Those revenues associated with SB-520 (Accounts receivable, prior violation, and D.M.V. license hold fees) were greater than forecast and as a result, revenues exceeded budget by 11.4%.

1985-86 ADOPTED BUDGET:

Proposed changes for 1985-86 include the addition of one Deputy Clerk Interpreter and a commensurate decrease in expenditures for pro-tem interpreters and the provision of funding to continue the use of temporary extra help employees to perform the more routine clerical functions. In January of 1985, juror fees were increased from \$5 to \$10 per day, as a result, an additional \$35,000 in juror fees is budgeted for this fiscal year.

The major organizational units of the Court are as follows:

1. JUDICIARY (9:00 SY) including Judges and Court Reporters is:

- Mandated
- Proposed for staffing at the same level as the previous fiscal year
- Responsible for the adjudication of all cases filed with the court
- Responsible for the reporting of all felony proceedings

2. ADMINISTRATIVE SERVICES (7:00 SY) including accounting, budgeting, payroll, personnel, purchasing services, and administrative support to the Judges is:

- Mandated
- Increasing (+2 SY Deputy Clerk II and extra help) due to a 60% increase in accounts receivable (3,965 to 6,336 accounts) and the continuing need to supply temporary extra help clerical support to other operating units
- 27% revenue offset

3. PUBLIC OFFENSES (40 SY) including calendar, criminal, data processing and traffic is:

- Mandated
- Proposed for staffing at the same level as the previous fiscal year
- Able to process approximately 90,000 criminal and traffic cases per year
- 50% revenue offset

4. CIVIL/SMALL CLAIMS (5 SY) is:

- Mandated
- Able to process approximately 8,000 civil and small claims cases per year
- 75% revenue offset

PERFORMANCE INDICATORS:

When compared to the 1984-85 actual, filings are projected to increase approximately 2% while weighted caseload is expected to increase by 4%. Weighted caseload is growing at a greater rate than filings because felony and serious misdemeanor filings, which consume more time, are increasing at a rate greater than less serious cases.



PROGRAM REVENUES BY SOURCES:

<u>Program Revenue</u>	<u>1984-85 Budget</u>	<u>1984-85 Estimated Actual</u>	<u>1985-86 CAO Proposed</u>
Fines and Forfeitures	\$ 625,000	\$ 661,084	\$ 620,000
Fees	425,000	508,678	537,850
TOTAL	\$1,050,000	\$1,169,762	\$1,157,850
<u>Other Revenue Collection</u>			
Criminal Justice/Courthouse Construction Funds	425,000	443,016	475,000
County Alcohol Program	105,000	111,623	110,000
Sheriff's Crime Lab	95,000	100,850	100,000
County Road Fund	71,000	82,889	75,000
Law Library	44,200	48,254	48,000

The 1984-85 increase in fines and forfeitures revenue is the net effect of the SB 520 provisions which have converted certain portions of fines and forfeitures to administrative fees and the one time impact of a warrant system entry enhancement implemented by the Marshal which dissipated a long standing backlog and caused an increase in workload and revenue as the backlog was processed.

STAFFING SCHEDULE

Program: Municipal Court Services - South Bay

Department: South Bay Municipal Court

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Adopted	1985-86 Adopted	1984-85 Adopted	1985-86 Adopted
0580	Municipal Court Judge	7.00	7.00	\$ 431,605	\$ 465,220
0651	Court Administrator	1.00	1.00	47,716	53,849
0652	Ass't Court Administrator	0	0	0	0
0547	Court Reporter	2.00	2.00	69,552	74,802
0663	Deputy Clerk, Admin. Ass't. III	0	1.00	0	34,857
0668	Division Manager III	0	1.00	0	34,849
0603	Deputy Clerk, Chief Clerk	1.00	0	26,565	0
0664	Deputy Clerk, Admin. Asst. II	1.00	0	28,973	0
0608	Supervising Deputy Clerk	3.00	0	71,595	0
0610	Deputy Clerk IV	10.00	9.00	218,144	208,671
0617	Deputy Clerk, Admin. Sec. IV	1.00	1.00	21,026	23,265
0611	Deputy Clerk III	12.00	15.00	218,100	281,752
0615	Deputy Clerk Interpreter	1.00	2.00	16,371	34,617
0612	Deputy Clerk II	18.00	17.00	263,965	282,421
0619	Deputy Clerk Data Entry Operator	2.00	0	28,501	0
0613	Deputy Clerk I	1.00	1.00	14,128	14,884
0670	Division Manager I	0	3.00	0	93,538
0672	Deputy Clerk, Associate Accountant	0	1.00	0	23,573
	Extra Help	0	1.00	0	15,000
	TOTAL	60.00	62.00	\$1,456,241	\$1,641,298
Adjustments:					
	County Contributions and Benefits			326,277	393,896
	Salary Settlement Costs			104,790	103,241
Special Payments:					
	ORT/bilingual premiums			7,639	7,639
	Overtime			9,000	9,000
	Salary Adjustment			732	59,013
	Salary Savings			(11,589)	(49,250)
	Total Adjustments			436,849	523,539
PROGRAM TOTALS:		60.00	62.00	\$1,893,090	\$ 2,164,837

OFFICE OF DEFENDER SERVICES

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1985-86</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Indigent Defense	<u>\$ 8,142,062</u>	<u>\$ 9,767,601</u>	<u>\$10,839,662</u>	<u>\$ 8,712,738</u>	<u>\$10,031,619</u>
Total Direct Costs	\$ 8,142,062	9,767,601	\$10,839,662	\$ 8,712,738	\$10,031,619
Funding	<u>(617,983)</u>	<u>(756,048)</u>	<u>(824,968)</u>	<u>(613,747)</u>	<u>(675,000)</u>
Net Program Cost	\$ 7,524,079	\$ 9,011,553	\$10,014,694	\$ 8,098,991	\$ 9,356,619
 Staff Years	5.50	6.90	34.00	45.50	46.50

PROGRAM: INDIGENT DEFENSE

# 13023

MANAGER: MELVIN W. NITZ

Department: OFFICE OF DEFENDER SERVICES

# 2950

REF: 1984-85 Final Budget - Pg: 58

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 166,555	\$ 234,193	\$ 1,164,454	\$ 1,697,307	\$ 1,887,399
Services & Supplies	43,427	47,641	280,420	280,420	238,273
Attorney Services and Other Related Costs	7,932,080	9,485,767	9,383,524	6,710,191	7,898,607
Fixed Assets	0	0	11,264	24,820	7,340
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 8,142,062</b>	<b>\$ 9,767,601</b>	<b>\$10,839,662</b>	<b>\$ 8,712,738</b>	<b>\$10,031,619</b>
<b>FUNDING</b>	<b>\$ (617,983)</b>	<b>\$ (756,048)</b>	<b>(824,968)</b>	<b>\$ (613,747)</b>	<b>(675,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 7,524,079</b>	<b>\$ 9,011,553</b>	<b>\$10,014,694</b>	<b>\$ 8,098,991</b>	<b>\$ 9,356,619</b>
<b>STAFF YEARS</b>	<b>5.50</b>	<b>6.90</b>	<b>34.00</b>	<b>45.50</b>	<b>46.50</b>

PERFORMANCE INDICATORS:

Total Cases Assigned	29,538	32,435	34,613	30,587	30,599
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Cases by Category

Serious Felonies	1,383	1,558	1,610	1,538	1,550
% of Total Cases	4.7	4.8	5.0	5.0	5.0
Other Felonies	6,878	7,782	8,628	7,012	7,012
% of Total Cases	23.3	24.0	25.0	22.9	22.9
Misdemeanors	13,187	14,353	15,205	13,675	13,675
% of Total Cases	44.6	44.3	44.0	44.8	44.8
Juvenile	5,742	6,201	6,654	5,884	5,884
% of Total Cases	19.5	19.1	19.0	19.2	19.2
Mental Health	2,343	2,541	2,516	2,478	2,478
% of Total Cases	7.9	7.8	7.0	8.1	8.1

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.

1984-85 ACTUAL

The 1984-85 salaries and benefits expenditure of \$1,164,454 represents a \$532,853 salary savings from the appropriation of \$1,697,307 due to the phased-in hiring of the Public Defender defense attorneys. All of the attorneys have now been hired. The salary savings was applied to the \$2.3 million underfunding along with the additional \$1.9 million to bring the actual expenditure to \$9,383,524 for contract attorney fees and related costs. This is the amount anticipated to be spent at the beginning of the fiscal year; and includes \$1,020,889 in contract attorney costs for prior year cases.

Permanent employees worked 30 actual staff years. Contract extra help worked four actual staff years to handle increased telephone and accounting workload.

1985-86 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 caseload for these cases has continued to increase and the disruptive effect of Proposition 8 will continue into this fiscal year. With the full implementation of the Modified Public Defender function, 70 percent of the serious felonies are being handled by County defense attorneys as a means of controlling costs and 30 percent of the cases, including conflicts, are being handled by private attorneys or attorney groups under contract to the County. Fees for contract attorneys increase this fiscal year from \$40 to \$45 an hour for Class IV cases and from \$50 to \$55 an hour for Class V cases. Class VI fees remain at the present fee of \$70 an hour.

Less serious felonies (Class III cases) may be punished by fine and/or incarceration locally or in State prison. No significant increase in cost is anticipated. Class I and II misdemeanor cases are punishable by fine and/or local incarceration. 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 have increased by \$190,092 due to step increases, salary negotiations, and additional clerical class upgrading due to the need for higher skill levels in support of defense attorneys and investigators. Two clerical positions have been added for one-half year to accommodate anticipated increased workload. An additional clerical position has been added which is offset by a reduction of one staff year in extra help that was used for year-round temporary clerical assistance.

The modified Public Defender function is now fully staffed with 21 attorneys and eight investigators. The Public Defender is now handling 70 percent of the serious felonies through its downtown main office, a Vista office staffed by three attorneys and one investigator and El Cajon and South Bay offices staffed on an as needed basis.

Psychiatrist and psychologist fees for examinations increased from \$250 to \$350 an hour and investigator fees increased from \$15 to \$20 an hour. Both are the first increases for such services since the program started in 1977 and are necessary to retain competent experts.

There will be prior year case costs in FY 1985-86 for serious felony special circumstance cases that are estimated to run as high as \$1.0 million or more in attorney fees and extraordinary costs which are unfunded in this budget. The cases involved are all death penalty cases and include: Trioani with one defendant represented by the Public Defender and five co-defendants, each represented by two contract attorneys; Lucas represented by two contract attorneys (additional death penalty charges against Lucas represented by the Public Defender); and Cinco represented by two contract attorneys.

PROGRAM: INDIGENT DEFENSE

# 13023

MANAGER: MELVIN W. NITZ

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
AB 90 Subvention Funds	\$ 66,612	\$ 75,600	\$ 66,612
Court Fees and Cost- Court Appt.	757,807	540,000	608,241
Other Revenue	<u>549</u>	<u>147</u>	<u>147</u>
	\$ 824,968	\$ 613,747	\$ 675,000

The AB 90 Advisory Group recommended an allocation of \$66,612 to the Board which was adopted for FY 85-86. Revenue and Recovery is collecting Court appointed attorney fees at a higher than estimated amount.

1985-86 OBJECTIVES:

1. Continue to provide adequate level of defense to indigent clients.
2. Maintain the annual cost avoidance though the fully implemented modified Public Defender function.
3. Upgrade case management and cost tracking systems using office automation equipment to track all assigned cases.
4. Continue the block contracting system to help maintain costs at a predictable level.

STAFFING SCHEDULE

Program: Indigent Defense

Department: Office of Defender Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2124	Director, Defender Services	1.00	1.00	\$ 57,720	\$ 64,816
2201	Deputy Director, Defender Services	1.00	1.00	42,120	51,077
2302	Administrative Asst. III	1.00	1.00	32,941	34,764
2493	Intermediate Account Clerk	0.00	0.50	0	9,963
2700	Intermediate Clerk Typist	3.00	2.00	38,964	28,461
2763	Legal Secretary II	0.00	0.50	0	7,322
2903	Legal Procedures Clerk I	1.00	4.00	12,791	57,313
2905	Legal Stenographer	1.00	0.00	16,347	0
2906	Legal Procedures Clerk III	0.00	1.00	0	19,516
2907	Legal Procedures Clerk II	0.00	1.00	0	17,284
3009	Word Processing Operator	2.00	0.00	28,996	0
3912	Defense Attorney III	8.00	8.00	311,912	333,400
3913	Defense Attorney IV	11.00	11.00	478,192	531,991
3914	Defense Attorney V	2.00	2.00	97,864	112,310
3934	Small Claims Advisory Attorney	1.00	1.00	22,589	26,298
5765	Defense Investigator II	7.00	7.00	168,966	177,219
5766	Defense Investigator III	1.00	1.00	26,656	29,971
9999	Extra Help	5.50	4.50	56,860	42,446
TOTAL		45.50	46.50	\$1,392,918	\$1,544,151

Adjustments:

County Contributions and Benefits	\$ 250,286	\$ 280,847
Salary Settlement Costs	93,391	99,312
Salary Adjustments	474	0
Savings	<u>(39,762)</u>	<u>\$ (36,911)</u>
Total Adjustments	\$ 304,389	\$ 343,248

PROGRAM TOTALS:	45.50	46.50	\$1,697,307	\$1,887,399
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PROBATION

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Adult Field Services	\$ 8,793,092	\$ 9,160,490	\$ 10,006,028	\$ 9,995,463	\$ 10,882,022
Institutional Adult Services	5,725,209	6,249,563	6,902,940	7,249,338	8,015,244
Institutional Juvenile Services	5,591,013	6,059,911	6,816,013	6,745,437	7,798,705
Juvenile Field Services	4,664,103	4,971,902	5,553,246	5,552,883	5,968,516
Department Overhead	1,239,450	1,282,426	1,321,328	1,546,469	1,729,654
Total Direct Costs	<u>\$ 26,012,867</u>	<u>\$ 27,724,292</u>	<u>\$ 30,599,555</u>	<u>\$ 31,089,590</u>	<u>\$ 34,394,141</u>
Program Funding	(4,537,623)	(4,231,271)	(4,628,187)	(4,667,428)	(4,795,895)
Other Financing Sources	0	(6,359,326)	(5,417,822)	(5,417,822)	0
Net Program Cost (Without External)	<u>\$ 21,475,244</u>	<u>\$ 17,133,695</u>	<u>\$ 20,553,546</u>	<u>\$ 21,004,340</u>	<u>\$ 29,598,246</u>
Staff Years	895.21	872.47	904.60	902.50	929.75



PROGRAM: ADULT FIELD SERVICES

# 17009

MANAGER: GERARD A. WILLIAMS

Department: PROBATION

# 3600

Ref: 1984-85 Final Budget: Pg. 64

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 8,565,432	\$ 8,941,762	\$ 9,734,970	\$ 9,751,605	\$10,556,520
Services & Supplies	227,660	218,728	249,861	220,616	294,747
Other Charges	0	0	0	0	0
Fixed Assets	0	0	21,197	23,242	30,755
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 8,793,092</b>	<b>\$ 9,160,490</b>	<b>\$10,006,028</b>	<b>\$ 9,995,463</b>	<b>\$10,882,022</b>
<b>FUNDING</b>	<b>\$(1,159,798)</b>	<b>\$(1,257,844)</b>	<b>\$(1,306,535)</b>	<b>\$(1,238,999)</b>	<b>\$(1,252,999)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 7,633,294</b>	<b>\$ 7,902,646</b>	<b>\$ 8,699,493</b>	<b>\$ 8,756,464</b>	<b>\$ 9,629,023</b>
<b>STAFF YEARS</b>	<b>332.86</b>	<b>304.36</b>	<b>321.45</b>	<b>325.50</b>	<b>326.50</b>

PERFORMANCE INDICATORS:

Superior Ct. Investigations	5,622	6,050	6,725	6,027	7,056
Other Investigations	10,362	10,085	9,898	10,834	9,830
Supv. High Risk Cases	2,191	2,473	2,350	2,660	2,803
Supv. Other Cases	12,689	11,873	11,744	11,850	11,698

PROGRAM DESCRIPTION:

This program provides investigation services to the County's Adult Criminal Courts. Officers will conduct approximately 16,886 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 14,501 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.

1984-85 ACTUAL:

Actual Superior Court investigations are 698 cases (11%) more than budgeted due to an increase in Superior Court referrals. There is a reduction of 310 cases (11%) in high risk felony cases being supervised. High risk misdemeanor cases supervised are 38 cases (10%) more than budgeted due to the influx of more serious misdemeanor cases.

Objectives were achieved for 2.0 face-to-face contacts and 2.0 collateral contacts with 90% available probationers. The success rate of 54% is lower than the stated objective due to the influx of more serious offenders on probation. This condition is reflected in a high revocation rate of 46%. Three percent or 264 more probationers than the objective of 20% successfully completed probation in a shorter period of time than the term of the probation grant.

1985-86 ADOPTED BUDGET:

The Adult Services Program includes two activities:

1. Investigation (E - \$5,392,901; R - \$220,000; 170.5 s.y.) Includes investigation of Superior and Municipal Court referrals. This activity for FY 1985-86 is:
  - Mandated by State Law for all felony referrals.
  - Mandated once referred by the Courts for misdemeanor referrals.
  - Offset 4% by an estimated \$220,000 in revenue from charges for investigation and supervision services.
  - Expected to conduct 16,886 investigations.
  - Increased by 1 S.Y. (+3 DPO's, - 2 Clerks) to accommodate a 17% increase in Superior Court investigations.
2. Supervision (E - \$5,489,121; R - \$1,032,999; 156.5 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 19% by \$1,032,999 in AB90 revenues for intensive supervision of high risk offenders.
  - Expected to supervise 14,501 adult offenders.
  - At the same activity level as 1984-85.

PROGRAM REVENUES BY SOURCE:

The revenue will increase by \$14,000 due to an increase in collections from costs of investigation and supervision.

<u>Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
AB 90 - Supervision of High Risk Offenders	\$ 1,067,187	\$ 1,032,999	\$ 1,032,999
Cost of Investigations/Supervision	<u>239,348</u>	<u>206,000</u>	<u>220,000</u>
TOTAL	\$ 1,306,535	\$ 1,238,999	\$ 1,252,999

1985-86 OBJECTIVES:

1. To maintain a minimum success rate of 53% for probationers in completing their periods of probation.
2. To return failing probationers to court with recommendations aimed at maintaining a revocation rate of 47%.
3. To maintain an average of at least two face-to-face contacts and two additional supervision activities per month with 90% of available high-risk probationers.
4. To make recommendations aimed at maintaining an early successful completion rate of 23%.

STAFFING SCHEDULE

PROGRAM: ADULT FIELD SERVICES

DEPARTMENT: PROBATION

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5801	Deputy Chief Probation Officer	1.00	1.00	\$ 41,413	\$ 43,683
5082	Probation Administrator II	1.00	1.00	37,540	39,588
5083	Probation Administrator I	4.00	4.00	139,600	147,264
5115	Supervising P.O.	18.00	18.00	563,454	607,224
5090	Senior Probation Officer	44.00	44.00	1,245,990	1,333,566
5065	Deputy Probation Officer	131.50	134.50	3,280,837	3,702,640
2725	Principal Clerk	1.00	1.00	21,921	23,134
2745	Supervising Clerk	5.00	5.00	96,820	102,100
3008	Senior Word Processing Operator	1.00	1.00	16,783	17,002
2757	Administrative Secretary II	1.00	1.00	18,013	19,381
2761	Group Secretary	1.00	1.00	15,930	19,381
3009	Word Processing Operator	7.00	10.00	112,999	157,877
2730	Senior Clerk	13.00	13.00	216,334	228,566
2760	Stenographer	2.00	1.00	29,459	14,613
2715	Records Clerk	16.00	16.00	226,642	243,323
2708	CRT Operator	12.00	12.00	170,802	181,302
2700	Intermediate Clerk Typist	60.00	56.00	818,010	807,711
3039	Mail Clerk Driver	3.00	3.00	42,755	45,130
2709	Departmental Clerk	4.00	4.00	43,435	44,993
	TOTAL	325.50	326.50	\$7,138,737	\$7,778,478
Adjustments:					
	County Contributions and Benefits			\$2,325,020	\$2,592,505
	Salary Settlement Costs			494,571	464,475
Special Payments:					
	Bilingual Pay			8,430	8,430
	Salary Savings			(215,153)	(287,368)
	Total Adjustments			\$2,612,868	\$2,778,042
PROGRAM TOTALS:		325.50	326.50	\$9,751,605	\$10,556,520

PROGRAM: INSTITUTIONAL ADULT SERVICES

# 17007

MANAGER: VICKI K. MARKEY

Department: PROBATION

# 3600

REF: 1984-85 Final Budget - Pg: 68

Authority: Administrative Code Sections 350-356, Penal Code Sections 1208, 4024.2 and 4100-4137. 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 4,698,412	\$ 5,214,513	\$ 5,732,700	\$ 5,901,948	\$ 6,534,005
Services & Supplies	969,157	863,598	1,058,952	1,217,259	1,309,895
Other Charges	57,640	171,452	45,964	48,470	52,376
Fixed Assets	0	0	65,324	81,661	88,968
Vehicles	0	0	0	0	0
Communications	0	0	0	0	30,000
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,725,209</b>	<b>\$ 6,249,563</b>	<b>\$ 6,902,940</b>	<b>\$ 7,249,338</b>	<b>\$ 8,015,244</b>
<b>FUNDING</b>	<b>\$(1,120,032)</b>	<b>\$( 949,419)</b>	<b>\$(1,221,147)</b>	<b>\$(1,126,557)</b>	<b>\$(1,279,401)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 4,605,177</b>	<b>\$ 5,300,144</b>	<b>\$ 5,681,793</b>	<b>\$ 6,122,781</b>	<b>\$ 6,735,843</b>
<b>STAFF YEARS</b>	<b>170.90</b>	<b>172.50</b>	<b>178.71</b>	<b>176.50</b>	<b>182.50</b>
<b>PERFORMANCE INDICATORS:</b>					
Average Daily Attendance	551	573	591	573	607
Total Inmate Labor Mandays	137,774	160,459	173,059	164,000	173,800

**PROGRAM DESCRIPTION:**

Each year over 2,800 sentenced male inmates are classified and sentenced to one of the six minimum security facilities maintained by the Institutional Adult Services Program. The 1985-86 program will support the five rural camps and the Work Furlough facility; with a total capacity of 639 beds. This program represents 3,000 inmates that can be transferred from the jail. Also included in this program is the Work Project where approximately 15,000 adults and juveniles are sentenced by the Superior and Municipal Courts to perform community service. Inmates in probation facilities and on Work Project will provide 173,800 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 litter pick-up. This labor represents a cost avoidance to the public in excess of \$4.7 million each year based on minimum wage. In addition, approximately 260 inmates are involved in an educational program which includes remedial tutoring and a high school diplomas component. Another 900 inmates will graduate from a one week alcohol education program operated within the camp system.

1984-85 ACTUAL:

Actual Average Daily Attendance (ADA) for Probation Camps is eighteen (18) inmates more than anticipated in the Adopted Budget. Total actual days of inmate labor are 9,059 days (5.3%) more than were budgeted due to a change in policy that includes limited work crews on Saturdays.

1985-86 ADOPTED BUDGET:

1. Adult Camps (E - \$6,739,067; R - \$779,401; 143 S.Y.) provides an alternative to jail for 513 male inmates each day. This activity is:
  - Increased by six staff years in order to accommodate the 36 inmate increase at Camp Barrett due to construction of an additional dormitory.
  - Partially offset by AB90 funding in the amount of \$492,012; Department of Forestry \$229,289; State Meal Subvention of \$54,500; and miscellaneous collections from inmates of \$3,600.
2. Work Furlough (E - \$840,643; R - \$430,000; 24 S.Y.) provides an alternative of jail to approximately 94 inmates each day. This activity is:
  - Partially offset by \$430,000 which represents boarding fees charged and collected from residents.
3. Work Project (E - \$435,534; R - \$70,000; 15.5 S.Y.) provides a non-institutional custody alternative to the Courts and Chief Probation Officer for the disposition of approximately 15,000 adult and juvenile offenders annually. This activity is:
  - Partially offset by fee revenue for work crews (\$70,000).

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
State Aid Corrections - Forestry	\$ 126,032	\$ 229,289	\$ 229,289
State Meal Subvention	51,261	54,500	54,500
State Subvention - AB 90	525,918	492,012	492,012
Institutional Care & Service	443,794	336,756	430,000
Charges to Other Government Agencies	71,600	10,400	70,000
Other - Miscellaneous	<u>2,542</u>	<u>3,600</u>	<u>3,600</u>
TOTAL	\$1,221,147	\$1,126,557	\$1,279,401

1985-86 OBJECTIVES:

1. To provide minimum security confinement of 3,000 adult male inmates.
2. To provide 122,000 days of inmate labor with an indirect savings of \$3,269,600 to the taxpayer.
3. To provide 51,800 days of work project participant labor with an indirect savings of \$1,388,240 to the taxpayer.

STAFFING SCHEDULE

PROGRAM: INSTITUTIONAL ADULT SERVICES

DEPARTMENT: PROBATION

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5801	Deputy Chief Probation Officer	1.00	1.00	\$ 41,413	\$ 43,683
5082	Probation Administrator II	1.00	1.00	40,399	39,588
5083	Probation Administrator I	6.00	6.00	209,400	219,393
5115	Supervising Probation Officer	14.00	15.00	460,010	524,600
5090	Senior Probation Officer	15.00	15.00	448,936	487,315
5065	Deputy Probation Officer	19.00	18.00	517,743	523,104
4460	Food Services Manager	1.00	1.00	25,459	27,101
5069	Assistant Deputy Probation Officer III	25.00	27.00	540,571	623,346
6405	Food Service Supervisor	6.00	6.00	122,673	130,782
2745	Supervising Clerk	2.00	2.00	34,281	37,099
2757	Administrative Secretary II	1.00	1.00	15,930	19,381
5070	Assistant Deputy Probation Officer II	33.50	35.50	607,619	686,688
6410	Senior Cook	13.00	13.00	221,594	238,766
2730	Senior Clerk	2.00	2.00	33,322	33,381
2658	Storekeeper II	1.00	1.00	16,619	15,532
5071	Assistant Deputy Probation Officer I	23.00	26.00	376,481	456,164
2715	Records Clerk	3.00	3.00	37,470	42,419
2720	Correctional Facility Clerk	6.00	6.00	85,274	90,193
2708	CRT Operator	2.00	2.00	27,301	27,172
2493	Intermediate Account Clerk	1.00	0.00	12,722	0
2700	Intermediate Clerk Typist	1.00	1.00	12,400	13,727
	TOTAL	176.50	182.50	\$3,887,617	\$4,279,434
Adjustments:					
	County Contributions and Benefits			\$1,137,867	\$1,278,044
	Salary Settlement Costs			291,469	287,445
Special Payments:					
	Standby Pay			102,520	130,055
	Bilingual Premium			10,116	13,488
	Shift Differential			31,166	42,128
	Call Back			15,426	22,127
	Premium Overtime			136,655	159,266
	Staff Fire Pay (Reimbursable)			88,521	88,521
	Resident Fire & Conservation Pay (Reimbursable)			137,036	176,251
	Resident Wages			119,108	120,344
	Salary Savings			(55,553)	(63,098)
	Total Adjustments			\$2,014,331	\$2,254,571
PROGRAM TOTALS:		176.50	182.50	\$5,901,948	\$6,534,005

PROGRAM: INSTITUTIONAL JUVENILE SERVICES

# 17004

MANAGER: BARBARA FRANK

Department: PROBATION

# 3600

REF: 1984-85 Final Budget - Pg: 71

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 5,011,407	\$ 5,489,679	\$ 6,087,189	\$ 6,082,738	\$ 6,992,950
Services & Supplies	571,575	570,232	706,058	639,041	762,976
Other Charges	0	0	0	0	0
Fixed Assets	8,031	0	22,766	23,658	33,583
Vehicles	0	0	0	0	0
Communications Equipment	0	0	0	0	9,196
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,591,013</b>	<b>\$ 6,059,911</b>	<b>\$ 6,816,013</b>	<b>\$ 6,745,437</b>	<b>\$ 7,798,705</b>
<b>FUNDING</b>	<b>\$(1,142,463)</b>	<b>\$(996,975)</b>	<b>\$(1,056,823)</b>	<b>\$(1,196,549)</b>	<b>\$(1,174,522)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 4,448,550</b>	<b>\$ 5,062,936</b>	<b>\$ 5,759,190</b>	<b>\$ 5,548,888</b>	<b>\$ 6,624,183</b>
<b>STAFF YEARS</b>	<b>189.20</b>	<b>198.84</b>	<b>200.28</b>	<b>194.00</b>	<b>214.25</b>

PERFORMANCE INDICATORS:

Juvenile Hall, ADA	210	232	286	210	253
Rancho Del Rayo, ADA	91	90	95	100	100
Rancho Del Campo, ADA	N/A	N/A	N/A	N/A	30
Girls Rehabilitation Facility, ADA	18	20	20	20	20
Home Supervision, Avg. Daily Cases	49	42	63	50	60

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 are 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. The capacity of Juvenile Hall 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 390 boys and 65 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, 30 boys at Rancho Del Campo 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.



1984-85 ACTUAL:

There were no significant differences between 1984-85 budgeted appropriations and the 1984-85 actuals for direct cost, funding and staff years. The objective to maintain a population in substantial compliance with youth authority standards was not met in that the ADA for 1984-85 is estimated at 286 for Juvenile Hall, where the rated capacity is 219.

1985-86 ADOPTED BUDGET:

The Institutional Juvenile Services Program includes two activities:

1. Juvenile Institutional Corrections (E - \$2,525,274; R - \$414,035; 71.25 SY) 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 1985-86:
  - ° Includes an additional 30-bed facility, Rancho del Campo, at a cost of \$507,543 and 16.25 S.Y.'s offset by revenue.
  - ° In the aggregate partially offset by AB-90 funding of \$136,000, State Meal Subvention of \$129,050, Charges for institutional care \$139,685 and other miscellaneous revenue of \$8,500.
2. Juvenile Detention (E - \$5,273,431; R - \$760,487; 143 SY) provides detention services for the Court and Local Law enforcement agencies. This activity for 1985-86:
  - ° Mandated by the Welfare and Institutions Code.
  - ° Includes a S.Y. increase of 4 A.D.P.O. I's and 4 reclassifications from 4 A.D.P.O. III to A.D.P.O. II within Home Supervision Division.
  - ° Includes a budgeted ADA of 253 or 34 over the rated capacity of Juvenile Hall (219).
  - ° Partially offset by AB 90 funding for Home Supervision of \$302,329, State meal subvention of \$189,542 and charges for institution care of \$218,616, and charges to other governmental agencies of \$50,000.

PROGRAM REVENUE BY SOURCE:

Program revenues are as follows:

<u>Program Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
State Meal Subvention	\$ 323,874	\$ 247,503	\$ 318,592
AB 90	399,432	439,129	439,129
Charges for Institutional Care	235,159	299,417	358,301
Charges to Other Government Agencies	88,577	202,000	50,000
Other Miscellaneous	<u>9,781</u>	<u>8,500</u>	<u>8,500</u>
	\$1,056,823	\$1,196,549	\$1,174,522

1985-86 OBJECTIVES:

1. To maintain a daily population in substantial compliance with youth authority standards.
2. To assure that 63% of the boys and 67% of the girls committed will successfully complete the programs.
3. To provide a minimum security sentencing option to the court of 455 juvenile offenders.
4. To provide 5,395 of ward labor days out-of-camp to indirectly reduce County cost by \$144,586.
5. To provide 8,125 ward labor days in-camp to indirectly reduce County cost by \$217,750.

STAFFING SCHEDULE

PROGRAM: INSTITUTIONAL JUVENILE SERVICES

DEPARTMENT: PROBATION

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5801	Deputy Chief Probation Officer	1.00	1.00	\$ 41,413	\$ 43,683
5082	Probation Administrator II	1.00	1.00	37,540	39,588
5083	Probation Administrator I	2.00	2.00	69,800	73,632
5115	Supervising Probation Officer	12.00	12.75	389,058	444,614
5090	Senior Probation Officer	38.00	40.25	1,067,892	1,242,020
5065	Deputy Probation Officer	18.00	21.25	478,825	581,366
5069	Assistant Deputy Probation Officer III	28.00	26.00	606,761	601,502
6405	Food Services Supervisor	2.00	2.00	40,976	43,594
2745	Supervising Clerk	1.00	1.00	19,364	20,420
2757	Administrative Secretary II	1.00	1.00	15,930	16,851
5070	Assistant Deputy Probation Officer II	30.00	39.00	563,802	759,906
6410	Senior Cook	10.00	10.00	173,172	184,545
3002	Booking Clerk	8.50	8.50	142,509	150,451
2730	Senior Clerk	2.00	2.00	33,322	35,164
2658	Storekeeper II	2.00	2.00	31,098	34,058
5071	Assistant Deputy Probation Officer I	30.00	37.00	493,085	626,249
7530	Sewing Room Supervisor	2.00	2.00	27,330	30,604
2720	Correctional Facility Clerk	2.00	2.00	29,622	31,232
2650	Stock Clerk	1.50	1.50	19,479	21,181
6415	Food Services Worker	2.00	2.00	23,005	25,342
	Boys Wages	0.00	0.00	14,000	19,000
	TOTAL	194.00	214.25	\$ 4,317,983	\$5,025,002
Adjustments:					
	County Contributions and Benefits			\$ 1,257,510	\$1,506,541
	Salary Settlement Costs			308,497	307,195
Special Payments:					
	Temporary Help			0	63,549
	Standby Pay			21,900	35,040
	Bilingual Pay			18,477	19,316
	Shift Differential			47,199	54,647
	Call Back			100,855	98,808
	Premium Overtime			34,440	46,470
	Holiday Premium			33,172	55,428
	Salary Savings			(57,295)	(69,046)
	Salary Adjustments			0	(150,000)
	Total Adjustments			\$ 1,764,755	\$1,967,948
PROGRAM TOTALS:		194.00	214.25	\$ 6,082,738	\$6,992,950

PROGRAM: JUVENILE FIELD SERVICES

# 17005

MANAGER: DOUGLAS WILLINGHAM

Department: PROBATION

# 3600

REF: 1984-85 Final Budget - Pg: 74

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 4,379,155	\$ 4,679,087	\$ 5,110,345	\$ 5,171,151	\$ 5,544,169
Services & Supplies	173,223	208,596	253,873	237,932	293,232
Other Charges	110,043	84,219	170,305	120,000	120,000
Fixed Assets	1,682	0	18,723	23,800	11,115
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,664,103</b>	<b>\$ 4,971,902</b>	<b>\$ 5,553,246</b>	<b>\$ 5,552,883</b>	<b>\$ 5,968,516</b>
<b>FUNDING</b>	<b>\$ (655,232)</b>	<b>\$ (624,633)</b>	<b>\$ (660,016)</b>	<b>\$ (721,476)</b>	<b>\$ (663,076)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 4,008,871</b>	<b>\$ 4,347,269</b>	<b>\$ 4,893,230</b>	<b>\$ 4,831,407</b>	<b>\$ 5,305,440</b>
<b>STAFF YEARS</b>	<b>171.75</b>	<b>158.22</b>	<b>168.83</b>	<b>170.50</b>	<b>171.50</b>

PERFORMANCE INDICATORS:

Intake Referrals Processed	9,224	7,756	8,125	8,400	8,000
Investigations Conducted	3,712	3,782	3,794	4,200	4,000
Regular Cases Supervised	2,266	2,172	2,378	2,250	2,300
Intensive Cases Supervised	448	445	466	450	475

PROGRAM DESCRIPTION:

Approximately 8,000 referrals will be received by the County Probation Officer 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.

1984-85 ESTIMATED ACTUAL:

In 1984-85, an average of 2,775 cases were supervised per month. This average did not include 425 informal supervision cases per month.

Actual investigations conducted were 4,000 cases. Sixty-five percent of all minors referred to the Department were diverted from the criminal justice system by referral to community agencies or the Informal Supervision Program. Over 90% of the wards in intensive supervision caseloads were seen face-to-face at least twice monthly. Delinquent referrals are approximately 8,000 per year.

1985-86 ADOPTED BUDGET:

The two activities of the Juvenile Field Services program are as follows:

1. Juvenile Intake and Investigation (E - \$2,831,806; R - \$40,000; 84.5 s.y.) Includes intake, evaluation and referral of investigations and court reports for 8,000 delinquency referrals. This activity for 1985-86 is:
  - Budgeted at the same activity level as 1984-85.
  - Expected to process 8,000 intake referrals; conduct investigations and prepare Court reports on approximately 4,000 of these referrals; and divert 1,500 individuals through informal supervision programs.
3. Supervision (E - \$3,136,710; R - \$623,076; 87 s.y.) Includes supervision of 3,200 wards requiring supplemental investigations and written court reports. This activity for 1985-86 is:
  - Increase by one additional staff year (D.P.O.) to supervise the 3% (75 cases) increase in cases supervised per month. The addition of this position will also make it possible to absorb the 6% (20 cases) increase in informal supervision, and the "Back-In-Control" program.
  - Partially offset by \$589,371 in AB90 funding for intensive supervision.

PROGRAM REVENUES BY SOURCE:

Total revenues will decrease by 8.1% due to a decrease of \$58,400 (49.3%) in collections from cost of stepparent adoptions.

<u>Program Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges for Current Services	\$ 41,494	\$ 98,400	\$ 40,000
AB-90	589,371	589,371	589,371
Support and Care of Persons	<u>29,151</u>	<u>33,705</u>	<u>33,705</u>
Total	\$ 660,016	\$ 721,476	\$ 663,076

1985-86 OBJECTIVES:

1. Intensive Supervision - to contact/interview face-to-face an average equal to 90% of all available wards assigned to intensive supervision, at least twice monthly.
2. To provide a level and quality of supervision to wards of the court so that at least 60% of those active during the year will not have a criminal petition filed against them.
3. To exclude or divert from the formal Juvenile Justice process at least 60% of all minors referred by settlement and/or utilization of the Informal Supervision Program.
4. To utilize community based agencies to provide counseling and other social services in at least 70% of all cases handled in the Informal Supervision Program.

STAFFING SCHEDULE

PROGRAM: JUVENILE FIELD SERVICES

DEPARTMENT: PROBATION

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5801	Deputy Chief Probation Officer	1.00	1.00	\$ 41,413	\$ 43,683
5083	Probation Administrator I	3.00	3.00	104,700	110,448
5115	Supervising Probation Officer	11.00	11.00	344,333	373,791
5090	Senior Probation Officer	24.50	21.50	691,800	653,749
5065	Deputy Probation Officer	64.00	68.00	1,644,155	1,879,906
2725	Principal Clerk	1.00	1.00	20,868	23,117
5120	Transportation Officer	1.00	1.00	21,652	23,517
2745	Supervising Clerk	2.00	2.00	38,728	38,197
5070	Assistant Deputy Probation Officer II	5.00	5.00	89,302	96,664
2730	Senior Clerk	12.00	11.00	195,825	185,876
2715	Records Clerk	7.00	9.00	101,767	132,510
2708	CRT Operator	1.00	0.00	14,811	0
2700	Intermediate Clerk Typist	31.00	31.00	407,846	433,757
3039	Mail Clerk Driver	1.00	1.00	14,300	15,371
2709	Departmental Clerk	4.00	4.00	42,378	45,969
2810	Telephone Operator	2.00	2.00	26,234	27,835
	TOTAL	170.50	171.50	\$3,800,112	\$4,084,390

Adjustments:

County Contributions and Benefits	\$1,238,368	\$1,358,319
Salary Settlement Costs	262,693	243,993
Special Payments:		
Overtime	0	0
Salary Adjustments	8,430	8,430
Salary Savings	(138,452)	(150,963)
Total Adjustments	\$1,371,039	\$1,459,779

PROGRAM TOTALS: 170.50 171.50 \$5,171,151 \$5,544,169

PROGRAM: DEPARTMENT OVERHEAD

# 91000

MANAGER: CECIL H. STEPPE

Department: PROBATION

# 3600

REF: 1984-85 Final Budget - Pg: 77

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,091,469	\$ 1,157,620	\$ 1,148,688	\$ 1,271,625	\$ 1,379,630
Services & Supplies	147,981	124,806	171,224	253,924	343,524
Fixed Assets	0	0	1,416	20,920	6,500
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,239,450</b>	<b>\$ 1,282,426</b>	<b>\$ 1,321,328</b>	<b>\$ 1,546,469</b>	<b>\$ 1,729,654</b>
<b>FUNDING</b>	<b>\$ (460,098)</b>	<b>\$ (402,400)</b>	<b>\$ (383,666)</b>	<b>\$ (383,847)</b>	<b>\$ (425,897)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 779,352</b>	<b>\$ 880,026</b>	<b>\$ 937,662</b>	<b>\$ 1,162,622</b>	<b>\$ 1,303,757</b>
<b>STAFF YEARS</b>	<b>30.50</b>	<b>38.55</b>	<b>35.33</b>	<b>36.00</b>	<b>35.00</b>

PERFORMANCE INDICATORS:

Training Hours Provided	23,000	24,300	26,400	24,000	27,400
Volunteer Hours Provided	20,500	21,300	25,300	22,500	30,000

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 recruitment and coordination, staff development and training, operational planning, research and evaluation, budgeting and fiscal control, and community relations. The purpose of this program is to provide direct support for 929.75 staff years associated with the four operational program components located in more than 19 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 Subvention for funding to address local crime and delinquency problems and needs.

The 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 mandated by law and as requested, and to prevent further penetration of pre-delinquent youths into the juvenile justice system.

1985-86 ADOPTED BUDGET:

1. Office of the Chief Probation Officer (E - \$176,538; R - 0; 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 policies and objectives.
2. Administrative Services (E - \$1,442,327; R - \$330,500; 29 s.y.) provides administrative and technical support services to the Department's four operational programs. This unit also includes the Volunteer Program, the Chaplaincy and the Training Division. The decrease in staff years from the 1984-85 budget is the elimination of (1) position, Principal Systems Analyst. This activity for 1985-86 includes the following:
  - o The reclassification of six positions from (2) Probation Officers, (1) Senior Probation Officer, (1) Administrative Assistant, (1) Personnel Aid and (1) Data Control Technician III to the positions of (2) Staff Development Specialists, (1) Probation Communications Coordinator, (1) Analyst IV and (2) Administrative Trainees.
  - o The acquisition of office automation equipment (\$25,806).
  - o Compliance with Section 1031 of the California Government Code requiring psychological testing of Probation Officers (\$11,600).
3. AB-90 (E - \$110,789; R - \$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, and develops proposed allocations which approximates \$5 million dollars annually for various programs whose common goal is to reduce the number of adult and juvenile commitments to State Institutions. There will be no change in this activity.

PROGRAM REVENUE BY SOURCE:

<u>Program Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Standard in Training for Corrections (SB924)	\$ 343,120	\$ 288,450	\$ 330,500
County Justice System Subvention Program (AB90)	<u>40,546</u>	<u>95,397</u>	<u>95,397</u>
	\$ 383,666	\$ 383,847	\$ 425,897

SB924 revenue increased by \$42,050 over the 1984-85 budget. The additional revenue is a result of increased staff years eligible for training under SB924 standards in training for corrections.

The revenue associated with the County Justice System Subvention Program remains at the 1984-85 level.

1985-86 OBJECTIVES:

1. To provide 27,400 training hours for administrative, institutional and field service personnel.
2. To ensure selection and promotion of under-utilized protected groups consistent with the Consent Decree.
3. To provide 30,000 hours of volunteer service through increased participation in the Volunteer in Probation program.

## STAFFING SCHEDULE

PROGRAM: DEPARTMENTAL OVERHEAD

DEPARTMENT: PROBATION

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2157	Chief Probation Officer	1.00	1.00	\$ 56,804	\$ 64,816
2305	Chief, Administrative Services	1.00	1.00	39,063	41,201
2414	Analyst IV	1.00	2.00	39,063	77,824
2413	Analyst III	2.00	2.00	65,882	69,528
2361	Department EDP Coordinator	1.00	1.00	28,831	35,283
2312	Dept. Personnel and Training Administrator	1.00	1.00	33,545	41,988
2499	Principal Systems Analyst	1.00	0.00	38,615	0
8001	Probation Communication Coordinator	0.00	1.00	0	32,553
2412	Analyst II	5.00	5.00	144,965	161,723
2304	Administrative Assistant I	1.00	0.00	20,634	0
5090	Senior Probation Officer	1.00	0.00	28,392	0
2365	Staff Development Specialist	0.00	2.00	0	52,598
5065	Deputy Probation Officer	3.00	2.00	76,283	52,316
2396	Citizen Assistance Specialist	1.00	1.00	26,299	26,299
5031	Chaplan Coordinator	1.00	1.00	24,564	26,409
2306	Administrative Trainee	0.00	2.00	0	36,482
5032	Data Control Technician III	1.00	0.00	14,560	0
2745	Supervising Clerk	1.00	1.00	17,777	17,777
2320	Personnel Aide	1.00	0.00	18,243	0
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
3008	Senior Word Processing Operator	1.00	1.00	15,654	17,002
2757	Administrative Secretary II	1.00	1.00	18,013	19,259
2511	Senior Payroll Clerk	3.00	3.00	52,479	52,930
3009	Word Processing Operator	2.00	2.00	30,251	33,915
2660	Storekeeper I	1.00	1.00	16,619	16,183
3050	Offset Equipment Operator	1.00	0.00	15,908	0
2730	Senior Clerk	2.00	2.00	33,322	35,164
2700	Intermediate Clerk Typist	1.00	1.00	14,128	14,884
	TOTAL	36.00	35.00	\$ 889,258	\$ 947,556
Adjustments:					
	County Contributions and Benefits			\$ 256,691	\$ 293,068
	Salary Settlement Costs			65,406	60,795
Special Payments:					
	Overtime (SB 924 reimbursed)			116,250	129,192
	Salary Adjustments				0
	Salary Savings			(55,980)	(50,981)
	Total Adjustments			\$ 382,367	\$ 432,074
PROGRAM TOTALS:		36.00	35.00	\$1,271,625	\$1,379,630



RECORDER

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Recording Services	\$ 692,680	\$ 820,709	\$ 894,009	\$ 991,828	\$ 1,200,892
Micrographics	94,245	462,613	304,219	354,688	546,461
Departmental Overhead	188,619	226,382	261,127	242,372	316,274
Total Direct Costs	\$ 975,544	\$ 1,509,704	\$ 1,459,355	\$ 1,588,888	\$ 2,063,627
Less Funding	2,136,985	2,879,325	2,974,893	2,607,347	3,422,620
Net Program Cost	\$(1,161,441)	\$(1,369,621)	\$(1,515,538)	\$(1,018,459)	\$(1,358,993)
Staff Years	47.17	59.00	59.00	59.00	67.00

PROGRAM: Recording Services

# 31526

MANAGER: Vera L. Lyle

Department: Recorder

# 1500

Ref: 1984-85 Final Budget - Pg: 82

Authority: Government Code 24000 and Charter Section 13 provide for an Elected County Recorder. Government Code Sections 27201-27383 describe the duties.

MANDATED: The services and service levels provided by this program are mandated.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 599,678	\$ 733,651	\$ 799,137	\$ 875,261	\$ 976,615
Services & Supplies	93,002	87,058	85,343	102,317	87,277
Fixed Assets	0	0	9,529	14,250	137,000
<b>TOTAL DIRECT COSTS</b>	<b>\$ 692,680</b>	<b>\$ 820,709</b>	<b>\$ 894,009</b>	<b>\$ 991,828</b>	<b>\$ 1,200,892</b>
Department Overhead	143,322	174,314	0	184,203	0
<b>FUNDING</b>	<b>\$(1,803,278)</b>	<b>\$(2,349,325)</b>	<b>\$(2,541,166)</b>	<b>\$(2,092,232)</b>	<b>\$(2,697,008)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (967,276)</b>	<b>\$(1,354,302)</b>	<b>\$(1,647,157)</b>	<b>\$ (916,201)</b>	<b>\$(1,496,116)</b>
<b>STAFF YEARS</b>	<b>35.00</b>	<b>38.25</b>	<b>46.00</b>	<b>44.00</b>	<b>46.00</b>

PERFORMANCE INDICATORS:

Documents Recorded	431,557	516,297	491,375	475,000	462,000
Recording Productivity Ratio	25,385/1	27,174/1	22,335/1	22,100/1	20,533/1
Requests for Information	140,000	200,000	279,120	220,000	216,000
Records Retrieved Ratio	24,000/1	24,101/1	23,268/1	25,400/1	25,116/1

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; h) collection of the Ownership Change Statement for the County Assessor. This is a County-wide recording service for the public rendered by County employees.

1984-85 ACTUAL:

An increase in revenue over the 1984-85 Budget is the result of a new Modernization fee. The new fee became effective on January 1 of the 1984-85 fiscal year. A Legal Procedures Clerk and an Intermediate Clerk Typist were approved by the Board of Supervisors in December 1984 as a result of the unanticipated revenue to be collected by June 30, 1985. The staff years and various fixed assets are paid for by the special Recorder's Modernization Trust Fund instead of the General Fund.

A decrease in Services and Supplies expenditures is the result of the purchase of data entry equipment at a cost less than the rental charges. Overhead expenditures are reflected in the Overhead Program.

1985-86 ADOPTED BUDGET:

This program now includes a new fee collection for the next five years for the specific purpose of modernizing and improving the County's system of recorded documents. Two positions and the fixed assets in this program (\$163,264) will be funded by this Recorder's Modernization Trust Fund at no cost to the County General Fund. Modernization funds may also be transferred to the Assessor in the County's effort to improve our system of recorded documents. One dollar per page of each document is charged to support this fund as authorized by Government Code Section 27361. This program will also include acceptance of Ownership Change Statements and distribution to the County Assessor.

The activities of this program are summarized below:

1. Examining and Recording Documents (10 SY; \$239,977) Includes examining and recording documents entitled by law to be recorded and collecting fees, documentary transfer tax, and Assessor's Ownership Change statements.

This activity is:

- Mandated by State law.
- Offset 100% by revenue, including General Funds and Modernization Special funds.
- Increasing (1.0 SY) to include an additional Legal Procedures Clerk II which was Board approved in December, 1984 and is financed by the Special Recorder's Modernization Trust Fund.
- Able to examine and record 462,000 documents during the fiscal year, and collect \$97,000 for the Public Works Monument Preservation Survey fund and \$6,000,000 in documentary transfer tax in addition to recording and copy fee revenues.

2. Lien Notification Includes (1 SY; \$23,998) 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. Grantor-Grantee Index Production (9 SY; \$203,980) which includes preparing a daily Index of official and vital records.

This activity is:

- Mandated by State law.
- Offset 100% by revenue.
- Able to keypunch, verify and produce an Index of over 2,000 official and vital records received daily.

4. Microfilm Production (9 SY; \$167,983) Includes the permanent creation of records on microfilm.

This activity is:

- Mandated by State law.
- Offset 100% by revenue.
- Able to photographically produce permanent microfilm records of all recorded documents within seven days of recording.

1985-86 ADOPTED BUDGET (Continued):

5. Records Information (17 SY; \$563,945) 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's and Battered Women's funds; examining records and notifying holders on expiration of 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 \$160,630 for the County Battered Women's and Battered Children's funds, and \$30,000 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) to include an additional Intermediate Clerk Typist which was Board approved in December, 1984 to operate a computer-assisted retrieval system. This position is financed by the special Recorder's Modernization Trust Fund.

PROGRAM REVENUES BY SOURCE:

	<u>1984-85 Budget</u>	<u>1984-85 Actual</u>	<u>1985-86 Adopted</u>
Recording Fees	\$ 1,850,000	\$1,964,029	\$1,944,144
Copy Fees	234,672	286,313	239,124
Admin. Fees, Battered Children's and Battered Women's Funds	7,650	16,063	15,220
Ownership Change	0	0	335,256
Modernization Fee (Appropriated)	0	<u>274,761</u>	<u>163,264</u>
Total	<u>\$ 2,092,322</u>	<u>\$2,541,166</u>	<u>\$2,697,008</u>

Approximately \$857,832 will be collected in modernization fees during FY 1986.

1985-86 OBJECTIVES:

1. Prepare documents for return to originator in seven working days.
2. To provide a daily index of recorded documents.
3. To give same-day copy service upon request.
4. To provide the Assessor with record copies in seven working days.

STAFFING SCHEDULE

Program: Recording Services

Department: Recorder

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3015	Chief, Recording Services	1.00	0.00	\$ 23,703	\$ 0
2725	Principal Clerk	0.00	1.00	0	22,987
2745	Supervising Clerk	1.00	1.00	19,364	20,420
3023	Index Clerk Supervisor	1.00	1.00	20,924	21,838
2906	Legal Procedures Clerk III	1.00	1.00	19,364	20,420
3045	Microfilm Supervisor	1.00	1.00	18,149	19,878
3024	Index Clerk	8.00	8.00	123,818	129,008
2730	Senior Clerk	1.00	1.00	16,000	17,582
2907	Legal Procedures Clerk II	5.00	6.00	83,875	105,070
2903	Legal Procedures Clerk I	4.00	4.00	56,223	61,346
3040	Microfilm Operator	5.00	5.00	67,630	71,865
2700	Intermediate Clerk Typist	13.00	14.00	173,878	195,748
2710	Jr. Clerk Typist	<u>3.00</u>	<u>3.00</u>	<u>30,894</u>	<u>32,782</u>
	Total	44.00	46.00	\$ 653,822	\$ 718,944
Adjustments:					
	County Contributions and Benefits			\$ 188,381	\$ 213,989
	Salary Settlement Costs			37,133	59,328
	Overtime			7,500	7,500
	Salary Adjustments			3,540	(3,718)
	Salary Savings			(15,115)	(19,428)
	Total Adjustments			\$ 221,439	\$ 257,671
PROGRAM TOTALS:		44.00	46.00	\$ 875,261	\$ 976,615

PROGRAM: Micrographics

#

MANAGER: Vera L. Lyle

Department: Recorder

# 1500

Ref: 1984-85 Final Budget - Pg: 86

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

MANDATE: This program is discretionary but service levels are mandated.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 79,814	\$ 122,214	\$ 181,683	\$ 178,190	\$ 254,443
Services & Supplies	14,431	340,399	122,536	33,018	35,018
Fixed Assets	0	0	0	143,480	257,000
<b>TOTAL DIRECT COSTS</b>	<b>\$ 94,245</b>	<b>\$ 462,613</b>	<b>\$ 304,219</b>	<b>\$ 354,688</b>	<b>\$ 546,461</b>
Department Overhead	45,297	52,068	0	58,169	0
<b>FUNDING</b>	<b>\$ (333,711)</b>	<b>\$ (530,000)</b>	<b>\$ (395,115)</b>	<b>\$ (515,115)</b>	<b>\$ (687,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (194,169)</b>	<b>\$ (15,319)</b>	<b>\$ (90,896)</b>	<b>\$ (102,258)</b>	<b>\$ (140,539)</b>
<b>STAFF YEARS</b>	<b>6.17</b>	<b>8.75</b>	<b>9.00</b>	<b>9.00</b>	<b>13.00</b>
<b>PERFORMANCE INDICATORS:</b>					
Older Books Indexed	N/A	N/A	0	200	200
Number of books microfilmed	600	992	265	1,000	800
Number of reels reduced	0	4,473	0	0	0
Book Film Cost	\$ 113.00	\$ 124.30	\$ 124.30	\$ 124.30	\$ 130.15
Duplicate reduced film	0	0	2,273	0	2,200

PROGRAM DESCRIPTION:

This 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 borne 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 completed.

1984-85 ACTUAL:

Revenue to this special fund decreased from 1984-85 Budget because the number of documents recorded was less than anticipated. Overhead expenditures are reflected in the Overhead Program. Services and Supplies expenditures significantly increased due to mid-year service contracts for indexing older (1905-1980) microfilmed vital records and for reduction of real property microfilm records from 35 mm to 16 mm.

1985-86 ADOPTED BUDGET:

The activities of this program are summarized as follows:

1. Microfilming Older Book Records (9.0 SY; \$410,177)

This activity is:

- Offset by the Micrographics Fund.
- Able to microfilm and duplicate 800 book records this fiscal year.
- Increasing (2.0 SY) to include 2 Microfilm Operators to film Department records and duplicate film for sale to title companies.

2. Data Entry, Processing of Handwritten Indices (4.0 SY; \$136,725)

This activity is:

- Offset by the Micrographics Fund.
- Increasing (2.0 SY) to include Data Entry Operators to index older book and vital records.
- Able to retrieve information from book records and produce an automated index for 200 books this fiscal year.

PROGRAM REVENUES BY SOURCE:

	<u>1984-85</u> <u>Budget</u>	<u>1984-85</u> <u>Actual</u>	<u>1985-86</u> <u>Adopted</u>
Micrographic Fees (appropriated)	\$ 480,000	\$ 395,115	\$ 687,000

Micrographic fees collected on documents recorded for a fee. At \$1 per document, receipts are expected to total 462,000.

1985-86 OBJECTIVES:

1. Reduce 800 book records to microfilm.
2. Index records from 200 older books.

## STAFFING SCHEDULE

Program: Micrographics

Department: Recorder

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2427	Associate Systems Analyst	1.00	1.00	\$ 25,084	\$ 30,717
3053	Photo Reduction Technician	1.00	1.00	17,117	16,740
2730	Senior Clerk	1.00	1.00	16,661	17,582
3030	Data Entry Operator	2.00	4.00	26,750	55,038
3040	Microfilm Operator	2.00	4.00	27,806	57,492
2700	Intermediate Clerk Typist	1.00	1.00	13,575	13,982
9999	Extra Help (Microfilm Trainee)	1.00	1.00	11,467	11,467
	Total	9.00	13.00	\$ 138,460	\$ 203,018
Adjustments:					
County Contributions and Benefits				\$ 33,744	\$ 48,775
Salary Settlement Costs				7,617	10,000
Salary Adjustments				838	(1,920)
Salary Savings				(2,469)	(5,430)
Total Adjustments				\$ 39,730	\$ 51,425
PROGRAM TOTALS:		9.00	13.00	\$ 178,190	\$ 254,443



PROGRAM: Department Overhead

#

MANAGER: Vera L. Lyle

Department: Recorder

# 1500

Ref: 1984-85 Final Budget - Pg: 89

Authority:

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 183,568	\$ 221,608	\$ 254,426	\$ 235,686	\$ 306,548
Services & Supplies	5,051	4,774	6,701	6,686	9,726
Fixed Assets	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 188,619</b>	<b>\$ 226,382</b>	<b>\$ 261,127</b>	<b>\$ 242,372</b>	<b>\$ 316,274</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (38,612)</b>	<b>\$ 0</b>	<b>\$ (38,612)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 188,619</b>	<b>\$ 226,382</b>	<b>\$ 222,515</b>	<b>\$ 242,372</b>	<b>\$ 277,662</b>
<b>STAFF YEARS</b>	<b>6.00</b>	<b>6.00</b>	<b>8.00</b>	<b>6.00</b>	<b>8.00</b>

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 and electronic data processing services coordination.

1984-85 ACTUAL:

Two positions funded by the Recorder's Modernization fee were included under this program and approved by the Board of Supervisors in December, 1984. The two positions include: a) a cashier to collect \$12,000,000 in fees for the Department and b) a Senior Systems Analyst to assist the Recorder in studying the existing system, and exploring available systems to computerize our functions, as well as to supervise the programming and operation of a new system.

1985-86 ADOPTED BUDGET:

Of the two new positions, the Cashier is fully funded and the Senior Systems Analyst is partially funded by the Modernization Trust Fund. Services and Supplies expenditures have increased due to purchase of management software.

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1984-85 Budget	1984-85 Actual	1985-86 Adopted
Modernization Fee (Appropriated)	\$ 0	\$ 38,612	\$ 38,612

STAFFING SCHEDULE

Program: Department Overhead

Department: Recorder

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0150	Recorder	1.00	1.00	\$ 48,233	\$ 54,099
0250	Chief Deputy Recorder	1.00	1.00	43,492	46,707
2525	Senior Systems Analyst	0.00	1.00	0	37,560
3015	Chief, Recording Services	0.00	1.00	0	30,759
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2403	Accounting Technician	1.00	1.00	15,591	18,322
2510	Senior Account Clerk	1.00	1.00	15,438	15,306
2901	Division Chief - Records	1.00	0.00	28,014	0
2430	Cashier	0.00	1.00	0	14,240
	Total	6.00	8.00	\$ 170,132	\$ 238,415
Adjustments:					
County Contributions and Benefits				\$ 48,531	\$ 71,259
Salary Settlement Costs				14,139	10,000
Salary Adjustments				9,080	(6,799)
Salary Savings				(6,196)	(6,327)
Total Adjustments				\$ 65,554	\$ 68,133
PROGRAM TOTALS:		6.00	8.00	\$ 235,686	\$ 306,548

SHERIFF

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Detention Facility Services	\$ 21,786,046	\$ 23,971,833	\$ 27,433,467	\$ 26,768,454	\$ 30,760,745
Law Enforcement Svcs.	21,177,781	24,836,976	29,256,315	27,077,300	31,528,875
Admin. Support Svcs.	4,763,727	5,789,666	5,513,510	5,978,190	7,451,695
Office of the Sheriff	<u>478,584</u>	<u>516,369</u>	<u>546,681</u>	<u>582,788</u>	<u>643,987</u>
Total Direct Costs	\$ 48,206,138	\$ 54,114,844	\$ 62,749,973	\$ 60,406,732	\$ 70,385,302
Funding	<u>(10,301,656)</u>	<u>(11,392,583)</u>	<u>(14,562,490)</u>	<u>(11,490,297)</u>	<u>(13,171,572)</u>
Net Program Cost	\$ 37,904,482	\$ 43,722,261	\$ 48,187,483	\$ 48,916,435	\$ 57,213,730
Staff Years	1,384.18	1,535.25	1,595.00	1,595.00	1,635.50

PROGRAM: Detention Facility Services # 15001

MANAGER: C. R. Powell, Assistant Sheriff

Department: Sheriff

# 2400

Re: 1984-85 Final Budget, Page 93

Authority: Government Code 26605 - The Sheriff shall take charge of and keep the County Jail and the prisoners in it. Penal Code 4000 - The common jails in the several counties of this State are kept by the sheriffs of the counties in which they are respectively situated, and are used as follows: 1) For the detention of persons committed in order to secure their attendance as witnesses in criminal cases; 2) For the detention of persons charged with crime and committed for trial; 3) For the confinement of persons committed for contempt, or upon civil process, or by other authority of law; 4) For the confinement of persons sentenced to imprisonment therein upon a conviction for crime. Penal Code 4018.5 - The Sheriff may provide for the vocational training of prisoners confined in the county jail. The Sheriff may enter into an agreement with the governing board of any school district for the maintenance of adult education classes conducted pursuant to the Education Code.

Mandate: The Sheriff is mandated to take charge of and keep the County Jail and the persons committed, sentenced or confined in it.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$17,431,172	\$19,655,479	\$23,070,712	\$22,774,683	\$26,466,825
Services & Supplies	4,354,874	4,156,983	4,343,797	3,974,813	4,175,958
Fixed Assets	0	145,226	2,794	2,794	77,874
Vehicles/Comm. Equip.	0	14,145	16,164	16,164	40,088
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$21,786,046</b>	<b>\$23,971,833</b>	<b>\$27,433,467</b>	<b>\$26,768,454</b>	<b>\$30,760,745</b>
<b>FUNDING</b>	<b>\$(1,337,348)</b>	<b>\$(1,413,362)</b>	<b>\$(3,980,431)</b>	<b>\$(1,502,200)</b>	<b>(1,933,818)</b>
<b>NET COUNTY COSTS</b>	<b>\$20,448,698</b>	<b>\$22,558,471</b>	<b>\$23,453,036</b>	<b>\$25,266,254</b>	<b>\$28,826,927</b>
<b>STAFF YEARS</b>	<b>589.68</b>	<b>692.75</b>	<b>709.00</b>	<b>709.25</b>	<b>711.50</b>

PERFORMANCE INDICATORS:

Bookings	118,220	118,092	121,343	122,900	123,688
Average Daily Inmate Population	2,065	2,197	2,358	2,450	2,656
Unit Cost per Inmate (Day)	\$ 28.87	\$ 29.86	\$ 31.87	\$ 29.93	31.73
Escapes	31	24	11	15	0
Assaults	437	379	393	495	401

PROGRAM DESCRIPTION

The Sheriff operates six detention facilities whose activities are mandated by numerous federal, state and local codes and statutes. These facilities are Central (male), Descanso (male), El Cajon (male), Las Colinas (female), South Bay (male), and Vista (male and female). The detention system's primary purpose is to protect the citizens from the criminal offender. The facilities house those individuals who are awaiting trial, those who are to be transferred to state or federal custody, and those convicted of a crime who have been sentenced by the courts to confinement of a year or less. Detention Facility Services consists of two Bureaus: Detention Facility Operations and Detention Facility Support.

The Detention Facility Operations Bureau is responsible for security and control in each facility; supervision of inmates; inmate classification, rules, and discipline; inmate reception, orientation, and release; and inmate property control, mail, and visiting procedures.

The Detention Facility Support Bureau provides for inmate welfare in the detention facilities. Inmates are entitled to basic comforts, sanitary living conditions, and inmate services and programs. The Bureau provides medical and psychological screening, medical care, counseling services, religious programs, GED classes, recreational outlets, redirection programs, food services, laundry, and supply services. In addition, the Bureau includes the Fugitive and Jail Investigations Unit and the Prisoner Transportation Unit. Fugitive and Jail Investigations processes all crime cases originating in the detention facilities; obtains warrants of arrest for inmates who escape from any County-operated detention facility, and processes all extradition matters regarding any inmates wanted by any state other than California. The Prisoner Transportation Unit is responsible for transportation of prisoners within San Diego County and throughout the State. The Lieutenant in charge of the unit functions as the department's vehicle coordinator, charged with controlling and coordinating the department's vehicle acquisition and allocation.

1984-85 ACTUAL:

Salaries exceeded budget due to unanticipated overtime and premium pay, and underfunding of positions. Services and Supplies were underfunded in the Food and Medical Support for Inmate accounts. These were totally offset by overrealized revenue from the Department of Corrections for the Parole Board Bill.

1985-86 ADOPTED BUDGET:

This program provides for security, control, and inmate care in each of the six detention facilities. The following represent the required resources needed to efficiently and effectively provide detention services.

Salaries and Benefits

This category increased due to the following:

The following reclassifications, required due to a higher level of responsibility and broader scope of work for the positions, were funded:

- Three Administrative Secretary I positions to Administrative Secretary II (\$7,500).

The positions require complex, higher level tasks to provide support to facility commanders at Las Colinas, Vista, and South Bay Detention Facilities.

- One Stock Clerk to Intermediate Clerk Typist (-\$2,000).

The classification of Stock Clerk does not have a typing requirement and therefore would not be able to perform these duties as effectively as an Intermediate Clerk. This position is located in the Central Detention Facility.

1985-86 ADOPTED BUDGET (Continued)

- A reclassification of a storekeeper III to a Commissary Stores Manager in Central Detention Support is due to the higher level tasks and responsibilities being performed beyond the Storekeeper III classification, a \$6,047 increase.

The Adopted Budget includes the Salary and Benefit costs associated with the following additions:

- One sergeant (1/2 year funding) who will provide necessary staff supervision, budget coordination, and program control while bringing the Detention Training Unit staff ratio to detention personnel closer to accepted guidelines. (\$17,380)
- One Food Services Director (1/2 year funding) who will manage and direct a \$2.7 million food service program for the six detention facilities.
- An Intermediate Clerk Typist (1/2 year funding) will provide clerical assistance to the Food Services Director and will be responsible for general office work, typing, and maintaining statistical records, food menus, inventory records, budget documentation, and general correspondence. (\$24,078)
- A Supervising Correctional Counselor (\$33,906) who will manage and direct the counseling programs and services provided to the inmates in the six detention facilities and will supervise ten correctional counselors.

A Chaplain Coordinator (\$25,564) position has been deleted to offset the Supervising Correctional Counselor addition.

- One (1) Deputy Sheriff (3.4 year funding) to provide security at the Morrissey hearings (State Parole Revocation hearings) in the South Bay Detention Facility (\$19,090). The Deputy Sheriff position is 100% revenue offset by the State Department of Corrections.

The difference between FY 84-85 budget and FY 85-86 adopted is \$3,692,142 increase. Of that amount; \$80,437 is due to reclasses and full-year funding of partially funded positions. The remaining \$3,611,705 is due to increased trusty wages, premium pay, overtime, negotiated salary and benefit increases, and new positions.

Services and Supplies:

The difference between FY 1984-85 budget and FY 1984-85 Actual (\$368,984) was due to inflation, an increase in inmate population and underfunding in the food account. The FY 1985-86 adopted amount is 3% lower than FY 1984-85 actuals.

PROGRAM: Detention Facility Services # 15001

MANAGER: C. R. Powell, Assistant Sheriff

PROGRAM REVENUE BY SOURCE:

	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Aid from Other Governmental Agencies	\$ 823,244	\$ 811,100	\$ 824,413
Charges for Current Service	3,155,021	690,600	1,108,105
Other Revenue	<u>2,166</u>	<u>500</u>	<u>1,300</u>
Total	\$ 3,980,431	\$ 1,502,200	\$ 1,933,818

Revenue will increase in the category Aid from Other Governmental Agencies. The increase is in State reimbursement for Hospital and Emergency Medical Care of Inmates (AB-8).

The category Charges for Current Services reflects an increase in FY 1984-85 in collections from the State Department of Corrections for the Parole Board Bill.

The category Other Revenue is the University Hospital Medical Refund account and is expected to decrease by \$866.

1985-86 OBJECTIVES:

1. To approach Standards and Training for Corrections (STC) standards of one training person per 100 employees.
2. To update and maintain food service operations.
3. To update and maximize the utilization and redirection and counseling programs as methods of reducing inmate hostility and recidivism.
4. To ensure expeditious processing of all detained persons at intake, during confinement, and upon release.
5. 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.
6. To establish a level of security within facilities which will ensure 100% protection for inmates and staff and reduce the possibility of escapes.

## STAFFING SCHEDULE

Program: Detention Facility Services

Department: Sheriff

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
8805	Comm. Stores Manager	0.00	1.00	\$ 0	\$ 23,823
0265	Asst. Sheriff	1.00	1.00	48,463	51,259
5778	Sheriff's Commander	2.00	2.00	89,106	96,550
4192	Senior Physician	2.00	2.00	91,316	95,787
4170	Dentist	.25	.25	9,876	10,864
4101	Medical Services Admin.	1.00	1.00	39,063	41,201
5775	Sheriff's Captain	6.00	6.00	237,513	259,455
5780	Sheriff's Lieutenant	11.00	11.00	393,470	430,308
5790	Sheriff's Sergeant	37.00	37.50	1,152,986	1,305,160
4517	Certified Nurse Practitioner	3.00	3.00	85,408	93,704
4544	Supervising Nurse	1.00	1.00	29,424	33,508
2303	Administrative Assistant II	2.00	2.00	48,938	59,982
5050	Correctional Counselor	10.00	10.00	272,540	301,791
5031	Chaplain Coordinator	1.00	0.00	24,564	0
4538	Staff Nurse II	33.00	33.00	817,109	897,431
4460	Food Services Manager	1.00	1.00	23,644	25,689
5746	Deputy Sheriff	381.00	381.75	8,844,316	9,712,139
2725	Principal Clerk	1.00	1.00	21,921	23,134
6405	Food Service Supervisor	6.00	6.00	119,443	130,607
2655	Storekeeper III	1.00	0.00	20,447	0
2745	Supervising Clerk	10.00	10.00	188,404	203,885
2403	Accounting Technician	1.00	1.00	15,591	17,617
2510	Senior Account Clerk	4.00	4.00	48,477	66,965
2660	Storekeeper I	2.00	2.00	28,136	33,495
6510	Laundry Supervisor	3.00	3.00	50,773	58,433
3002	Booking Clerk	66.00	66.00	1,073,730	1,139,683
3001	Jail Clerk	46.00	46.00	679,884	717,544
2757	Administrative Secretary II	4.00	7.00	66,434	123,941
2756	Administrative Secretary I	3.00	0.00	41,931	0
2730	Senior Clerk	2.00	2.00	33,322	35,164
6530	Laundry Worker III	3.00	3.00	45,256	49,670
6410	Senior Cook	24.00	24.00	412,377	434,109
2493	Intermediate Account Clerk	1.00	1.00	14,497	13,594
2700	Intermediate Clerk Typist	7.00	7.50	97,075	123,743
7030	Senior Custodian	3.00	3.00	37,218	45,626
2650	Stock Clerk	8.00	8.00	121,903	105,442
5236	Departmental Aid	10.00	10.00	89,044	98,329
4615	Nurses Assistant	10.00	10.00	141,116	152,512
7530	Sewing Room Supervisor	1.00	1.00	13,034	15,577
2505	Senior Accountant	1.00	1.00	16,652	32,746
8804	Food Services Director	0.00	0.50	0	16,758
8807	Supervising Correctional Counselor	0.00	1.00	0	33,906
	Extra Help			433,855	459,815
	Subtotal	709.25	711.50	\$16,018,256	\$17,570,946



STAFFING SCHEDULE

Program: Detention Facility Services

Department: Sheriff

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
Adjustments:					
	County Contributions and Benefits			\$ 5,041,161	\$ 5,806,275
Special Payments:					
	Overtime			778,406	1,427,470
	Premium			442,581	442,581
	Salary Adjustment			(185,992)	(33,337)
	Salary Savings			(652,975)	(483,601)
	Salary Settlement			<u>1,333,246</u>	<u>1,736,491</u>
	Total Adjustments			\$ 6,756,427	\$ 8,895,879

PROGRAM TOTALS: 709.25 711.50 \$22,774,683 \$26,466,825

PROGRAM: Law Enforcement Services # 12002

MANAGER: B. R. Oldham, Assistant Sheriff

Department: Sheriff # 2400

Re: 1984-85 Final Budget, Page 98

Authority: 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.

Mandates: 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$20,261,103	\$23,737,304	\$27,599,366	\$25,174,819	\$29,107,776
Services & Supplies	916,678	899,498	1,455,110	1,522,822	1,868,704
Fixed Assets	0	151,083	19,753	197,573	83,505
Vehicles/Comm. Equip.	0	49,091	182,086	182,086	468,890
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$21,177,781</b>	<b>\$24,836,976</b>	<b>\$29,256,315</b>	<b>\$27,077,300</b>	<b>\$31,528,875</b>
<b>FUNDING</b>	<b>\$(8,217,522)</b>	<b>\$(9,251,251)</b>	<b>(9,969,475)</b>	<b>\$(9,449,793)</b>	<b>(10,750,954)</b>
<b>NET COUNTY COSTS</b>	<b>\$12,960,259</b>	<b>\$15,585,725</b>	<b>\$19,286,840</b>	<b>\$17,627,507</b>	<b>\$20,777,921</b>

<b>STAFF YEARS</b>	<b>608.00</b>	<b>650.50</b>	<b>694.25</b>	<b>694.25</b>	<b>729.00</b>
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PERFORMANCE INDICATORS:

Calls for Service	170,596	210,008	239,629	183,881	188,112
Calls per Patrol Unit	1,298	1,419	1,874	1,187	1,214
Priority Call Response Time	9.4	9.2	9.9	9.0	7.5
Population Per Patrol Unit	15,900	14,490	12,015	14,720	15,170

PROGRAM DESCRIPTION:

The Sheriff, as the County's chief law enforcement officer, provides public safety services throughout the unincorporated areas of the County as well as for those cities that have contracted with the Sheriff for their law enforcement services. Law Enforcement Services consists of two Bureaus: Law Enforcement Operations and Law Enforcement Support.

The Law Enforcement Operations Bureau provides all law enforcement services to the unincorporated areas of the County and law and traffic enforcement to the contract cities. Sheriff's stations are located in Vista, Encinitas, Poway, Santee, Lemon Grove, and Imperial Beach. These stations service the unincorporated areas as well as the contract cities of Vista, San Marcos, Del Mar, Poway, Santee, Lemon Grove and Imperial Beach. Substations located in Alpine, Fallbrook, Julian, Pine Valley, Ramona, and Valley Center, and resident deputy offices in Borrego, Boulevard, Campo, Dulzura, Jacumba, Ranchita, and Warner Springs, are responsible for the smaller unincorporated communities and the rural areas of the County. Sheriff's deputies respond to requests for services and investigate crimes. Deputies are specifically charged with protecting lives and property, effecting arrests, and preserving the peace.

PROGRAM: Law Enforcement Services

# 12002

MANAGER: B. R. Oldham, Assistant Sheriff

PROGRAM DESCRIPTION: (cont'd)

The Law Enforcement Support Bureau provides specialized services to the Sheriff's Department and the citizens of San Diego County. The Bureau consists of five divisions: Communications, Central Investigations, Special Investigations, Emergency Services, and Juvenile Services.

The Communications Division processes all citizen requests for services, dispatches patrol units in response to those requests, receives and disseminates criminal history information to field personnel and other criminal justice agencies, and serves as regional coordinator for paramedic/ambulance units enroute to hospital emergency rooms.

Central Investigations provides support services on a local and regional basis through the Scientific Investigations Detail, Homicide Detail, and Fraud/Arson Detail. Scientific Investigations personnel collect and analyze evidence, prepare documentation, and testify during the judicial process. They store and maintain for court or legal disposition seized evidence, narcotics, and other personal property. The Homicide Detail investigates homicides, attempted homicides, unexplained deaths, kidnappings, attempted kidnappings, injury shootings, officer-involved injury shootings, missing adult incidents, and assaults where the victim is gravely injured. The Fraud/Arson Detail investigates and reports fraud, forgeries, buncos, embezzlements, and illegal solicitations; and provides bomb and explosives disposal services throughout San Diego County, investigating suspicious or fatal fires in the unincorporated areas and contract cities which do not have fire department investigation teams.

Special Investigations monitors and analyzes organized criminal activity which affects San Diego County in order to enforce applicable laws and, in addition, there is a specialized Gang Detail that is responsible for reducing gang-related crimes in specific problem areas; investigates bookmaking, gambling, and prostitution; provides regulation and control by inspection of activities licensed by the County under State law and County ordinances. 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 and, in addition, there is a Street Narcotics Detail whose activities are directed toward street-level narcotics dealers and users as identified in given geographical areas.

Emergency Services provides specialized services on a County-wide basis in the form of aerial support, special enforcement teams, and the deployment of Reserve personnel in support of all departmental activities. These services are frequently deployed in response to unique and unusual circumstances where specialized public safety strategies (helicopters, canine units, etc.) are warranted.

Juvenile Services is responsible for the investigation of child abuse and child sex crime cases and the education of school-age children about child abuse and child molestation. The Division also includes the Juvenile Diversion Unit, which provides guidance and counseling to selected youthful first-time offenders and diverts involvement from formal judicial proceedings.

1984-85 ACTUAL:

The difference between the 1984-85 Budget and the 1984-85 Actuals relates to a \$2,424,547 overexpenditure in Salaries and Benefits due to overtime, premium pay, and uniform allowance. The \$67,712 difference in 1984-85 budget and 1984-85 actuals in Services and Supplies is the result of delays in expenditures due to understaffing caused by unfilled positions. Revenue for Law Enforcement Services has increased by \$519,682 due to an increase in contracts.

1985-86 ADOPTED BUDGET:

The increase in the 1985-86 Adopted Budget over the 1984-85 Adopted Budget relates to:

Salaries and Benefits

The following reclassifications were authorized due to a higher level of responsibility for the positions:

1985-86 ADOPTED BUDGET (Continued)

- One Criminalist II to Criminalist III (\$2,000) to provide better span of control for first-line supervision.
- One Administrative Secretary I to Administrative Secretary II (\$5,078) due to increased responsibilities and a greater range of duties.

The change in title from Communications Dispatcher and Supervising Communications Dispatcher to Sheriff's Communications Dispatcher and Sheriff's Supervising Communications Dispatcher does not have a fiscal impact.

The implementation and maintenance of Computer-Aided Dispatch System (False Alarm Monitoring System included), will cost \$100,000. One staff year (Associate Systems Analyst) was added.

The completion of Phase II of multi-year plan relating to Base Level of Service, will cost \$532,000. The addition of thirteen positions; two Sergeants, nine Deputy Sheriffs, two Intermediate Clerks was adopted for one-half year funding.

To expand Juvenile Services and investigate reported Child Abuse/Sex Crimes. One Sergeant, fifteen Deputy Sheriffs and; one Administrative Secretary II, half-year funding (\$720,233) were added.

Additions to contract cities' level of services were adopted as requested and authorized by the appropriate City Councils. Full-year funding was authorized for 4 revenue offset, contract deputy sheriffs (2 - San Marcos, 1 - Imperial Beach and 1 - Vista).

Full-year funding was adopted (.25 Lieutenant, .50 Sergeants, .50 Intermediate Clerk, .25 Disaster Operations Officer, and 3.25 Deputy Sheriffs) for positions authorized but only partially funded in 1984-85. The mid-year (1984-85 approval of two (2) Sergeants, seven (7) Deputy Sheriffs and one (1) Intermediate Clerk for Street Gangs and Narcotics also requires funding in 1985-86.

Additional increases are also reflected in benefit costs and salary settlements.

Services and Supplies:

The maintenance of the Computer-Aided Dispatch System increases Services and Supplies by \$61,000 (software maintenance \$15,000, hardware maintenance \$39,084, various supplies \$6,916).

Other major increases in Law Enforcement Services services and supplies relate to the addition of the Juvenile Services Division, Gang Detail, and Street Narcotics Detail. Juvenile Services increase is \$125,528, and \$29,170 is necessary for the Gang Detail and Street Narcotics Detail. The increase of \$69,184 in Law Enforcement Operations Services and Supplies is due to the increase of additional staff for base level and contract cities' services.

PROGRAM: Law Enforcement Services

# 12002

MANAGER: B. R. Oldham, Assistant Sheriff

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Aid from Other Governmental Agencies	\$ 279,178	\$ 255,000	\$ 265,000
Charges for Current Service	9,610,698	9,173,593	10,415,254
Other Revenue	<u>79,599</u>	<u>21,200</u>	<u>70,700</u>
Total	\$ 9,969,475	\$ 9,449,793	\$10,750,954

The increase in revenue for FY 85-86 is due to an increase in charges for service for contracts and an additional \$49,500 projected revenue from Property Investigation.

1985-86 OBJECTIVES:

1. Complete implementation of Computer-Aided Dispatch System (False Alarm Monitoring System included).
2. Complete Phase II of multi-year plan relating to Base Level of Service in the Escondido unincorporated area and Fallbrook.
3. Expand juvenile services and investigate reported child abuse/sex crimes.
4. Expand contract cities' services as requested and approved by the respective city councils.

## STAFFING SCHEDULE

Program: Law Enforcement Services

Department: Sheriff

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5778	Sheriff's Commander	2.00	2.00	\$ 89,106	\$ 97,133
5775	Sheriff's Captain	10.00	10.00	394,977	433,770
5780	Sheriff's Lieutenant	24.75	25.00	886,004	983,402
5790	Sheriff's Sergeant	65.50	69.50	2,097,589	2,425,125
5734	Supervising Criminalist	1.00	1.00	36,588	39,336
5736	Criminalist III	1.00	1.00	33,879	66,013
5737	Criminalist II	9.00	9.00	241,756	259,797
5721	Documents Examiner	2.00	2.00	63,224	67,988
2303	Administrative Assistant II	2.00	2.00	50,121	58,304
4317	Clinical Lab Technician	3.00	3.00	71,473	78,691
5746	Deputy Sheriff	425.75	452.00	10,564,401	12,617,879
8803	Property Coordinator	1.00	1.00	23,984	23,969
5785	Sheriff's Property Invest.	1.00	1.00	19,237	16,936
2801	Communications Dispatcher	58.00	0.00	977,944	0
----	Sheriffs Comm. Dispatcher	0.00	58.00	0	1,013,550
2757	Administrative Secretary II	9.00	9.50	145,690	190,655
2730	Senior Clerk	9.00	9.00	139,728	154,186
2671	Estate Mover	1.00	1.00	16,053	15,514
2756	Administrative Secretary I	14.00	14.00	198,161	204,950
4330	Laboratory Assistant	1.00	1.00	14,410	16,309
2700	Intermediate Clerk Typist	33.50	36.00	438,319	492,136
2710	Junior Clerk/Typist	3.00	3.00	30,043	34,978
5236	Departmental Aid	10.00	10.00	94,049	96,289
5774	Chief Communications Supervisor	1.00	1.00	28,993	28,983
0265	Assistant Sheriff	1.00	1.00	48,463	51,259
5865	Disaster Preparedness Operations Officer II	0.75	1.00	14,525	24,253
2804	Supervising Communications Dispatcher	5.00	0.00	102,227	0
----	Sheriff's Supv. Comm. Dispatcher	0.00	5.00	0	107,955
0655	Associate Systems Analyst	0.00	1.00	0	30,717
	Sub-total	694.25	729.00	\$ 16,820,944	\$ 19,630,077
Adjustments:					
	County Contributions and Benefits			\$ 6,203,608	\$ 7,289,844
Special Payments:					
	Overtime			1,242,769	750,175
	Premium			281,205	105,100
	Meals			0	0
	Salary Adjustment			(85,365)	0
	Salary Savings			(742,841)	(565,445)
	Salary Settlement			1,454,499	1,898,025
	Total Adjustments			\$ 8,353,875	\$ 9,477,699
PROGRAM TOTALS:		694.25	729.00	\$25,174,819	\$29,107,776

PROGRAM: Administrative Support Services # 12006

MANAGER: F. P. Hill, Assistant Sheriff

Department: Sheriff

# 2400

Ref: 1984-85 Final Budget, Page 102

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.

Mandate: 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.).

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 3,943,593	\$ 4,890,670	\$ 4,680,209	\$ 4,660,017	\$ 5,553,754
Services & Supplies	820,134	897,481	811,462	1,296,334	1,839,515
Fixed Assets	0	1,515	11,310	11,310	45,426
Vehicles/Comm. Equip.	0	0	10,529	10,529	13,000
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,763,727</b>	<b>\$ 5,789,666</b>	<b>\$ 5,513,510</b>	<b>\$ 5,978,190</b>	<b>\$ 7,451,695</b>
<b>FUNDING</b>	<b>\$ (746,786)</b>	<b>\$ (727,970)</b>	<b>(612,584)</b>	<b>\$ (538,304)</b>	<b>(486,800)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 4,016,941</b>	<b>\$ 5,061,696</b>	<b>\$ 4,900,926</b>	<b>\$ 5,439,886</b>	<b>\$ 6,964,895</b>
<b>STAFF YEARS</b>	<b>176.50</b>	<b>182.00</b>	<b>183.00</b>	<b>181.50</b>	<b>185.00</b>

PERFORMANCE INDICATORS:

Population	562,373	567,758	576,523	576,523	598,460
Square Miles	3,743	3,743	3,773	3,773	3,773
Records Services	167,519	175,216	180,800	180,800	185,475
License Services	166,512	168,100	169,000	169,000	171,450

PROGRAM DESCRIPTION:

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

The Office of Staff Services 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, complete logistical support for programs and activities in terms of accounting, EDP coordination, and crime analysis.

The Sheriff's Special Services Bureau includes the Personnel Division/Training Division, Internal Affairs Division, and the Public Affairs Division. The Sheriff's Personnel 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 1,700 employees, performs background investigations and polygraph services, coordinates recruitment activities and provides workers' compensation investigative support. Additionally, the

PROGRAM DESCRIPTION: (continued)

Personnel Division is responsible for personnel evaluation and career development. Sheriff's Training 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 Internal Affairs Division coordinates and investigates all complaints concerning Department personnel or 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 is primarily responsible for the community relations effort of the San Diego Sheriff's Department. The Division consists of News Media Relations, Industrial Relations, International Liaison and Crime Prevention. The Division is comprised of three units, North, South and Central. The North Unit oversees all Public Affairs activities generated in the Vista, Encinitas, Poway, Ramona, Julian and Fallbrook command areas. The South Unit supervises Public Affairs Division activities occurring in the Imperial Beach, Lemon Grove, Santee, Alpine and Pine Valley areas. The Central Unit of the Public Affairs Division facilitates the overall needs of all phases of the Division.

1984-85 ACTUALS:

The Salary and Benefits did not reflect any significant change and Services and Supplies were underexpended during FY 1984-85. Revenue increased partly due to unanticipated revenues from fees.

1985-86 ADOPTED BUDGET:

The following represents the additional resources adopted to efficiently and effectively provide administrative support so adequate policy protection can be provided.

Salaries and Benefits:

The following reclassifications totalling \$17,550, were included in the salary ordinance.

- FIVE Crime Prevention Specialists to Senior Crime Prevention Specialists (\$10,000) - To provide an appropriate level of responsibility at five major Sheriff's Stations.
- ONE Stock Clerk to Storekeeper I (\$2,000) - The position, in Financial Services, requires more independent responsibilities and supervisory functions.
- ONE Administrative Assistant III to Analyst IV (\$3,300) - The position, in Administrative Management, requires a higher level of responsibility with broader scope of authority than the current position.
- ONE Administrative Assistant II to Administrative Assistant III (\$2,250) - The position's level of responsibility, in Administrative Management, is commensurate with a higher level position. Supervisory responsibilities have been added.

The following requests reflect additional Salary and Benefit costs adopted for 1985-86:

- ONE Accounting Technician was approved at 1/2 year funding to provide accounting support to operational and administrative programs (\$10,176).



1985-86 ADOPTED BUDGET: (continued)

- TWO Deputy Sheriffs and ONE Intermediate Clerk was adopted to offset the impact of Department growth vs. State mandated training - \$25,969, 1.50 staff years, (3 positions at 1/2 year funding).

There has also been a 55% increase in overtime and a 44% increase in premium pay totalling \$54,661. Additionally, \$110,985 and 1.5 staff years have been added for Records Division partially funded positions approved in 1984-85. Other increases relate to negotiated salaries totalling \$363,452 as well as a reduction in salary savings, an increase in benefits and in costs associated with reclassifications.

Services and Supplies:

The increase is due to the following:

- The Sheriff's department's goals and objectives for Fiscal Year 1985-86 includes Phase I of a two-year project to upgrade the office automation capability in the department totalling \$130,000.
- An increase in ARJIS utilization and the Joint Powers Agreement costs totalling approximately \$210,000.
- The cost for replacement uniform allowance of \$16,500, previously allocated throughout the Department has been included in this program.
- An estimated \$30,000 for safety equipment previously supplied by the Department of General Services.
- Supplies and new equipment for new positions.
- The 3000 accounts has been included in the Services and Supplies budget totalling \$175,900.
- Miscellaneous increases in various accounts.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Licenses, Permits	\$ 289,646	\$ 290,500	\$ 247,000
Charges for Current Service	311,489	247,004	239,000
Other Revenues	<u>11,449</u>	<u>800</u>	<u>800</u>
TOTAL	<u>\$ 612,584</u>	<u>\$ 538,304</u>	<u>\$ 486,800</u>

Reduction in revenue for 1985-86 is due to a decrease in outdoor amusement establishment licenses due to increased interest in video machine arcades and reduction of new deputies for which P.O.S.T. reimbursement is received.

The increase in revenue for 1984-85 Actual vs. 1984-85 Budgeted is due to unanticipated revenue for fees as well as reimbursement for judicial expense reflected in the office of the Sheriff program.

1985-86 OBJECTIVES:

1. To develop and implement Phase I of a complex data system for office automation in the Sheriff's administrative offices.
2. To maintain the capability of a crime prevention forum which emphasizes involvement through Neighborhood Watch, Business Alert, security surveys for homes/business (focused on burglary, theft, robbery, and auto theft) and children's educational programs.
3. To provide 185,475 records services and continue to efficiently handle arrest/booking operations, crime report processing and Automated Regional Justice Information System (ARJIS) entry.
4. To provide 171,550 license services.
5. To maintain the capability to train 285 new deputy and reserve candidates.
6. To maintain the capability for thorough background investigations of 800 prospective departmental employees.

## STAFFING SCHEDULE

Program: Administrative Support Services

Department: Sheriff

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0265	Assistant Sheriff	1.00	1.00	\$ 48,463	\$ 51,239
5778	Sheriff's Commander	1.00	1.00	44,563	48,858
5775	Sheriff's Captain	1.00	1.00	39,601	42,909
2301	Chief Staff and Support Services	1.00	1.00	41,016	45,414
2414	Analyst IV	2.00	3.00	72,652	120,050
5780	Sheriff's Lieutenant	4.00	4.00	144,272	157,706
5790	Sheriff's Sergeant	10.00	10.00	317,252	348,557
2469	Dept. EDP. Coordinator	1.00	1.00	28,831	33,658
2302	Administrative Assistant III	2.00	2.00	65,882	67,942
2303	Administrative Assistant II	3.00	2.00	88,624	62,340
5746	Deputy Sheriff	20.00	21.00	427,270	584,174
2425	Associate Accountant	1.00	1.00	25,228	27,666
2337	Public Information Specialist	1.00	1.00	25,670	27,607
8802	Sheriff's Records Manager	1.00	1.00	18,411	24,095
2725	Principal Clerk	1.00	1.00	18,411	23,117
2745	Supervising Clerk	4.00	4.00	61,276	72,101
2906	Legal Procedures Clerk III	1.00	1.00	19,364	17,777
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
5706	Asst. Weapons Training Coord.	1.00	1.00	19,124	21,153
8000	Sr. Crime Prevention Specialist	0.00	5.00	0	99,910
2500	Junior Accountant	1.00	1.00	17,332	19,931
2403	Accounting Technician	0.00	0.50	0	8,277
2511	Senior Payroll Clerk	4.00	4.00	66,501	73,748
2757	Administrative Secretary II	2.00	2.00	33,217	38,762
5744	Crime Prevention Specialist	23.00	18.00	377,102	308,214
2703	Sheriff's Records Clerk II	6.75	7.00	114,322	125,605
2907	Legal Procedures Clerk II	10.00	10.00	162,974	174,961
2756	Administrative Secretary I	1.00	1.00	13,176	19,381
2510	Senior Account Clerk	3.00	3.00	56,322	52,125
2705	Sheriff's Records Clerk I	52.75	54.00	668,509	804,162
2493	Intermediate Account Clerk	1.00	1.00	14,221	15,288
2660	Storekeeper I	0.00	1.00	0	14,690
2650	Stock Clerk	2.00	1.00	27,634	15,724
2700	Intermediate Clerk Typist	8.00	8.50	104,385	131,897
2798	Security Guard	5.00	5.00	74,613	79,645
2710	Junior Clerk Typist	5.00	5.00	56,973	58,167
	Sub-total	181.50	185.00	\$ 3,312,555	\$ 3,838,272
	Adjustments:				
	County Contributions and Benefits			1,237,568	1,300,083
	Special Payments:				
	Overtime			53,892	83,491
	Premium			57,441	82,503
	Salary Adjustment			(12,788)	0
	Salary Savings			(280,784)	(114,047)
	Salary Settlement			292,133	363,452
	Total Adjustments			\$ 1,347,462	\$ 1,715,482
	PROGRAM TOTALS:	181.50	185.00	\$ 4,660,017	\$ 5,553,754

PROGRAM: Office of the Sheriff # 92101  
 Department: Sheriff # 2400

MANAGER: R. E. Sandberg, Undersheriff  
 Re: 1984-85 Final Budget, Page 106

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.).

Mandate: The State also mandates the Sheriff to maintain the County Jail and its prisoners (G.C. 26605).

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 403,699	\$ 431,702	\$ 465,799	\$ 464,975	\$ 522,300
Services & Supplies	74,885	84,667	80,882	117,813	119,792
Fixed Assets	0	0	0	0	1,895
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 478,584</b>	<b>\$ 516,369</b>	<b>\$ 546,681</b>	<b>\$ 582,788</b>	<b>\$ 643,987</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 478,584</b>	<b>\$ 516,369</b>	<b>\$ 546,681</b>	<b>\$ 582,788</b>	<b>\$ 643,987</b>
<b>STAFF YEARS</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>
<b>PERFORMANCE INDICATORS:</b>					
Population	562,373	567,758	576,523	576,523	598,460
Square Miles	3,743	3,743	3,773	3,773	3,773

PROGRAM DESCRIPTION:

The Sheriff is responsible for: Prevention of crime and delinquency; protection of life and property and preservation of peace; maintenance of County Jail; provision of law enforcement services to the unincorporated area and to contracting municipalities; provisions of backup service to police departments of incorporated cities.

The Office of the Sheriff 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.

1984-85 ACTUAL:

The Salary and Benefits did not reflect any significant change and Services and supplies were underexpended during FY 1984-85.

PROGRAM: Office of the Sheriff

# 92101

MANAGER: R. E. Sandberg, Undersheriff

1985-86 ADOPTED BUDGET:

Salaries and Benefits

The increase of \$57,325 in Salaries and Benefits includes the salary negotiations' adjustment for FY 1985-86 and increase in benefits.

Services and Supplies

The increase of \$1,979 is due to inflation factors for necessary supplies. The 3000 account is reflected in Services and Supplies.

PROGRAM REVENUE BY SOURCE:     None

1985-86 OBJECTIVES:

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.

STAFFING SCHEDULE

Program: Office of the Sheriff

Department: Sheriff

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFIT COSTS	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0160	Sheriff	1.00	1.00	\$ 58,321	\$ 62,866
0260	Undersheriff	1.00	1.00	52,393	56,273
0362	Confidential Assistant	3.00	3.00	110,073	124,840
5746	Deputy Sheriff	1.00	1.00	25,353	29,924
2759	Administrative Secretary IV	1.00	1.00	21,026	23,265
2758	Administrative Secretary III	2.00	2.00	35,830	41,094
2757	Administrative Secretary II	1.00	1.00	18,013	18,795
	Subtotal	10.00	10.00	\$ 321,009	\$ 357,057
Adjustments:					
	County Contributions and Benefits			\$ 119,914	\$ 130,238
Special Payments:					
	Overtime			5,000	5,000
	Salary Savings			(8,918)	(10,379)
	Salary Settlement			<u>27,970</u>	<u>40,384</u>
	Total Adjustments			\$ 143,966	\$ 165,243
PROGRAM TOTALS:		10.00	10.00	\$ 464,975	\$ 522,300

SUPERIOR COURT

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
Superior Court Operations	\$ 6,537,003	\$ 7,042,428	\$ 7,633,406	\$ 7,811,172	\$ 9,317,537
Conciliation Court	691,448	817,163	985,434	988,317	1,141,481
Mental Health Counselor	550,844	628,206	676,383	702,785	756,201
Overhead	<u>241,129</u>	<u>268,834</u>	<u>271,924</u>	<u>294,649</u>	<u>358,703</u>
Total Direct Costs	\$ 8,020,424	\$ 8,756,631	\$ 9,567,147	\$ 9,796,923	\$11,573,922
Less Funding	<u>\$(2,479,419)</u>	<u>\$(2,737,127)</u>	<u>\$(3,270,108)</u>	<u>\$(3,009,685)</u>	<u>\$(3,618,685)</u>
Net County Costs	\$ 5,541,005	\$ 6,019,504	\$ 6,297,039	\$ 6,787,238	\$ 7,955,237
STAFF YEARS	230.50	234.50	244.25	244.25	263.50

PROGRAM: OPERATIONS

# 130391

MANAGER: WILLIAM N. PIERCE

Department: SUPERIOR COURT

# 2000

Ref: 1984-85 Final Budget - Pg: 110

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.

Mandate: This program is mandated and the service level is not discretionary due to statutory case processing time frames.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 4,417,480	\$ 4,945,040	\$ 5,147,299	\$ 5,598,312	\$ 6,478,855
Services & Supplies	2,119,523	2,097,388	2,466,551	2,162,930	2,781,139
Fixed Assets	0	0	19,556	49,930	57,543
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,537,003</b>	<b>\$ 7,042,428</b>	<b>\$ 7,633,406</b>	<b>\$ 7,811,172</b>	<b>\$ 9,317,537</b>
<b>FUNDING</b>	<b>(1,690,269)</b>	<b>(1,879,762)</b>	<b>(2,367,475)</b>	<b>(2,087,600)</b>	<b>(2,364,600)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 4,846,734</b>	<b>\$ 5,162,666</b>	<b>\$ 5,265,931</b>	<b>\$ 5,723,572</b>	<b>\$ 6,952,937</b>
<hr/>					
STAFF YEARS	178.50	182.50	189.25	189.25	206.50

PERFORMANCE INDICATORS:

Total Filings	52,532	53,864	55,303	53,462	57,350
Weighted Units	5,807,542	6,174,120	6,650,347	6,650,347	6,902,150
Weighted Units Per Judicial Position (State Standard 94,170)	129,056	134,220	144,573	144,573	132,734
% Understaffed	37%	43%	54%	54%	41%

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 fifty-two court departments which includes one presiding department and five juvenile court departments.

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.



1984-85 ACTUAL:

In Salaries and Benefits a savings of \$451,013 was realized between 1984-85 Budget and Actual. In Services and Supplies \$303,621 over budget was spent on jury fees due to a state mandated jury fee increase which became effective January 1, 1985. The new state law mandated that jury fees be raised at a minimum from \$5.00 per day plus mileage one way to \$10.00 per day plus mileage one way. The Board of Supervisors raised the fee to the \$10.00 minimum.

1985-86 ADOPTED BUDGET:

Funding in 1985-86 will increase for this program as a result of the following:

1. Salaries and BenefitsINTERPRETER CLERK - 1 position; 1 staff year

One new permanent interpreter position is added for the North County branch court. Presently, interpreter needs are met through the use of various pro tems. The criminal trial workload for the North County and the daily need for a Spanish speaking interpreter make it necessary to add this new position.

JUDICIAL SECRETARY - 1 position; 1 staff year

The 1984-85 staffing level of judicial secretaries is inadequate to meet the needs of the court. The Board approved six new judges, which will be added in the last quarter of 1984-85, will bring the total judicial positions to fifty-two. Currently only ten of the budgeted twelve judicial secretaries are available to serve these positions. One judicial secretary is used totally to support the Grand Jury and one is the Chief Judicial Secretary who supervises all secretaries and supports the executive office and presiding judge.

One new position is added to provide one judicial secretary for every 4.7 judicial positions. This ratio of secretaries to judges is still not sufficient but through pooling and expanded use of dictating equipment we will attempt to provide adequate secretarial support to the judges.

RESEARCH ATTORNEY I - 1 position; 1 staff year

An additional position is necessary to assist the judges on law and motion matters; trial and appellate research. The complexity of trial matters and the increasing volume of criminal and civil motions cannot be handled by existing research staff.

PROGRAM: OPERATIONS

MANAGER: WILLIAM N. PIERCE

COURT SERVICES CLERK II - 3 positions; 3 staff years

Arbitration - 2 positions; 2 staff years (state revenue offset)

Arbitration of cases rather than costly trial is the most cost effective means to resolve civil cases. These positions are added to expand our efforts in this area. Additional judicial positions will be used in 1985-86 for case status and trial setting conferences. At this conference, arbitrators are selected and firm deadlines are set by the judge. These positions are necessary to support the increased number of case conferences which will be held and to prepare all associated notices, records and statistics.

Probate - 1 position; 1 staff year (state revenue offset)

Probate conservatorship investigation is mandated by state law. Presently, two conservatorship investigators cover the entire County to advise conservatees of their rights; to determine they are properly cared for and determine whether they have any complaints about their conservators or conservatorships. They are unable to meet statutory review time frames because they presently not only interview in the field but also type all their own reports. The addition of this clerical position will allow the investigator to devote full time to field investigation thereby keeping up with required time frames.

DEPUTY JURY COMMISSIONER II - 1 position; 1 staff year

One new position is added for the North County Branch. Presently, there is only one Deputy Jury Commissioner who manages jurors for both the Municipal and Superior Court. Over the years, the North County Municipal Court and Superior Court have added judicial positions and the Superior Court in Vista will be expanded. One jury clerk cannot handle the trial juror workload for the North County Superior and Municipal Courts.

FULL YEAR FUNDING OF 1984-85 BOARD APPROVED POSITIONS

A total of 10.25 staff years are added to provide full year funding for six new judges and related support staff which were funded for one quarter year in 1984-85; 4.5 staff years are added for the new judges; 4.5 staff years are for the Court Reporters; .75 staff year is for a Research Attorney and .50 is added for the Court Systems Analyst.

11. SERVICES AND SUPPLIES: In 1985-86 services and supplies costs will increase over 1984-85 budget by \$618,209. The bulk of this increase (\$492,555) is for the mandated jury fee increase from \$5.00 to \$10.00 per day plus mileage which became effective January 1, 1985. This entire amount is revenue offset from the state for criminal jury fees or paid by litigants for civil cases. The other major elements of the increase are \$60,000 for legal books and publications to support the Board approved new judicial positions; \$65,654 for cost increases in other accounts such as minor equipment, printing, maintenance of office equipment, and copier rental.

PROGRAM REVENUE BY SOURCE

From filing fees the court receives \$15.50 per civil, domestic and probate filing to offset court reporter costs. In 1985-86 filing fee revenues will be \$775,000. Reimbursement for civil jury fees from litigants will add \$330,000 to total fee revenue. This increase is due to the mandated jury fee increase of from \$5.00 to \$10.00.

In 1985-86, the state will pay \$60,000 to the county for each new judicial position approved after January 1, 1973. We are presently receiving this revenue for 20 judicial positions for a total of \$1,200,000. Recovered expenditures are derived from charges for probate conservatorship investigation (\$40,000) and sealing of juvenile traffic records (\$19,600).

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Judges Block Grant	\$1,303,870	\$1,200,000	\$1,200,000
Civil Jury Fees	260,920	190,000	330,000
Court Reporter Fees	767,030	678,000	775,000
Recovered Expenditures	<u>35,655</u>	<u>19,600</u>	<u>59,600</u>
TOTAL	\$2,367,475	\$2,087,600	\$2,364,600

1985-86 OBJECTIVES:

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

## STAFFING SCHEDULE

PROGRAM: OPERATIONS

DEPARTMENT: SUPERIOR COURT

Class	Title	BUDGET STAFF-YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
	Judge, Superior Court	44.50	49	\$ 422,750	\$ 465,500
0538	Referee	3	3	160,809	185,607
0513	Court Systems Analyst	0.50	1	20,112	44,742
0517	Juvenile Court Coordinator	1	1	39,063	41,201
0514	Coordinator, Calendar Services	1	1	33,528	39,737
0553	Research Attorney II	5	6	163,735	222,991
0516	Juvenile Traffic Hearing Officer	3.50	3.50	102,174	111,015
0540	Court Reporter	47.50	52	1,645,416	1,922,833
0523	Chief Probate Examiner	1	1	33,800	35,661
0525	Coordinator, Jury Services	1	1	33,531	35,370
0541	Court Reporter - Pro Tem	6	6	176,970	197,574
0526	Probate Examiner III	2	2	58,778	62,016
0511	Chief Arbitration Clerk	1	1	29,158	30,754
0529	Coordinator, Court Repr. Services	1	1	29,158	30,754
0531	Chief Calendar Clerk	2	2	56,926	60,867
0522	Deputy Jury Commissioner III	1	1	29,158	28,787
0530	Research Attorney I	6.25	7	157,950	187,878
0554	Court Services Clerk IV	2	2	50,372	53,118
0521	Conservatorship Investigator	2	2	49,008	51,654
0527	Probate Examiner II	7	7	170,093	177,902
0515	Judicial Secretary	11	12	230,982	284,163
0535	Deputy Jury Commissioner II	7	8	131,126	157,887
0555	Court Services Clerk III	5	5	89,363	97,979
0504	Interpreter Clerk	1	2	18,532	36,031
0556	Court Services Clerk II	15	18	243,520	305,256
0557	Court Services Clerk I	9	9	132,983	143,408
9999	Temporary Extra Help	3	3	60,000	60,000
	TOTAL	189.25	206.50	\$4,368,995	\$5,070,685

## Adjustments:

County Contributions and Benefits	\$1,006,081	\$1,178,433
Other Extraordinary Pay	44,160	44,160
Salary Settlement Costs	252,551	355,174
Salary Savings	\$ (73,475)	\$ (169,597)
Total Adjustments	\$1,229,317	\$1,408,170

PROGRAM TOTALS:	189.25	206.50	\$5,598,312	\$6,478,855
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PROGRAM: CONCILIATION COURT

# 130401

MANAGER: MURRAY BLOOM

Department: SUPERIOR COURT

# 2000

Ref: 1984-85 Final Budget - Pg: 114

Authority: This program was developed to carry out sections 1730 to 1772 of the Code of Civil Procedure and Sections 4602 and 4607 of the Civil Code regarding mediation/investigations of child custody issues.

Mandate: This program is mandated and the service level is not discretionary due to statutory case processing time frames.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 669,758	\$ 801,536	\$ 959,355	\$ 950,297	\$ 1,105,311
Services & Supplies	21,690	15,627	24,636	26,520	31,820
Fixed Assets	0	0	1,443	11,500	4,350
<b>TOTAL DIRECT COSTS</b>	<b>\$ 691,448</b>	<b>\$ 817,163</b>	<b>\$ 985,434</b>	<b>\$ 988,317</b>	<b>\$ 1,141,481</b>
<b>FUNDING</b>	<b>\$ (413,788)</b>	<b>\$ (475,127)</b>	<b>\$ (501,371)</b>	<b>\$ (521,285)</b>	<b>\$ (553,285)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 277,660</b>	<b>\$ 342,036</b>	<b>\$ 484,063</b>	<b>\$ 467,032</b>	<b>\$ 588,196</b>
<hr/>					
<b>STAFF YEARS</b>	<b>24.00</b>	<b>24.00</b>	<b>27.00</b>	<b>27.00</b>	<b>28.00</b>

PERFORMANCE INDICATORS:

Child Custody/Visitation

Mediation Hearings	3,641	5,161	6,276	4,979	7,060
Hearings Per Staff Year	152	215	232	184	252
% Mediation Settlements	73	68	68	70	70

PROGRAM DESCRIPTION:

In 1984 there were 13,903 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 at 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.

PROGRAM: CONCILIATION COURT

MANAGER: MURRAY BLOOM

1984-85 ACTUAL:

There are only minor differences between 1984-85 Budget amounts and 1984-85 Actual.

1985-86 ADOPTED BUDGET:

The increase in Services and Supplies is largely due to increased training and travel costs associated with domestic violence and child abuse cases. Increased referrals in these most critical areas require that staff be thoroughly trained.

Salary and benefit costs increase in 1985-86 is due to the necessary addition of one new position.

COURT SERVICES CLERK II - 1 position; 1 staff year

This position will support two Conciliation Counselor positions located at the El Cajon Municipal Court. The Municipal Court judges under blanket assignment are hearing domestic matters. The counselors require clerical support to prepare reports for the court, schedule mediation appointments, act as receptionist for clients, etc.

PROGRAM REVENUE BY SOURCE:

In 1985-86 projected fee revenue is \$553,285. 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. Recovered expenditures are revenues provided through a charge to clients which is ordered by the court.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Marriage license	\$105,798	\$100,000	\$120,000
Filing documents	359,104	375,000	375,000
Recovered expenditures	<u>36,469</u>	<u>46,285</u>	<u>58,285</u>
TOTAL	\$501,371	\$521,285	\$553,285

1985-86 OBJECTIVES:

- 1) To increase the % mediation settlements to 70.

STAFFING SCHEDULE

PROGRAM: CONCILIATION COURT

DEPARTMENT: SUPERIOR COURT

Class	Title	BUDGET STAFF-YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0505	Director, Conciliation Court	1	1	\$ 40,826	\$ 44,351
8800	Conciliation Counselor IV	2	2	70,000	77,708
0506	Conciliation Counselor III	8	8	259,915	283,784
0518	Conciliation Counselor II	8	8	203,241	243,578
0554	Court Services Clerk IV	1	1	24,208	25,628
0555	Court Services Clerk III	2	2	36,337	37,368
0556	Court Services Clerk II	<u>5</u>	<u>6</u>	<u>79,097</u>	<u>101,388</u>
	TOTAL	27	28	\$ 713,624	\$ 813,805
Adjustments:					
	County Contributions and Benefits			\$ 190,770	\$ 225,203
	Other Extraordinary Pay			4,740	4,740
	Salary Settlement Costs			<u>41,163</u>	<u>61,563</u>
	Salary Savings			\$ (-0-)	\$ (-0-)
	Total Adjustments			\$ 236,673	\$ 291,506
PROGRAM TOTALS:		27	28	\$ 950,297	\$1,105,311

PROGRAM: OFFICE OF COUNSELOR IN MENTAL HEALTH # 130181 MANAGER: WILLIAM D. MILLER  
 Department: SUPERIOR COURT # 2000 Ref: 1984-85 Final Budget - Pg: 117

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.

Mandate: This program is mandated and the service level is not discretionary due to statutory case processing time frames.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 524,663	\$ 600,885	\$ 640,260	\$ 664,705	\$ 722,171
Services & Supplies	26,181	27,321	35,475	29,480	29,480
Fixed Assets	0	0	648	8,600	4,550
<b>TOTAL DIRECT COSTS</b>	<b>\$ 550,844</b>	<b>\$ 628,206</b>	<b>\$ 676,383</b>	<b>\$ 702,785</b>	<b>\$ 756,201</b>
<b>FUNDING</b>	<b>\$(375,362)</b>	<b>\$(382,238)</b>	<b>\$(401,262)</b>	<b>\$(400,800)</b>	<b>\$(700,800)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 175,482</b>	<b>\$ 245,968</b>	<b>\$ 275,121</b>	<b>\$ 301,985</b>	<b>\$ 55,401</b>
<b>STAFF YEARS</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>

PERFORMANCE INDICATORS:

Conservatorship Investigations	1,695	1,539	1,477	1,664	1,600
Mental Health Hearings	1,201	1,443	1,355	1,352	1,400
Involuntary Psychiatric Evaluations	298	313	355	323	390
% Private Conservators Appointed	37	39	37	36	38

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 18 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 approved L.P.S. Psychiatric Facilities. All age, income and cultural groups are served.



PROGRAM: OFFICE OF THE COUNSELOR IN MENTAL HEALTH

MANAGER: WILLIAM D. MILLER

1984-85 ACTUAL:

There are only minor changes between 1984-85 Budget and Actual.

1985-86 ADOPTED BUDGET:

The difference between 1984-85 budget and 1985-86 adopted for this program is necessary funding for Board approved salary increases.

PROGRAM REVENUE BY SOURCE:

In 1985-86 it is estimated that the state will provide \$700,800 in revenue. The large increase in state revenue is due to additional mental health funding from the state. These additional funds did not increase service level, but were added to correct previous underfunding of L.P.S. state mandated services.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Lanterman-Petris-Short Act (LPS)	\$400,800	\$400,800	\$700,800
Recovered Expenditures	<u>462</u>	<u>-0-</u>	<u>-0-</u>
TOTAL	\$401,262	\$400,800	\$700,800

1985-86 OBJECTIVES:

- 1) To increase the percent of private conservators appointed to 38% which alleviates county costs associated with appointment of a public conservator.
- 2) To continue to provide pamphlets and other information to private conservators so that they may continue in their role.

STAFFING SCHEDULE

PROGRAM: OFFICE OF COUNSELOR IN MENTAL HEALTH

DEPARTMENT: SUPERIOR COURT

Class	Title	BUDGET STAFF-YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0548	Director, Mental Health Services	1	1	\$ 40,826	\$ 44,351
0552	Mental Health Counselor III	1	1	32,657	35,473
0549	Mental Health Counselor II	10	10	282,526	304,440
0554	Court Services Clerk IV	1	1	25,186	26,559
0555	Court Services Clerk III	1	1	19,064	20,420
0556	Court Services Clerk II	<u>7</u>	<u>7</u>	<u>114,940</u>	<u>120,582</u>
	TOTAL	21	21	\$515,199	\$551,825
Adjustments:					
	County Contributions and Benefits			\$119,448	\$130,901
	Other Extraordinary Pay			1,560	1,560
	Salary Settlement Costs			<u>28,498</u>	<u>37,885</u>
	Salary Savings			\$ (-0-)	\$ (-0-)
	Total Adjustments			\$149,506	\$170,346
PROGRAM TOTALS:		21	21	\$664,705	\$722,171

PROGRAM: OVERHEAD

# 921011

MANAGER: WILLIAM N. PIERCE

Department: SUPERIOR COURT

# 2000

Ref: 1984-85 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.

Mandate: This program is mandated in order to support all Superior Court programs.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 241,129	\$ 268,834	\$ 271,924	\$ 284,849	\$ 356,153
Fixed Assets	0	0	0	9,800	2,550
<b>TOTAL DIRECT COSTS</b>	<u>\$ 241,129</u>	<u>\$ 268,834</u>	<u>\$ 271,924</u>	<u>\$ 294,649</u>	<u>\$ 358,703</u>
<b>FUNDING</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COSTS</b>	<u>\$ 241,129</u>	<u>\$ 268,834</u>	<u>\$ 271,924</u>	<u>\$ 294,649</u>	<u>\$ 358,703</u>

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STAFF YEARS	7.00	7.00	7.00	7.00	8.00
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PERFORMANCE INDICATORS:

Overhead Staff Ratio to Direct Staff	.031	.031	.030	.030	.031
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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

MANAGER: WILLIAM N. PIERCE

1984-85 ACTUAL:

There are only minor differences between 1984-85 Budget and Actual.

1985-86 ADOPTED BUDGET:

The only change from 1984-85 budget to 1985-86 adopted for this program is the addition of one new administrative position.

The current addition of six Superior Court Judges and the planned expansion of the Superior Court place increased emphasis on the need to provide administrative support to the judges and Board of Supervisors. Specifically, the duties of the Executive Officer and Administrative Division are constantly expanding to meet the needs of the Superior Court in the areas of court facilities planning; monitoring of maintenance needs; budgeting; personnel management; automation; insurance and payroll; books and travel; furniture and supply procurement; and calendar management. Expansion of these activities over the years coupled with increased staff reviews of all Superior Court requests by the Chief Administrative Officer and the new Criminal Justice Program Unit have greatly expanded the workload of the Executive Office and Administrative Division. It has been five years since any new positions have been added to the Administrative Division.

STAFFING SCHEDULE

PROGRAM: OVE RHEAD

DEPARTMENT: SUPERIOR COURT

Class	Title	BUDGET STAFF-YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0520	Executive Officer	1	1	\$ 56,241	\$ 59,282
0519	Assistant Executive Officer	1	1	48,252	51,595
2305	Chief, Administrative Services	-0-	1	-0-	38,308
0524	Administrative Assistant	1	1	28,993	31,170
0512	Chief Judicial Secretary	1	1	26,294	29,089
0542	Senior Payroll Clerk	1	1	19,064	18,437
0556	Court Services Clerk II	<u>2</u>	<u>2</u>	<u>29,820</u>	<u>31,450</u>
	TOTAL	7	8	\$208,664	\$259,331
Adjustments:					
	County Contributions and Benefits			\$ 63,519	\$ 77,879
	Salary Settlement Costs			<u>12,666</u>	<u>18,943</u>
	Salary Savings			\$ (-0-)	\$ (-0-)
	Total Adjustments			\$ 76,185	\$ 96,822
PROGRAM TOTALS:		7	8	\$284,849	\$356,153

TREASURER-TAX COLLECTOR

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Tax Collection	\$ 1,268,203	\$ 1,341,320	\$ 1,613,486	\$ 1,713,396	\$ 1,791,799
Treasury	443,006	549,493	571,068	621,648	718,639
Retirement Administration	263,904	277,882	243,154	382,193	376,058
Department Overhead	298,588	313,603	361,511	364,268	387,097
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Total Direct Costs	\$ 2,273,701	\$ 2,482,298	\$ 2,789,219	\$ 3,081,505	\$ 3,273,593
Funding	\$ (824,610)	\$(1,033,311)	\$(1,336,214)	\$(1,399,344)	\$(1,203,100)
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Net County Costs (Without Externals)	\$ 1,449,091	\$ 1,448,987	\$ 1,453,005	\$ 1,682,161	\$ 2,070,493
Staff Years	83.81	92.39	97.50	96.50	100.25

PROGRAM: Tax Collection

# 07401

MANAGER: Paul Boland

Department: Treasurer-Tax Collector

# 1200

Ref: 1984-85 Final Budget - Pg: 124

Authority: This program was developed for the purpose of carrying out California Revenue and Taxation Code Section 2602 et seq.

Mandate: The Tax Collector shall collect all property taxes and sets forth specific instructions for the collection of these taxes. Service level is established to assure the timely collection and deposit of taxes due.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,079,553	\$ 1,191,185	\$ 1,274,354	\$ 1,430,846	\$ 1,568,887
Services & Supplies	188,650	150,135	265,066	195,050	204,812
Fixed Assets	0	0	74,788	87,500	18,100
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,268,203</b>	<b>\$ 1,341,320</b>	<b>\$ 1,613,486</b>	<b>\$ 1,713,396</b>	<b>\$ 1,791,799</b>
<b>FUNDING</b>	<b>\$ (358,547)</b>	<b>\$ (486,742)</b>	<b>\$ (675,317)</b>	<b>\$ (808,444)</b>	<b>\$ (534,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 909,656</b>	<b>\$ 854,578</b>	<b>\$ 937,769</b>	<b>\$ 904,952</b>	<b>\$ 1,257,799</b>
<b>STAFF YEARS</b>	<b>62.30</b>	<b>63.51</b>	<b>69.92</b>	<b>68.16</b>	<b>70.96</b>

PERFORMANCE INDICATORS:

Current Year Tax Payment	1,183,429	1,214,194	1,398,072	1,340,000	1,489,000
Prior Year Tax Payments	20,450	21,628	17,431	20,000	24,000
Unsecured Tax Charge Collection	97.7%	98.42%	98.90%	98.2%	98.0%

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 \$760,000,000 in property taxes. Issue redemption certificates when prior year secured property taxes are completely paid; sell at auction all property on which taxes are unpaid. Collect uniform tourist 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.

1985-85 ACTUAL:

Salaries and Benefits show an expenditure of about \$157,000 Less than budgeted. Of this amount \$70,000 was transferred to Services and Supplies for payment of 9.01 staff years of contract agency help. Agency help is utilized to supplement permanent staff during the peak collection and backlog periods. The savings of \$87,000 was generated through deferred replacements, and lower entry level salaries. The Services and Supplies expenditure represents the transfer of salary appropriations to pay agency costs. The slight staff year total increase reflects the within budget combination of County and agency personnel. The funding difference indicates revenues of \$141,000 more than budgeted, and \$274,444 assigned to the General Fund from SB813 sources. The increase in program revenues was generated from normal billing growth and the augmented scale of SB813 supplemental tax billings.

1985-86 ADOPTED BUDGET:

The 1985-86 direct cost for this program is 4.6% higher than 1984-85. The tax billing/collection activity for 1985-86 will be at least 4% higher due to the overall increase in the number of parcels in the County plus supplemental billings. A portion of that increased workload is met only through use of temporary help during peak periods, without increasing permanent staff. Funding for the 2.8 extra help staff years and authorized 84-85 reclassification adjustments is offset by the \$67,000 reduction in fixed asset costs.

ACTIVITIES:

The major activities of the Tax Collection Program are: (1) Current Secured Tax Collection, (2) Unsecured Tax Collection, and (3) Prior Year Tax Collection, as summarized below:

1. Current Secured Tax Collection (37.29 SY; \$860,923) is:

- Mandated.
- Offset by \$219,000 in revenue and collect \$697,000,000 in taxes.
- Expediting deposits of taxes collected and delaying work and service to taxpayers in other areas.

2. Unsecured Tax Collection (21.46 SY; \$575,631) is:

- Mandated.
- Offset by \$8,000 in revenue and collects \$33,000,000 in taxes.
- Increasing to full authorized strength in 1985-86.

3. Prior Year Tax Collection (12.21 SY; \$355,245) is:

- Mandated.
- Offset by \$307,000 in revenue and collects \$30,000,000 in taxes.
- Providing minimum service to delinquent taxpayers.

PROGRAM REVENUE BY SOURCE:

The one-time-only SB813 revenues of \$274,444 included in the 1984-85 budget are not contained in the 1985-86 budget. The SB813 revenues were identified as available solely for the recovery of start-up costs for the accelerated tax payment portion of the Tax Collection program and not designated for the follow-on level of effort. SB813 County revenues in 1985-86 are reflected in overall County General Fund revenues.

All other revenues are based on charges and fees in the California Revenue and Taxation Code except returned check fees which are County imposed.

Revenue for 1985-86 will accrue from the following sources:



PROGRAM: Tax Collection

MANAGER: Paul Boland

<u>SOURCE OF REVENUE</u>	<u>1984-85 Budget</u>	<u>1984-85 Actual</u>	<u>1985-86 Adopted</u>
Delinquent Costs of Secured Property	\$ 402,000	\$ 512,741	\$ 402,000
Redemption Fees/Cost Recovery of Public Auctions	107,000	133,383	107,000
Returned Check Fees	14,000	15,874	14,000
Escheatment of Unclaimed Money	7,000	5,246	7,000
Other Miscellaneous Fees	4,000	8,073	4,000
Reimbursement of State Mandated Costs (SB813)	<u>274,444</u>	<u>\$ 274,000*</u>	<u>0</u>
Total	\$ 808,444	\$ 675,312	\$ 534,000

\* Assigned to General Fund

1985-86 OBJECTIVES:

1. To absorb a 4% increase in workload with a 2% increase in staff.
2. To maintain position of leadership in California in the collection effectiveness of unsecured property taxes.
3. To complete the automation of the redemption process for prior year secured taxes.
4. To complete 25% of the Shared Property Tax System modernization in concert with the Assessor and Auditor-Controller.

## STAFFING SCHEDULE

Program: Tax Collection

Department: Treasurer-Tax Collector

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2455	Manager, Secured Taxes	1.00	1.00	\$ 34,580	\$ 39,233
2469	Departmental EDP Coordinator	1.00	1.00	32,066	32,416
2449	Manager, Field Collections	1.00	1.00	30,575	32,241
2505	Senior Accountant	1.00	1.00	29,991	32,890
5715	Senior Field Investigator	1.00	1.00	28,447	30,632
5719	Field Investigator	5.00	5.00	121,471	131,819
2454	Tax Services Division Chief	2.00	2.00	36,960	45,320
2745	Supervising Clerk	1.00	1.00	19,364	20,420
2403	Accounting Technician	1.00	1.00	18,469	20,251
2458	Senior Payment Processor	1.00	1.00	17,117	16,487
2510	Senior Account Clerk	3.00	3.00	49,983	50,470
2730	Senior Clerk	6.00	6.00	97,358	100,255
2430	Cashier	1.50	1.50	23,987	24,330
2457	Payment Processor	4.00	4.00	57,916	59,676
2756	Administrative Secretary I	3.00	3.00	45,274	48,024
2493	Intermediate Account Clerk	16.00	16.00	217,832	233,786
2700	Intermediate Clerk Typist	12.00	12.00	152,602	160,679
3040	Microfilm Operator	1.00	1.00	14,128	14,884
9999	Extra Help	6.66	9.46	82,730	102,813
	Totals	68.16	70.96	\$1,110,850	\$1,196,626
	Adjustments:				
	County Contributions and Benefits			\$ 274,977	\$ 301,259
	Salary Settlement Costs			61,148	84,595
	Special Payments				
	Premium Overtime			3,029	3,348
	Shift Differential			260	0
	CRT/Transcribing and Bilingual Premium			3,180	3,180
	Salary Adjustments			5,900	8,377
	Salary Savings			(28,498)	(28,498)
	Total Adjustments			\$ 319,996	\$ 372,261
PROGRAM TOTALS:		68.16	70.96	\$1,430,846	\$1,568,887

PROGRAM: Treasury

# 07701

MANAGER: Richard H. Jarvis

Department: Treasurer-Tax Collector

# 1200

Ref: 1984-85 Final Budget - Pg: 128

Authority: This program was developed to carry out Government Code 53601 et seq.; Streets and Highways Codes 6400-6427, 6440-6632, and 10600-09.

Mandate: The County Treasurer may invest surplus money. The Treasurer may also act as Fiscal Agent for assessment districts, and establish the resources required to deposit, invest, manage and report on surplus funds.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 230,060	\$ 286,200	\$ 283,315	\$ 291,868	\$ 354,009
Services & Supplies	212,946	263,293	275,753	328,980	344,230
Fixed Assets	0	0	601	800	20,400
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 443,006</b>	<b>\$ 549,493</b>	<b>\$ 559,669</b>	<b>\$ 621,648</b>	<b>\$ 718,639</b>
<b>FUNDING</b>	<b>\$ (466,063)</b>	<b>\$ (545,496)</b>	<b>\$ (660,750)</b>	<b>\$ (590,900)</b>	<b>\$ (669,100)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (23,057)</b>	<b>\$ 3,997</b>	<b>\$ (98,919)</b>	<b>\$ 30,748</b>	<b>\$ 49,539</b>
<b>STAFF YEARS</b>	<b>10.00</b>	<b>12.50</b>	<b>11.01</b>	<b>11.50</b>	<b>12.50</b>
<b>PERFORMANCE INDICATORS:</b>					
Items Deposited	989,508	881,000	1,070,483	1,050,000	1,000,000
Investment Transactions	2,762	4,441	4,654	2,400	4,500
Average Rate of Return to Investment Fund	13.20%	11.31%	11.40%	11.00%	10.50%
Bonds and Coupons Paid	106,335	84,752	65,389	85,000	76,000

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 one billion dollars at peak times. The use of a sophisticated cash flow projecting system, daily contact with brokers and banks nationwide, and a computerized telephonic network to keep informed of changing short term rates 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.

1984-85 ACTUAL:

The 3% savings in Salaries and Benefits were generated through staff turnover. The lower Services and Supplies reflect a one-time reduction in outside financial service. Costs of investment software for program microcomputers were reduced through selective modifications and applications. The revenue increase reflects cost recovery associated with the acquisition of equipment to enhance the Treasury activity.

1985-86 ADOPTED BUDGET:

The one staff year increase reflects the addition of an Assistant Investment Manager for the investment and portfolio management activity of the Program. The additional position will provide the back-up and transactional experience to complement the Manager's increasingly heavy investing schedule and intra-County financial counseling and project trustee service. The Assistant will also provide necessary support and substitution in the absence of the Manager. The 1985-86 costs associated with the new position and inflationary increase for services and supplies are revenue offset.

ACTIVITIES:

The activities of the Treasury Program are comprised of two sections, described below:

1. Treasury (8.5 SY; \$626,531) is:

- Mandated.
- Offset by \$654,300 in program revenue.
- Providing enhanced investment management skills and depth through improved in-house computerization and financial systems accessibility.
- Maximizing interest earnings of the Pooled Money Fund.

2. General Obligation and Improvement Bonds (4.0 SY; \$92,108) is:

- Mandated.
- Offset by \$14,800 in revenue.
- Managing the County Deferred Compensation Program and providing information and assistance on the Hartford Program.
- Remaining relatively stable in bond and coupon payment activity.

PROGRAM REVENUES BY SOURCE:

The major sources of revenue are 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. The major portion of the increase in actuals over budget come from the cost recovery of computerized payment/deposit equipment received in 1984-85. Other revenues are charges and fees for management of the County Deferred Compensation Program and the Improvement Bond Act of 1911.

Total revenue for 1985-86 will accrue from the following sources:

<u>Source of Revenue</u>	<u>1984-85 Budgeted</u>	<u>1984-85 Actual</u>	<u>1985-86 Adopted</u>
Pooled Money Fund Banking Service	\$576,000	\$647,418	\$654,200
Audit Fees, Deferred Compensation	10,000	10,449	10,000
Audit Fees, Improvement Bonds	4,800	2,317	4,800
Miscellaneous Fees	<u>100</u>	<u>566</u>	<u>100</u>
Total	\$590,900	\$660,750	\$669,100

PROGRAM: Treasury

# 07701

MANAGER: Richard H. Jarvis

The revenue increases are consistent with the prospective higher recoverable costs of new staff and support items, mainly in the Treasury Activity. Bond program revenues remain essentially stable for the year. Deferred Compensation program administration costs have leveled off and reflect no significant difference from the prior year.

1985-86 OBJECTIVES:

1. Earn 10.50% interest on monies in the Treasurer's custody.
2. Capture greater investment returns through use of more sophisticated investment techniques by staff augmentation and computerized analysis.
3. Make same day deposits to banks of all items received by 1:00 p.m. daily.
4. Continue to provide minimum level of service on general obligation bonds and coupon payments and collections.

## STAFFING SCHEDULE

Program: Treasury

Department: Treasurer-Tax Collector

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2492	Investment Manager	1.00	1.00	\$ 38,040	\$ 40,006
2505	Senior Accountant	1.00	1.00	29,991	32,890
2490	Assistant Investment Manager	0.00	1.00	0	27,081
2429	Associate Accountant	1.00	1.00	25,228	27,666
2745	Supervising Clerk	1.00	1.00	19,364	20,420
2513	Senior Cashier	1.00	1.00	17,138	18,080
2430	Cashier	1.50	1.50	22,016	23,905
2493	Intermediate Account Clerk	2.00	2.00	28,120	30,576
2700	Intermediate Clerk Typist	3.00	3.00	42,260	44,652
9999	Extra Help	0.00	0.00	0	0
	Total	11.50	12.50	\$222,157	\$ 265,276
	Adjustments:				
	County Contributions and Benefits			\$ 61,720	\$ 74,189
	Salary Settlement Costs			13,589	20,142
	Special Payments				
	Bilingual Pay			840	840
	Salary Savings			(6,438)	(6,438)
	Total Adjustments			\$ 69,711	\$ 88,733

PROGRAM TOTALS:

11.50

12.50

\$291,868

\$354,009

PROGRAM: Retirement Administration

# 81203

MANAGER: Richard H. Jarvis

Department: Treasurer-Tax Collector

# 1200

Ref: 1984-85 Final Budget - Pg: 131

Authority: This program was developed to carry out California Government Code Section 31451 et seq.

Mandate: Retirement compensation and death benefits shall be additional elements of employee compensation and the system is a responsibility of the Treasurer. Service level is established to operate this State required program.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 174,206	\$ 184,961	\$ 205,591	\$ 217,503	\$ 234,468
Services & Supplies	89,698	92,921	48,962	163,890	139,890
Fixed Assets	0	0	601	800	1,700
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 263,904</b>	<b>\$ 277,882</b>	<b>\$ 255,154</b>	<b>\$ 382,193</b>	<b>\$ 376,058</b>
<b>FUNDING</b>	<b>0</b>	<b>\$ (1,073)</b>	<b>\$ 157</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 263,904</b>	<b>\$ 276,809</b>	<b>\$ 254,997</b>	<b>\$ 382,193</b>	<b>\$ 376,058</b>
<b>STAFF YEARS</b>	<b>9.31</b>	<b>8.38</b>	<b>9.04</b>	<b>9.42</b>	<b>9.42</b>
<b>PERFORMANCE INDICATORS:</b>					
Members	15,478	15,693	16,477	15,900	16,500
Retirements	295	238	290	325	350
Terminations	1,135	751	711	1,300	1,100
Disability Retirement Applications	43	38	44	50	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 11,500 active employees, and a payroll for 5,400 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, manages the County Retirement System.

1984-85 ACTUAL:

Salary and Benefit costs reflect a savings of 6% from budget due to staff turnover. Professional and Specialized Services costs were maintained at a lower than usual level on a one-time basis only. This resulted from a total review of financial and actuarial requirements and legislative changes affecting program administration. Such changes are reflected in the reduced budget level for 1985-86.

1985-86 ADOPTED BUDGET:

The 1985-86 program required little change from 1984-85 other than authorized Salary and Benefits increases with no change in staff year level and is effectively offset by the reduction of Services and Supplies by \$24,000. Program remains stable based on the relatively constant County work force and retirement population.

Retirement Administration is a single activity program and summarized as follows:

- ° 9.42 staff years; \$376,058.
- ° Mandated.
- ° Provides minimum level of service to active and retired County employees.

PROGRAM REVENUES BY SOURCE:

	<u>1984-85 Budgeted</u>	<u>1984-85 ACTual</u>	<u>1985-86 Budgeted</u>
	0	\$ 157	0

No revenues accrue to this program.

The 1984-85 revenue is incidental to witness fees.

1985-86 OBJECTIVES:

1. Maintain minimum level of service to active and retired members while ensuring that retirement payments and refunds continue to be made in a timely manner.
2. Implement automation of retired health insurance program on a department micro computer to provide additional required clerical support, without an increase in staff.



## STAFFING SCHEDULE

Program: Retirement Administration

Department: Treasurer-Tax Collector

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2340	Retirement Officer	1.00	1.00	\$ 34,568	\$ 36,457
2403	Accounting Technician	1.00	1.00	16,511	19,028
2510	Senior Account Clerk	3.00	3.00	49,983	52,746
2756	Administrative Secretary I	1.00	1.00	14,984	16,788
2493	Intermediate Account Clerk	2.00	2.00	28,503	30,576
2700	Intermediate Clerk Typist	1.00	1.00	14,086	13,490
9999	Extra Help	0.42	0.42	5,056	4,766
	Totals	9.42	9.42	\$163,691	\$173,851
Adjustments:					
County Contributions and Benefits				\$ 42,407	\$ 45,862
Salary Settlement Costs				8,735	12,085
Special Payments					
Retirement Board (5 members)				7,200	7,200
Salary Adjustments					
Salary Savings				(4,530)	(4,530)
Total Adjustments				\$ 53,812	\$ 60,617
PROGRAM TOTALS:		9.42	9.42	\$ 217,503	\$ 234,468

PROGRAM: Department Overhead

# 92101

MANAGER: Norman H. Ernst

Department: Treasurer-Tax Collector

# 1200

Ref: 1984-85 Final Budget - Pg: 134

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.

Mandate: Service level for central administration to perform the other mandated programs.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 277,254	\$ 298,125	\$ 336,608	\$ 311,555	\$ 335,028
Services & Supplies	21,334	15,478	18,407	40,113	41,069
Other Charges	0	0	3,491	0	9,600
Fixed Assets	0	0	2,404	12,600	1,400
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 298,588</b>	<b>\$ 313,603</b>	<b>\$ 361,210</b>	<b>\$ 364,268</b>	<b>\$ 387,097</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 298,588</b>	<b>\$ 313,603</b>	<b>\$ 361,210</b>	<b>\$ 364,268</b>	<b>\$ 387,097</b>
<b>STAFF YEARS</b>	<b>7.20</b>	<b>8.00</b>	<b>7.53</b>	<b>7.42</b>	<b>7.42</b>

PROGRAM DESCRIPTION:

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

1984-85 ACTUAL:

Salaries and Benefits reflect periodic assignment of loaned staff. The cost was offset through lowered services and supplies expenditures.

1985-86 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.

The increase for 1985-86 relates to authorized salary increases with no change in staff year levels, and lease/purchase expenditures for copier replacements. Fixed asset requirements for 1985-86 are reduced by 90%. The lease/purchase of two new copiers is budgeted to cover equipment received mid 1984-85.

PROGRAM REVENUE BY SOURCE:

No revenues accrue to this program.

PROGRAM: Department Overhead

# 92101

MANAGER: Norman H. Ernst

FIXED ASSETS:

<u>Item</u>	<u>Cost</u>	<u>New/Replace</u>	<u>Revenue</u>
Typewriter (1)	\$ 700	R	0
Desk (1)	<u>700</u>	R	<u>0</u>
Total	\$1,400		0

The requested desk is for replacement of one no longer in serviceable condition used by the Department head's secretary. The typewriter is for general use and replaces a salvaged unit.

STAFFING SCHEDULE

Program: Department Overhead

Department: Treasurer-Tax Collector

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0185	Treasurer-Tax Collector	1.00	1.00	\$ 49,424	\$ 55,415
0270	Chief Deputy Tax Collector	1.00	1.00	42,077	45,204
0280	Chief Deputy Treasurer	1.00	1.00	42,077	45,204
2305	Chief, Administrative Services	1.00	1.00	39,063	41,201
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2757	Administrative Secretary II	1.00	1.00	18,013	16,948
2730	Senior Clerk	1.00	1.00	16,661	17,582
9999	Extra Help	0.42	0.42	5,056	4,766
	<b>Total</b>	<b>7.42</b>	<b>7.42</b>	<b>\$ 231,735</b>	<b>\$ 247,742</b>
	Adjustments:				
	County Contributions and Benefits			\$ 72,072	\$ 75,671
	Salary Settlement Costs			13,589	17,456
	Special Payments				
	Bilingual Pay			840	840
	Salary Savings			(6,681)	(6,681)
	<b>Total Adjustments</b>			<b>\$ 79,820</b>	<b>\$ 87,286</b>
PROGRAM TOTALS:		<u>7.42</u>	<u>7.42</u>	<u>\$ 311,555</u>	<u>\$ 335,028</u>

HEALTH SERVICES

	<u>1982-83 Actual</u>	<u>1983-84 Actual</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Alcohol	\$ 2,511,113	\$ 2,657,096	\$ 3,066,113	\$ 3,007,967	\$ 3,322,046
County Medical Services	18,312,522	32,236,603	30,342,963	31,275,838	33,641,225
Drug	1,590,511	1,755,530	1,890,557	1,958,244	2,587,320
Mental Health Services	24,750,223	27,601,709	30,571,971	32,641,595	41,081,466
Correctional Facility Medical Services	1,097,773	1,182,867	1,326,226	1,171,868	1,541,473
County Patient Services	3,678,306	4,191,770	5,543,963	5,555,240	6,223,653
Edgemoor Geriatric Hospital	5,311,362	5,997,828	6,930,877	7,001,730	11,471,661
Emergency Medical Services	413,789	603,479	946,179	1,796,207	1,453,293
Primary Care	653,890	3,499,761	3,774,711	3,924,210	2,304,737
University Hospital	245,125	219,771	233,972	220,285	247,759
Adult Special Health Services	303,215	405,315	371,140	382,965	510,707
California Children Services	4,990,398	3,884,297	4,601,058	6,494,052	7,748,523
Child Health	1,665,024	1,679,698	2,105,624	2,193,139	2,315,530
Community Disease Control	3,106,616	3,511,495	3,545,227	3,642,821	4,119,775
County Veterinarian	183,158	204,635	232,665	231,731	254,718
Environmental Health Protection	2,834,484	3,515,392	4,126,434	4,319,228	5,153,677
Maternal Health	1,635,407	1,478,929	1,777,609	2,009,027	2,123,272
Records and Statistics	404,716	341,294	331,953	428,393	412,010
Support Services	3,081,560	2,860,453	2,815,360	3,127,764	3,126,748
Department Administration	685,920	825,213	1,161,140	950,909	1,664,447
Fixed Assets	<u>194,252</u>	<u>391,937</u>	<u>333,941</u>	<u>**</u>	<u>1,002,131</u>
Total Direct Costs	\$ 77,649,364	\$ 99,045,072	\$ 106,029,683	\$ 112,333,213	\$ 132,306,171
External Support Costs	7,395,455	8,201,778	6,786,538	8,631,793	7,757,258
Funding	<u>(75,810,618)*</u>	<u>(93,522,938)</u>	<u>(102,445,612)</u>	<u>(102,335,564)</u>	<u>(115,246,326)</u>
Net Program Cost	\$ 9,234,201	\$ 13,723,912	\$ 10,370,609	\$ 18,629,442	\$ 24,817,103
Staff Years	1,411.40	1,414.85	1,467.60	1,499.60	1,829.83***
Fixed Assets	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

(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.

\*\*\* During FY 85-86 Budget deliberations, 14 positions and the responsibility for facility maintenance were transferred to Edgemoor Geriatric Hospital from the Department of General Services.

PROGRAM: ALCOHOL # 42111 MANAGER: Robert I. Reynolds  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 137

Authority: California Health & Safety Code Sec. 11795 provides state funds to counties to alleviate alcohol related problems. Health & Safety Code Sec. 11837 and Vehicle Code Sec. 23161 require the Alcohol Program Administrator to assure that convicted 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.

Mandate: Discretionary/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 319,070	\$ 342,008	\$ 374,650	\$ 383,458	\$ 402,200
Services & Supplies	2,192,043	2,315,088	2,691,463	2,624,509	2,919,846
Fixed Assets	0	0	1,579	0	0
Other Costs	0	0	0	0	0
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,511,113</b>	<b>\$ 2,657,096</b>	<b>\$ 3,067,692</b>	<b>\$ 3,007,967</b>	<b>\$ 3,322,046</b>
Dept. Overhead	40,520	44,272	39,196	42,204	52,785
Ext. Support Costs	186,000	186,000	192,001	187,849	168,817
<b>FUNDING</b>	<b>\$ (2,773,734)</b>	<b>\$ (2,863,420)</b>	<b>\$ (3,098,077)</b>	<b>\$ (3,200,000)</b>	<b>\$ (3,528,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (36,101)</b>	<b>\$ 23,948</b>	<b>\$ 200,812</b>	<b>\$ 38,020</b>	<b>\$ 15,648</b>
<b>STAFF YEARS</b>	<b>10.99</b>	<b>10.04</b>	<b>10.34</b>	<b>10.35</b>	<b>10.00</b>

PERFORMANCE INDICATORS:

Program-wide Volunteer Hours	94,870	94,650	96,000	95,000	100,000
NRC Visits	208,418	219,653	226,000	220,000	225,000
Recovery Home Resident Days	121,557	128,176	137,000	123,000	138,000
Drinking Driver Program Admissions	12,443	15,517	16,000	16,000	15,000

PROGRAM DESCRIPTION:

An estimated 150,000 persons in the County have problems with alcohol consumption, contributing to numerous legal violations. In 1984, the County jails recorded 32,616 bookings for drinking driving. Also, police interventions due to public inebriety exceeded 37,000. Sales of alcoholic beverages in the County grossed an estimated \$500 million in 1984, and consumption created costs of \$1 billion to society.

PROGRAM DESCRIPTION (Continued):

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 liaison 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: neighborhood 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.

1984-85 ACTUAL:

During this fiscal year the Program has increased recovery home bed capacity by 73, opening a new 46-bed Vietnam Veteran's recovery home, a 6-bed demonstration recovery home for alcoholic women and their dependent children, and expanding capacity at three existing facilities by a total of 21 beds. The Program also initiated, through existing contracts, two new non-residential service components focusing on the alcohol problems of adolescents. With the possible exception of the demonstration recovery home, these expanded services will be sustained in FY 1985-86. The 84-85 actuals for this program will match the budgeted amount of \$38,020. A transfer from the Trust Fund will be made when the year end report is submitted to the State. This transfer will reduce the County net cost to the budgeted amount. The 84-85 actual staff years are slightly under budget with no contract help usage. Prior year expenses in services and supplies in the amount of \$80,028 were applied to this programs' contract services for FY 84-85 actuals.

1985-86 ADOPTED BUDGET:

Program revenue is increased by \$328,000 in FY 1985-86. This increase will permit additional contract expenditures entirely offset by the increase in State subvention.

PROGRAM REVENUE BY SOURCE:

In 1985-86, revenue will be received in the amount of \$3,528,000. Required matches will be provided from the court fines earmarked for Alcohol Services. In 1985-86 Trust Fund transfers will again approximate annual deposits.

<u>Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges			
Admin. Fees, Drinking-Driving Programs	\$ 99,000	\$ 90,000	\$ 108,000
Subventions			
State Dept. of Alcohol Programs	2,104,804	2,225,000	2,670,000
Rev App Prior Year - Aid Other State Government	9,273	0	0
Court Fines			
AB 2086 Trust Fund	<u>885,000</u>	<u>885,000</u>	<u>750,000</u>
TOTAL	\$ 3,098,077	\$ 3,200,000	\$ 3,528,000

PROGRAM: ALCOHOL

DEPARTMENT: HEALTH SERVICES

1985-86 OBJECTIVES:

1. To sustain the low level of central jail public inebriate bookings at no more than 6,000 per year.
2. To sustain program volunteer hours at 100,000 per year.
3. To sustain 13,000 enrollments in the First Conviction Drinking Driver Program.
4. To present the Board of Supervisors a major public policy proposal designed to reduce alcohol problems.



## STAFFING SCHEDULE

PROGRAM: ALCOHOL

DEPT: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2316	Chief, Alcohol Program	1.00	1.00	\$ 39,060	\$ 41,196
5191	Alcohol Program Manager	1.00	1.00	32,940	34,764
2413	Analyst III	2.00	2.00	65,472	67,752
2412	Analyst II	4.00	4.00	113,472	120,528
3009	Word Processor Operator	1.00	1.00	15,552	16,668
2700	Intermediate Clerk Typist	0.50	0.50	6,834	7,272
9999	Extra Help	<u>0.85</u>	<u>.50</u>	<u>22,393</u>	<u>16,414</u>
	Total	10.35	10.00	\$ 295,723	\$ 304,594
Adjustments:					
	County Contributions and Benefits			\$ 77,499	\$ 85,233
	Salary Settlement Costs			17,160	19,111
Special Payments:					
	Premium			550	200
	Salary Adjustment			0	0
	Salary Savings			(7,474)	(6,938)
	Total Adjustments			\$ 87,735	\$ 97,606
PROGRAM TOTALS:		10.35	10.00	\$ 383,458	\$ 402,200

PROGRAM: COUNTY MEDICAL SERVICES # 42603 MANAGER: James A. Forde  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 140

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.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 23,919	\$ 84,720	\$ 94,916	\$ 127,928	\$ 140,556
Services & Supplies	18,288,603	32,151,883	30,248,047	31,147,910	33,500,669
Other Costs	0	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
<b>TOTAL DIRECT COSTS</b>	<b>\$ 18,312,522</b>	<b>\$ 32,236,603</b>	<b>\$ 30,342,963</b>	<b>\$ 31,275,838</b>	<b>\$ 33,641,225</b>
Dept. Overhead	9,986	697,786	462,226	755,556	569,489
Ext. Support Costs	5,990	82,641	253,113	115,200	250,000
<b>FUNDING</b>	<b>\$(18,328,498)</b>	<b>\$(32,616,830)</b>	<b>\$(32,226,365)</b>	<b>\$(32,098,526)</b>	<b>\$(34,454,056)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 400,200</b>	<b>\$ (1,168,063)*</b>	<b>\$ 48,068</b>	<b>\$ 6,658</b>
<b>STAFF YEARS</b>	<b>0.85</b>	<b>3.29</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

PERFORMANCE INDICATORS:

C.M.S. Hospital Admissions	1,948	4,054	4,701	4,500	5,000
C.M.S. Outpatient and Emergency Room Encounters	29,818	82,553	85,286	108,000	100,000
C.M.S. Unduplicated clients	10,087	19,566	16,927	28,000	21,000

\*The appearance of a "profit" is the result of prior year adjustments and of FY 1984-85 expenditures that had not yet been paid out at the time of the Auditor's closing date. All CMS funds were actually expended for FY 1984-85.

PROGRAM DESCRIPTION:

The San Diego County Medical Services Program was established January 1, 1983, when the State transferred to counties the responsibility to provide health services to Medically Indigent Adults who, up to that time, were covered under the Medi-Cal program. Because San Diego County does not operate a county hospital, a network of providers was established to deliver these health services, headed by four C.M.S. Program Regional Contractors: North-East San Diego Health Plan in North County; Grossmont Hospital District in East County; Community Health Group in South County; and U.C.S.D. Medical Center in Central County. Each Regional Contractor takes full risk and responsibility for the provision of medically necessary health services to all C.M.S.-eligible persons in its region under a fixed-price agreement with the County. The Regional Contractors provide services through a variety of subcontractual and risk-sharing agreements with hospitals, health centers, primary care and specialty physicians, and other health care providers. Mental health services for County Medical Services clients, not included in the services provided by Regional Contractors, are provided by County Mental Health Services as part of its County-wide integrated program. An administrative contractor, Medicus Systems Corporation, coordinates the program for the Department and provides administrative oversight, coordination among providers, technical assistance, evaluation and monitoring, data collection and analysis, quality assurance, resolution of grievances and problems, management of fiscal reserves, and other program monitoring services.

1984-85 ACTUAL:

The County Medical Services Program continued to provide health services to all presenting "Medically Indigent Adults" (who qualify for the program) with a minimum of complaints and problems and within the scope of your Board's directive that no County funds be expended on the program. There was no usage of temporary contract help in this program. A prior year expense adjustment in the program's contracted services in the amount of \$492,234 reduced the FY 1984-85 actuals for services and supplies. This dollar amount is the difference between the amount accrued for FY 1983-84 and actual expenditures.

1985-86 ADOPTED BUDGET:

The 1985-86 program will continue along the same lines as its current successful operation, with the same configuration of Regional Contract Providers, increasing funding to the providers in accordance with the 4% cost-of-living increase contained in the Governor's Proposed Budget. As in prior years, this program will be managed to meet your Board's directive that no County funds be expended.

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. The FY 1984-85 actual revenue was reduced by a revenue applied to prior year adjustment of \$530,814. Revenue in this amount was returned to the State. Revenue in the adopted budget was reduced from the proposed by \$270,000 as the revenue was shifted to the Mental Health program.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
State - MISP Allocation	\$32,226,365	\$32,098,526	\$34,454,056

1985-86 OBJECTIVES:

1. To control costs of services by treating 90% of C.M.S. monthly users as clinic outpatients or emergency room treat-and-release episodes thereby maintaining the percent of C.M.S. monthly users requiring inpatient care at 10% or less.
2. To control costs of services by maintaining the average length of stay for C.M.S. acute inpatient clients at 6.5 days or less.

## STAFFING SCHEDULE

PROGRAM: COUNTY MEDICAL SERVICES

DEPT: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2413	Analyst III	0.50	0.50	\$ 16,368	\$ 16,938
5287	Social Services Administrator I	1.00	1.00	32,280	32,100
4825	Health Educator	1.00	1.00	24,840	26,784
2757	Administrative Secretary II	0.50	0.50	8,748	9,162
2756	Administrative Secretary I	0.50	0.50	7,266	7,806
2700	Intermediate Clerk Typist	<u>1.00</u>	<u>1.00</u>	<u>13,668</u>	<u>14,544</u>
	Total	4.50	4.50	\$ 103,170	\$ 107,334
Adjustments:					
	County Contributions and Benefits			\$ 21,518	\$ 28,968
	Salary Settlement Costs			5,733	6,679
Special Payments:					
	Premium			0	0
	Salary Adjustment			0	0
	Salary Savings			(2,493)	(2,425)
	Total Adjustments			\$ 24,758	\$ 33,222
PROGRAM TOTALS:		4.50	4.50	\$ 127,928	\$ 140,556

PROGRAM: DRUG # 42311 MANAGER: Melinda Newman  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 143

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.

Mandate: Discretionary/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 266,056	\$ 292,980	\$ 326,750	\$ 319,079	\$ 351,872
Services & Supplies	1,324,455	1,462,550	1,563,807	1,639,165	2,235,448
Other Costs	0	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
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,590,511</b>	<b>\$ 1,755,530</b>	<b>\$ 1,890,557</b>	<b>\$ 1,958,244</b>	<b>\$ 2,587,320</b>
Dept. Overhead	24,119	26,353	23,984	24,924	31,034
Ext. Support Costs	130,000	130,000	65,724	132,065	118,685
<b>FUNDING</b>	<b>\$ (1,638,543)</b>	<b>\$ (1,700,647)</b>	<b>\$ (1,931,575)</b>	<b>\$ (1,918,596)</b>	<b>\$ (2,511,197)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 106,087</b>	<b>\$ 211,236</b>	<b>\$ 48,690</b>	<b>\$ 196,637</b>	<b>\$ 225,842</b>
<b>STAFF YEARS</b>	<b>8.66</b>	<b>8.66</b>	<b>8.79</b>	<b>8.50</b>	<b>8.83</b>

PERFORMANCE INDICATORS:

Outpatient Clinic Treatment Hours	12,159	15,011	16,807	12,500	13,500
Residential Client Bed-Days	33,575	33,653	34,110	32,000	34,000
Outpatient Treatment Hour Cost	\$ 29.00	\$ 25.29	\$ 31.63	\$ 30.00	\$ 30.00
Residential Treatment Day Cost	\$ 21.00	\$ 23.58	\$ 24.76	\$ 25.00	\$ 25.00

PROGRAM DESCRIPTION:

San Diego experiences severe problems related to abuse of drugs 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 21,000 heroin addicts among approximately 173,000 active problem level drug abusers in San Diego County.

PROGRAM DESCRIPTION (Continued):

The drug program, through countywide contracts, provides treatment services (outpatient and residential group, family and individual counseling and residential social model detoxification) for persons with drug problems, plus other services (education, training, information and referral) for the general public. Linkages are maintained with private agencies for methadone maintenance and heroin detoxification services as indicated in the Drug Abuse Services Plan. The role of County staff is to collect and analyze drug indicator data; determine regional and countywide needs; plan, contract for, monitor and evaluate treatment and other 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.

1984-85 ACTUAL:

Actual FY 84-85 direct costs are less than budgeted due to contract encumbrances that will be spent and will appear in the FY 1985-86 actuals as an expenditure of prior year appropriations. For this reason and because the external support cost allocation is less than budgeted, there is a decrease reflected in net county cost. There was no temporary contract help utilized in this program.

1985-86 ADOPTED BUDGET:

The Drug Program staffing pattern for 1985-86 reflects the reclassification of an Analyst II position to an Analyst III position due to expanded duties based on change in administrative emphasis and the addition of .33 staff years of a temporary expert professional to be involved in community organization against drug use. Services provided in 1984-85 will continue, with the exception of some one-time projects. Contract service providers will receive a 4% cost-of-living increase, consistent with the COLA in the preliminary State funding allocation. Other new funding will be put into adolescent residential services and other services consistent with the 1985-86 County Drug Abuse Services Plan.

The major activities of the Drug Program are summarized below:

1. Contract Services (6.33 staff years, \$2,479,904 direct cost), including design, implementation and oversight of contract direct services, is:
  - . Discretionary
  - . 92% offset by program revenue
  - . Responsible for eleven programs totalling \$2,214,607 in public funds, plus \$418,000 in agency earned income.
2. Program Planning, Evaluation and Coordination (2.5 staff years, \$107,416 direct cost), including coordination and planning activities and the management information system, is:
  - . Discretionary
  - . 92% offset by program revenue
  - . Responsible for liaison with State funding agencies and local community groups.

PROGRAM: DRUG

DEPARTMENT: HEALTH SERVICES

PROGRAM REVENUE BY SOURCE:

In 1985-86, this Program anticipates receiving revenue from the State in the form of a subvention for drug abuse services which will include State General Funds and Federal Block Grant Funds. Per Chapter 1329 of the Health and Safety Code, drug abuse services are no longer funded under the State Short-Doyle system.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
State General Funds	\$ 1,485,656	\$ 1,488,724	\$ 1,538,357
Federal Block Grant	374,119	358,704	781,227
State AB 90	0	0	148,893
Federal Jobs Bill	28,448	28,448	0
State MIA	42,720	42,720	42,720
Rev. App. Prior Year - Aid Other State Govt.	<u>632</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 1,931,575	\$ 1,918,596	\$ 2,511,197

Based on Section 5705 of the Welfare and Institutions Code, the required County match to receive the State General Fund revenue is \$208,498: there is no match required for Federal funding or the MIA funding.

In 1985-86, drug abuse services contractors are required to generate \$206,000 in client fees and other revenues and approximately \$92,000 in fees from court-diverted education (P.C. 1000) clients; the contractors will generate approximately \$120,000 in addition to those requirements 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.

1985-86 OBJECTIVES:

1. To provide drug-free treatment, early intervention or education services for approximately 5,000 persons mis-using drugs, with 65% outpatient/35% 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 8,500 adolescents and 2,000 senior citizens, through 1,120 trained peer counselors.

## STAFFING SCHEDULE

PROGRAM: DRUG

DEPT: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2318	Chief, Drug Program	1.00	1.00	\$ 39,060	\$ 41,196
5193	Drug Program Manager	1.00	1.00	32,940	34,764
2413	Analyst III	0.00	1.00	0	33,876
2412	Analyst II	4.00	3.00	113,472	90,396
4825	Health Educator	1.00	1.00	24,840	26,784
0896	Temporary Expert Professional	0.00	0.33	0	7,500
2757	Administrative Secretary II	1.00	1.00	17,496	18,324
2700	Intermediate Clerk Typist	<u>0.50</u>	<u>0.50</u>	<u>6,834</u>	<u>7,272</u>
	Total	8.50	8.83	\$ 234,642	\$ 260,112
	Adjustments:				
	County Contributions and Benefits			\$ 76,041	\$ 80,910
	Salary Settlement Costs			14,285	16,720
	Special Payments:				
	Premium			330	200
	Salary Adjustment			0	0
	Salary Savings			(6,219)	(6,070)
	Total Adjustments			\$ 84,437	\$ 91,760
PROGRAM TOTALS:		8.50	8.83	\$ 319,079	\$ 351,872



PROGRAM: MENTAL HEALTH # 42001 MANAGER: Kathy Wachter-Poynor  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 147

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"). The Code 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 SB900 Negotiated Net Amount Contract with the State of California, Department of Mental Health.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 13,763,915	\$ 15,611,818	\$ 17,116,383	\$ 17,489,935	\$ 22,991,940
Services & Supplies	10,986,308	11,989,891	13,455,588	15,134,617	18,089,526
Other Costs	0	0	0	0	0
Fixed Assets	0	0	82,908	5,443	0
Vehicles/Comm Equip	0	0	0	11,600	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 24,750,223</b>	<b>\$ 27,601,709</b>	<b>\$ 30,654,879</b>	<b>\$ 32,641,595</b>	<b>\$ 41,081,466</b>
Dept. Overhead	1,616,170	885,222	1,415,380	1,198,981	1,751,337
Ext. Support Costs	3,130,116	3,564,573	2,337,040	3,586,274	3,101,785
<b>FUNDING</b>	<b>\$(26,073,824)</b>	<b>\$(26,794,719)</b>	<b>\$(32,987,139)</b>	<b>\$(31,933,206)</b>	<b>\$(40,298,874)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 3,422,685</b>	<b>\$ 5,256,785</b>	<b>\$ 1,420,160</b>	<b>\$ 5,493,644</b>	<b>\$ 5,635,714</b>
<b>STAFF YEARS</b>	<b>515.25</b>	<b>541.79</b>	<b>568.62</b>	<b>565.41</b>	<b>688.16</b>

PERFORMANCE INDICATORS:

Days of 24-hour Care	82,274	81,045	99,201	97,400	101,700
Days of Partial Day Treatment	97,868	95,143	98,753	83,400	103,300
Outpatient Visits	151,741	170,242	170,300	176,900	178,100
Community Client Care Contacts	185,423	221,578	211,974	195,300	210,000

PROGRAM: MENTAL HEALTH

DEPARTMENT: HEALTH SERVICES

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.

Mental health services are divided into regional (Central, East, North Inland, North Coastal and South) and county-wide core programs. These services are comprised of twenty-four hour care, outpatient services, day treatment, community client care, and case management. These services are a mix of county-operated programs and contract providers.

San Diego County Mental Health Services are financed primarily through the State Short-Doyle system, 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.

Since July 1, 1984 the County of San Diego Mental Health Services has been participating in a three-year SB900 negotiated net amount pilot contract with the State of California, Department of Mental Health. The negotiated net amount contractual relationship with the State has the advantages of relief from audit adjustments and disallowances, decreasing administrative requirements (Short-Doyle Plan, elaborate budgets); enhancing the County's cash flow by paying 1/12th of the funds at the beginning of each month; and roll-over provisions to allow use of unexpended mental health funds for future mental health services. FY 1985-86 will be the second year of operation under SB900.

1984-85 ACTUAL:

Actual salaries and benefits for FY 1984-85 were on target with the adopted budget. The use of contract temporary help employees was equivalent to 33.61 staff years. Nursing personnel which provided direct inpatient care accounted for 29.82 of these staff years. Services and supplies were under-spent due to partial year operation of new mental health contract programs. Fixed assets reflect a higher than budgeted cost due to use of prior year funds encumbered specifically for these purchases. Costs for services and supplies included \$118,529 of prior year expense contracts. The variance in revenue is due to an increase in County Medical Services funding and the inclusion of prior year revenues.

1985-86 ADOPTED BUDGET:

The Short-Doyle mental health program is mandated by the California Mental Health Services Act. Service level funding is determined with input from the Mental Health Advisory Board. The FY 1985-86 adopted Mental Health Program budget has identified the following target groups as priorities for new and/or expanded services: mentally disabled adults, children and adolescents, mentally disabled individuals associated with the justice system and underserved populations including the homeless, minority populations and seniors.

Increases in contract dollars will be allocated in conjunction with these target group priorities.

The activities of this program are summarized as follows:

1985-86 ADOPTED BUDGET (Continued):

1. 24-Hour Services (356.71 staff years; \$18,656,324 direct cost)  
Provides 24-hour acute inpatient and residential treatment services (short-term crisis, long-term and transitional residential) for children, adolescents, adults and seniors. This activity is:
  - . 85% revenue offset for acute inpatient and 90% revenue offset for 24-hour residential treatment programs.
  - . Increasing (15.94 permanent SY) for inpatient staff to allow for more evaluation and treatment, assessment and structured activities seven days a week.
  - . Able to provide 101,700 days of 24-hour care. Increase in units is the result of full year's operation of programs implemented in FY 1984-85.
2. Outpatient Services (158.58 staff years; \$11,456,222 direct cost)  
Provides diagnosis and treatment on a regularly scheduled basis for adults, adolescents, and children. This activity is:
  - . 90% revenue offset.
  - . Increasing (22.15 permanent SY) in order to provide for screening/emergency services in each mental health region to alleviate crisis situations presenting a serious immediate threat to the health or stability of the person or family.
  - . Able to provide 178,100 outpatient visits. Increase in units is the result of full year's operation of programs implemented in FY 1984-85.
3. Partial Day Treatment Services (62.74 staff years; \$5,067,665 direct cost)  
Provides a daily non-residential program of treatment services for adults, adolescents and children in order to prevent or shorten hospitalization and encourage independent living. This activity is:
  - . 90% revenue offset.
  - . Increasing (7.83 permanent SY) due to the proposed new partial day treatment program to provide mental health services to incarcerated mentally disabled women at Las Colinas detention facility.
  - . Able to provide 103,300 days of treatment. Increase in units is the result of full year's operation of programs implemented in FY 1984-85.
4. Community Client Care Services (77.53 staff years; \$3,965,268 direct cost)  
Includes 24-hour crisis telephone service, Community Support Services and Patient Rights/Advocacy. The 24-hour, 7-day crisis intervention service provides counseling and problem-solving assistance for people experiencing emotional crises (for example: suicide, domestic violence and other forms of abuse.) Community Support Services include crisis intervention, assessments, short-term counseling in the community to reach "at-risk" individuals and families in a timely manner. Patient Rights/Advocacy ensures that the rights of the mentally disabled are known and procedures relating to those rights are followed. This activity is:
  - . 90% revenue offset.
  - . Increasing (17.39 permanent SY) to include:
    - . full year, permanent funding of the Homeless Team.
    - . services to Rancho Del Rayo Detention Facility and Hillcrest Receiving Home.
    - . Community Support Services to school districts
    - . increased crisis intervention capabilities in the mental health regions.
  - . Able to provide 210,000 community client care contacts.
5. Case Management Services (32.60 staff years; \$1,935,987 direct cost)  
Assures that clients receive the appropriate type of service while in the public mental health system. A complete profile is done on clients so that they may move into less restrictive modes of care until they are able to function as independently as possible. This activity is:
  - . 90% revenue offset.
  - . Increasing (14.02 permanent SY) due to the State's new requirement that the County assume the responsibility of providing case management services.
  - . Able to provide 42,600 case management contacts.

PROGRAM REVENUE BY SOURCE:

Projected patient fee and insurance revenues for FY 1985-86 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 FY 1985-86 allocation. The Short-Doyle/Medi-Cal increase reflects the most recent collection experience in 1984-85. County Medical Services funding allocation is based on actual 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%. The total net County cost for this program includes these matching funds as well as the unallowable portion of external overhead costs, and Forensic Psychiatric Services costs.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Patient Fee and Insurance Revenues	\$ 2,497,388	\$ 3,136,308	\$ 3,624,500
Short-Doyle Subvention	18,914,771	20,318,190	25,562,116
Short-Doyle/Medi-Cal	5,740,608	5,078,708	7,312,258
County Medical Services Funding	4,000,000	3,400,000	3,800,000
Prior Year Revenue	<u>1,834,372</u>	<u>0</u>	<u>0</u>
TOTAL	\$32,987,139	\$31,933,206	\$40,298,874

1985-86 OBJECTIVES:

1. Between admission and discharge of adults who complete treatment, the mean annual Global Assessment Scale Improvement shall be 24 points for discharges from 24-hour care, 11 points for discharges from outpatient, and 9 points for discharges from partial day treatment.
2. 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 69% of discharges from 24-hour care, 64% of discharges from partial day treatment and 68% 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.

## STAFFING SCHEDULE

PROGRAM: MENTAL HEALTH

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4110	Mental Health Crisis Line Coordinator	1.00	1.00	\$ 31,428	\$ 26,868
4400	Occupational Therapist II	6.83	8.16	162,278	209,230
4314	Utilization Review Specialist	5.00	5.00	116,760	126,300
4408	Recreation Therapy Supervisor	1.00	1.00	23,736	24,540
2725	Principal Clerk	3.00	3.00	64,152	69,228
4407	Recreational Therapist	8.00	9.00	164,832	185,868
3048	Medical Records Administrator	1.00	1.00	22,716	20,544
4836	Mental Health Specialist	14.00	18.50	291,144	379,176
2745	Supervising Clerk	1.00	2.00	18,996	39,408
4829	Senior Case Management Aid	0.00	1.00	0	19,380
4838	Mental Health Assistant	1.00	1.00	18,276	18,900
2403	Accounting Technician	1.00	1.00	17,304	18,840
4833	Mental Health Case Management Asst. II	0.00	1.00	0	18,816
5221	Eligibility Technician	8.75	9.75	128,835	181,350
4625	Licensed Vocational Nurse	54.00	56.00	913,680	1,036,896
4618	Psychiatric Technician	21.00	21.00	357,084	387,072
2757	Administrative Secretary II	5.00	7.50	87,480	137,430
2761	Group Secretary	3.00	3.00	49,608	52,596
7085	Supervising Custodian	1.00	1.00	14,484	17,244
8805	Senior Admitting Clerk	0.00	3.00	0	51,372
4828	Case Management Aid	0.00	2.00	0	34,152
2730	Senior Clerk	11.50	11.00	190,026	186,648
3009	Word Processor Operator	1.00	1.00	15,552	16,668
2756	Administrative Secretary I	4.50	5.00	66,876	78,060
4398	Occupational Therapy Assistant	0.50	0.50	7,236	7,728
3039	Mail Clerk Driver	1.00	1.00	13,896	15,372
4615	Nurses Assistant	67.00	73.00	940,680	1,118,652
4911	Social Services Aid II	0.50	0.00	7,272	0
3049	Medical Records Technician	2.00	4.00	32,328	60,384
7030	Senior Custodian	2.00	2.00	26,304	30,000
8804	Admitting Clerk	0.00	14.50	0	217,326
2493	Intermediate Account Clerk	0.00	1.00	0	14,568
2700	Intermediate Clerk Typist	54.67	46.59	747,184	677,508
2760	Stenographer	0.50	0.00	6,654	0
3007	Junior Word Processing Operator	0.00	1.00	0	13,920
7031	Custodian	14.00	15.00	167,328	203,580
4406	Recreational Therapy Aid	2.00	3.50	27,240	46,242
2709	Department Clerk	6.00	5.00	67,608	59,940
2710	Junior Clerk Typist	3.00	3.00	31,824	34,236
9999	Extra Help	16.50	43.33	366,051	877,904
	Total	565.41	688.16	\$13,415,526	\$17,602,666
Adjustments:					
County Contributions and Benefits				\$ 3,305,674	\$ 4,210,619
Salary Settlement Costs				768,821	1,092,497
Special Payments:					
Premium				340,800	482,800
Salary Adjustment				0	0
Salary Savings				(340,886)	(396,642)
Total Adjustments				\$ 4,074,409	\$ 5,389,274
PROGRAM TOTALS:		565.41	688.16	\$17,489,935	\$22,991,940

## STAFFING SCHEDULE

PROGRAM: MENTAL HEALTH

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
8822	Medical Director, Child & Adolescent Acute Psychiatric Inpatient Services	0.00	1.00	\$ 0	\$ 78,108
8825	Medical Director, Adult Acute Psychiatric Inpatient Services	0.00	1.00	0	78,108
4111	Chief, Adult Mental Health Services	1.00	1.00	71,964	74,424
4115	Chief, Children & Adolescent Mental Health Services	1.00	0.00	75,564	0
4162	Consultant, Internal Medicine	0.75	0.75	41,013	53,289
8826	Supervising Staff Psychiatrist	0.00	6.00	0	423,072
4198	Staff Psychiatrist	32.00	33.58	2,008,320	2,172,573
4183	Neurologist	0.50	0.50	29,208	31,374
4192	Senior Physician	1.00	1.00	53,964	59,040
4193	Physician	4.33	5.84	199,940	283,290
4102	Hospital Administrator	0.00	1.00	0	46,848
5035	Chief Probation/Welfare Psychology	1.00	1.00	42,660	45,000
8824	Chief Nurse II	0.00	1.00	0	44,352
4144	Assistant Deputy Director, Mental Health Services	1.00	1.00	43,020	43,524
5087	Senior Clinical Psychologist	18.58	23.00	684,610	948,336
4145	Chief, Mental Health Program Review & Development	1.00	1.00	38,256	41,196
5220	Chief, Mental Health Community Services	1.00	1.00	39,060	40,776
8823	Chief Nurse I	0.00	1.00	0	40,320
4504	Chief Nurse	1.00	0.00	36,684	0
5252	Mental Health Inpatient Program Manager	3.00	3.00	111,996	118,404
4102	Hospital Administrator	1.00	1.00	39,060	39,048
4497	Assistant Chief Nurse	1.00	0.00	33,384	0
2355	Regional Manager, Mental Health Services	5.00	5.00	176,460	187,020
4834	Mental Health Staff Development Coordinator	1.00	1.00	32,724	35,688
2413	Analyst III	3.00	4.00	98,208	135,504
4837	Mental Health Case Management Supervisor	0.00	2.00	0	67,488
5208	Mental Health Contract Manager	1.00	1.00	32,940	33,336
4533	Inservice Education Coordinator	1.00	1.00	30,084	32,640
5237	Case Management Coordinator	1.00	1.00	31,092	32,244
5247	Adult Extended Care Coordinator	1.00	1.00	30,516	31,548
5249	Child & Adolescent Continuing Care Coordinator	1.00	1.00	30,516	31,548
5240	Senior Services Extended Care Coordinator	1.00	1.00	30,516	31,548
4544	Supervising Nurse	4.00	4.00	119,280	126,144
5263	Senior Social Worker Supervisor	1.00	0.00	26,604	0
5219	Day Treatment Center Coordinator	1.00	2.00	30,300	61,704
4835	Mental Health Case Management Clinician	0.00	11.00	0	338,052
2412	Analyst II	3.00	8.00	85,104	241,056
2303	Administrative Assistant II	4.00	4.00	114,288	119,856
4567	Senior Public Health Nurse	1.00	1.00	27,216	29,688
4304	Utilization Review Supervisor	1.00	1.00	28,344	29,484
5261	Senior Social Worker, MSW	6.25	1.00	161,550	29,112
4536	Staff Head Nurse	8.00	8.00	221,472	232,224
4831	Mental Health Consultant II	18.00	21.00	477,576	593,208
2337	Public Information Specialist	1.00	1.00	25,668	27,612
4538	Staff Nurse II	65.75	71.25	1,635,597	1,966,500
5250	Senior Psychiatric Social Worker	44.00	64.92	1,199,616	1,787,026
4534	Nursing Inservice Instructor	1.00	1.00	24,300	27,408

PROGRAM: CORRECTIONAL FACILITY MEDICAL SERVICES # 85490

MANAGER: Paul B. Simms

Department: HEALTH SERVICES

# 6000

Ref: 1984-85 Final Budget - Pg: 152

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.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 936,161	\$ 986,346	\$ 1,116,695	\$ 995,951	\$ 1,360,556
Services & Supplies	161,612	196,521	209,531	175,917	180,917
Other Costs	0	0	0	0	0
Fixed Assets	0	0	0	0	13,353
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,097,773</b>	<b>\$ 1,182,867</b>	<b>\$ 1,326,226</b>	<b>\$ 1,171,868</b>	<b>\$ 1,554,826</b>
Dept. Overhead	127,773	112,377	97,838	99,694	121,706
Ext. Support Costs	99,685	113,443	73,969	127,731	114,790
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (5,866)</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,325,231</b>	<b>\$ 1,408,687</b>	<b>\$ 1,492,167</b>	<b>\$ 1,399,293</b>	<b>\$ 1,791,322</b>
<b>STAFF YEARS</b>	<b>32.28</b>	<b>31.58</b>	<b>30.80</b>	<b>28.75</b>	<b>35.25</b>

PERFORMANCE INDICATORS:

Interdepartmental Services

Nursing Contacts

Admissions and readmission at nursing stations	18,850	19,139	20,000	20,000	22,000
Sick calls by nurses	87,302	96,175	110,000	85,000	121,000
Medications and treatments	82,171	97,538	108,000	85,000	118,800
Emergency calls treated at facility	1,621	1,208	1,100	1,500	1,200
<b>Nursing Contacts TOTAL</b>	<b>189,944</b>	<b>214,060</b>	<b>239,100</b>	<b>191,500</b>	<b>263,000</b>

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 Medical 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 will also continue to be provided to Camp Viejas and Camp Descanso while temporarily utilized by the Sheriff's Department.

1984-85 ACTUAL:

Actual FY 84-85 direct costs exceeded the budgeted amount in higher salary costs and in services and supplies. The increase is a result of staffing costs which were necessary to provide adequate medical coverage. Staff years exceeded the budget, with the use of temporary contract help as the overage.

1985-86 ADOPTED BUDGET:

Correctional Facility Medical Services (35.25 staff years; \$1,554,826 in direct costs) provides medical and nursing services to the County Probation Department. Adult Institution health services will also be relocated to the Work Furlough facility, providing greater access and enhanced program support (for medical records and pharmaceutical control). The program operates almost entirely from County funds, with costs for these services transferred as indirect expenses to the benefitting departments.

In FY 1985-86, this activity will:

- . Implement County Administrative Code, Article XV, Section 344.4.
- . Provide medical, nursing and first aid services for the County's nine protectory institutions.
- . Provide 22,000 patient visits by physicians and nurses.
- . Conduct sick calls for 121,000 persons.
- . Dispense 118,800 medications and treatments.
- . Respond to 1,200 emergency calls.
- . Provide 24 hour nursing service at Hillcrest Receiving Facility and Juvenile Hall.
- . Provide routine physicals for all entrants at Juvenile Hall.
- . Add an additional 6.50 staff years to adequately staff the County's protectory institutions which include Hillcrest Receiving Home, Honor Camps (six facilities), Juvenile Hall and Rancho Del Campo. Assessments of the FY 1984-85 level of staffing indicated it was insufficient to meet the medical need/workload demands of these facilities. This includes the ability to give medication, conduct sick calls, respond to emergencies and to assess illness and injury. The inability to meet these demands would place the County at risk for its medical service coverage.

PROGRAM REVENUE BY SOURCE:

A revenue contract with Southwood Psychiatric Center for \$11,520 for night nurse coverage was deleted in the Adopted Budget.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Other Revenue	\$ 5,866	\$ 0	\$ 0



PROGRAM: CORRECTIONAL FACILITY MEDICAL SERVICES

DEPARTMENT: HEALTH SERVICES

1985-86 OBJECTIVES:

1. To strengthen the medical and nursing services provided to Honor Camps inmates and youth at Juvenile Hall.
2. To review and update the policies and protocol manuals for Adult and Juvenile Detention Health Programs.
3. To relocate the medical services program for Adult Institutions to the Work Furlough facility.
4. To provide expanded dental coverage for adult inmates.
5. To provide health services for 22,000 patient visits by physicians and nurses during the coming year.
6. To review and update current medical record documentation policies and practices.
7. To revise the Management Information System for the program.

## STAFFING SCHEDULE

PROGRAM: CORRECTIONAL FACILITY MEDICAL SERVICES

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4193	Physician	0.50	1.50	\$ 23,070	\$ 72,846
4544	Supervising Nurse	4.00	4.00	119,280	126,144
4538	Staff Nurse II	24.25	28.75	603,243	793,500
4519	Physician Assistant	0.00	1.00	0	26,544
	Total	28.75	35.25	\$ 745,593	\$ 1,019,034
Adjustments:					
	County Contributions and Benefits			\$ 214,621	\$ 292,744
	Salary Settlement Costs			44,149	64,649
Special Payments:					
	Premium			11,000	7,600
	Salary Adjustment			0	0
	Salary Savings			(19,412)	(23,471)
	Total Adjustments			\$ 250,358	\$ 341,522
PROGRAM TOTALS:		28.75	35.25	\$ 995,951	\$ 1,360,556

PROGRAM: COUNTY PATIENT SERVICES # 42601 MANAGER: Paul B. Simms  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 155

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 by State hospitals or other private institutions, W&I Code 10004, 17000 et seq.; Gov't Code Art. 1, Sec. 13961.5 and Co. Admin. Code Art. XV, Sec. 233.4 and 233.5.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 155,643	\$ 152,182	\$ 175,516	\$ 174,261	\$ 218,953
Services & Supplies	3,522,663	4,039,588	5,368,447	5,380,979	6,004,700
Other Costs	0	0	0	0	0
Fixed Assets	0	0	0	0	9,800
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 3,678,306</b>	<b>\$ 4,191,770</b>	<b>\$ 5,543,963</b>	<b>\$ 5,555,240</b>	<b>\$ 6,233,453</b>
Dept. Overhead	36,798	42,350	39,126	37,551	48,587
Ext. Support Costs	162,449	163,171	55,685	164,700	148,013
<b>FUNDING</b>	<b>\$ (1,942,120)</b>	<b>\$ (1,483,159)</b>	<b>\$ (2,124,643)</b>	<b>\$ (1,876,851)</b>	<b>\$ (2,144,133)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,935,433</b>	<b>\$ 2,914,132</b>	<b>\$ 3,514,131</b>	<b>\$ 3,880,640</b>	<b>\$ 4,285,920</b>
<b>STAFF YEARS</b>	<b>6.99</b>	<b>6.38</b>	<b>6.82</b>	<b>7.00</b>	<b>8.00</b>

PERFORMANCE INDICATORS:

University Hospital					
<u>Inpatient Days</u>					
Custodial Patients	159	159	139	275	160
Indigent Care	2,334	2,588	3,013	2,230	3,200
TOTAL Days	2,493	2,747	3,142	2,505	3,360
<u>Outpatient Visits (Clinic and Emergency)</u>					
Custodial Patients	660	1,604	1,331	1,225	1,600
Indigent Care	5,367	8,473	6,519	6,500	7,000
TOTAL Visits	6,027	10,077	7,850	7,725	8,600
Victims of Sexual Assault (Persons Served)	174	274	288	135	440

PROGRAM: COUNTY PATIENT SERVICES

DEPARTMENT: HEALTH SERVICES

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 Protective 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 Protective Institutions. In addition, at its discretion, the County provides reimbursement to University Hospital for those indigents admitted thereto for emergency purposes. Funding for Jail inmates is 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.

1984-85 ACTUAL:

Expenditures for indigent medical care, custodial medical care, and sexual assault were made according to the budget plan for the 1984-85 year. Revenues exceeded the budgeted amount thereby reducing the net county cost. FY 84-85 actual staff years are below budget, with .60 of a staff year of contract help being used. Prior year expenses in services and supplies in the amount of \$25,679 were applied to the program's FY 84-85 actuals.

1985-86 ADOPTED BUDGET:

The County Patient Services Program (8.00 staff years; \$6,233,453 direct cost) is funded from patient fees, insurance, Medi-Cal and AB 8. It is approximately 34% revenue offset.

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 and weighted volume changes.

The Adopted Budget includes an estimated amount of \$6,000,000 for the 1985-86 annual lump sum payment required to be made by the County of San Diego to the University Hospital. However, negotiations are still underway to determine the actual amount to be paid.

There is an addition of a Senior Clerk position to offset the additional workload associated with more comprehensive case review of outpatient and emergency room visits, which began in FY 1984-85. The Department anticipates a decline in contract rate increases as a result of this additional staff resource.

PROGRAM: COUNTY PATIENT SERVICES

DEPARTMENT: HEALTH SERVICES

PROGRAM REVENUE BY SOURCE:

In FY 1985-86, revenue will be received in the amount of \$2,144,133. The following table compares, by source, the FY 1984-85 budgeted and actual revenue with that which is anticipated for FY 1985-86.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges:			
Patient Fees, Insurance and Medi-Cal	\$ 332,923	\$ 122,205	\$ 300,000
Grants:			
State AB 8	<u>1,791,720</u>	<u>1,754,646</u>	<u>1,844,133</u>
TOTAL	\$ 2,124,643	\$ 1,876,851	\$ 2,144,133

For 1985-86, this program's proportionate share of AB 8 funds has increased from the 1984-85 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.

1985-86 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.

STAFFING SCHEDULE

PROGRAM: COUNTY PATIENT SERVICES

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5270	Social Worker Supervisor	1.00	1.00	\$ 28,020	\$ 30,108
5260	Senior Social Worker	2.00	2.00	48,984	50,976
5221	Eligibility Technician	2.00	2.00	29,448	37,200
2730	Senior Clerk	0.00	1.00	0	16,968
2700	Intermediate Clerk Typist	<u>2.00</u>	<u>2.00</u>	<u>27,336</u>	<u>29,088</u>
	Total	7.00	8.00	\$ 133,788	\$ 164,340
Adjustments:					
	County Contributions and Benefits			\$ 36,061	\$ 47,986
	Salary Settlement Costs			7,809	10,404
Special Payments:					
	Premium			0	0
	Salary Adjustment			0	0
	Salary Savings			(3,397)	(3,777)
	Total Adjustments			\$ 40,473	\$ 54,613
PROGRAM TOTALS:		7.00	8.00	\$ 174,261	\$ 218,953

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL

# 42651

MANAGER: Paul B. Simms

Department: HEALTH SERVICES

# 6000

Ref: 1984-85 Final Budget - Pg: 159

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

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 4,585,381	\$ 4,968,369	\$ 5,752,205	\$ 6,205,523	\$ 10,131,248
Services & Supplies	725,981	1,029,459	1,178,672	796,207	1,340,413
Other Costs	0	0	0	0	0
Fixed Assets	0	0	9,622	0	0
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,311,362</b>	<b>\$ 5,997,828</b>	<b>\$ 6,940,499</b>	<b>\$ 7,001,730</b>	<b>\$ 11,471,661</b>
Dept. Overhead	1,032,447	939,611	1,068,213	1,061,071	1,461,594
Ext. Support Costs	1,511,774	1,648,805	1,816,603	1,730,392	1,529,747
<b>FUNDING</b>	<b>\$ (7,572,117)</b>	<b>\$ (7,935,793)</b>	<b>\$ (8,158,980)</b>	<b>\$ (8,075,603)</b>	<b>\$ (8,549,455)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 283,466</b>	<b>\$ 650,451</b>	<b>\$ 1,666,335</b>	<b>\$ 1,717,590</b>	<b>\$ 5,913,547</b>
<b>STAFF YEARS</b>	<b>261.71</b>	<b>255.19</b>	<b>274.79</b>	<b>286.50</b>	<b>446.00</b>

PERFORMANCE INDICATORS:

Average Inpatient Census	304	306	305	310	310
Nutrition Center Average Attendance	126	129	102	135	105
Meals-on-Wheels Meals Served	20,842	21,836	23,740	18,000	22,500

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.

1984-85 ACTUAL:

The program's net county cost is slightly under budget. The Salaries and benefits are lower than budgeted due to staff vacancies. Services and Supplies are higher than budgeted due to the use of contract help. Actual staff years are 11.71 positions below budget, with 20.09 staff years of contract help being used. Prior year expenses in services and supplies in the amount of \$56,574 were applied to this program's FY 1984-85 actuals.

1985-86 ADOPTED BUDGET:

The adopted budget reflects an increase of 159.50 positions, 143.50 of these positions were added during budget deliberations. These additional positions have been added to this program to address the issues identified in the State Licensing discrepancy report. Services and supplies have increased to cover higher food and household costs and an increased amount of tube feeding formula. Services and supplies have also increased due to the inclusion of \$319,361 in other charges to be used toward the loan repayment for the California Health Facilities Authority Pooled Loan program application or toward hospital staffing increases once plans for Edgemoor are finalized. Additional AB 8 revenues has been allocated to this program to partially offset the increased staffing costs. Salary savings for this program has been adjusted to compensate for the partial year funding approved for the 124.50 positions added by the Board of Supervisors.

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

1. Day Care Maintenance (.63 staff years; \$9,535 direct cost)  
Provides space, maintenance, and utilities by contract to Adult Protective Services. The area is used to operate an adult senior day care center on Edgemoor property. All costs are allocated through the Edgemoor program by the Department of General Services. This activity:
  - . Is offset by \$5,400 in revenue.
  - . Is not mandated.
  - . Serves an average of 22 senior citizens per day.
2. Meals-On-Wheels (1.00 staff years; \$35,394 direct cost)  
Provides pre-packaged hot and cold meals via contract with Senior Adult Services. The meals are distributed via volunteers to private homes. This activity:
  - . Is offset by \$33,750 in revenue.
  - . Is not mandated.
  - . Provides 22,500 meals annually.
3. Senior Nutrition Center (5.00 staff years; \$132,376 direct cost)  
Provides nutrition-socialization services to seniors in the Lakeside-Santee area. This activity:
  - . Contracts with the Area Agency on Aging as a nutrition site.
  - . Is not mandated.
  - . Is 82% offset by revenue (10% required County match).
  - . Serves a daily average of 100 seniors.
4. Skilled Nursing Facility (439.37 staff years; \$11,294,356 direct cost)  
Provides inpatient nursing, medical and therapy services. An increase of 16 staff years is required to provide increased medical record monitoring and support services designed to allow nursing staff to increase patient care services. This activity:
  - . Is mandated by Welfare and Institutions Code in that the County must provide care to persons not supported by other means (1,200 patient days annually).
  - . Provides care to an average daily census of 310 patients (92% Medi-Cal sponsored).
  - . Is 94% offset by revenue (direct and department overhead).



PROGRAM REVENUE BY SOURCE:

In 1985-86, revenue will be received in the amount of \$8,549,455. The following table compares, by source, the 1984-85 budgeted and estimated actual revenues with that which is anticipated for 1985-86.

<u>Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
<b>Charges:</b>			
Telephone, Commissions and Canteen Rent	\$ 469	\$ 200	\$ 450
Patient Fees, Insurance and Medi-Cal	5,828,905	5,844,207	5,935,290
Employee Meal Sales	924	1,200	740
Employee Housing Rental	17,070	16,760	17,200
Meals-On-Wheels	26,000	17,000	34,000
Meal Donations	34,000	28,000	32,000
Day Care Maintenance	7,215	5,400	9,000
Miscellaneous Revenue	2,700	-0-	-0-
<b>Grants:</b>			
State AB 8	2,161,697	\$ 2,082,836	2,440,775
Nutrition Center Grant	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
TOTAL	\$ 8,158,980	\$ 8,075,603	\$ 8,549,455

Charges in the amount of \$6,028,680 will come primarily from 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 \$54.41.

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 facility housed on Edgemoor grounds (\$9,000) and food and preparation services to Senior Adult Services for their local Meals-on-Wheels program served (\$34,000).

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.

1985-86 OBJECTIVES:

1. Institute corrective actions as outlined in the report to the Board of Supervisors (4-30-85) to achieve compliance with all Federal and State standards by July, 1985.
2. To provide quality inpatient nursing, medical and therapeutic care to an average census of 310 patients.
3. 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 100 Senior citizens from the Santee-Lake-side area.
4. To implement short and long range facility maintenance and master plan development activities.
5. To continue efforts at generating outside revenue and increasing third party reimbursement.

## STAFFING SCHEDULE

PROGRAM: EDGEWOOD GERIATRIC HOSPITAL

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4130	Medical Director, Edgemoor	1.00	1.00	\$ 67,380	\$ 71,064
4198	Staff Psychiatrist	0.00	0.50	0	32,346
2224	Deputy Director, Health Services	0.00	1.00	0	50,988
4193	Physician	2.00	2.50	92,280	121,410
4504	Chief Nurse	1.00	1.00	36,684	39,492
4497	Assistant Chief Nurse	1.00	2.00	33,384	77,880
4771	Chief, Dietary Services	0.00	1.00	0	36,492
4250	Pharmacist	0.00	1.00	0	36,252
4432	Chief, Rehabilitation Services	0.00	1.00	0	35,304
2302	Administrative Assistant III	1.00	1.00	30,888	34,032
4533	Inservice Education Coordinator	1.00	1.00	30,084	32,640
4544	Supervising Nurse	5.00	11.00	149,100	346,896
4435	Supervising Physical Therapist	1.00	1.00	27,348	30,024
2303	Administrative Assistant II	0.00	1.00	0	29,964
4541	Quality Assurance Coordinator	0.00	1.00	0	29,484
5261	Senior Social Worker, MSW	1.00	1.00	25,848	29,112
4536	Staff Head Nurse	0.00	5.00	0	145,140
4538	Staff Nurse II	26.67	47.50	663,360	1,311,000
5950	Plumber	0.00	1.00	0	27,552
5960	Air Cond./Refrig. Mechanic	0.00	1.00	0	27,552
4534	Nursing Inservice Instructor	0.00	1.00	0	27,408
5920	Electrician	0.00	1.00	0	27,048
4400	Occupational Therapist II	1.00	1.50	23,748	38,430
5260	Senior Social Worker	1.00	1.00	24,492	25,488
2304	Administrative Assistant I	1.00	1.00	22,356	24,576
4408	Recreation Therapy Supervisor	1.00	1.00	23,736	24,540
5940	Painter	0.00	2.00	0	48,696
5905	Carpenter	0.00	1.00	0	23,748
5266	Social Worker, MSW	0.00	1.00	0	23,628
5885	Building Maintenance Supervisor I	0.00	2.00	0	46,152
4770	Dietitian	1.50	3.00	32,058	66,492
6405	Food Service Supervisor	2.00	2.00	38,448	42,192
5884	Building Maintenance Engineer	0.00	4.00	0	84,096
2764	Office Manager	1.00	1.00	19,332	20,796
4407	Recreational Therapist	0.00	1.00	0	20,652
3048	Medical Records Administrator	0.00	1.00	0	20,544
2758	Administrative Secretary III	0.00	1.00	0	20,292
7045	Executive Housekeeper	1.00	1.00	16,872	20,088
6200	Building Maintenance Engineer Assist. II	0.00	1.00	0	19,584
6410	Senior Cook	4.00	4.00	71,280	75,936
4625	Licensed Vocational Nurse	8.00	8.00	135,360	148,128
2510	Senior Account Clerk	1.00	1.00	16,428	17,724
4426	Physical Therapy Assistant	2.00	2.00	31,152	34,440
2730	Senior Clerk	3.00	4.00	49,572	67,872
2430	Cashier	1.00	1.00	15,540	15,828
7530	Sewing & Linen Room Supervisor	1.00	1.00	13,668	15,576

STAFFING SCHEDULE

PROGRAM: EDGEWOOD GERIATRIC HOSPITAL

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4398	Occupational Therapy Assistant	0.00	1.00	0	15,456
4615	Nurses Assistant	145.33	208.00	2,040,480	3,187,392
4911	Social Services Aid II	2.00	2.00	29,088	30,360
2650	Stock Clerk	0.00	1.00	0	15,120
3049	Medical Records Technician	0.00	2.00	0	30,192
7030	Senior Custodian	1.00	1.00	13,152	15,000
4426	Physical Therapy Assistant	0.00	1.00	0	14,760
2493	Intermediate Account Clerk	1.00	1.00	13,620	14,568
2700	Intermediate Clerk Typist	7.00	9.00	95,676	130,896
6305	Gardner II	0.00	2.00	0	28,920
4615	Nurses Assistant	0.00	6.00	0	86,544
3046	Medical Records Clerk	0.00	5.00	0	72,120
7520	Sewing Room Operator	2.00	2.00	26,616	28,608
7541	Construction Worker I	0.00	3.00	0	42,732
6415	Food Services Worker	22.00	29.00	261,360	408,552
7031	Custodian	14.00	19.00	179,280	257,868
6520	Linen Marker and Distributor	5.00	7.00	65,640	93,996
4406	Recreational Therapy Aid	2.00	4.00	27,240	52,848
2710	Junior Clerk Typist	1.00	0.00	10,608	0
4100	Administrator, Geriatric Hospital	1.00	0.00	41,028	0
4461	Hospital Food Service Manager	1.00	0.00	25,464	0
9999	Extra Help	12.00	12.00	205,440	205,440
	Total	286.50	446.00	\$ 4,713,138	\$ 8,275,950
Adjustments:					
	County Contributions and Benefits			\$ 1,156,596	\$ 1,900,770
	Salary Settlement Costs			269,883	507,810
Special Payments:					
	Premium			186,854	186,854
	Salary Adjustment			0	0
	Salary Savings			(120,948)	(740,136)
	Total Adjustments			\$ 1,492,385	\$ 1,855,298
PROGRAM TOTALS:		286.50	446.00	\$ 6,205,523	\$10,131,248

PROGRAM: EMERGENCY MEDICAL SERVICES # 41012 MANAGER: Gail Cooper  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 163

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.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 177,695	\$ 255,498	\$ 486,676	\$ 608,046	\$ 705,320
Services & Supplies	236,094	347,981	459,503	1,188,161	747,973
Other Costs	0	0	0	0	0
Fixed Assets	0	0	69,462	0	285,625
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 413,789</b>	<b>\$ 603,479</b>	<b>\$ 1,015,641</b>	<b>\$ 1,796,207</b>	<b>\$ 1,738,918</b>
Dept. Overhead	14,252	15,673	46,909	45,859	58,549
Ext. Support Costs	78,271	80,809	150,845	165,908	149,099
<b>FUNDING</b>	<b>\$ (433,208)</b>	<b>\$ (539,495)</b>	<b>\$ (1,008,570)</b>	<b>\$ (1,803,858)</b>	<b>\$ (1,426,120)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 73,104</b>	<b>\$ 160,466</b>	<b>\$ 204,825</b>	<b>\$ 204,116</b>	<b>\$ 520,446</b>
<b>STAFF YEARS</b>	<b>8.44</b>	<b>7.57</b>	<b>18.70</b>	<b>22.00</b>	<b>23.00</b>

**PERFORMANCE INDICATORS:**

No. EMT-1A, EMT-INA, EMT-P (Paramedics certified/monitored by EMS Medical Dir.)	615	777	693	680	650
No. Prehospital Reports Processed	22,000	53,000	70,000	50,000	80,000
No. Disaster Exercises Coordinated	8	6	5	5	5

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:

- 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 contracting 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-I State standards.
- Auditing and monitoring the Trauma Management System.

1984-85 ACTUAL:

The FY 1984-85 direct costs are less than budget because of staffing vacancies and because of less than anticipated start-up costs associated with the Trauma System in the Emergency Medical Services Program Budget. Actual staff years are below the budgeted amount with .60 of a staff year of contract help being used. Prior year expenses in services and supplies in the amount of \$30,365 were applied to the program actuals and \$30,497 in expenses were applied to the programs' actuals for contracted services.

1985-86 ADOPTED BUDGET:

The adopted budget for FY 1985-86 is less than the FY 1984-85 budget due to the absence of start-up costs associated with the Trauma System. One additional position of Senior Clerk has been added to support the additional workload related to monitoring and reporting of EMS and Trauma System activities. Net county cost increases are associated with increases in expense contracts and salary adjustments.

Summarized below are the four major activities of the Emergency Medical Services Division. They are:

1. Countywide Coordination of EMS (9.0 staff years; \$560,411 direct cost):
  - . Implement mandated State Health and Safety Code 1797.200 - 1798.208.
  - . Conduct 20 EMS system presentations.
  - . Conduct 12 field evaluations of the EMS system.
  - . Implement and review EMT-1 and Paramedic Treatment protocols.
  - . Monitor State policies and procedures regarding EMT-1, paramedic, certification, recertification and decertification.
  - . Monitor and evaluate EMT certification and testing processes.
  - . Conduct public education for County residents in the importance of CPR, seat-belt use, child-restraint use, and life-saving first aid techniques.
  - . Coordinate provision of mutual aid agreements with local agencies.
  - . Monitor the certification of all advance life support (paramedic) personnel.
  - . Monitor all EMT-1 and paramedic training programs.
  - . Monitor/certify EMT-1 basic life support ambulance personnel to maintain compliance with County and State standards.

1985-86 ADOPTED BUDGET (Continued):

2. Field Operations and Disaster Coordination (2 staff years; \$93,416 direct cost):
  - . Implement Health and Safety Code 1797.200 - 1978.208
  - . Conduct medical disaster preparedness exercises.
  - . Review and implement a county-wide Medical Disaster plan.
  - . Provide technical input to County EMS Communications.
  
3. County Service Area Administration - San Dieguito and Heartland Paramedic Districts (1.5 staff years; \$64,631 direct cost):
  - No changes
  
4. Trauma Management System and Base Hospital System Management (10.5 staff years, \$1,020,460 direct cost):
  - . Includes the addition of 1 Senior Clerk position to support additional workload of monitoring the Trauma System Activities.
  - . Complete the development of the data collection and evaluation system.
  - . Strengthen and expand County EMS communications system.
  - . Provide continued training for rural and urban prehospital personnel to the EMT-1 level.
  - . Implement a Countywide public information system regarding EMS and trauma.
  - . Monitor all designated trauma and base hospitals.

PROGRAM REVENUE BY SOURCE:

In 1985-86 revenue will be received in the amount of \$1,426,120. The following table reflects revenue which will be received in 1985-86:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
<b>Charges:</b>			
EMT Certification Fee	\$ 4,135	\$ 3,500	\$ 3,500
Other Miscellaneous	19,000	8,000	0
Trauma Center Designation Fees	505,352	1,537,710	655,000
Institutional Care Transfer	0	300	300
Base Hospital Designation Fee	71,000	0	0
<b>Grants:</b>			
AB 8	<u>409,083</u>	<u>254,348</u>	<u>767,320</u>
<b>TOTAL</b>	<b>\$ 1,008,570</b>	<b>\$ 1,803,858</b>	<b>\$ 1,426,120</b>

The current trauma program budget has been constructed based upon the receipt of \$150,000 per annum from each of the designated trauma hospitals. The EMT certification fee is based on the receipt of \$5.00 from each EMT.

1985-86 OBJECTIVES:

1. To specify and undertake policy changes to the Trauma System in the County of San Diego, including triage and system parameters.
2. To complete the development of the EMS/Trauma Information System.
3. To conduct monitoring and verification site visits for designated trauma and base hospitals.
4. To continue to provide a coordinated training program for EMT-1's and dispatchers in rural and urban areas.
5. To maintain the reduction in preventable deaths and questionable care provided to major trauma victims within San Diego County.
6. To undertake the preliminary steps to implement Paramedic Receiving Centers in San Diego County.

STAFFING SCHEDULE

PROGRAM: EMERGENCY MEDICAL SERVICES

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2379	Chief, Emergency Medical Services	1.00	1.00	\$ 40,224	\$ 38,304
2302	Administrative Assistant III	2.00	2.00	61,776	68,064
4570	Supervising Public Health Nurse	1.00	1.00	29,808	33,240
4544	Supervising Nurse	1.00	1.00	29,820	31,536
2412	Analyst II	2.00	2.00	56,736	60,264
2303	Administrative Assistant II	1.00	1.00	28,572	29,964
4538	Staff Nurse II	1.00	1.00	24,876	27,600
2304	Administrative Assistant I	1.00	1.00	22,356	24,576
2383	Emergency Medical Services Training Specialist	2.00	2.00	42,696	44,448
2757	Administrative Secretary II	1.00	1.00	17,496	18,324
2761	Group Secretary	1.00	1.00	16,536	17,532
2730	Senior Clerk	0.00	1.00	0	16,968
2700	Intermediate Clerk Typist	2.00	2.00	27,336	29,088
9999	Extra Help	6.00	6.00	96,300	96,300
	Total	22.00	23.00	\$ 494,532	\$ 536,208
Adjustments:					
	County Contributions and Benefits			\$ 97,064	\$ 121,766
	Salary Settlement Costs			27,201	33,514
Special Payments:					
	Premium			1,100	26,000
	Salary Adjustment			0	0
	Salary Savings			(11,851)	(12,168)
	Total Adjustments			\$ 113,514	\$ 169,112
PROGRAM TOTALS:		22.00	23.00	\$ 608,046	\$ 705,320

PROGRAM: PRIMARY CARE # 40128 MANAGER: Elmer E. Lundy  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 168

Authority: Section 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.

Mandate: Discretionary/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 209,672	\$ 231,500	\$ 228,493	\$ 265,157	\$ 316,335
Services & Supplies	444,218	3,268,261	3,546,218	3,506,578	1,988,402
Other Costs	0	0	0	0	0
Fixed Assets	0	0	2,010	152,475	16,300
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 653,890</b>	<b>\$ 3,499,761</b>	<b>\$ 3,776,721</b>	<b>\$ 3,924,210</b>	<b>\$ 2,321,037</b>
Dept. Overhead	136,828	149,725	137,147	132,925	171,988
Ext. Support Costs	350,005	350,429	204,703	351,036	315,471
<b>FUNDING</b>	<b>\$ (1,105,094)*</b>	<b>\$ (3,959,915)</b>	<b>\$ (3,918,438)</b>	<b>\$ (4,029,302)</b>	<b>\$ (2,372,357)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 35,629</b>	<b>\$ 40,000</b>	<b>\$ 200,133</b>	<b>\$ 378,869</b>	<b>\$ 436,139</b>
<b>STAFF YEARS</b>	<b>7.88</b>	<b>7.22</b>	<b>7.36</b>	<b>7.65</b>	<b>9.65</b>

PERFORMANCE INDICATORS:

<b>Primary Care:</b>					
Patient Visits	190,528	195,584	187,278	180,000	77,000
<b>Refugee Preventive Health:</b>					
Patient Visits	8,840	6,262	7,983	8,840	9,900

\* Funding does not include Revenue Sharing



PROGRAM DESCRIPTION:

The Primary Care Services Program 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.

1984-85 ACTUAL:

Program expenditures are lower than the budgeted amount as a result of reduced salaries and benefits due to staff vacancies and while budgeted, not all fixed assets were purchased. Actual staff years were under budget at 7.36 staff years with 1.0 staff year of contract help being used. Prior year expenditures in services and supplies in the amount of \$25,208 were applied to the program actuals and \$105,337 in expenses were applied to the program's actuals for contracted services.

1985-86 ADOPTED BUDGET:

Summarized below are the major activities of the Primary Care Program. Revenue Sharing is budgeted at 43% (\$1,149,706) of the 1984-85 budget. Primary Care contracted level of services will be reduced commensurate with the reduction in Revenue Sharing funds. Proposed Special Needs and Priorities (SNAP) revenues and expenses (\$91,708) are only for that portion of currently approved projects which will be spent in FY 85-86. Staffing for COSTAR support is increased by 2.0 staff years. This increase will provide the operational support needed to maintain a 24-hour COSTAR system.

1. Primary Care (4.15 staff years; \$1,325,734 in contracts; \$585,619 in other direct costs) 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 77,000 medical visits for 30,000 residents.
2. Refugee Preventive Health (2 staff years; \$172,000 in contracts; \$75,999 in other direct costs) 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 9,900 visits to ensure that 80% of all newly arrived refugees are screened for health problems and receive appropriate care.
3. COSTAR Implementation/Support (3.5 staff years; \$65,000 in system maintenance support; \$96,685 in other direct costs) 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.

PROGRAM REVENUE BY SOURCE:

In 1985-86, revenue will be received in the amount of \$2,372,357. The following table compares, by source, the 1984-85 budgeted and actual revenue with that which is anticipated for 1985-86.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges:			
Pharmacy Issues - Community Clinics	\$ 226,926	\$ 375,000	\$ 300,000
Grants:			
State - AB 8	494,751	576,677	561,443
State - SNAP	141,125	141,125	91,708
State - MIA	97,500	97,500	97,500
Refugee Preventive Health	172,900	145,000	172,000
Miscellaneous Revenue	16,236		
Other:			
Federal Revenue Sharing	<u>2,769,000</u>	<u>2,694,000</u>	<u>1,149,706</u>
TOTAL	\$ 3,918,438	\$ 4,029,302	\$ 2,372,357

Pharmaceutical reimbursement represents a \$75,000 decrease over 1984-85 budget based on a reduction in provider contracts. These are purchases made by the County for the clinics and then reimbursed.

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 1985-86 revenue represents only that which is currently approved.

In addition, the 1985-86 adopted State Medically Indigent Adult (MIA) allocation is the same as the 1984-85 budget.

1985-86 OBJECTIVES:

1. To provide 77,000 Primary Care patient visits.
2. To provide 9,900 Refugee Preventive Health visits.
3. To continue to provide technical, programming and administrative support to the COSTAR V computerized medical records and billing system for County use.

## STAFFING SCHEDULE

PROGRAM: PRIMARY CARE

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4125	Chief, Primary Care Services	1.00	1.00	\$ 39,060	\$ 41,196
2366	EDP Coordinator, COSTAR	0.00	1.00	0	34,608
2413	Analyst III	1.00	0.00	32,736	0
2412	Analyst II	3.00	3.00	85,104	90,396
2730	Senior Clerk	1.00	1.00	16,524	16,968
3020	Computer Operator	0.00	1.00	0	16,512
2700	Intermediate Clerk Typist	1.00	1.00	13,668	14,544
3019	Computer Operator Trainee	0.00	1.00	0	13,920
9999	Extra Help	0.65	0.65	8,622	8,622
	Total	7.65	9.65	\$ 195,714	\$ 236,766
Adjustments:					
	County Contributions and Benefits			\$ 61,676	\$ 69,795
	Salary Settlement Costs			11,835	15,031
Special Payments:					
	Premium			1,100	200
	Salary Adjustment			0	0
	Salary Savings			(5,168)	(5,457)
	Total Adjustments			\$ 69,443	\$ 79,569
PROGRAM TOTALS:		7.65	9.65	\$ 265,157	\$ 316,335

PROGRAM: UNIVERSITY HOSPITAL # 42699 MANAGER: Paul B. Simms  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 172

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 retained by the University.

Mandate: Discretionary/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 245,125	\$ 219,771	\$ 233,972	\$ 220,285	\$ 247,759
Services & Supplies	0	0	0	0	0
Other Costs	0	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
<b>TOTAL DIRECT COSTS</b>	<b>\$ 245,125</b>	<b>\$ 219,771</b>	<b>\$ 233,972</b>	<b>\$ 220,285</b>	<b>\$ 247,759</b>
Dept. Overhead	15,556	17,006	14,460	14,954	19,348
Ext. Support Costs	4,430	8,547	4,072	11,635	10,456
<b>FUNDING</b>	<b>\$ (244,555)</b>	<b>\$ (221,573)</b>	<b>\$ (232,913)</b>	<b>\$ (213,000)</b>	<b>\$ (220,285)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 20,556</b>	<b>\$ 23,751</b>	<b>\$ 19,591</b>	<b>\$ 33,874</b>	<b>\$ 57,278</b>
<b>STAFF YEARS</b>	<b>8.54</b>	<b>7.53</b>	<b>5.96</b>	<b>6.00</b>	<b>6.00</b>

PERFORMANCE INDICATORS:

Not Applicable.

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.

1984-85 ACTUAL:

FY 84-85 actual net county costs are less than budgeted as the revenue is up due to the actual cost of salaries and benefits. Salary increases are not reflected in the FY 84-85 budgeted revenue as the dollar amount is unknown at the time the budget is finalized. However salary increases are 99.5% offset by the actual revenue received. Actual staff years are slightly under budget with no contract help usage.

1985-86 ADOPTED BUDGET:

The University Hospital Program (6.00 staff years, \$247,759 direct costs) is 89% revenue offset and program appropriations consist of the salaries and employee benefits of the six employees retained at University Hospital.

County employees in the classified service of the County of San Diego as of June 30, 1966, were to be retained at the University Hospital by the Regents of the University of California under the 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.

PROGRAM REVENUE BY SOURCE:

In 1985-86 revenue will be received in the amount of \$220,285 from charges from University Hospital as reimbursement for salaries and warrant preparation fees. The following table compares, by source, the 1984-85 budgeted and actual revenues with that which is anticipated for 1985-86.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges:			
University Hospital	\$ 232,556	\$ 211,000	\$ 218,285
P/R Warrant Preparation Charge	357	2,000	2,000
TOTAL	\$ 232,913	\$ 213,000	\$ 220,285

1985-86 OBJECTIVES:

Not applicable.

STAFFING SCHEDULE

PROGRAM: UNIVERSITY HOSPITAL

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4530	Nurse Anesthetist	1.00	1.00	\$ 38,208	\$ 41,052
4354	Supr. Clinical Laboratory Technician	1.00	1.00	33,840	37,020
4620	Urologist Assistant	1.00	1.00	27,600	31,512
4538	Staff Nurse II	1.00	1.00	24,876	27,600
4317	Clinical Laboratory Technician	1.00	1.00	24,372	26,352
4325	Laboratory Aid	1.00	1.00	12,708	13,716
	Total	6.00	6.00	\$ 161,604	\$ 177,252
Adjustments:					
	County Contributions and Benefits			\$ 53,103	\$ 61,060
	Salary Settlement Costs			9,872	11,773
Special Payments:					
	Premium			0	1,948
	Salary Adjustment			0	0
	Salary Savings			(4,294)	(4,274)
	Total Adjustments			\$ 58,681	\$ 70,507
PROGRAM TOTALS:		6.00	6.00	\$ 220,285	\$ 247,759

PROGRAM: ADULT SPECIAL HEALTH SERVICES # 41014 MANAGER: Antoinette Harris  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 175  
 Authority: Sections 300-3507 of the Health & Safety Code requires health information, education, and nursing services for Senior citizens and high risk groups and also the identification of health needs and problems.  
 Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 273,698	\$ 376,944	\$ 347,789	\$ 347,708	\$ 482,454
Services & Supplies	29,517	28,371	23,351	35,257	28,253
Other Costs	0	0	0	0	0
Fixed Assets	0	0	6,482	0	18,393
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 303,215</b>	<b>\$ 405,315</b>	<b>\$ 377,622</b>	<b>\$ 382,965</b>	<b>\$ 529,100</b>
Dept. Overhead	29,075	11,004	10,000	9,637	12,468
Ext. Support Costs	116,369	94,795	63,689	99,566	89,478
<b>FUNDING</b>	<b>\$ (415,685)</b>	<b>\$ (382,757)</b>	<b>\$ (334,812)</b>	<b>\$ (305,445)</b>	<b>\$ (311,493)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 32,947</b>	<b>\$ 128,357</b>	<b>\$ 116,499</b>	<b>\$ 186,723</b>	<b>\$ 319,553</b>
<b>STAFF YEARS</b>	<b>11.33</b>	<b>11.55</b>	<b>13.26</b>	<b>11.24</b>	<b>14.25</b>

PERFORMANCE INDICATORS:

<b>Public Health Nursing</b>					
Public Health Nurse Visits	6,880	8,592	8,289	7,000	8,500
Individuals Visited	3,550	2,058	2,013	3,000	4,600
Senior Citizen Screening Visits	2,885	7,724	8,733	3,000	6,000
Individuals Screened	1,645	2,575	3,066	2,000	3,000
<b>Anti-Smoking Program</b>					
No. of presentations	0	0	35	50	50
No. of individuals reached	0	0	2,182	2,000	2,000
<b>No-Smoking Ordinance</b>					
Complaints Handled	0	0	53	25	25

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. This program reduces costly hospitalizations and institutionalization. In addition, this program includes the County-wide anti-smoking campaign.

1984-85 ACTUAL:

Total direct costs for 1984-85 were on target. Program services show an increase as a result of full staffing and a reduced rate of staff turnover. Mid-year, the program commenced an Anti-Smoking campaign. The campaign cost is offset by revenue from State MIA funds and a State Grant of \$5,500. Also mid-year, the program was awarded a State Special Needs and Priorities (SNAP) Grant for In-Home Assessment, the grant is funded at \$50,000, however, funds will not be received until the beginning of FY 1985-86. Start-up activities of the grant began in May, 1985. The bulk of the grant services will occur in FY 1985-86. Public Health Nursing performance indicators have increased; they reflect attainment of a full time nursing staff. The mid-year grants contribute to the increase in actual staff years from the FY 1984-85 Budget. Services and supplies include \$2,108 in prior year expenses due to billing in-arrears. No temporary contract help was utilized in this program.

1985-86 ADOPTED BUDGET:

Program staffing has been increased by 3.0 staff years (SY): 1.5 SY - Public Health Nurse II, funded by a State SNAP Grant for In-Home Assessment; 1.0 SY - Health Education Associate, position will be converted from a temporary extra help to a permanent position to support the County's Anti-Smoking Campaign paid for by MIA funds; and 0.5 SY - Extra Help, Student Worker to augment the services of the Program's sole Nutritionist. Salary and benefits costs have been increased to reflect the increase in staff years. Revenues have increased \$6,048; a \$43,952 reduction in the program's proportionate share of the Department's AB 8 allocation has been offset by a new \$50,000 State SNAP Grant for In-Home Assessment. The Grant for In-Home Assessment will enhance the program's service to the at-risk home-bound elderly by providing a new collaborative service with the Area Agency on Aging. The Public Health Nursing performance indicators are increased to reflect services added through the In-Home Assessment grant.

PROGRAM REVENUE BY SOURCE:

The program's proportionate share of the Department's AB 8 allocation decreased by \$43,952 for FY 1985-86. AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The State's SNAP In-Home Assessment Grant originally applied for in FY 1984-85 will become effective in FY 1985-86. The total net County cost of this Program is comprised of the matching amount for AB 8 funds plus the unallowable portion of external overhead costs.

Revenue will accrue from the following sources:

<u>Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Grants:			
State AB 8	\$ 299,312	\$ 275,445	\$ 231,493
State MIA	30,000	30,000	30,000
State - SNAP In-Home Assessment	0	0	50,000
State - Anti-Smoking	<u>5,500</u>	<u>\$ 0</u>	<u>0</u>
TOTAL	\$ 334,812	\$ 305,445	\$ 311,493



PROGRAM: ADULT SPECIAL HEALTH SERVICES

DEPARTMENT: HEALTH SERVICES

1985-86 OBJECTIVES:

1. Serve senior citizens and other adults with 8,500 nursing visits to provide health assessments, counseling and follow-up services.
2. Give special counseling and follow-up services to 4,600 senior citizens in East County, Southeast San Diego and South Bay areas, especially for the isolated, low income and minority communities.
3. Develop and implement a comprehensive county-wide anti-smoking campaign including:
  - a. The development of mass media and billboard messages.
  - b. The 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 a program to prevent the use of tobacco among youth in San Diego County.
  - d. Provide coordination through 150 educational consultations with agencies involved in efforts to reduce the prevalence of cigarette smoking in San Diego.

## STAFFING SCHEDULE

PROGRAM: ADULT SPECIAL HEALTH SERVICES

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4805	Chief, Public Health Education	0.08	0.08	\$ 2,881	\$ 3,437
4560	Chief Nurse, Public Health	0.25	0.25	9,189	10,293
4103	Public Health Nutrition Manager	0.08	0.08	2,550	2,549
4567	Senior Public Health Nurse	2.00	2.00	54,432	59,376
4565	Public Health Nurse II	5.00	6.50	128,820	182,988
4830	Health Information Specialist	1.00	1.00	21,108	23,604
4824	Health Education Associate	0.00	1.00	0	22,428
2730	Senior Clerk	2.25	2.25	37,179	38,178
2756	Administrative Secretary I	0.50	0.50	7,266	7,806
2700	Intermediate Clerk Typist	0.08	0.08	1,139	1,212
9999	Extra Help	0.00	0.50	0	16,414
	Total	11.24	14.25	\$ 264,564	\$ 368,285
Adjustments:					
	County Contributions and Benefits			\$ 73,287	\$ 98,467
	Salary Settlement Costs			15,534	22,925
Special Payments:					
	Premium			1,100	1,100
	Salary Adjustment			0	0
	Salary Savings			(6,777)	(8,323)
	Total Adjustments			\$ 83,144	\$ 114,169
PROGRAM TOTALS:		11.24	14.25	\$ 347,708	\$ 482,454

PROGRAM: CALIFORNIA CHILDREN SERVICES # 41005 MANAGER: Georgia P. Reaser, M.D.  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 178  
 Authority: Sections 248-270.1 of the Health and Safety Code direct the County to establish and administer a program for physically defective or handicapped persons under the age of 21.  
 Mandate: Mandated/Mandated Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,340,015	\$ 1,489,530	\$ 1,441,257	\$ 1,769,033	\$ 2,089,051
Services & Supplies	3,650,383	2,394,767	3,159,801	4,721,574	5,659,472
Other Costs	0	0	0	0	0
Fixed Assets	0	0	3,062	3,445	12,855
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,990,398</b>	<b>\$ 3,884,297</b>	<b>\$ 4,604,120</b>	<b>\$ 6,494,052</b>	<b>\$ 7,761,378</b>
Dept. Overhead	147,312	161,396	138,898	141,897	172,667
Ext. Support Costs	203,453	227,663	141,013	252,668	227,069
<b>FUNDING</b>	<b>\$ (5,283,907)</b>	<b>\$ (3,906,121)</b>	<b>\$ (4,769,155)</b>	<b>\$ (5,819,408)</b>	<b>\$ (7,009,748)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 57,256</b>	<b>\$ 367,235</b>	<b>\$ 114,876</b>	<b>\$ 1,069,209</b>	<b>\$ 1,151,366</b>
<b>STAFF YEARS</b>	<b>62.32</b>	<b>58.91</b>	<b>47.43</b>	<b>62.64</b>	<b>67.06</b>

PERFORMANCE INDICATORS:

Total number of children receiving physical or occupational therapy treatment in Medical Therapy Units	1,002	922	969	1,250	1,290
Total therapy treatments given in medical therapy units	112,528	146,654	127,974	110,000	114,000
New Referrals	4,000	5,082	7,343	4,000	4,000
Number of claims processed	22,742	19,162	17,051	19,500	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, it is estimated that there are 51,000 medically eligible cases of which the CCS program serves 6,000. The program

PROGRAM DESCRIPTION (Continued):

provides care for very serious illnesses such as renal disease, leukemia, cancer, muscular dystrophy, cerebral palsy, cystic fibrosis, serious heart conditions, etc., which are devastating to the families medically, economically, 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 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.

1984-85 ACTUAL:

Medical services for children who are eligible for Medi-Cal or who have private insurance have been increasingly billed to those sources, thereby decreasing CCS State/County costs in FY 1984-85. Staffing adjustments have increased productivity and will continue to do so. Due to billings in-arrears, services and supplies includes prior year expenditures of \$77,072 for contracts and \$8,744 for services and supplies. Contract extra help, 1.25 staff years, was utilized during this year.

1985-86 ADOPTED BUDGET:

Program service levels will remain stable for FY 1985-86 through management efforts focused on the improvement of efficiency and cost-effectiveness within the program. Funds budgeted for contracted physical and occupational therapy services are decreased \$208,128 due to the addition of 4 staff Occupational Therapists. The replacement of Client Services Administrator with Chief, CCS Program, approved in the FY 1984-85 Budget and the deletion in 1985-86 of the Medical Therapy Unit Administrator, will continue to decrease administrative staff and costs. The addition of .4 staff year Senior Physician, transferred from the Child Health Program, and 4 Occupational Therapists to provide treatment to the increased number of infants and young children will help to rectify three problems: shortage of Physical Therapist (PT) staff necessitating private vendoring, shortage of private PT vendors available and a continuing waiting list for services. Implementation of the written agreement with the County Department of Education dealing with the provision of physical and occupational therapy services continues as a major objective for 1985-86. Total salary costs are up, due to new positions and staff increases. Services and supplies have increased due to the State requirement that the County appropriate funds equal to one-fortieth mill per dollar of the assessed valuation of County property.

PROGRAM REVENUE BY SOURCE:

Revenue for 1985-86 has increased from the 1984-85 Budget due to the State required fund allocation of one-fortieth mill per dollar of assessed valuation of the County. 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 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 1985-86 will accrue from the following sources:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
<b>Charges:</b>			
Family Repayment for Services	\$ 89,758	\$ 100,000	\$ 100,000
<b>Subventions:</b>			
State - California Children Services (CCS)			
CCS - Treatment	2,689,561	4,075,000	5,166,775
CCS - Administration	160,027	200,000	300,000
CCS - Medi-Cal	264,272	100,000	325,000
<b>Grants:</b>			
State - AB 8	<u>1,565,537</u>	<u>1,344,408</u>	<u>1,117,973</u>
TOTAL	\$ 4,769,155	\$ 5,819,408	\$ 7,009,748

1985-86 OBJECTIVES:

1. To develop and implement a specifically designed COSTAR CCS case-management system.
2. To increase provision of therapy services to 1,290 children by CCS staff within the Medical Therapy Unit setting utilizing County staff instead of vendored services.
3. To provide 114,000 physical and occupational therapy treatments to eligible children through a combination of more County provided and fewer purchased services in Medical Therapy Units, other schools, homes and hospitals.
4. To reduce by 3% the number of children waiting for services due to lack of County or private therapy.
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 4,000 children.

## STAFFING SCHEDULE

PROGRAM: CALIFORNIA CHILDREN SERVICES

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4124	Chief, Maternal & Child Health	0.08	0.08	\$ 6,039	\$ 6,370
4192	Senior Physician	0.50	0.90	26,982	29,520
4805	Chief, Public Health Education	0.08	0.08	2,881	3,437
4392	Medical Therapy Unit Coordinator	1.00	0.00	34,572	0
4390	Chief, California Children Services	1.00	1.00	32,148	35,640
4844	Supervising Health Educator	0.00	0.08	0	2,906
4430	Supervising Occupational Therapist	1.00	1.00	29,016	32,112
4103	Public Health Nutrition Manager	0.08	0.08	2,550	2,549
4435	Supervising Physical Therapist	1.00	1.00	27,348	30,024
4428	Senior Therapist	4.00	4.00	107,136	119,280
4840	Senior Health Educator	0.08	0.00	2,247	0
4841	Senior Health Information Specialist	0.08	0.08	2,302	2,474
4567	Senior Public Health Nurse	2.00	2.00	54,432	59,376
5261	Senior Social Worker, MSW	2.00	2.00	51,696	58,224
4565	Public Health Nurse II	2.00	2.00	51,528	56,304
4825	Health Educator	0.08	0.08	2,070	2,232
4410	Physical Therapist II	14.00	14.00	330,624	359,352
4400	Occupational Therapist II	13.00	17.00	308,724	435,540
2745	Supervising Clerk	0.00	1.00	0	19,704
5221	Eligibility Technician	3.00	3.00	44,172	55,800
2730	Senior Clerk	1.08	1.08	17,901	18,382
2756	Administrative Secretary I	0.08	0.08	1,211	1,301
2493	Intermediate Account Clerk	4.00	4.00	54,480	58,272
2700	Intermediate Clerk Typist	5.50	6.50	75,174	94,536
4395	Medical Therapy Unit Clerk	4.00	4.00	52,992	53,856
2710	Junior Clerk Typist	2.00	1.00	21,216	11,412
9999	Extra Help	1.00	1.00	11,128	11,128
	<b>Total</b>	<b>62.64</b>	<b>67.06</b>	<b>\$ 1,350,569</b>	<b>\$ 1,559,731</b>
	<b>Adjustments:</b>				
	County Contributions and Benefits			\$ 371,036	\$ 433,357
	Salary Settlement Costs			79,157	97,842
	<b>Special Payments:</b>				
	Premium			2,750	3,700
	Salary Adjustment			0	0
	Salary Savings			(34,479)	(35,522)
	<b>Total Adjustments</b>			<b>\$ 418,464</b>	<b>\$ 499,377</b>
<b>PROGRAM TOTALS:</b>		<b>62.64</b>	<b>67.06</b>	<b>\$ 1,769,033</b>	<b>\$ 2,059,108</b>

PROGRAM: CHILD HEALTH # 41013 MANAGER: Georgia P. Reaser, M.D.  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 182  
 Authority: Sections 300-329 of the Health & Safety Code state that the County must provide a program designed to reduce infant mortality and improve the health of mothers and children.  
 Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,559,773	\$ 1,573,655	\$ 2,024,250	\$ 2,052,196	\$ 2,199,637
Services & Supplies	105,251	106,043	81,374	140,943	115,893
Other Costs	0	0	0	0	0
Fixed Assets	0	0	1,618	0	2,289
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,665,024</b>	<b>\$ 1,679,698</b>	<b>\$ 2,107,242</b>	<b>\$ 2,193,139</b>	<b>\$ 2,317,819</b>
Dept. Overhead	87,869	96,370	88,116	84,739	103,569
Ext. Support Costs	210,580	236,987	169,332	266,518	239,516
<b>FUNDING</b>	<b>\$ (1,731,463)</b>	<b>\$ (1,693,933)</b>	<b>\$ (1,937,658)</b>	<b>\$ (1,826,088)</b>	<b>\$ (1,819,534)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 232,010</b>	<b>\$ 319,122</b>	<b>\$ 427,032</b>	<b>\$ 718,308</b>	<b>\$ 841,370</b>
<b>STAFF YEARS</b>	<b>68.04</b>	<b>60.29</b>	<b>66.49</b>	<b>69.99</b>	<b>69.60</b>

PERFORMANCE INDICATORS:

Child Health Patient Services

<u>CHYC Patients Screened</u>					
County	2,866	4,274	4,364	4,000	4,500
San Ysidro Community Clinic	285	895	0	0	0
<u>CHYC Patient Visits</u>					
County	3,074	4,779	5,014	4,500	5,000
San Ysidro Community Clinic	285	895	0	0	0
Child Health PHN home contacts	33,415	26,718	46,073	25,000	26,000
Medi-Cal County-wide outreach contacts	21,422	21,070	23,013	18,000	18,000
WIC Program participants	3,792	5,070	5,489	5,500	5,500

CHDP Program Services

<u>(Screenings)</u>					
6 year old non-Medi-Cal	7,022	6,497	9,536	7,000	7,000
0 thru 20 year old Medi-Cal	43,126	40,710	33,342	40,000	40,000

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 entrants, 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.

1984-85 ACTUAL:

There were no mid-year staffing changes. The combined effect of staff vacancies plus service and supply savings and a lower external support allocation has reduced the program's Direct and Net County costs. The Child Health Patient Screened, Child Health PHN Home contacts and Patient Visit performance indicators have increased because the State CHDP Program expanded the eligible population. Effective October 1, 1984, all babies (birth to 13 months) from families with low incomes, became eligible for preventive health services (State DHS-CHDP letter #84-16). This mandated service expansion has resulted in an increase of State-CHDP revenue. Services and supplies includes \$12,280 of prior year expenses due to billing in-arrears. Contract extra help, .21 staff years, was utilized during the year. All program objectives have been met.

1985-86 ADOPTED BUDGET:

For 1985-86, the direct cost of \$2,317,819 represent a 5.6% increase over the 1984-85 budget due to step increases and an increase in County costs and benefits. Total staffing has been decreased by .40 staff years, part of a Senior Physician staff year has transferred to the California Children Services Program for a more effective use of a professional resource. As a staffing adjustment, one half of a Senior Health Educator, shared with other Public Health programs, has been reclassified to Supervising Health Educator. Services and supplies have been reduced due to the elimination of the San Ysidro Community Clinic contract, a CHDP pilot project funded through August of 1984. Some performance indicators have been increased moderately to reflect an expanded service level. All babies (birth to 13 months) from low income families are now eligibles for preventive health services (State DHS-CHDP letter #84-16).

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

1. Women, Infants and Children (WIC) (6.0 staff years; \$199,332 direct cost) will:
  - . Provide a special supplemental food program directed at financially eligible individuals determined to be at nutritional risk.
  - . Have no staffing changes.
  - . Implement State Health and Safety Code, Sec. 311-319.
  - . Be offset 71.7% by program revenues from State subvention and AB 8 grant funds.
  - . Provide service and nutritional counseling to 5,500 women and children participants.



1985-86 ADOPTED BUDGET (Continued):

2. Child Health and Disability Program (CHDP) (23.25 staff years; \$774,269 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-Cal health screenings.
  - . Monitor 40,000 Medi-Cal private provider health screenings.
  - . Provide 18,000 Medi-Cal outreach contacts.
3. Child Health and Youth Clinics (CHYC) and other Child Health Services (40.35 staff years; \$1,344,218 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 4,500 patient screenings in CHYC.
  - . Provide 26,000 Public Health Nursing home contacts.

Funding will increase 1984-85 service levels 6.5% through 1985-86.

PROGRAM REVENUE BY SOURCE:

Total revenue in the amount of \$1,819,534 for 1985-86 will accrue from the following sources:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges:			
School Nursing Contacts	\$ 21,155*	\$ 22,351*	\$ 22,351*
State - Medical	8,190	29,502	22,550
State - CHDP	111,025	54,846	65,000
Patient Fees - Non Medi-Cal or CHDP	2,887	17,010	12,000
Subventions:			
State - Child Health and Disability Prevention Program (CHDP)	355,361	343,028	355,362
State - Early Periodic Screening, Diagnosis and Treatment Contract (EPSDT)	285,406	276,395	298,912
State - Women and Infant Children Program	152,924	145,000	170,000
Grants:			
State - Outreach and Early Intervention	57,200	30,744	76,264
State - AB 8	<u>943,510</u>	<u>907,212</u>	<u>797,095</u>
TOTAL	<u>\$ 1,937,658</u>	<u>\$ 1,826,088</u>	<u>\$ 1,819,534</u>

\* 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.

1985-86 OBJECTIVES:

1. Provide CHYC screenings through County clinics to at least 4,500 Medi-Cal, birth to first grade entry, and non-Medi-Cal eligible children whose families are at or below 200% of poverty level.
2. 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. Provide screening services through private physicians for 40,000 of the Medi-Cal eligibles, birth through 20 years, who are without medical care.
4. Provide screening services through private physicians for 7,000 of the non-Medi-Cal 6 year old children whose families are at or below 200% of poverty level.
5. Place under treatment at least 90 percent of the Medi-Cal children, birth through 20 years, who are referred for further diagnosis and treatment.
6. Provide WIC program services and nutritional counseling to at least 5,500 low income women, infants and children.

STAFFING SCHEDULE

PROGRAM: CHILD HEALTH

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4124	Chief, Maternal & Child Health	0.42	0.42	\$ 30,195	\$ 31,850
4192	Senior Physician	0.58	0.18	31,479	4,497
4193	Physician	0.33	0.33	15,380	16,188
4805	Chief, Public Health Education	0.25	0.25	8,643	10,311
4560	Chief Nurse, Public Health	0.25	0.25	9,189	10,293
4844	Supervising Health Educator	0.00	0.50	0	17,436
4112	Child Health and Disability Program Coordinator	1.00	1.00	32,940	34,764
4570	Supervising Public Health Nurse	3.00	3.00	89,424	99,720
4103	Public Health Nutrition Manager	0.25	0.25	7,650	7,647
4840	Senior Health Educator	0.83	0.33	22,470	9,904
4841	Senior Health Information Specialist	0.25	0.25	6,906	7,422
4567	Senior Public Health Nurse	1.67	1.67	45,360	49,480
4565	Public Health Nurse II	26.00	26.00	669,864	731,952
4103	Public Health Nutrition Manager	1.00	1.00	27,804	27,792
4517	Certified Nurse Practitioner	1.00	1.00	29,736	27,768
4538	Staff Nurse II	2.00	2.00	49,752	55,200
4825	Health Educator	0.83	0.83	20,700	22,320
4824	Health Education Associate	1.50	1.50	31,302	33,642
4770	Dietitian	1.50	1.50	32,058	33,246
2745	Supervising Clerk	1.17	1.17	22,162	22,988
4826	Health Education Specialist	0.50	0.50	9,228	9,756
4625	Licensed Vocational Nurse	2.00	2.00	33,840	37,032
2730	Senior Clerk	1.58	1.58	26,163	26,866
2756	Administrative Secretary I	0.75	0.75	10,899	11,709
4911	Social Services Aid II	12.00	12.00	174,528	182,160
2700	Intermediate Clerk Typist	9.08	9.08	124,151	132,108
9999	Extra Help	0.25	0.25	3,662	3,662
	Total	69.99	69.60	\$ 1,565,485	\$ 1,657,713
Adjustments:					
	County Contributions and Benefits			\$ 432,638	\$ 471,245
	Salary Settlement Costs			91,871	105,942
Special Payments:					
	Premium			2,200	3,200
	Salary Adjustment			0	0
	Salary Savings			(39,998)	(38,463)
	Total Adjustments			\$ 486,711	\$ 541,924
PROGRAM TOTALS:		69.99	69.60	\$ 2,052,196	\$ 2,199,637

PROGRAM: COMMUNITY DISEASE CONTROL # 41003 MANAGER: William A. Townsend, M.D.  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 187

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.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,693,409	\$ 3,200,208	\$ 3,114,235	\$ 3,183,021	\$ 3,544,541
Services & Supplies	413,207	311,287	430,992	459,800	575,234
Other Costs	0	0	0	0	0
Fixed Assets	0	0	8,083	0	193,848
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 3,106,616</b>	<b>\$ 3,511,495</b>	<b>\$ 3,553,310</b>	<b>\$ 3,642,821</b>	<b>\$ 4,313,623</b>
Dept. Overhead	140,205	153,393	135,653	135,583	169,356
Ext. Support Costs	484,285	523,702	396,674	568,169	510,605
<b>FUNDING</b>	<b>\$ (2,842,872)</b>	<b>\$ (3,247,602)</b>	<b>\$ (2,814,041)</b>	<b>\$ (2,691,096)</b>	<b>\$ (3,071,330)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 888,234</b>	<b>\$ 940,988</b>	<b>\$ 1,271,596</b>	<b>\$ 1,655,477</b>	<b>\$ 1,922,254</b>
<b>STAFF YEARS</b>	<b>101.34</b>	<b>116.57</b>	<b>103.38</b>	<b>103.92</b>	<b>106.19</b>

**PERFORMANCE INDICATORS:**

Gonorrhea reported by DHS	3,708	3,016	2,879	3,700	3,500
Syphilis reported by DHS	342	325	418	350	350
Tuberculosis cases -					
DHS Supervision	275	244	220	275	250
Indochinese	47	31	32	40	32
Food Borne Illness Complaints Investigated	624	602	630	700	625
Individuals Served by Health Ed. Program	14,501	18,112	19,833	14,500	15,000
PHN Communicable Disease Visits	10,877	8,979	8,595	10,500	10,000
V.D. Laboratory Tests	96,012	88,789	88,075	95,400	90,000
V.D. Clinic Visits	25,093	19,403	18,433	25,000	20,000
Tuberculosis Clinic Visits, Primary	3,377	3,733	3,877	3,400	3,800
Immunizations (Diphtheria, Measles, Polio)	98,192	91,734	87,262	97,600	93,000

PROGRAM: COMMUNITY DISEASE CONTROL

DEPARTMENT: HEALTH SERVICES

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.

1984-85 ACTUAL:

The Community Disease Control program has performed on target in terms of revenues and services delivered. The salary and benefits cost is slightly lower than budgeted due to staff turnover. Services and supplies includes \$18,148 appropriated to prior year expenses. Contract extra help, .50 staff year, was utilized during this year.

1985-86 ADOPTED BUDGET:

Staffing increased by 2.27 staff years. Three staff months have been added to an existing Health Educator position in support of, and fully funded by, a State- AIDS Education Grant. One staff year of Senior Public Health Nurse, one-half staff year of Staff Nurse II and one-half staff year of Intermediate Clerk have been added to implement service for the Hansen's Disease Grant. Services and supplies are increased by \$115,434 to support the Public Health Laboratory. Revenues are increased by \$380,234 as a result of an increase in the State AB 8 allocation and the Hansen's Disease Grant. The net county cost is increased by \$266,777 primarily due to fixed asset and supply costs involved in the relocation of the Public Health Laboratory.

PROGRAM REVENUE BY SOURCE:

Total revenue in the amount of \$3,071,330 for 1985-86 will accrue from the following sources:

<u>Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
<b>Charges:</b>			
Employment Tbc Skin Tests	\$ 24,137	\$ 47,000	\$ 25,400*
Employment Tbc X-rays	24,052	33,000	26,200*
Immunizations	107,847	112,000	101,000*
Venereal Disease Clinic Visits	56,855	70,000	59,000*
Laboratory Fees	32,741	73,000	67,000*
<b>Grants:</b>			
State and Federal			
State - Special P.H. Assistance	16,000	16,000	16,000
State - Tuberculosis Allocation	31,284	27,010	27,010
State - Pediatric Immunization Project	108,593	102,000	102,000
State - Rabies Exam	608	768	768
State - Gonorrhoea Screening	21,300	20,941	20,941
State - AIDS Grant	22,716	18,057	25,000
State - AIDS Alt. Site Grant	638	0	0
Federal - Comp. Public Health (314d)	17,726	19,270	16,641
Federal - Tuberculosis Grant	60,033	57,492	51,350
Federal - Other (Hansen's)	41,887	0	143,520
State AB 8	2,219,589	\$ 2,094,558	2,389,500
State Aid - Prior Year	<u>28,035</u>	<u>0</u>	<u>0</u>
<b>TOTAL</b>	<b>\$ 2,814,041</b>	<b>\$ 2,691,096</b>	<b>\$ 3,071,330</b>

Revenues of \$278,600 are anticipated in 1985-86 as a result of fee collections (charges). The fees are for tuberculosis employment screening tests, immunizations, venereal disease clinic visits and laboratory virus tests. Grants in the amount of \$403,230 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.

\* The 1985-86 CAO Proposed Budget for fee revenues is based upon a full year's fee collection experience. The 1984-85 budgeted revenue fees were over-estimated due to limited experience with the fees.

1985-86 OBJECTIVES:

1. Contain or reduce the FY 1982-83 - 1984-85 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 1982-83 - 1984-85 average annual reported rates of tuberculosis among the non-Indo-chinese and Indochinese populations.
4. Contain or reduce the FY 1982-83 - 1984-85 average annual levels of reported gonorrhoea and syphilis.
5. Contain or reduce the FY 1982-83 - 1984-85 average annual levels of reported infectious hepatitis cases.

## STAFFING SCHEDULE

PROGRAM: COMMUNITY DISEASE CONTROL

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4123	Chief, Community Disease Control	0.92	0.92	\$ 66,429	\$ 70,070
4192	Senior Physician	3.67	3.67	197,868	216,480
4193	Physician	2.17	2.17	99,970	105,222
4315	Chief, Public Health Laboratory	0.83	0.83	37,620	39,690
4805	Chief, Public Health Education	0.25	0.25	8,643	10,311
4560	Chief Nurse, Public Health	0.33	0.33	12,252	13,724
4300	Assistant Chief, Public Health Laboratory	0.83	0.83	32,490	34,270
4844	Supervising Health Educator	0.00	0.33	0	11,624
4570	Supervising Public Health Nurse	2.00	2.00	59,616	66,480
5794	Supervising Communicable Disease Investigator	1.00	1.00	29,520	31,740
4348	Supervising Public Health Microbiologist	1.83	1.83	53,218	57,354
4103	Public Health Nutrition Manager	0.17	0.17	5,100	5,098
4353	Senior Public Health Microbiologist	4.67	4.67	134,176	142,352
2412	Analyst II	1.00	1.00	28,368	30,132
4840	Senior Health Educator	0.67	0.33	17,976	9,904
4841	Senior Health Information Specialist	0.25	0.25	6,906	7,422
4567	Senior Public Health Nurse	4.08	5.08	111,132	150,914
5261	Senior Social Worker, MSW	1.00	1.00	25,848	29,112
4565	Public Health Nurse II	7.50	7.50	193,230	211,140
4538	Staff Nurse II	11.42	11.92	284,001	328,900
4825	Health Educator	4.00	4.25	99,360	113,832
5735	Communicable Disease Investigator	5.00	5.00	119,760	133,020
4346	Public Health Microbiologist	6.08	6.08	150,015	161,330
4824	Health Education Associate	0.50	0.50	10,434	11,214
4370	Radiologic Technician	2.00	2.00	38,064	41,136
2745	Supervising Clerk	0.92	0.92	17,413	18,062
4826	Health Education Specialist	0.50	0.50	9,228	9,756
4351	Senior Laboratory Assistant	1.75	1.75	30,639	33,159
4625	Licensed Vocational Nurse	2.00	2.00	33,840	37,032
2662	Pharmacy Storekeeper	0.50	0.50	8,316	9,252
2730	Senior Clerk	4.33	4.33	71,604	73,528
2756	Administrative Secretary I	3.00	3.00	43,596	46,836
4330	Laboratory Assistant	4.33	4.33	62,400	66,976
3039	Mail Clerk Driver	1.00	1.00	13,896	15,372
4911	Social Services Aid II	3.50	3.50	50,904	53,130
2700	Intermediate Clerk Typist	17.92	18.42	244,885	267,852
2709	Department Clerk	1.00	1.00	11,268	11,988
9999	Extra Help	1.00	1.00	9,970	9,970
	Total	103.92	106.19	\$ 2,429,955	\$ 2,685,384
Adjustments:					
	County Contributions and Benefits			\$ 670,355	\$ 748,681
	Salary Settlement Costs			142,549	168,424
Special Payments:					
	Premium			2,200	3,200
	Salary Adjustment			0	0
	Salary Savings			(62,038)	(61,148)
	Total Adjustments			\$ 753,066	\$ 859,157
PROGRAM TOTALS:		103.92	106.19	\$ 3,183,021	\$ 3,544,541

PROGRAM: COUNTY VETERINARIAN # 41018 MANAGER: Dr. H.C. Johnstone  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 191

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.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 169,729	\$ 190,290	\$ 212,438	\$ 215,661	\$ 237,163
Services & Supplies	13,429	14,345	20,227	16,070	17,555
Other Costs	0	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
<b>TOTAL DIRECT COSTS</b>	<b>\$ 183,158</b>	<b>\$ 204,635</b>	<b>\$ 232,665</b>	<b>\$ 231,731</b>	<b>\$ 254,718</b>
Dept. Overhead	3,629	4,002	3,710	3,655	4,729
Ext. Support Costs	39,874	42,735	19,172	45,710	41,079
<b>FUNDING</b>	<b>\$ (25,636)</b>	<b>\$ (36,925)</b>	<b>\$ (38,536)</b>	<b>\$ (25,000)</b>	<b>\$ (35,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 201,025</b>	<b>\$ 214,447</b>	<b>\$ 217,011</b>	<b>\$ 256,096</b>	<b>\$ 265,526</b>
<b>STAFF YEARS</b>	<b>6.25</b>	<b>6.15</b>	<b>6.05</b>	<b>6.25</b>	<b>6.25</b>

PERFORMANCE INDICATORS:

LABORATORY ACCESSIONS 2,573 2,837 2,880 2,700 2,800  
 (one or more animals or samples received as a single batch) 80% of Budget

FIELD SERVICES & OFFICE - 20% of Budget

Salesyard Inspections	2	2	2	2	2
Hog Ranch Inspections	8	8	8	8	8
Zoonotic Inspections	100	100	107	100	100
Public Inquiries & Consultations	4,000	4,000	4,000	4,000	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 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 brains of dogs and cats that have bitten people for Public Health's rabies examination; and informs the public of disease control, and interstate and foreign regulations pertaining to transporting animals. The program also receives specimens for rabies 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 preventive disease management systems with the cooperation of the County Farm Advisor, the Health Officer, and the State and Federal Veterinarians' Offices.

1984-85 ACTUAL:

Increased fee revenue in FY 1984-85 resulted in a net County cost lower than that budgeted. The revenue increase was a result of greater public demand for services and a shift in requested agricultural livestock services to more expensive autopsy procedures. No contract extra help was utilized in this program.

1985-86 ADOPTED BUDGET:

There is no change in program staffing; increased salary and benefits costs stem from employee step increases and an increase in County contributions and benefits. Program service has been increased along with fee revenues. The number of laboratory accessions, fee-supported animal autopsies, have been in response to public demand. This service increase reduces the service unit cost by \$2.83, and brings the laboratory accession goal up to 2,800 for FY 1985-86. There are no other service changes in the 1985-86 budget. The increase in service will generate an additional \$10,000 in fee revenue.

PROGRAM REVENUE BY SOURCE:

Revenue projections for FY 1985-86 are based on forecasts of increased service requests. Total revenue for 1985-86 will accrue as follows:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges:			
Agricultural Livestock Services	\$ 38,536	\$ 25,000	\$ 35,000

1985-86 OBJECTIVES:

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

STAFFING SCHEDULE

PROGRAM: COUNTY VETERINARIAN

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2120	County Veterinarian	1.00	1.00	\$ 40,164	\$ 46,560
4230	Veterinary Pathologist	1.00	1.00	36,444	37,860
4210	Associate Veterinary Pathologist	0.50	0.50	16,950	17,676
4317	Clinical Laboratory Technician	1.00	1.00	24,372	26,352
4318	Histology Technician	1.00	1.00	20,340	22,488
2757	Administrative Secretary II	1.00	1.00	17,496	18,324
9999	Extra Help	0.75	0.75	8,730	8,738
	Total	6.25	6.25	\$ 164,496	\$ 177,998
Adjustments:					
	County Contributions and Benefits			\$ 45,493	\$ 51,887
	Salary Settlement Costs			9,655	11,269
Special Payments:					
	Premium			220	100
	Salary Adjustment			0	0
	Salary Savings			(4,203)	(4,091)
	Total Adjustments			\$ 51,165	\$ 59,165
PROGRAM TOTALS:		6.25	6.25	\$ 215,661	\$ 237,163

PROGRAM: ENVIRONMENTAL HEALTH PROTECTION # 41029 MANAGER: Gary Stephany  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 194

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.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,656,250	\$ 3,175,479	\$ 3,863,403	\$ 3,917,127	\$ 4,688,602
Services & Supplies	178,234	339,913	263,031	399,255	465,075
Other Costs	0	0	0	0	0
Fixed Assets	0	0	102,987	2,846	114,252
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,834,484</b>	<b>\$ 3,515,392</b>	<b>\$ 4,229,421</b>	<b>\$ 4,319,228</b>	<b>\$ 5,267,929</b>
Dept. Overhead	187,350	200,410	182,649	176,125	216,953
Ext. Support Costs	447,159	491,067	535,527	547,082	491,654
<b>FUNDING</b>	<b>\$ (3,011,005)</b>	<b>\$ (3,971,488)</b>	<b>\$ (4,525,887)</b>	<b>\$ (4,334,477)</b>	<b>\$ (5,119,244)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 457,988</b>	<b>\$ 235,381</b>	<b>\$ 421,710</b>	<b>\$ 707,958</b>	<b>\$ 857,292</b>
<b>STAFF YEARS</b>	<b>112.01</b>	<b>119.93</b>	<b>132.47</b>	<b>134.84</b>	<b>151.33</b>

PERFORMANCE INDICATORS:

Food handling establishment inspections	22,665	18,961	18,107	25,200	25,200
Subsurface sewage disposal services	26,049	14,000	20,323	15,000	20,000
Public Pool inspections	8,956	9,000	8,406	8,400	9,400
Hazardous Materials inspections	N/A	1,800	3,416	3,000	3,000
Occupational Health and Noise Regulation services	9,200	10,129	9,595	9,200	9,200
Vector Control services	94,756	95,000	106,411	95,000	110,000

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 and mosquitos. This program provides environmental protection services Countywide, for the entire population, to prevent these hazardous conditions. This is accomplished by County staff through the inspection and regulation of food handling establishments, apartment houses and

PROGRAM DESCRIPTION (Continued):

hotels, small water 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. Also, a rodent control program is conducted in the cities of San Diego and Coronado 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, job-related substances, or environmental conditions. All Environmental Health Protection programs include general public complaint response services for each area of enforcement.

1984-85 ACTUAL:

The FY 84-85 staffing, budget expenditures, food handling establishment inspections and net County costs are less than original anticipated due to professional staff vacancies. The recruitment and retention of professional staff continues to be a major problem. Services and supply costs include \$23,442 in prior year expenses due to billing in-arrears, total supply costs are below budget due to staff vacancies. Contract extra help, 3.59 staff years, was utilized during the year. Revenues exceeded budgeted amounts due to an increased number of health regulated businesses and land development projects.

1985-86 ADOPTED BUDGET:

For 1985-86, the total costs of this program increase as the demand for environmental health services continues to escalate. Eleven new positions have been added to meet this demand, in addition to one new position approved mid-year to monitor new construction in the Mission Bay area. Revenues have gone up proportionately to offset the new positions. The net result is an overall program increase of less than 2.5%.

1. Urban and Land Use Program (75 staff years; \$2,897,361 direct cost):

- . Scope of Program: Regulation of food establishments, apartment houses, swimming pools, trash and debris and dog dropping complaints, the regulation of the construction and operation of septic tank systems; and the provision of inspection services for small water systems for compliance with State bacteriological standards.
- . Program mandate: California Health and Safety Code and California Administrative Code.
- . Program revenue: approximately 96% revenue offset; includes all related permit fees and State AB 8 Grant Funds.
- . Performance indicators:
  - 25,200 Food Handling Establishments
  - 20,000 Subsurface Sewage Disposal Services
  - 9,400 Public Pool Inspections
- . New staff:
  - a. Senior Sanitarian (1) - This position will be used to investigate cross-connection hazards and other problems associated with protecting the public water supply. Will be funded by the water purveyors.
  - b. Sanitarian (2) - These positions will be used to improve the Environmental Health Protection Public Pool Inspection Program and is funded by increased pool permit fees.
- . Reclassification requests:
  - a. Sanitarian to Senior Sanitarian (1) - This reclassification is needed for the Food Borne Illness Program (Epidemiological Unit). This position now requires a higher level of training and experience since this person is often requested to advise private practice medical doctors on the symptoms and sources of foodborne diseases.
  - b. Senior Sanitarian to Supervising Sanitarian (1) - This position is needed to supervise the new Plan Check group. The Plan Check group was created to provide better service to the general public as it relates to new and remodeled establishments.
- . Reclassifications Approved Mid-Year 1984-85:
  - a. Sanitarian to Senior Sanitarian (1) - The reclassification of this position was approved 1/22/85, (#19), for enforcing the San Diego County Solid Waste Program.

1985-86 ADOPTED BUDGET (Continued):

2. Hazardous Materials Management Program (13 staff years; \$479,382 direct cost):
  - . Scope of Program: This program regulates the storage, processing, transporting and disposal of Hazardous Materials in San Diego County.
  - . Program mandate: County Code and California Health and Safety Code.
  - . Program revenue: approximately 89% revenue offset; includes all related permit fees and State AB 8 Grant Funds.
  - . Performance indicator: 3,000 Hazardous Materials Inspections
  - . New staff:
    - a. Senior Sanitarian/Senior Hazardous Materials Specialist (1) - This position will be used in two programs. One-half time will be used to monitor the City of San Diego Solid Waste Activities (paid by contract). The other half of this position will be used to develop training programs for the Hazardous Materials Management Unit and administer the Joint Powers Agreement (paid by the Public Works Solid Waste Enterprise Fund).
  - . Positions Approved Mid-Year 1984-85:
    - a. Hazardous Materials Specialist (1) - This position was approved 12/4/84, (# 60-62) and is used to monitor new construction in the Mission Bay area. Funded by the City of San Diego.
3. Vector Control (18 staff years; \$568,936 total cost):
  - . Scope of Program: Responsible for the control of disease-bearing rodents in contract cities and the control of mosquito breeding countywide.
  - . Program mandate: California Administrative Code.
  - . Program revenue: approximately 80% revenue offset; includes City Contract Revenues and AB 8 Grant Funds.
  - . Performance indicator: 110,000 Vector Control Services
  - . New staff:
    - a. Vector Technicians (3) - These positions will be used to improve service levels in the Rodent Control Program. Two new staff for the City of San Diego and one for the City of Coronado. All paid by contract revenues. Coronado position approved 4/9/85, (# 14-16) and the other two are currently under review by the City.
4. Occupational Health Program (1 staff year, \$52,679 total cost)
  - . Scope of Program: Conducts workplace safety inspections for county employees and provides occupational hazard information to the general public.
  - . Program mandate: California Administrative Code.
  - . Program revenue: approximately 78% revenue offset; includes AB 8 Grant Funds.
  - . Performance indicator: 1,200 Occupational Health Services
  - . No staffing change.
5. Noise Control Program (1 staff year, \$42,143 total cost):
  - . Scope of Program: Enforce the county noise ordinance in the unincorporated areas of the County and contract cities.
  - . Program mandate: San Diego County Code Ordinance 6212.
  - . Program revenue: approximately 77% revenue offset; includes City Contract revenues and AB 8 funds.
  - . Performance indicator: 8,000 Noise Regulation Services
  - . No staffing change.

1985-86 ADOPTED BUDGET (Continued):6. Environmental Health Protection Administration and Support (43.33 staff years, \$1,227,428 total cost):

- . Scope of Program: Includes support from Public Health Laboratory, Public Health Engineer, Public Health Nursing, Public Health Education, Community Disease Control Section, Public Health Administration and Environmental Health Protection program administration and clerical support.
- . Program mandate: support services for all the above programs.
- . Program revenue: approximately 87% revenue offset; includes proportionate share of fees, AB 8 funds and revenue contracts.
- . New staff:
  - a. Senior Clerk (1) - Needed in the rapidly expanding Hazardous Materials Management Program. Funded by related hazardous materials permit revenues.
  - b. Intermediate Clerk (1) - Needed to provide office coverage in the three Environmental Health Protection Land Use Offices for heavy workloads and special projects. Funded by Land Use fees.
  - c. Senior Clerk (1) - To supervise clerical activities at San Marcos Branch Office. Funded by Land Use permit revenues.
- . Reclassification:
  - a. Administrative Secretary I to Administrative Secretary II (1) - this reclassification is needed because of the demand for specialized secretarial skills by the various program managers.
  - b. Senior Health Educator to Supervising Health Educator (.08 staff years) - this position is shared with other Public Health programs.

PROGRAM REVENUE BY SOURCE:

Revenue for FY 1985-86 reflects an increase over the 1984-85 Budget due to the continuing recovery of the building industry. Revenue is detailed as follows:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
<b>Charges:</b>			
Public Health Permits	\$ 1,983,518	\$ 2,145,473	\$ 2,616,427
Construction Permits - Septic	126,290	121,500	130,230
Land Use Project Processing	295,753	130,000	219,960
Returned Check Fees	0	100	0
Prior Year Revenue	200,037	50,000	50,000
Construction Permits - Grading	11,990	22,925	12,830
Contracts - Rodent Control, Massage and Sanitation	216,772	190,000	240,000
Other Sales - Taxable	11,551	4,000	5,000
State - Other Hazardous Waste	0	50,625	0
Other Miscellaneous	39,592	0	0
Rev. App. Prior Year - Fines, Forfeits, Pen.	22,598	0	0
City Contracts (SD) - Solid Waste	0	0	30,000
Contract Water Co	0	0	60,000
City Contract (Vista) Noise	3,000	0	3,000
City Contract (Coronado)	41,497	0	48,105
Interfund Charges to Other Govt.	10,000	0	20,000
Hazardous Waste	1,911	0	0
Prior year State Aid	21,708	0	0
<b>Grants:</b>			
State - AB 8	<u>1,539,670</u>	<u>1,619,854</u>	<u>1,683,692</u>
<b>TOTAL</b>	<b>\$ 4,525,887</b>	<b>4,334,477</b>	<b>\$ 5,119,244</b>

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.

PROGRAM: ENVIRONMENTAL HEALTH PROTECTION

DEPARTMENT: HEALTH SERVICES

1985-86 OBJECTIVES:

1. Regulate food establishments by completing four inspections per restaurant per year to ensure that at least 94% of the inspections score an evaluation of 90 or above to maintain adequate food quality.
2. Regulate the construction of septic tank systems to assure that 75% or more of annual septic tank failures occur only in systems 10 years of age or older.
3. Provide 9,400 public pool inspections to protect public swimming safety in San Diego County.
4. Respond to all hazardous materials emergencies reported to the Department of Health Services and provide at least one inspection of each hazardous waste generator (estimate 3,000) under Department of Health Services' jurisdiction and achieve correction of deficiencies found.
5. Investigate all noise complaints within three working days and provide 8,000 noise control services to the general public.
6. Provide 110,000 Vector Control Services throughout the County to prevent cases of vector borne diseases.

## STAFFING SCHEDULE

PROGRAM: ENVIRONMENTAL HEALTH PROTECTION

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4123	Chief, Community Disease Control	0.08	0.08	\$ 6,039	\$ 6,370
4711	Chief, Division of Environmental Health Protection	1.00	1.00	46,344	48,876
4193	Physician	0.33	0.33	15,380	16,188
4315	Chief, Public Health Laboratory	0.08	0.08	3,762	3,969
3710	Public Health Engineer	1.00	1.00	42,636	45,852
4805	Chief, Public Health Education	0.17	0.17	5,762	6,874
4300	Assistant Chief, Public Health Laboratory	0.08	0.08	3,249	3,427
3859	Occupational Health Engineer	1.00	1.00	31,104	35,136
4700	Assistant Chief, Division of Sanitation	2.00	2.00	66,432	70,080
4844	Supervising Health Educator	0.00	0.08	0	2,906
2302	Administrative Assistant III	0.00	0.17	0	5,672
2413	Analyst III	0.17	0.00	5,456	0
4756	Manager, Hazardous Materials Program	1.00	1.00	32,112	33,864
4763	Manager, Vector Control	1.00	1.00	29,640	32,184
4348	Supervising Public Health Microbiologist	0.08	0.08	2,419	2,607
4755	Supervising Environmental Health Sanitarian	8.00	9.00	228,480	277,668
4103	Public Health Nutrition Manager	0.17	0.17	5,100	5,098
4353	Senior Public Health Microbiologist	0.17	0.17	4,792	5,084
2303	Administrative Assistant II	1.00	1.00	28,572	29,964
4840	Senior Health Educator	0.08	0.00	2,247	0
4841	Senior Health Information Specialist	0.17	0.17	4,604	4,948
3888	Assistant Noise Control Officer	1.00	1.00	26,448	28,452
4747	Hazardous Materials Specialist	6.00	7.50	157,032	207,630
4748	Senior Hazardous Materials Specialist	3.00	3.00	82,008	82,980
4745	Senior Environmental Health Sanitarian	14.00	17.00	356,664	462,468
4825	Health Educator	1.33	1.83	33,120	49,104
4346	Public Health Microbiologist	0.50	0.50	12,330	13,260
4735	Environmental Health Sanitarian	48.00	48.00	1,070,784	1,143,360
4765	Vector Control Supervisor	2.00	2.00	42,072	45,216
2745	Supervising Clerk	1.25	1.25	23,745	24,630
4760	Vector Control Technician	12.00	15.00	216,576	284,580
4351	Senior Laboratory Assistant	0.17	0.17	2,918	3,158
2757	Administrative Secretary II	0.00	1.00	0	18,324
2730	Senior Clerk	6.75	9.75	111,537	165,438
2756	Administrative Secretary I	3.67	2.67	53,284	41,632
4330	Laboratory Assistant	0.42	0.42	6,000	6,440
2493	Intermediate Account Clerk	1.00	1.00	13,620	14,568
2700	Intermediate Clerk Typist	15.00	19.50	205,020	283,608
2710	Junior Clerk Typist	0.17	0.17	1,768	1,902
9999	Extra Help	1.00	1.00	9,970	9,970
	Total	134.84	151.33	\$ 2,989,026	\$ 3,523,487
Adjustments:					
	County Contributions and Benefits			\$ 825,223	\$ 983,214
	Salary Settlement Costs			175,375	222,786
Special Payments:					
	Premium			3,850	40,000
	Salary Adjustment			0	0
	Salary Savings			(76,347)	(80,885)
	Total Adjustments			\$ 928,101	\$ 1,165,115
PROGRAM TOTALS:		134.84	151.33	\$ 3,917,127	\$ 4,688,602



PROGRAM: MATERNAL HEALTH # 41006 MANAGER: Georgia P. Reaser, M.D.  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 199  
 Authority: Sections 289-329 of the Health and Safety Code state that the County must provide a program designed to reduce infant mortality and improve the health of mothers and children.  
 Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,078,376	\$ 1,217,954	\$ 1,418,490	\$ 1,423,224	\$ 1,554,587
Services & Supplies	557,031	260,975	359,119	585,803	568,685
Other Costs	0	0	0	0	0
Fixed Assets	0	0	2,849	0	11,296
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,635,407</b>	<b>\$ 1,478,929</b>	<b>\$ 1,780,458</b>	<b>\$ 2,009,027</b>	<b>\$ 2,134,568</b>
Dept. Overhead	94,331	103,374	91,932	90,721	111,309
Ext. Support Costs	194,121	212,899	182,564	232,610	209,043
<b>FUNDING</b>	<b>\$ (1,764,302)</b>	<b>\$ (1,573,085)</b>	<b>\$ (1,674,439)</b>	<b>\$ (1,712,296)</b>	<b>\$ (1,738,668)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 159,557</b>	<b>\$ 222,117</b>	<b>\$ 380,515</b>	<b>\$ 620,062</b>	<b>\$ 716,252</b>
<b>STAFF YEARS</b>	<b>44.73</b>	<b>42.03</b>	<b>41.44</b>	<b>43.32</b>	<b>43.33</b>

PERFORMANCE INDICATORS:

Cervical Cancer Services

County Pap smear clinic patients	1,273	799	703	900	650
Contract-provided patients - San Ysidro	138	212	0	0	0
County Dysplasia clinic patients	511	383	478	400	400
Cervical cancer PHN visits/contacts	1,051	487	488	1,050	500

Other Maternal Health Nursing

PHN visits and contacts	17,340	16,037	16,547	17,340	16,328
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Family Planning Services

County-provided patients	9,505	9,578	8,840	8,275	8,000
Contract-provided patients	4,093	4,252	4,011	4,995	5,210
PHN visits and contacts	8,255	9,133	8,938	7,200	7,745

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 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.

1984-85 ACTUAL:

The Maternal Health Program salary and benefit costs, staff years, and some performance indicator figures are lower than budgeted due to difficulties in filling professional staff vacancies. Service and supply costs include \$8,608 in prior year expenses due to billing in-arrears. Temporary registered nurses were used to provide essential public services during a period of high vacancy, contract extra help, .24 staff year, was utilized during the year. The program objectives for FY 1984-85 were almost met; they were: provide treatment and/or referral services to 58 percent of the cases investigated in Dysplasia Clinics and provide family planning services to at least 10 percent of low-income women within the target population. Funding is lower than budgeted; AB 8 funds were reallocated due to the program's lower direct cost. The program's net county cost is lower than budgeted.

1985-86 ADOPTED BUDGET:

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. There is no change in staffing; however, total salary costs have increased slightly due to step increases and increased County contributions and benefits. Service levels remain nearly the same with a small decrease, due to patient response, in cervical cancer contacts and maternal health nursing contacts. The proposed program effort of each activity is as follows:

1. Cervical Cancer Services (5.20 staff years; \$256,148 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 650 women for early cervical cancer in pap smear clinics.
  - . Treat or refer 65% of clients investigated for cervical cancer.
  - . Provide diagnosis and service to 400 patients through 600 dysplasia clinic visits for women with abnormal pap smears.
  - . Provide 500 Public Health Nurse visit/contacts for early cancer case finding, counseling and follow-up.
2. Other Maternal Health Nursing (15.43 staff years; \$759,906 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 16,328 Public Health Nurse visit/contacts.
3. Family Planning Services (22.70 staff years; \$1,118,514 direct cost) will:
  - . Continue to follow State Administrative Code, Sec. 1276(k).
  - . Provide family planning services to 13,498 women or 10% of the target population.
  - . Provide 7,745 Public Health Nurse visit/contacts.

PROGRAM: MATERNAL HEALTH

DEPARTMENT: HEALTH SERVICES

PROGRAM REVENUE BY SOURCE:

Total revenue in the amount of \$1,738,668 for 1985-86 will accrue from the following sources:

<u>Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges:			
Patient Fees	\$ 41,864	\$ 40,000	\$ 40,000
Subventions:			
State - Family Planning - Title XIX (Medi-Cal)	15,790	10,500	11,000
State - Maternal and Child Health Categorical Allotment - Title V	51,355	55,000	55,000
State - Family Planning	164,796	215,713	215,713
Prior Year - State Aid	3,549	3,405	3,405
Grants:			
Federal - Family Planning - Title X	549,650	605,882	575,588
State AB 8	<u>847,435</u>	<u>781,796</u>	<u>837,962</u>
TOTAL	\$ 1,674,439	\$ 1,712,296	\$ 1,738,668

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 at the same level as the 1984-85 budget.

For 1985-86, this program's proportionate share of AB 8 monies has increased from the 1984-85 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.

1985-86 OBJECTIVES:

1. To provide treatment and/or referral services to 65 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.

## STAFFING SCHEDULE

PROGRAM: MATERNAL HEALTH

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
4124	Chief, Maternal & Child Health	0.50	0.50	\$ 36,234	\$ 38,220
4192	Senior Physician	1.00	1.00	53,964	59,040
4193	Physician	1.58	1.58	73,055	76,893
4315	Chief, Public Health Laboratory	0.08	0.08	3,762	3,969
4805	Chief, Public Health Education	0.17	0.17	5,762	6,874
4560	Chief Nurse, Public Health	0.17	0.17	6,126	6,862
4300	Assistant Chief, Public Health Laboratory	0.08	0.08	3,249	3,427
4570	Supervising Public Health Nurse	3.00	3.00	89,424	99,720
4348	Supervising Public Health Microbiologist	0.08	0.08	2,419	2,607
4103	Public Health Nutrition Manager	0.25	0.25	7,650	7,647
4353	Senior Public Health Microbiologist	0.17	0.17	4,792	5,084
2303	Administrative Assistant II	1.00	1.00	28,572	29,964
4840	Senior Health Educator	0.33	0.33	8,988	9,904
4567	Senior Public Health Nurse	2.25	2.25	61,236	66,798
4841	Senior Health Information Specialist	0.17	0.17	4,604	4,948
4565	Public Health Nurse II	15.50	15.50	399,342	436,356
4538	Staff Nurse II	3.58	3.58	89,139	98,900
4346	Public Health Microbiologist	0.92	0.92	22,605	24,310
2745	Supervising Clerk	0.33	0.33	6,332	6,568
4351	Senior Laboratory Assistant	0.08	0.08	1,459	1,579
2403	Accounting Technician	1.00	1.00	17,304	18,840
4625	Licensed Vocational Nurse	2.00	2.00	33,840	37,032
2730	Senior Clerk	1.33	1.33	22,032	22,624
2756	Administrative Secretary I	1.00	1.00	14,532	15,612
4330	Laboratory Assistant	0.25	0.25	3,600	3,864
4911	Social Services Aid II	3.00	3.00	43,632	45,540
2493	Intermediate Account Clerk	1.00	1.00	13,620	14,568
2700	Intermediate Clerk Typist	0.42	0.42	5,695	6,060
2710	Junior Clerk Typist	0.08	0.08	884	951
9999	Extra Help	2.00	2.00	26,530	26,530
	Total	43.32	43.33	\$ 1,090,383	\$ 1,181,291
Adjustments:					
	County Contributions and Benefits			\$ 294,696	\$ 323,146
	Salary Settlement Costs			63,684	73,869
Special Payments:					
	Premium			2,200	3,100
	Salary Adjustment			0	0
	Salary Savings			(27,739)	(26,819)
	Total Adjustments			\$ 332,841	\$ 373,296
PROGRAM TOTALS:		43.32	43.33	\$ 1,423,224	\$ 1,554,587

PROGRAM: RECORDS AND STATISTICS # 41002 MANAGER: Donald G. Ramras, M.D.  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 203  
 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.  
 Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 253,370	\$ 199,132	\$ 201,917	\$ 229,500	\$ 242,947
Services & Supplies	151,346	142,162	130,036	198,893	169,063
Other Costs	0	0	0	0	0
Fixed Assets	0	0	896	0	8,609
Vehicles/Comm Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 404,716</b>	<b>\$ 341,294</b>	<b>\$ 332,849</b>	<b>\$ 428,393</b>	<b>\$ 420,619</b>
Dept. Overhead	23,260	25,342	23,446	22,597	29,238
Ext. Support Costs	40,894	43,512	124,812	46,680	41,951
<b>FUNDING</b>	<b>\$ (624,055)</b>	<b>\$ (595,476)</b>	<b>\$ (658,518)</b>	<b>\$ (472,812)</b>	<b>\$ (636,832)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (155,185)</b>	<b>\$ (185,328)</b>	<b>\$ (177,411)</b>	<b>\$ 24,858</b>	<b>\$ (145,024)</b>
<b>STAFF YEARS</b>	<b>13.75</b>	<b>10.66</b>	<b>9.49</b>	<b>10.57</b>	<b>10.58</b>

PERFORMANCE INDICATORS:

Births Registered	35,700	34,588	37,005	36,228	37,563
Deaths Registered	15,225	14,803	15,844	14,244	14,652
Certified Copies of Births	68,250	34,944	36,840	25,596	37,821
Certified Copies of Deaths	107,100	103,412	108,544	73,890	103,752
Mail (Letters, Orders, etc.)	113,400	109,203	109,339	114,774	105,963

PROGRAM DESCRIPTION:

The Records and Statistics Program 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 52,000 birth and death records are expected to be processed in 1985-86. Birth and death records are used to document official data 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.

1984-85 ACTUAL:

The responsibility for long-term storage of birth and death certificates was transferred to the County Recorder over one year ago and the public demand for service is now becoming stabilized at a level higher than anticipated. The program has returned to a net revenue producing condition, revenues at \$658,518 are 39% over budget projections. Registration and copy workloads are 29.6% over budget projections. Staff year and salary and benefit costs are below budget; difficulties were experienced in filling vacancies.

1985-86 ADOPTED BUDGET:

There is no change in program staffing; salary and benefit costs have increased as a result of salary settlement costs. Workload and revenues will continue to stabilize following the transfer of long term certificate storage responsibility and the related revenue to the County Recorder's Office in 1984. The recovery of workload and copy revenue has brought this program back into a net fund generating condition. The program will generate \$145,024 in net revenue. Contract extra help, .26 staff year, was utilized during the year.

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. AB 8 funding for 1985-86 has been allocated to other programs.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
<b>Charges:</b>			
Returned check fees	\$ 0	\$ 50	\$ 0
Certified Copies - Vital Statistics	586,937	398,923	596,549
Permits for Disposal of Human Remains	51,873	44,536	40,283
<b>Grants:</b>			
State - AB 8	<u>19,708</u>	<u>29,303</u>	<u>0</u>
TOTAL	\$ 658,518	\$ 472,812	\$ 636,832

1985-86 OBJECTIVES:

1. To continue to register all births and deaths within one week of receipt of the document.
2. To continue to provide 96% of over-the-counter requests for certified copies of birth and deaths within 24 hours.
3. To process 96% of mail requests for certified copies of births and death within 3 working days of receipt.
4. To continue the orderly transfer of original birth and death records to the County Recorder's office within 5 working days of receipt.

STAFFING SCHEDULE

PROGRAM: RECORDS AND STATISTICS

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2302	Administrative Assistant III	0.00	0.83	\$ 0	\$ 28,360
2413	Analyst III	0.83	0.00	27,280	0
4841	Senior Health Information Specialist	0.08	0.08	2,302	2,474
4825	Health Educator	0.08	0.08	2,070	2,232
2725	Principal Clerk	1.00	1.00	21,384	23,076
2745	Supervising Clerk	1.00	1.00	18,996	19,704
2730	Senior Clerk	1.58	1.58	26,163	26,866
2700	Intermediate Clerk Typist	5.00	5.00	68,340	72,720
9999	Extra Help	1.00	1.00	9,970	9,970
	Total	10.57	10.58	\$ 176,505	\$ 185,402
Adjustments:					
	County Contributions and Benefits			\$ 46,131	\$ 49,092
	Salary Settlement Costs			10,237	11,544
Special Payments:					
	Premium			1,100	1,100
	Salary Adjustment			0	0
	Salary Savings			(4,473)	(4,191)
	Total Adjustments			\$ 52,995	\$ 57,545
PROGRAM TOTALS:		10.57	10.58	\$ 229,500	\$ 242,947

PROGRAM: SUPPORT SERVICES # 92199 MANAGER: William J. Burfitt  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 206

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.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,427,666	\$ 2,412,623	\$ 2,302,768	\$ 2,444,268	\$ 2,678,697
Services & Supplies	653,894	447,830	512,592	423,706	448,051
Other Costs	0	0	0	0	0
Fixed Assets	0	0	42,383	259,790	302,611
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 3,081,560</b>	<b>\$ 2,860,453</b>	<b>\$ 2,857,743</b>	<b>\$ 3,127,764</b>	<b>\$ 3,429,359</b>
Dept. Overhead	0	0	0	0	0
Ext. Support Costs	0	0	0	0	0
<b>FUNDING</b>	<b>\$ (2,889,839)</b>	<b>\$ (2,640,198)</b>	<b>\$ (2,772,010)</b>	<b>\$ (2,861,904)</b>	<b>\$ (2,983,542)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 191,721</b>	<b>\$ 220,255</b>	<b>\$ 85,733</b>	<b>\$ 265,860</b>	<b>\$ 445,817</b>
<b>STAFF YEARS</b>	<b>115.91</b>	<b>92.54</b>	<b>90.63</b>	<b>89.85</b>	<b>93.52</b>

PERFORMANCE INDICATORS:

Number of employees, plus estimated new hires	1,865	1,872	1,902	1,870	2,087
Claims and receiving requests processed	37,302	37,284	37,313	37,310	37,330
Number of pharmacy prescriptions and issues	94,500	98,375	105,555	105,000	105,000
Laundry pounds	1,839,622	1,868,247	1,900,000	1,600,000	1,900,000

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 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 Administrative 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 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.

1984-85 ACTUAL:

Total actual direct costs for FY 1984-85 are less than budget because of fixed asset equipment that was appropriated in FY 1984-85 but will be purchased and recorded in FY 1985-86. Actual services and supplies expenditures includes \$58,820 of prior year appropriations. Only .15 staff year of contract temporary extra help was utilized to cover vacation time of permanent staff.

1985-86 ADOPTED BUDGET:

The Support Services Program includes Management Services, under the Deputy Director, Management Services which provides all budget, fiscal, personnel, 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 direct service programs. For 1985-86, total direct costs increase due to the inclusion of additional staff. The cost of the program is 87% revenue offset. Each program activity is summarized as follows:

1. Management and General Administrative Services (10.25 staff years; \$437,744):
  - . Provides direction for all budget, fiscal, personnel, and EDP Support services for the Department.
  - . Acts for Director in selected areas.
  - . Provides special program development.
  - . Has responsibility as delineated in Section 233.4, 233.5, 238, 239 of the County Administrative Code for operational support of Departmental functions.
  - . Includes the addition of one position of Departmental Copy Center Operator previously staffed by extra help. The position operates various duplicating equipment including a Xerox 9200 photocopier which supports the entire Department.
  - . Includes the addition of one position of Senior Clerk, offset by the deletion of a Word Processing Operator in the EDP Support Section. The Word Processing Operator previously provided half-time hands on support for the Word Processor and half-time clerical support for General Administrative staff. Now the demand for Word Processing Services has decreased, while the need for general clerical support has continued to increase.
  - . Includes the reclassification of Supervising Clerk to Administrative Trainee.
2. EDP Support Services (5.00 staff years; \$462,619):
  - . Provides EDP support to the Department's 18 direct service programs, as well as Departmental 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 addition of an Associate Systems Analyst responsible for the maintenance and support of existing Department systems, the design and programming of new systems due to increased departmental data processing capabilities, performing user instructions and systems documentation and assisting in evaluating the effectiveness of off-the-shelf software.
  - . Includes \$250,000 in fixed assets for the purchase of the second increment of computer equipment for the Department's Distributed Data System which supports the department-wide EDP effort.

1985-86 ADOPTED BUDGET (Continued):

3. Fiscal Services (32.50 staff years, \$1,090,036<sup>3</sup>):
  - . 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.
  - . Includes the addition of one position of Junior Accountant to meet the demands of expanded reporting requirements, process revenue billings, year-end reports and contractor's claims, and to maintain and reconcile subsidiary and control accounts.
  - . Includes the addition of .50 staff year of Junior Accountant approved mid-year as part of the grant award from the National Center for Hansens Disease (MO #89, 3/5/85).
4. Personnel Services (17.25 staff years; \$589,444):
  - . Provides personnel services, in cooperation with the County Personnel Department for recruitment: examinations; staff utilization; 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 2,087 Health Services Department employees (annual budgeted positions, plus turnover).
  - . Includes the reclassification of one position of Stenographer to Intermediate Clerk Typist and one position of Group Secretary to Senior Clerk which more accurately reflects the duties of these positions.
5. Laundry (15.00 staff years; \$343,942):
  - . Provides clean linen for all of the inpatient health services, including County Mental Health and Edgemoor Geriatric Hospital.
  - . Will process over 1,900,000 pounds of linen and clothing articles in 1985-86.
6. Pharmacy (8.25 staff years, \$374,250):
  - . 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 1985-86.
7. DHS Storeroom (5.27 staff years, \$131,324):
  - . Serves as receiving points and limited storage area for the Department.
  - . Has two locations - one at Edgemoor Geriatric Hospital and the other at the J.B. Askew Building.
  - . 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 project.

PROGRAM REVENUE BY SOURCE:

For FY 1985-86, 87% of Support Services is funded through direct program funding.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Various Funding Sources	\$ 2,772,010	\$ 2,861,904	\$ 2,983,542

1985-86 OBJECTIVES:

1. To continue to provide necessary administrative and fiscal services to support 18 direct service programs as required by mandate and program requirements.
2. To continue to promote program efficiency and effectiveness, generate cost savings and free program staff to direct service program activities.
3. To process 105,000 pharmacy prescriptions and issues.
4. To process 2,860 storeroom issues and receipts.
5. To implement the relocation of the Askew and Grantville facilities as well as portions of the Hillcrest facilities operations into the Health Services Complex.
6. To increase the number of employees trained annually in supervisory and progressive disciplinary skills from 24 to 36, a 50% increase.

## STAFFING SCHEDULE

PROGRAM: SUPPORT SERVICES

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>MANAGEMENT SERVICES</u>					
8807	Deputy Director, Management Services	1.00	0.00	\$ 44,328	\$ 0
2301	Chief Staff & Support Services	0.00	1.00	0	43,524
2758	Administrative Secretary III	<u>1.00</u>	<u>1.00</u>	<u>18,804</u>	<u>20,292</u>
	Sub-Total	2.00	2.00	\$ 63,132	\$ 63,816
<u>GENERAL ADMINISTRATIVE SERVICES</u>					
2414	Analyst IV	1.00	1.00	\$ 38,256	\$ 39,600
2413	Analyst III	2.00	2.00	65,472	67,752
2303	Administrative Assistant II	2.00	2.00	57,144	59,928
2745	Supervising Clerk	1.00	0.00	18,996	0
2306	Administrative Trainee	0.00	1.00	0	19,428
2730	Senior Clerk	0.00	1.00	0	16,968
3050	Offset Equipment Operator	<u>0.00</u>	<u>1.00</u>	<u>0</u>	<u>13,620</u>
	Sub-Total	6.00	8.00	\$ 179,868	\$ 217,296
<u>EDP SUPPORT SERVICES SECTION</u>					
2525	Senior Systems Analyst	1.00	1.00	\$ 34,188	\$ 37,560
2427	Associate Systems Analyst	0.00	1.00	0	30,720
2426	Assistant Systems Analyst	1.00	1.00	28,764	30,624
3008	Senior Word Processor Operator	1.00	1.00	17,100	19,560
3009	Word Processor Operator	<u>2.00</u>	<u>1.00</u>	<u>31,104</u>	<u>16,668</u>
	Sub-Total	5.00	5.00	\$ 111,156	\$ 135,132
<u>FISCAL SERVICES SECTION</u>					
2497	Principal Accountant	1.00	1.00	\$ 35,796	\$ 38,496
2413	Analyst III	1.00	1.00	32,736	33,876
2505	Senior Accountant	3.00	3.00	86,292	96,624
2425	Associate Accountant	8.00	8.00	196,032	210,528
2403	Accounting Technician	2.00	2.00	34,608	37,680
2500	Junior Accountant	0.00	1.50	0	28,188
2510	Senior Account Clerk	4.00	4.00	65,712	70,896
2730	Senior Clerk	2.00	2.00	33,048	33,936
2430	Cashier	2.00	2.00	31,080	31,656
2756	Administrative Secretary I	1.00	1.00	14,532	15,612
2493	Intermediate Account Clerk	4.50	4.50	61,290	65,556
2700	Intermediate Clerk Typist	1.00	1.00	13,668	14,544
2710	Junior Clerk Typist	<u>1.00</u>	<u>1.00</u>	<u>10,608</u>	<u>11,412</u>
	Sub-Total	30.50	32.00	\$ 615,402	\$ 689,004

## STAFFING SCHEDULE

PROGRAM: SUPPORT SERVICES

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>PERSONNEL SERVICES SECTION</u>					
2312	Departmental Personnel & Training Administrator	1.00	1.00	\$ 33,540	\$ 41,988
2412	Analyst II	3.00	3.00	85,104	90,396
2359	Audio-Visual Specialist	1.00	1.00	23,664	24,720
2745	Supervising Clerk	1.00	1.00	18,996	19,704
2511	Senior Payroll Clerk	4.00	4.00	68,880	73,488
2761	Group Secretary	1.00	0.00	16,536	0
2730	Senior Clerk	0.00	1.00	0	16,968
2760	Stenographer	1.00	0.00	13,308	0
2494	Payroll Clerk	5.00	5.00	68,700	74,940
2700	Intermediate Clerk Typist	0.00	1.00	0	14,544
	Sub-Total	17.00	17.00	\$ 328,728	\$ 356,748
<u>DHS LAUNDRY</u>					
6510	Laundry Supervisor	1.00	1.00	\$ 18,432	\$ 19,608
6530	Laundry Worker III	1.00	1.00	16,740	17,832
6531	Laundry Worker II	5.00	5.00	74,100	79,380
7520	Sewing Room Operator	1.00	1.00	13,308	14,304
6500	Laundry Worker I	7.00	7.00	86,520	86,268
	Sub-Total	15.00	15.00	\$ 209,100	\$ 217,392
<u>DHS PHARMACY</u>					
4245	Chief Pharmacist	1.00	1.00	\$ 39,816	\$ 41,976
4250	Pharmacist	3.00	3.00	105,660	108,756
4260	Pharmacy Technician	1.00	1.00	21,552	22,284
4255	Pharmacist Assistant	3.00	3.00	52,668	54,432
	Sub-Total	8.00	8.00	\$ 219,696	\$ 227,448
<u>DHS STOREROOM</u>					
2658	Storekeeper II	1.00	1.00	17,868	19,212
2662	Pharmacy Storekeeper	1.00	1.00	\$ 16,632	\$ 18,504
2664	Pharmacy Stock Clerk	1.00	1.00	16,224	17,424
2650	Stock Clerk	2.00	2.00	29,256	30,240
	Sub-Total	5.00	5.00	\$ 79,980	\$ 85,380
9999	Extra Help	1.35	1.52	20,679	11,651
	TOTAL	89.85	93.52	\$ 1,827,741	\$ 2,003,867
Adjustments:					
	County Contributions and Benefits			\$ 520,167	\$ 568,559
	Salary Settlement Costs			107,954	127,282
Special Payments:					
	Premium			36,046	25,200
	Salary Adjustment			0	0
	Salary Savings			(47,640)	(46,211)
	Total Adjustments			\$ 616,527	\$ 674,830
PROGRAM TOTALS:		89.85	93.52	\$ 2,444,268	\$ 2,678,697

PROGRAM: DEPARTMENT ADMINISTRATION # 92199 MANAGER: James A. Forde  
 Department: HEALTH SERVICES # 6000 Ref: 1984-85 Final Budget - Pg: 213

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.

Mandate: Mandated/Discretionary Service Level

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 637,220	\$ 776,054	\$ 964,132	\$ 899,889	\$ 1,333,128
Services & Supplies	48,700	49,159	197,008	51,020	331,319
Other Costs	0	0	0	0	0
Fixed Assets	0	0	0	0	12,900
Vehicles/Comm Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 685,920</b>	<b>\$ 825,213</b>	<b>\$ 1,161,140</b>	<b>\$ 950,909</b>	<b>\$ 1,677,347</b>
Dept. Overhead	0	0	0	0	0
Ext. Support Costs	0	0	0	0	0
<b>FUNDING</b>	<b>\$ (685,920)</b>	<b>\$ (761,672)</b>	<b>\$ (1,126,306)</b>	<b>\$ (870,082)</b>	<b>\$ (1,459,292)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 63,541</b>	<b>\$ 34,834</b>	<b>\$ 80,827</b>	<b>\$ 218,055</b>
<b>STAFF YEARS</b>	<b>17.33</b>	<b>16.97</b>	<b>20.28</b>	<b>20.33</b>	<b>28.33</b>

PERFORMANCE INDICATORS:

Not Applicable

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.

1984-85 ACTUAL:

Total actual direct costs have exceeded the budget because of higher costs of salaries and benefits and services and supplies. Both of these increases can be attributed primarily to Physical Health Services Administration where contract services and the salaries of temporary support staff were incurred due to licensing problems at Edgemoor and for work associated with the Emergency Medical Services Trauma System. The net county cost is down, however, due to the greater realization of revenue department-wide.

1985-86 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.

1. Director's Office (12.12 staff years, \$931,896):
  - . Provides overall department direct and general management, liaison with the Board of Supervisors, Health Systems Agency, Health Services Advisory Board, and the various State and Federal Health agencies.
  - . Is offset by 87% program revenue.
  - . Is established by County Administrative Code, Article XV, Section 231.
  - . Includes the six new positions (6 staff years) of Assistant Director, Health Services; Analyst IV; Administrative Assistant II; Analyst II; Administrative Secretary III; and Senior Clerk. The Assistant Deputy Director and the Administrative Secretary III have been added to strengthen the Department's administrative capacity. The Administrative Assistant II will act as the Departmental Affirmative Action Officer and will provide staff assistance to program managers in helping them achieve the County and Department's Affirmative Action goals as the Department has been attempting to meet the need to develop responses to Federal, State and Local Affirmative Action investigations, reports and requests for information by assigning these tasks to someone who already has a full-time job. Needless to say, since the Affirmative Action Program is a full-time job, both jobs have suffered. The Analyst IV, assisted by an Analyst II, will be responsible for developing and reviewing Departmental policies that cross divisional lines, performing special management and/or research studies, developing monitoring systems and analyzing data related to departmental programs, identifying grant programs that are applicable across divisional lines, or in areas not currently covered by the Department. The Senior Clerk position will provide clerical support for the two new Analysts and the Administrative Assistant II.
  - . Includes the reclassification of Analyst II to Analyst III. This position serves as the Central Contracting Officer for the Department.
  - . Includes \$274,728 in services and supplies for creation of a Quality Assurance Group through contracting.
2. Physical Health General Administration (5.12 staff years, \$236,252):
  - . 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.
  - . Offset by 87% program revenue.
  - . Includes the two new positions of Physical Health Care Standards Analyst and Intermediate Clerk Typist. The Physical Health Care Standards Program Analyst will provide staff support, program analysis, planning, grant preparation and special projects capabilities. The Intermediate Clerk Typist will support the increased workload in this office generated with the implementation of six designated trauma centers, the various activities surrounding Edgemoor Geriatric Hospital, and various other additional activities.
3. Mental Health General Administration (4.12 staff years; \$245,152):
  - . Administers County Short-Doyle Mental Health treatment systems including 95 County and contracted program elements.
  - . Is offset by 87% program revenue and subventions.
  - . Acts as Local Mental Health Director.
  - . Is established by Welfare and Institutions Code, Chapter I, Section 5607.
  - . Has no change in staffing.

1984-85 ACTUAL:

Total actual direct costs have exceeded the budget because of higher costs of salaries and benefits and services and supplies. Both of these increases can be attributed primarily to Physical Health Services Administration where contract services and the salaries of temporary support staff were incurred due to licensing problems at Edgemoor and for work associated with the Emergency Medical Services Trauma System. The net county cost is down, however, due to the greater realization of revenue department-wide.

1985-86 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.

1. Director's Office (12.12 staff years, \$931,896):

- . Provides overall department direct and general management, liaison with the Board of Supervisors, Health Systems Agency, Health Services Advisory Board, and the various State and Federal Health agencies.
- . Is offset by 87% program revenue.
- . Is established by County Administrative Code, Article XV, Section 231.
- . Includes the six new positions (6 staff years) of Assistant Director, Deputy Health Services; Analyst IV; Administrative Assistant II; Analyst II; Administrative Secretary III; and Senior Clerk. The Assistant Deputy Director and the Administrative Secretary III have been added to strengthen the Department's administrative capacity. The Administrative Assistant II will provide staff assistance to program managers in helping them achieve the County and Department's Affirmative Action goals as the Department has been attempting to meet the need to develop responses to Federal, State and local Affirmative Action investigations, reports and requests for information by assigning these tasks to someone who already has a full-time job. Needless to say, since the Affirmative Action Program is a full-time job, both jobs have suffered. The Analyst IV, assisted by an Analyst II, will be responsible for developing and reviewing Departmental policies that cross divisional lines, performing special management and/or research studies, developing monitoring systems and analyzing data related to departmental programs, identifying grant programs that are applicable across divisional lines, or in areas not currently covered by the Department. The Senior Clerk position will provide clerical support for the two new Analysts and the Administrative Assistant II.
- . Includes the reclassification of Analyst II to Analyst III. This position serves as the Central Contracting Officer for the Department.
- . Includes \$274,728 in services and supplies for creation of a Quality Assurance Group through contracting.

2. Physical Health General Administration (5.12 staff years, \$236,252):

- . 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.
- . Offset by 87% program revenue.
- . Includes the two new positions of Physical Health Care Standards Analyst and Intermediate Clerk Typist. The Physical Health Care Standards Program Analyst will provide staff support, program analysis, planning, grant preparation and special projects capabilities. The Intermediate Clerk Typist will support the increased workload in this office generated with the implementation of six designated trauma centers, the various activities surrounding Edgemoor Geriatric Hospital, and various other additional activities.

3. Mental Health General Administration (4.12 staff years; \$245,152):

- . Administers County Short-Doyle Mental Health treatment systems including 95 County and contracted program elements.
- . Is offset by 87% program revenue and subventions.
- . Acts as Local Mental Health Director.
- . Is established by Welfare and Institutions Code, Chapter I, Section 5607.
- . Has no change in staffing.



1985-86 ADOPTED BUDGET (Continued):

4. Public Health General Administration (6.97 staff years, \$264,047):
- . Is responsible for the overall direction of public health programs and for enforcing the health and sanitary laws of the County.
  - . Is offset by 87% 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 Sections 452 and 458.
  - . Has no change in staffing.

PROGRAM REVENUE BY SOURCE:

For 1985-86, 87% of Department Administration is funded through direct program funding.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Various Funding Sources	\$ 1,126,306	\$ 870,082	\$ 1,459,292

1985-86 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.

## STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>DIRECTOR'S OFFICE</u>					
2126	Director, Health Services	1.00	1.00	\$ 64,164	\$ 71,760
8833	Assistant Director, Health Services	0.00	1.00	0	69,996
2130	Medical Director, Health Services	1.00	1.00	58,236	69,024
2414	Analyst IV	1.00	2.00	38,256	79,200
2413	Analyst III	0.50	1.50	16,368	50,814
2303	Administrative Assistant II	0.00	1.00	0	32,724
2412	Analyst II	1.00	1.00	28,368	30,132
2759	Administrative Secretary IV	1.00	1.00	21,024	23,268
2758	Administrative Secretary III	0.00	1.00	0	20,292
2757	Administrative Secretary II	0.50	0.50	8,748	9,162
2730	Senior Clerk	0.00	1.00	0	16,968
	Sub-Total	6.00	12.00	\$ 235,164	\$ 473,340
<u>MENTAL HEALTH GENERAL ADMINISTRATION</u>					
4146	Clinical Director, M.H. Services	1.00	1.00	\$ 63,876	\$ 68,340
2213	Deputy Director, M.H. Services	1.00	1.00	59,616	60,984
2758	Administrative Secretary III	1.00	1.00	18,804	20,724
2757	Administrative Secretary II	.50	.50	8,748	9,216
2756	Administrative Secretary I	.50	.50	5,784	6,396
	Sub-Total	4.00	4.00	\$ 156,828	\$ 165,660
<u>PHYSICAL HEALTH GENERAL ADMINISTRATION</u>					
2223	Deputy Director, Physical Health Services	1.00	1.00	\$ 44,508	\$ 51,072
4107	Physical Health Care Std. Analyst	0.00	1.00	0	39,600
2414	Analyst IV	1.00	1.00	38,256	39,600
2758	Administrative Secretary III	1.00	1.00	18,804	20,292
2700	Intermediate Clerk Typist	0.00	1.00	0	14,544
	Sub-Total	3.00	5.00	\$ 101,568	\$ 165,108

STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION

Department: HEALTH SERVICES

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>PUBLIC HEALTH GENERAL ADMINISTRATION</u>					
2221	Deputy Director, Public Health Services	1.00	1.00	\$ 74,880	\$ 79,128
2725	Principal Clerk	1.00	1.00	21,384	23,076
2758	Administrative Secretary III	1.00	1.00	18,804	20,292
2745	Supervising Clerk	1.33	1.33	25,328	26,272
2700	Intermediate Clerk Typist	2.00	2.00	27,336	29,088
2760	Stenographer	0.50	0.50	6,654	7,218
	Sub-Total	6.83	6.83	\$ 174,386	\$ 185,074
9999	Extra Help	0.50	.50	7,325	14,650
	TOTAL	20.33	28.33	\$ 675,271	\$ 1,003,832
Adjustments:					
	County Contributions and Benefits			\$ 192,269	\$ 282,180
	Salary Settlement Costs			39,888	63,346
Special Payments:					
	Premium			10,000	7,200
	Salary Adjustment			0	0
	Salary Savings			(17,539)	(23,430)
	Total Adjustments			\$ 224,618	\$ 329,296
PROGRAM TOTALS:					
		20.33	28.33	\$ 899,889	\$ 1,333,128

SOCIAL SERVICES

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<u>Social Services Bureau</u>					
Adult Social Services	\$ 9,303,187	\$ 9,673,847	\$ 9,801,817	\$ 9,718,280	\$ 10,320,416
Emergency Response Child Protective Services	5,104,933	5,277,511	6,747,855	6,506,323	7,846,958
Continuing Child Protective Services	6,712,119	8,226,679	10,024,957	9,528,668	10,381,434
<u>Community Action Partnership</u>	6,633,567	7,627,807	7,876,163	7,804,136	6,244,887
<u>Employment Services Bureau</u>					
Employment Development	4,290,500	4,543,498	5,516,400	5,935,795	6,826,416
Workfare/Exp. Work Experience	778,460	1,595,915	1,413,215	1,546,697	1,552,544
<u>Income Maintenance Bureau</u>					
Aid to Families with Depen- dent Children	195,902,640	209,537,750	218,527,926	225,038,389	235,218,922
Aid to Families with Depen- dent Children - Foster Care	19,394,251	19,432,053	23,331,654	19,610,333	26,860,061
Eligibility Review	1,542,457	1,178,267	1,655,531	1,866,491	2,138,829
Food Stamp Administration	2,529,838	3,464,752	3,093,673	3,584,239	3,146,870
General Relief	5,530,162	5,073,295	4,028,044	5,434,236	5,576,803
Medi-Cal	6,548,302	5,891,801	6,497,966	6,553,205	6,572,393
Refugee Assistance	24,452,549	15,864,157	11,783,022	14,833,850	10,048,614
<u>Management Services Bureau</u>	4,364,100	4,760,111	5,569,103	5,725,282	6,755,091
Department Administration	<u>651,507</u>	<u>720,800</u>	<u>796,504</u>	<u>824,221</u>	<u>808,830</u>
Total Direct Costs	\$293,738,572	\$302,868,243	316,663,830	\$324,510,145	\$340,299,068
Funding	<u>269,278,998</u>	<u>277,916,409</u>	<u>291,605,781</u>	<u>295,066,686</u>	<u>311,924,166</u>
Net Program Cost	\$ 24,459,574	\$ 24,951,834	\$ 25,058,049	\$ 29,443,459	\$ 28,374,902
Staff Years	2,207.25	2,089.00	2,099.75	2,130.25	2,240.25

PROGRAM: ADULT SOCIAL SERVICES

# 2704

MANAGER: L. WILLINGHAM

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 217

Authority: In-Home Supportive Services (IHSS) function: Title XX of the Social Security Act and Sections 10800 and 12300-12308 of the Welfare and Institutions (W & I) Code. Adult Protective Service function: Title XX and W & I, Code Sections 10800 and 12251. Conservatorship function: W & I Code, Sections 10800 and 5350.

Mandate: In-Home Supportive Services, Adult Protective Services and Conservatorship Services are mandated as County functions. Eligibility and service levels for IHSS are set by State law. State law requires that the Department receive requests for Adult Protective Services and provide case management services for adults found to be in need of such services. The Conservatorship program is obligated to provide service to cases assigned by the Superior Court.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 5,119,610	\$ 4,994,696	\$ 4,795,315	\$ 4,635,397	\$ 5,176,351
Services & Supplies	369,329	331,808	366,453	340,672	504,907
IHSS Contract	3,814,248	4,347,343	4,640,049	4,742,211	4,639,158
<b>TOTAL DIRECT COSTS</b>	<b>\$ 9,303,187</b>	<b>\$ 9,673,847</b>	<b>\$ 9,801,817</b>	<b>\$ 9,718,280</b>	<b>\$ 10,320,416</b>
<b>FUNDING</b>	<b>8,138,753</b>	<b>8,231,671</b>	<b>7,502,377</b>	<b>7,828,243</b>	<b>8,066,282</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,164,434</b>	<b>\$ 1,442,176</b>	<b>\$ 2,299,440</b>	<b>\$ 1,890,037</b>	<b>\$ 2,254,134</b>

<b>STAFF YEARS</b>	<b>209.00</b>	<b>177.50</b>	<b>164.00</b>	<b>161.00</b>	<b>180.00</b>
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PERFORMANCE INDICATORS: (Monthly Average)

Adults provided IHSS	6,622	7,328	7,764	7,200	8,532
Adults provided Protective Services	867	883	1,049	900	1,450
Adults provided Conservatorship Services	1,876	1,635	1,603	1,750	1,650

PROGRAM DESCRIPTION:

The In-Home Supportive Services (IHSS) Program helps aged and disabled persons remain safely in their own homes. Social workers provide case management services; they determine eligibility, the recipient's share of cost, assess the need for care, authorize number of hours and types of service, keep case records, authorize payment to homemaker providers and assist clients in obtaining other services when needed. Actual homemaker

PROGRAM DESCRIPTION (continued)

services are performed by individual providers hired by the clients or by homemakers hired by a private agency under contract to the County. 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.

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 Remedy Home and Health Care. The current contract period is December 1, 1984 through November 30, 1986. An estimated 715,000 hours of service will be provided each year. 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 short-term 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, only with the care of the person. It is funded by Short-Doyle funds through an interdepartmental agreement with the County Department of Health Services.

1984-85 ACTUAL:

Social workers were shifted from Adult to Children's programs in early 1984 to meet new State mandates. The Board made midyear staff additions to Adult programs on October 30, 1984 (66) when additional social services revenue became available

1985-86 ADOPTED BUDGET:

This program added nineteen staff years over 1984-85 adopted levels. Nine of these staff years were added midyear.

In-Home Supportive Services

- o One Social Work Supervisor and three Junior Social Worker staff years were added by the Board on October 30, 1984 (66).

1985-86 ADOPTED BUDGET: (continued)

- o Eight Senior Social Worker staff years were added.
- o One Intermediate Clerk Typist staff year was added.

In-Home Supportive Services Contract

- o Staffing levels remained constant.

Adult Protective Services

- o One Senior Social Work Supervisor staff year was added.
- o One Senior Social Worker, MSW, and four Social Worker, MSW, staff years were restored to this program by the Board on October 30, 1984 (66).

Conservatorship Services

- o Two Intermediate Clerk Typist staff years were reclassified to Legal Procedures Clerk.

Services & Supplies:

A portion of the increase in services and supplies authorized in this budget was for lease expense for a facility to house staff providing services in East County and South Bay. Also authorized was the lease/purchase of a competitively selected, distributed computer system and necessary software to run the Social Services Reporting System (SSRS).

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
County Services Block Grant (Title XX) (25% match required)	\$ 2,678,510	\$ 2,529,392	\$ 3,132,067
Short-Doyle (10% match required)	806,098	906,640	895,307
Refugee Social Services (no match required)	68,411	0	80,000
In-Home Supportive Services (up to 10% match required)	3,932,353	4,392,211	3,939,158
Non-Medical Out-of-Home Care	17,005	0	19,750
TOTAL	\$ 7,502,377	\$ 7,828,243	\$ 8,066,282

Discussion:

The County Services Block Grant allocation level increased midyear. Because Title XX allocation levels are based on prior year expenditures, some Short-Doyle activities were temporarily shifted to Title XX funding to claim 84-85 revenue and stabilize future Title XX allocations. This resulted in overrealizing Title XX revenue and underrealizing Short-Doyle revenue.

The 1984-85 budget assumed the elimination of Refugee Social Services funding. The program was funded midyear resulting in unanticipated revenue. Funding was expected to continue in 1985-86.

PROGRAM REVENUE BY SOURCE: (continued)Discussion: (continued)

The 1984-85 IHSS State allocation exceeded the budgeted estimate. Because this allocation required a 10% County cost match, the County cost of the IHSS program exceeded the budgeted County cost. All IHSS program cost is charged to the IHSS contract. The combined effect of the increased County cost and contract expenditures that remained within budget was a decrease in program revenue. The increased State allocation resulted in the delivery of IHSS Individual Provider Services to 564 more adults than in the previous year.

1985-86 OBJECTIVES:

1. To make initial contact within seven days, on In-Home Supportive Service referrals, at least 95% of the time.
2. To make initial contact within five days, on Adult Protective Services referrals, at least 75% of the time.
3. To make initial contact within five days, on Conservatorship referrals, at least 95% of the time.
4. To insure provision of In-Home Supportive Services to 8,532 eligible blind, aged or disabled adults so they can safely remain in their own homes.
5. To terminate Conservatorship on a minimum of 15 persons each month for whom treatment services have been successful.
6. To move 15 Conservatees per month from locked treatment facilities to open community settings.
7. To insure a high level of client satisfaction with contract IHSS services as measured by complaints received from not more than 5% of clients served.
8. To arrange for IHSS services, through the individual provider, to begin an average of not more than 12 days from the date of application.



## STAFFING SCHEDULE

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5296	Soc Svcs Admin IV	1.00	1.00	\$ 41,940	\$ 41,969
2757	Admin Sec II	1.00	1.00	19,164	19,381
	Sub-Total	2.00	2.00	\$ 61,104	\$ 61,350
<u>3944 In-Home Supportive Services</u>					
5288	Soc Svcs Admin II	1.00	1.00	\$ 31,996	32,082
5244	Program Specialist	1.00	1.00	29,985	29,824
5270	Social Work Supv	5.00	6.00	147,106	177,794
5260	Sr Social Worker	39.00	47.00	1,045,250	1,222,601
5235	Jr Social Worker	0	3.00	0	56,946
5222	Eligibility Supv	1.00	1.00	22,849	23,387
5221	Eligibility Technician	5.00	5.00	96,291	95,918
2730	Senior Clerk	5.00	5.00	87,461	87,910
4911	Soc Svcs Aid II	4.00	4.00	62,374	61,392
2708	CRT Operator	6.00	6.00	89,036	90,418
2700	Intermediate Clerk Typist	26.00	27.00	366,081	389,392
	Sub-Total	93.00	106.00	\$ 1,978,429	\$ 2,267,664
<u>3945 In-Home Supportive Services Contract</u>					
5287	Soc Svcs Admin I	1.00	1.00	\$ 32,074	\$ 32,095
2412	Analyst II	3.00	3.00	84,779	84,500
2730	Senior Clerk	1.00	1.00	17,494	17,582
2493	Inter Acct Clerk	1.00	1.00	14,526	15,111
2700	Intermediate Clerk Typist	2.00	2.00	28,292	25,902
	Sub-Total	8.00	8.00	\$ 177,165	\$ 175,190
<u>3919 Adult Protective Services</u>					
5263	Sr Soc Work Supv	2.00	3.00	\$ 66,215	\$ 96,343
5261	Sr Soc Wkr, MSW	4.00	5.00	120,553	148,208
5266	Social Worker, MSW	6.00	10.00	164,040	273,133
5221	Eligibility Technician	3.00	3.00	49,884	56,874
2708	CRT Operator	1.00	1.00	15,552	15,616
2700	Intermediate Clerk Typist	3.00	3.00	43,914	43,495
4911	Soc Svcs Aid II	2.00	2.00	31,187	30,696
	Sub-Total	21.00	27.00	\$ 491,345	\$ 664,365

STAFFING SCHEDULE

PROGRAM: ADULT SOCIAL SERVICES (continued page 2)

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>3943 Conservatorship Services</u>					
5289	Soc Svcs Admin III	1.00	1.00	\$ 35,362	\$ 35,384
5263	Sr Soc Work Supv	3.00	3.00	96,447	97,256
5244	Program Specialist	1.00	1.00	27,685	27,723
5261	Sr Soc Worker, MSW	3.00	3.00	85,922	86,913
5266	Social Worker, MSW	16.00	16.00	432,218	432,032
5260	Sr Social Worker	5.00	5.00	131,660	131,630
2903	Legal Procedures Clk I	0	2.00	0	26,976
2700	Intermediate Clerk Typist	5.00	3.00	76,315	44,652
4911	Soc Svcs Aid II	3.00	3.00	46,781	46,044
	Sub-Total	37.00	37.00	\$ 932,390	\$ 928,610
	TOTAL	161.00	180.00	\$ 3,640,433	\$ 4,097,179
ADJUSTMENTS:					
	County Contribution/Benefits			\$ 1,017,434	\$ 1,108,388
	Salary Settlement Costs			0	0
	Bilingual Compensation			10,920	26,100
	Worker's Comp and UIB			56,631	50,324
	Salary Savings			(90,021)	(105,640)
PROGRAM TOTALS:		161.00	180.00	\$ 4,635,397	\$ 5,176,351

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES # 27001

MANAGER: L. WILLINGHAM

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 222

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 & I) 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.

Mandate: Emergency Child Protective Services are a mandated County function. State law requires a response to all allegations of abuse and neglect and sets standards for initial response as well as a framework for case management.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 4,689,400	\$ 4,920,179	\$ 6,313,403	\$ 6,091,894	\$ 7,242,479
Services & Supplies	415,533	357,332	434,452	414,429	604,479
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,104,933</b>	<b>\$ 5,277,511</b>	<b>\$ 6,747,855</b>	<b>\$ 6,506,323</b>	<b>\$ 7,846,958</b>
<b>FUNDING</b>	<b>3,340,432</b>	<b>3,705,720</b>	<b>4,984,427</b>	<b>4,090,306</b>	<b>5,929,673</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,764,501</b>	<b>\$ 1,571,791</b>	<b>\$ 1,763,428</b>	<b>\$ 2,416,017</b>	<b>\$ 1,917,285</b>

<b>STAFF YEARS</b>	<b>192.25</b>	<b>174.00</b>	<b>206.00</b>	<b>197.00</b>	<b>241.00</b>
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PERFORMANCE INDICATORS: (Monthly Average)

Number of children admitted for Emergency Shelter Care	304	309	338	325	290
Calls received by Child Abuse Hotline	4,565	6,205	4,737	4,950	6,400

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.

Emergency & Court Services provides 24-hour screening and response via the Child Abuse Hotline and a team of Social Workers who respond immediately to severe abuse or neglect situations. A special group of workers provides services to children under the jurisdiction of the Juvenile Court.

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

PROGRAM DESCRIPTION: (continued)

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 or a voluntary short-term placement basis.

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 private group homes under contract and at specialized foster homes. Hillcrest is the County-operated central receiving facility which temporarily houses abused and neglected children until they can be placed in specialized foster homes or contract private group homes.

Hillcrest/Initial Services provides social work services to the children admitted to emergency shelter care. Social work staff assess the need for child protective services and determine the level of intervention necessary.

1984-85 ACTUAL:

New child protection legislation mandated major program changes designed to reduce the placement of children away from their own homes. Mid-year staff additions were made by the Board on October 30, 1984 (66), when additional State Child Welfare Services revenue became available to support the mandated service levels.

1985-86 ADOPTED BUDGET:

This program added 44 staff years over 1984-85 budgeted levels. Seventeen of these staff years were added midyear in 1984-85.

Emergency & Court Services

- o Three Social Worker, MSW staff years were added by the Board on October 30, 1984 (66).
- o Six Senior Social Worker staff years were added to the Court Intervention Unit.
- o Four Intermediate Clerk Typist staff years were added.

Initial Services

- o One Senior Social Work Supervisor, one Senior Social Worker, MSW and eight Social Worker, MSW staff years were added to the Immediate Response Unit.
- o Two Senior Social Work Supervisor staff years were added.
- o One Program Assistant staff year was added.

1985-86 ADOPTED BUDGET: (continued)

Initial Services (continued)

- o Eleven Social Worker, MSW staff years were added by the Board on October 30, 1984 (66).
- o Five Intermediate Clerk Typist staff years were added. Two of these positions were added by the Board on October 30, 1984 (66).

Hillcrest/Emergency Shelter Care

- o Staffing remained constant.

Hillcrest/Initial Services

- o One Social Worker, MSW staff year was added by the Board on October 30, 1984 (66).
- o One Intermediate Clerk Typist staff year was added.

Services & Supplies:

A portion of the increase in services and supplies authorized in this budget was for lease expense for a facility to house staff providing services in East County and South Bay. Also authorized was the lease/purchase of a competitively selected, distributed computer system and necessary software to run the Social Services Reporting System (SSRS).

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Child Welfare Services (Title XX) (25% match required)	\$ 2,347,736	\$ 2,148,400	\$ 3,358,683
Emergency Assistance (25% match required)	2,529,703	1,941,906	2,393,172
Refugee Social Services (no match required)	<u>106,988</u>	<u>0</u>	<u>177,818</u>
TOTAL	\$ 4,984,427	\$ 4,090,306	\$ 5,929,673

Discussion:

Actual Child Welfare Services and Emergency Assistance revenue were realized above 1984-85 budgeted levels because of a midyear increase in State funding.

The 1984-85 budget assumed the elimination of Refugee Social Services funding. The program was funded midyear resulting in unanticipated revenue. Funding was expected to continue in 1985-86.

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

1985-86 OBJECTIVES:

1. To complete investigations and services in 50% of cases assigned in 30 days or less.
2. To limit the average stay in Hillcrest Receiving Home to three days.
3. Through intensive services, to limit the percentage of cases assigned for Family Maintenance/Reunification and Permanent Placement to 15% of the cases investigated.

## STAFFING SCHEDULE

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5296	Soc Svcs Admin IV	1.00	1.00	\$ 41,811	\$ 41,969
2757	Admin Sec II	1.00	1.00	19,323	19,381
	Sub-Total	2.00	2.00	\$ 61,134	\$ 61,350
<u>3983 Emergency &amp; Court Services</u>					
5289	Soc Svcs Admin III	1.00	1.00	\$ 38,281	\$ 38,063
5263	Sr Soc Work Supv	4.00	4.00	132,496	135,532
5261	Sr Soc Wkr, MSW	3.00	3.00	90,378	89,663
5244	Program Specialist	1.00	1.00	30,000	29,824
5270	Soc Work Supv	4.00	4.00	115,462	120,440
5266	Soc Wkr, MSW	26.00	29.00	665,612	770,222
5260	Sr Soc Wkr	30.00	36.00	801,722	930,432
2745	Supv Clerk	1.00	1.00	20,342	20,420
2730	Senior Clerk	1.00	1.00	15,708	15,306
4911	Soc Svcs Aid II	4.00	4.00	61,562	60,136
2708	CRT Operator	1.00	1.00	15,097	16,015
2700	Intermediate Clerk Typist	11.00	15.00	154,261	206,570
	Sub-Total	87.00	100.00	\$ 2,140,921	\$ 2,432,623
<u>3987 Initial Services</u>					
5289	Soc Svcs Admin III	1.00	1.00	\$ 35,187	\$ 35,384
5263	Sr Soc Work Supv	5.00	8.00	165,619	265,758
5261	Sr Soc Wkr, MSW	8.00	9.00	243,909	254,946
5244	Program Specialist	0	1.00	0	27,723
5266	Soc Wkr, MSW	17.00	36.00	435,206	919,772
5260	Sr Soc Wkr	22.00	22.00	580,930	574,797
4911	Soc Svcs Aid II	1.00	1.00	15,390	15,348
2708	CRT Operator	1.00	1.00	15,096	15,432
2700	Intermediate Clerk Typist	11.00	16.00	154,261	224,989
	Sub-Total	66.00	95.00	\$ 1,645,598	\$ 2,334,149

STAFFING SCHEDULE

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES (continued page 2)

DEPARTMENT: SOCIAL SERVICES

Class Title	STAFF - YEARS		SALARY AND BENEFITS COST	
	1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>3946 Hillcrest/Emergency Shelter Care</u>				
5289 Soc Svcs Admin III	1.00	1.00	\$ 37,971	\$ 38,063
5263 Sr Soc Work Supv	1.00	1.00	33,124	33,883
5244 Program Specialist	1.00	1.00	30,000	29,638
5270 Social Work Supv	4.00	4.00	112,149	112,305
5266 Soc Wkr, MSW	3.00	3.00	69,899	74,457
5260 Sr Soc Wkr	3.00	3.00	80,235	76,477
5072 Child Care Wkr	9.00	9.00	150,171	150,552
2730 Senior Clerk	1.00	1.00	14,155	13,490
2700 Intermediate Clerk	6.00	6.00	87,825	87,356
Temp & Seasonal	<u>4.00</u>	<u>4.00</u>	<u>45,876</u>	<u>46,000</u>
Sub-Total	33.00	33.00	\$ 661,405	\$ 662,221
<u>3984 Hillcrest/Initial Services</u>				
5263 Sr Soc Work Supv	1.00	1.00	\$ 33,124	\$ 33,883
5261 Sr Soc Work, MSW	2.00	2.00	60,010	59,342
5266 Soc Wkr, MSW	2.00	3.00	48,599	78,583
5260 Sr Soc Wkr	3.00	3.00	80,236	80,022
2700 Intermediate Clerk	<u>1.00</u>	<u>2.00</u>	<u>14,138</u>	<u>27,444</u>
Sub-Total	9.00	11.00	\$ 236,107	\$ 279,274
TOTAL	197.00	241.00	\$ 4,745,165	\$ 5,769,617
ADJUSTMENTS:				
County Contribution/Benefits			\$ 1,256,080	\$ 1,483,192
Salary Settlement Costs			0	0
Bilingual Compensation			16,800	40,500
Overtime			144,877	30,000
Worker's Comp and UIB			47,961	66,976
Salary Savings			(118,989)	(147,806)
PROGRAM TOTALS:	197.00	241.00	\$ 6,091,894	\$ 7,242,479



PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES # 27001

MANAGER: L. WILLINGHAM

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 227

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 & I ) 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. Licensing: Health and Safety Code Section 1500; California Administrative Code, Title XXII.

Mandate: Continuing Child Protective Services are a mandated County function. The Family Maintenance and Reunification and Permanent Placement functions provide mandatory case management services to children in a framework established by the State.

The Adoptions and Licensing programs are not mandatory County functions. Both are performed under contract with the State. By electing to accept the State contract, the County agrees to deliver a level of service mandated by the State.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 5,561,426	\$ 7,329,987	\$ 8,673,682	\$ 8,341,229	\$ 8,927,996
Services & Supplies	483,618	405,664	632,983	572,854	818,795
Support & Care	24,974	6,859	29,222	25,000	25,000
Child Care	642,101	484,169	689,070	589,585	609,643
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,712,119</b>	<b>\$ 8,226,679</b>	<b>\$ 10,024,957</b>	<b>\$ 9,528,668</b>	<b>\$ 10,381,434</b>
<b>FUNDING</b>	<b>5,426,571</b>	<b>6,615,152</b>	<b>8,354,580</b>	<b>7,608,995</b>	<b>8,659,185</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,285,548</b>	<b>\$ 1,611,527</b>	<b>\$ 1,670,377</b>	<b>\$ 1,919,673</b>	<b>\$ 1,722,249</b>
<hr/>					
<b>STAFF YEARS</b>	<b>223.75</b>	<b>259.50</b>	<b>274.75</b>	<b>267.75</b>	<b>287.25</b>

PERFORMANCE INDICATORS: (Monthly Average)

Number of persons receiving adoption services	145	160	153	166	166
License actions	393	375	463	420	440
Number of children receiving Family Maintenance/Reunification or Permanent Placement Services	N/A	3,864	4,254	3,962	4,200

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. Family Maintenance and Reunification Services combines two programs mandated by Senate Bill 14 into one organization unit. Family Maintenance Services 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. Family Reunification Services are provided when it is necessary to protect a child by removing the child from his/her own home and arranging a 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/her own own home by eliminating or modifying the home conditions which necessitated the child's 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 family homes caring for unrelated children, be licensed. Licensing activity includes inspection and evaluation of these day care and foster family homes.

1984-85 ACTUAL:

New child protection legislation mandated major program changes designed to reduce the placement of children away from their own homes. Midyear staff additions were made on October 30, 1984 (66), when additional State Child Welfare Services revenue became available to support the mandated service levels.

1985-86 ADOPTED BUDGET:

This program added 19.5 staff years over 1984-85 budgeted levels. Three and one-half staff years were added midyear in 1984-85.

Family Maintenance & Reunification

- o One Program Assistant staff year was added.
- o One Mental Health Consultant II staff year and one-half Program Assistant staff year were added by the Board's acceptance of grants from the Child Abuse Prevention Foundation on February 5, 1985 (23).
- o Five Social Worker, MSW, staff years and one Senior Social Work Supervisor staff year were added.
- o One Senior Clerk staff year was added.
- o Three Intermediate Clerk Typist staff years were added.

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

1985-86 ADOPTED BUDGET: (continued)

Adoptions

- o Staffing levels remained constant.

Permanent Placement

- o Two Social Worker, MSW, staff years were added by the Board on October 30, 1984 (66).
- o Three Social Worker, MSW staff years were added.
- o One Senior Social Worker staff year was added.

Licensing

- o One Senior Social Worker staff year was added.

Services & Supplies

A portion of the increase in services and supplies authorized in this budget was for lease expense for a facility to house staff providing services in East County and South Bay. Also authorized was the lease/purchase of a competitively selected, distributed computer system and necessary software to run the Social Services Reporting System (SSRS).

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Child Welfare Services (Title XX) (25% match required)	\$ 4,300,086	\$ 3,347,174	\$ 4,850,752
Licensing Contract (no match required)	1,092,802	1,135,918	1,181,729
Adoptions Contract (no match required)	1,170,884	1,547,161	1,678,320
Adoptions Supplement	686,000	686,000	0
Refugee Social Services (no match required)	72,200	0	120,000
Refugee Unaccompanied Minor (no match required)	198,484	174,250	113,523
Department of Education Child Care	639,785	580,860	606,748
Revenue Sharing DOE Child Care (maintenance of effort)	105,332	105,332	0
Child Abuse Prevention Foundation (grant)	35,172	0	84,413
Adoption fees	24,613	32,300	23,700
TOTAL	\$ 8,325,358	\$ 7,608,995	\$ 8,659,185

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE: (continued)

Discussion:

Child Welfare Services revenue was above the 84-85 budgeted level as a result of a midyear increase in State funding.

Actual Adoptions revenue was below the budgeted level as a result of a State-directed change which shifted some activities from Adoptions funding to Child Welfare Services funding. The Adoptions Supplement was a one-time supplement for 1984-85.

The 1984-85 budget assumed the elimination of Refugee Social Services funding. The program was funded midyear resulting in unanticipated revenue. Funding was expected to continue in 1985-86.

The actual Department of Education Child Care Contract amount was higher than budgeted. The contract required \$105,332 in maintenance of effort funding which moved from Revenue Sharing in 1984-85 to County cost in 1985-86.

## STAFFING SCHEDULE

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5296	Soc Svcs Admin IV	1.00	1.00	\$ 41,684	\$ 41,709
2757	Admin Sec II	1.00	1.00	19,311	19,381
	Sub-Total	2.00	2.00	\$ 60,995	\$ 61,090
<u>3986 Family Maintenance &amp; Reunification</u>					
5087	Sr. Clinical Psychologist	1.00	1.00	\$ 38,444	\$ 38,462
5289	Soc Svcs Admin III	1.00	1.00	38,256	38,063
5263	Sr Soc Work Supv	7.00	8.00	232,319	265,758
5244	Program Specialist	0	1.50	0	41,088
5261	Sr Soc Wkr, MSW	13.00	13.00	380,443	379,033
5266	Social Wkr, MSW	27.00	32.00	733,875	822,878
4831	Mental Hlth Consultant II	0	1.00	0	23,929
5260	Sr Soc Wkr	17.00	17.00	452,033	450,674
2725	Principal Clerk	1.00	1.00	22,358	22,466
2730	Senior Clerk	0	1.00	0	17,152
2708	CRT Operator	1.00	1.00	15,549	15,616
4911	Soc Svc Aid II	13.00	13.00	195,625	195,945
2700	Intermediate Clerk Typist	12.00	15.00	174,446	219,070
	Sub-Total	93.00	105.50	\$ 2,283,348	\$ 2,530,134
<u>3988 Adoptions</u>					
5289	Soc Svcs Admin III	1.00	1.00	\$ 35,356	\$ 35,384
5263	Sr Soc Work Supv	5.00	5.00	168,414	169,415
5244	Program Specialist	1.00	1.00	29,981	29,824
5261	Sr Soc Wkr, MSW	12.00	12.00	357,145	356,052
5266	Soc Wkr, MSW	29.25	29.25	787,012	787,897
2730	Senior Clerk	2.00	2.00	32,324	32,888
2708	CRT Operator	1.00	1.00	15,549	15,616
2760	Steno	1.00	1.00	16,398	16,788
2903	Legal Proc Clerk I	2.00	2.00	30,026	30,123
2700	Intermediate Clerk Typist	9.00	9.00	132,980	132,120
	Sub-Total	63.25	63.25	\$ 1,605,185	\$ 1,606,107

STAFFING SCHEDULE

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES (continued page 2)

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>3985 Permanent Placement</u>					
5288	Soc Svcs Admin II	1.00	1.00	\$ 31,989	\$ 32,082
5263	Sr Soc Work Supv	6.00	6.00	187,809	198,905
5261	Sr Soc Wkr, MSW	5.00	5.00	158,967	149,545
5244	Program Specialist	2.00	2.00	58,869	59,244
5266	Soc Wkr, MSW	10.00	15.00	267,092	406,186
5260	Sr Soc Wkr	32.00	33.00	829,778	841,442
5221	Eligibility Technician	1.00	1.00	18,625	18,958
2730	Senior Clerk	1.00	1.00	15,492	15,306
2700	Intermediate Clerk Typist	9.50	9.50	130,623	134,291
4911	Soc Svcs Aid II	5.00	5.00	72,359	76,365
	Sub-Total	72.50	78.50	\$ 1,771,603	\$ 1,932,324
<u>3989 Licensing</u>					
5288	Soc Svcs Admin II	1.00	1.00	\$ 32,013	\$ 32,082
5270	Soc Work Supv	3.00	3.00	87,652	90,330
5260	Sr Soc Wkr	22.00	23.00	567,052	607,586
2730	Senior Clerk	1.00	1.00	16,268	17,184
2700	Intermediate Clerk Typist	9.00	9.00	125,877	125,580
4911	Soc Svcs Aid II	1.00	1.00	14,400	14,155
	Sub-Total	37.00	38.00	\$ 843,262	\$ 886,917
	TOTAL	267.75	287.25	\$ 6,564,393	\$ 7,016,572
ADJUSTMENTS:					
	County Contribution/Benefits			\$ 1,762,613	\$ 1,946,900
	Salary Settlement Costs			0	0
	Bilingual Compensation			9,660	23,400
	Overtime			85,201	30,000
	Worker's Comp and UIB			85,555	93,328
	Salary Savings			(166,193)	(182,204)
PROGRAM TOTALS:		267.75	287.25	\$ 8,341,229	\$ 8,927,996

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

1985-86 OBJECTIVES:

1. To terminate services due to the successful achievement of objectives for 5% of cases receiving Family Maintenance/Reunification and Permanent Placement each month.
2. To make 4.5 adoptive placements per adoptions worker per year.
3. To respond to citizen complaints concerning foster home and day care license violations in an average of 3.5 days.
4. To increase by 300, the number of homes licensed for foster care or day care.

PROGRAM: COMMUNITY ACTION PARTNERSHIP

# 27017

MANAGER: G. Tate

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 232

Authority: 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.

Mandate: This is a discretionary program.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
COSTS					
Salaries & Benefits	\$ 373,449	\$ 425,426	\$ 439,719	\$ 431,981	\$ 469,224
Services & Supplies	45,032	43,446	47,518	50,061	40,900
Contracts	6,215,086	7,158,935	7,388,926	7,322,094	5,734,763
TOTAL DIRECT COSTS	\$ 6,633,567	\$ 7,627,807	\$ 7,876,163	\$ 7,804,136	\$ 6,244,887
FUNDING	2,974,183	7,465,263	7,876,163	7,783,568	6,244,887
NET COUNTY COSTS	\$ 3,659,384	\$ 162,544	\$ 0	\$ 20,568	\$ 0

STAFF YEARS	13.00	12.50	12.00	12.00	13.00
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PERFORMANCE INDICATORS:

Projects administered	73	80	86	75	83
Number of clients served by contract (per month)	6,268	7,403	7,463	7,329	7,592

PROGRAM DESCRIPTION:

The Community Action Partnership plans and provides services to the poor and disadvantaged through a combination of contract social service systems. Programs included are; self-sufficiency, youth (10-17 years of age), domestic violence and child abuse prevention and correction, 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

1984-85 ACTUAL:

Revenues increased due to funding by AB2994, Housing and Urban Development, an increase in available AB90, and Community Services Block Grant funds.

1985-86 ADOPTED BUDGET:

There was uncertainty about continued Federal funding of the Community Services Block Grant and Revenue Sharing as this budget was prepared. Continued funding of the Community Services Block Grant at Federal Fiscal Year 1985 levels and termination of Revenue Sharing, as proposed by the President, were assumed. Revenue Sharing contracts were funded for a part of the year; with the \$1,592,574 available, the Board directed continued funding of high priority services at a reduced level using General Fund dollars.

Staffing

One Analyst II was reclassified to Analyst III.

By assuming continued Community Services Block Grant funding, a total of \$5,734,763 will be made available to contract with community based organizations to meet social service needs.

PROGRAM REVENUE BY SOURCE:

The Community Action Partnership program administers funds from seven different sources.

<u>Source of Revenue</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Community Services Block Grant	\$ 1,571,790	\$ 1,482,950	\$ 1,679,431
Assembly Bill 90	1,583,698	1,667,602	1,667,602
Assembly Bill 1733	433,072	504,422	538,477
Senate Bill 1246	380,324	250,000	436,803
Refugee Resettlement	12,535	0	120,000
Housing and Urban Development	57,616	42,194	0
Assembly Bill 2994	166,841	210,000	210,000
S.D. City	110,784	0	0
Revenue Sharing	<u>3,559,503</u>	<u>3,626,400</u>	<u>1,592,574</u>
TOTAL	\$ 7,876,163	\$ 7,783,568	\$ 6,244,887

PROGRAM: COMMUNITY ACTION PARTNERSHIP

DEPARTMENT: SOCIAL SERVICES

1985-86 OBJECTIVES:

1. To maintain community input by continuing the six regional councils located throughout the County.
2. To increase resource mobilization by submitting four grant proposals to various funding entities.
3. To revise eleven contract program standards to address the needs of the poor.

## STAFFING SCHEDULE

PROGRAM: COMMUNITY ACTION PARTNERSHIP

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5300	Deputy Director, CAP	1.00	1.00	\$ 41,251	\$ 41,969
2413	Analyst III	1.00	2.00	34,638	65,934
2412	Analyst II	4.00	3.00	122,945	93,510
2411	Analyst I	0	1.00	0	22,176
2505	Senior Accountant	1.00	1.00	31,536	32,890
2425	Assoc Accountant	1.00	1.00	26,527	27,666
2403	Accounting Tech	1.00	1.00	19,420	17,617
2758	Admin Secretary III	1.00	1.00	20,361	21,422
2730	Senior Clerk	1.00	1.00	17,519	17,582
2760	Stenographer	1.00	1.00	15,787	16,788
	Sub-Total	12.00	13.00	\$ 329,984	\$ 357,554
ADJUSTMENTS:					
	County Contribution/Benefits			\$ 104,999	\$ 115,980
	Salary Settlement Costs			0	0
	Bilingual Compensation			1,680	1,680
	Worker's Comp and UIB			3,714	3,586
	Salary Savings			(8,396)	(9,576)
PROGRAM TOTALS:		12.00	13.00	\$ 431,981	\$ 469,224

PROGRAM: EMPLOYMENT DEVELOPMENT

# 27008

MANAGER: T. SCHWEND

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 235

Authority: This program was developed to implement the Board of Supervisors' 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.

Mandate: State law mandates the Work Incentive Program component. All other components of this program are discretionary and represent efforts by this Department to obtain funding for programs to comply with Board policy.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$3,166,556	\$ 3,494,885	\$ 3,505,828	\$ 3,528,367	\$ 3,769,128
Services & Supplies	702,232	428,472	648,317	687,917	612,732
Contracts	421,712	620,141	1,362,255	1,719,511	2,444,556
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,290,500</b>	<b>\$ 4,543,498</b>	<b>\$ 5,516,400</b>	<b>\$ 5,935,795</b>	<b>\$ 6,826,416</b>
<b>FUNDING</b>	<b>3,760,068</b>	<b>4,161,313</b>	<b>4,805,090</b>	<b>5,172,525</b>	<b>6,432,588</b>
<b>NET COUNTY COSTS</b>	<b>\$ 530,432</b>	<b>\$ 382,185</b>	<b>\$ 711,310</b>	<b>\$ 763,270</b>	<b>\$ 393,828</b>

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STAFF YEARS	148.00	125.75	115.25	116.00	131.00
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PERFORMANCE INDICATORS:

WIN/EPP/Refugee cases	25,357	24,250	18,823	23,780	18,547
WIN/EPP cases closed for employment	2,018	4,236	4,369	4,000	4,500
Refugee clients employed	600	459	467	600	198
WIN grant savings	\$16.7 mil	\$17.6 mil	\$16.8 mil	\$18.5 mil	\$17.0 mil

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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.

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

PROGRAM DESCRIPTION: (continued)

Federal Work Incentive (WIN) funds are used to provide AFDC recipients with employment and training services including: 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.

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 Saturated Work Incentive Model (SWIM) was added to Employment Development programs in mid-FY 84-85 and continued in FY 85-86. SWIM is a Federal demonstration program that will target public assistance recipients in the metropolitan area by offering continued employment related activity after the completion of other employment programs. SWIM is funded by a Federal grant administered by the State Department of Social Services.

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 refugees in becoming 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 Refugee Employment Services Program augments these services.

The Refugee Targeted Assistance Program (RTAP) supports community projects that enhance refugee employment potential, increase job finding and job retention.

1984-85 ACTUAL:

The services and supplies and contracts expenditures were less than budgeted because the improved economy and local employment market allowed the Department to place participants with local employers without subsidizing those placements. In addition, the Refugee Targeted Assistance Program anticipated increased revenue. This increase in revenue did not materialize.

The reduction in the performance indicator (the number of WIN/EPP/Refugee cases) results from a reduced number of WIN registrants (caused by increased employment activity).

1985-86 ADOPTED BUDGET:

Staffing:

The adopted budget added fifteen staff years to the Employment Development programs.

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

1985-86 ADOPTED BUDGET: (continued)

Employment Preparation Division Work Incentive Program (WIN)

- o One staff year Senior Social Worker was deleted.
- o Four Intermediate Clerks were added.

Employment Preparation Program (EPP)

- o One staff year Social Services Administrator II was reclassified to Analyst II.
- o Two staff years Senior Social Worker were deleted to keep program expenditures within available revenue.

Saturated Work Incentive Model (SWIM)

- o Seventeen staff years were added by the Board on December 18, 1984 (117).
- o One additional staff year of Job Developer Counselor II and one staff year Job Developer Counselor Supervisor were added.

Employment Training Division

- o One staff year Analyst III was reclassified to Analyst II.
- o One staff year Program Assistant was deleted as no longer required.

Refugee Orientation and Employment Program (ROEP)

- o Eleven staff years were deleted as requested in the CAO's change letter. The deletion of this staff resulted from the State's decision to award the contract funds to a community agency rather than the County.

Refugee Employment Services

- o One staff year Social Work Supervisor, one-quarter staff year Job Developer Counselor II, three-quarters staff year Job Developer Counselor I, two and one-quarter staff year Junior Social Worker and one and one-quarter staff years Intermediate Clerk were added.

Refugee Targeted Assistance Program (RTAP)

- o One staff year Intermediate Clerk was added.

Contracts:

Additional funding for contract expenditures was included in this budget based upon both the level of service required and the funding available to provide contract services.

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
State WIN	\$ 13,945	\$ 0	\$ 22,970
Work Incentive (WIN) 90%	959,108	962,321	1,070,554
Employment Preparation Program (EPP)	1,435,127	1,386,984	1,478,505
Refugee Orientation and Employment Program (ROEP)	538,617	436,407	0
Saturated Work Incentive Model (SWIM)	18,356	0	535,445
Refugee Social Services	82,221	0	152,516
Refugee Targeted Assistance Program (RTAP)	1,332,035	1,573,469	2,283,472
Job Training	425,681	813,344	889,126
TOTAL	\$ 4,805,090	\$ 5,172,525	\$ 6,432,588

Discussion:

The RTAP revenue increase resulted from a change in the fiscal year allocation methodology. The allocation fiscal year was revised from a Federal fiscal year (October-September) to a State fiscal year (July-June). This has resulted in a larger than usual allocation for FY 1985-86.

1985-86 OBJECTIVES:

1. Place 4,500 participants in permanent, unsubsidized employment through the Work Incentive (WIN) and Employment Preparation Programs (EPP).
2. Place 198 participants in permanent, unsubsidized employment through the Refugee Program.

STAFFING SCHEDULE

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Employment Preparation Division</u>					
5296	Soc Svcs Admin IV	1.00	1.00	\$ 42,198	\$ 41,969
5244	Program Specialist	1.00	1.00	29,991	29,824
2757	Admin Sec II	1.00	1.00	14,039	16,851
	Sub-Total	3.00	3.00	\$ 86,228	\$ 88,644
<u>Work Incentive Program (WIN)</u>					
5288	Soc Svcs Admin II	1.00	1.00	\$ 34,703	\$ 34,515
5270	Soc Work Supv	2.00	2.00	58,702	60,220
5260	Sr Soc Worker	20.00	19.00	525,642	493,281
2708	CRT Operator	1.00	1.00	15,555	15,616
2700	Intermediate Clerk	9.00	13.00	131,029	182,100
	Sub-Total	33.00	36.00	\$ 765,631	\$ 785,732
<u>Employment Preparation Program (EPP)</u>					
5289	Soc Svcs Admin III	1.00	0	\$ 34,700	\$ 0
2412	Analyst II	0	1.00	0	31,170
5270	Soc Wrk Supv	4.00	4.00	117,405	120,440
5260	Sr Soc Worker	33.00	31.00	847,530	799,402
2700	Intermediate Clerk	7.00	7.00	101,009	102,718
	Sub-Total	45.00	43.00	\$ 1,100,644	\$ 1,053,730
<u>Saturated Work Incentive Model (SWIM)</u>					
5296	Soc Svcs Admin IV	0	1.00	\$ 0	\$ 41,969
5202	Supv Job Devel Cns1	0	2.00	0	50,344
5201	Job Devel Cns1 II	0	11.00	0	243,890
2700	Intermediate Clerk	0	4.00	0	53,940
2709	Dept Clerk	0	1.00	0	10,399
	Sub-Total	0	19.00	\$ 0	\$ 400,542
<u>Employment Training Division</u>					
5296	Soc Svcs Admin IV	1.00	1.00	\$ 42,198	\$ 41,969
2413	Analyst III	1.00	0	33,386	0
2412	Analyst II	0	1.00	0	29,311
5248	Program Assistant	1.00	0	29,991	0
2757	Admin Sec II	1.00	1.00	16,730	16,851
	Sub-Total	4.00	3.00	\$ 122,305	\$ 88,131



## STAFFING SCHEDULE

PROGRAM: EMPLOYMENT DEVELOPMENT (continued page 2)

DEPARTMENT: SOCIAL SERVICES

Class Title	STAFF - YEARS		SALARY AND BENEFITS COST	
	1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Refugee Orientation &amp; Employment Program (ROEP)</u>				
5288 Soc Svcs Admin II	1.00	1.00	\$ 34,301	\$ 34,515
5270 Soc Work Supv	2.00	0	58,853	0
5260 Sr Social Wkr	5.00	.50	133,685	12,549
2730 Senior Clerk	1.00	1.00	17,497	17,582
4911 Soc Svcs Aid II	2.00	2.00	30,260	0
2700 Intermediate Clerk	1.00	1.00	14,028	14,884
Sub-Total	12.00	5.50	\$ 288,624	\$ 79,530
<u>Refugee Employment Services</u>				
5270 Soc Work Supv	0	1.00	\$ 0	\$ 25,402
5201 Job Dvl Couns II	0	.25	0	4,953
5200 Job Dvl Couns I	0	.75	0	12,817
5235 Jr Social Wkr	0	2.25	0	42,647
2700 Intermediate Clerk	0	1.25	0	15,659
Sub-Total	0	5.50	\$ 0	\$ 101,478
<u>Refugee Targeted Assistance Program (RTAP)</u>				
2413 Analyst III	1.00	1.00	\$ 33,385	\$ 34,764
5201 Job Dvl Couns II	4.00	4.00	82,017	92,118
2700 Intermediate Clerk	0	1.00	0	12,560
4911 Soc. Svc. Aid II	3.00	1.00	42,639	14,782
Sub-Total	8.00	7.00	\$ 158,041	\$ 154,224
<u>Job Training</u>				
2413 Analyst III	1.00	1.00	\$ 29,898	\$ 33,592
5201 Job Devl Cnsl II	8.00	8.00	181,321	188,935
2700 Intermediate Clerk	2.00	2.00	29,274	29,768
Sub-Total	11.00	11.00	\$ 240,493	\$ 252,295
TOTAL	116.00	133.00	\$ 2,761,966	\$ 3,004,306
ADJUSTMENTS				
County Contribution/Benefits			\$ 776,980	\$ 820,515
Salary Settlement Costs			0	0
Bilingual Compensation			20,260	19,320
Worker's Comp and UIB			39,926	37,326
Salary Savings			(70,765)	(112,339)
PROGRAM TOTALS:	116.00	131.00	\$ 3,528,367	\$ 3,769,128

PROGRAM: WORKFARE/EXPERIMENTAL WORK EXPERIENCE  
PROGRAM

# 27030

MANAGER: T. SCHWEND

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 240

Authority: The Experimental Work Experience Program (EWEP) is authorized under the Omnibus Budget Reconciliation Act of 1981 (P.L. 97-35) and Community Work Experience Program (45 CFR Part 238).

Mandate: This is a discretionary program.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 657,966	\$ 1,244,557	\$ 1,191,522	\$ 1,313,138	\$ 1,320,763
Services & Supplies	120,494	351,358	221,693	233,559	220,781
Contract	0	0	0	0	11,000
<b>TOTAL DIRECT COSTS</b>	<b>\$ 778,460</b>	<b>\$ 1,595,915</b>	<b>\$ 1,413,215</b>	<b>\$ 1,546,697</b>	<b>\$ 1,552,544</b>
<b>FUNDING</b>	<b>513,885</b>	<b>1,081,610</b>	<b>961,646</b>	<b>1,080,267</b>	<b>1,073,511</b>
<b>NET COUNTY COSTS</b>	<b>\$ 264,575</b>	<b>\$ 514,305</b>	<b>\$ 451,569</b>	<b>\$ 466,430</b>	<b>\$ 479,033</b>
<hr/>					
<b>STAFF YEARS</b>	<b>32.00</b>	<b>50.25</b>	<b>42.00</b>	<b>45.00</b>	<b>45.00</b>

PERFORMANCE INDICATORS:

Clients active/mo. to Workfare/EWEP	2,678	6,295	4,385	4,308	4,160
Annl Workfare/EWEP hours	183,558	547,705	592,849	501,704	540,000
Dollar value of hrs worked workfare/EWEP	\$ 614,919	\$ 1,834,812	\$ 1,986,044	\$ 1,680,707	\$ 1,809,000

PROGRAM DESCRIPTION:

Workfare is a County-wide program which requires able-bodied Food Stamp, General Relief, Refugee and AFDC recipients to work for their benefits in public and private non-profit agencies. The objective of Workfare is to provide recipients with the opportunity to develop work skills and an employment history thereby increasing their employability and the likelihood of obtaining work.

The Workfare Program also includes a Job Search activity and Job Club Workshop for Food Stamp recipients who do not receive cash aid. A 100% revenue offset grant from the United States Department of Agriculture provides funding for this project which requires employer contacts and attendance at a two-week workshop for instruction in job finding and interview techniques.

PROGRAM: WORKFARE/EXPERIMENTAL WORK EXPERIENCE PROGRAM (EWEP)

DEPARTMENT: SOCIAL SERVICES

1984-85 ACTUAL:

Due to improved local economic conditions, the Workfare programs combined in this budget were able to meet program expectations with lower expenditures and less staff than budgeted.

1985-86 ADOPTED BUDGET:

Workfare Programs

- o This program continued at FY 1984-85 levels.
- o The contract expenditure of \$11,000 funds the General Relief Grant Diversion Program authorized by the Board on February 19, 1985 (67). This program places a small number of General Relief recipients in subsidized employment (\$120 per month) as an alternative to giving the client the \$120 as a cash grant.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Food Stamp Workfare (50%)	\$ 222,497	\$ 225,024	\$ 267,516
Job Clubs (100%)	465,076	470,357	430,269
Experimental Work Experience Program (75%)	274,073	384,886	375,726
TOTAL	\$ 961,646	\$ 1,080,267	\$ 1,073,511

1985-86 OBJECTIVES:

1. To develop sufficient job sites to accommodate 4,160 Food Stamp, AFDC, Refugee and General Relief clients.
2. To achieve an average monthly value of earned AFDC and General Relief aid payments and Food Stamp benefits of \$150,750.

## STAFFING SCHEDULE

PROGRAM: WORKFARE/EXPERIMENTAL WORK EXPERIENCE PROGRAM (WEPE)

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 CAO Proposed	1984-85 Budget	1985-86 CAO Proposed
5296	Soc Svcs Admin IV	1.00	1.00	\$ 44,235	\$ 41,969
5244	Program Specialist	1.00	1.00	32,036	28,767
2757	Admin Sec II	1.00	1.00	18,022	16,851
	Sub-Total	3.00	3.00	\$ 94,293	\$ 87,587
<u>Food Stamp Workfare</u>					
5202	Supv Job Devel Cnsl	2.00	2.00	\$ 56,226	\$ 54,149
5201	Job Devel Cnsl II	2.00	2.00	42,539	47,500
5200	Job Devel Cnsl I	9.00	9.00	181,557	179,355
2700	Intermediate Clerk	1.00	1.00	16,893	15,194
	Sub-Total	14.00	14.00	\$ 297,215	\$ 296,198
<u>Job Clubs</u>					
5287	Soc Svcs Admin I	1.00	1.00	\$ 31,699	\$ 32,095
5202	Supv Job Devel Cnsl	1.00	1.00	27,177	27,310
5201	Job Devel Cnsl II	7.00	7.00	159,923	162,344
5200	Job Devel Cnsl I	4.00	4.00	73,130	76,978
	Sub-Total	13.00	13.00	\$ 291,929	\$ 298,727
<u>Experimental Work Experience Program (WEPE)</u>					
5288	Soc Svcs. Admin II	1.00	1.00	\$ 36,745	\$ 34,515
5202	Supv Job Devel Cnsl	2.00	2.00	54,225	54,150
5201	Job Devel Cnsl II	6.00	6.00	142,618	142,500
5200	Job Devel Cnsl I	3.00	3.00	61,519	59,785
2700	Intermediate Clerk	2.00	2.00	33,785	30,389
	Sub-Total	14.00	14.00	\$ 328,892	\$ 321,339
<u>Refugee Work Experience Program (RWEPE)</u>					
5201	Job Devel Cnsl II	1.00	1.00	\$ 25,271	\$ 23,750
	Sub-Total	1.00	1.00	\$ 25,271	\$ 23,750
	TOTAL	45.00	45.00	\$ 1,037,600	\$ 1,027,601
ADJUSTMENTS:					
	County Contribution/Benefits			\$ 269,188	\$ 302,112
	Salary Settlement Costs			0	0
	Bilingual Compensation			2,000	5,880
	Worker's Comp and UIB			13,899	12,124
	Salary Savings			(9,549)	(26,954)
PROGRAM TOTALS:		45.00	45.00	\$ 1,313,138	\$ 1,320,763

PROGRAM: AID TO FAMILIES WITH DEPENDENT  
CHILDREN - FOSTER CARE

# 24002

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 246

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 and Assistance Standards, Div. 15, 20, 40-44, and 48 which mandate County administration of this program.

Mandate: This program is mandated by Federal law and eligibility standards are set by State law.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 455,376	\$ 521,886	\$ 655,238	\$ 550,834	\$ 746,531
Services & Supplies	52,845	66,796	56,526	59,551	77,964
Support & Care	18,886,030	18,843,371	22,619,890	18,999,948	26,035,566
<b>TOTAL DIRECT COSTS</b>	<b>\$ 19,394,251</b>	<b>\$ 19,432,053</b>	<b>\$ 23,331,654</b>	<b>\$ 19,610,333</b>	<b>\$ 26,860,061</b>
<b>FUNDING</b>	<b>17,421,186</b>	<b>17,116,541</b>	<b>21,106,384</b>	<b>17,288,516</b>	<b>24,085,433</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,973,065</b>	<b>\$ 2,315,512</b>	<b>\$ 2,225,270</b>	<b>\$ 2,321,817</b>	<b>\$ 2,774,628</b>
<b>STAFF YEARS</b>	<b>25.30</b>	<b>23.00</b>	<b>27.00</b>	<b>21.75</b>	<b>30.25</b>

PERFORMANCE INDICATORS: (Monthly Average)

Eligibility determinations	294	349	383	250	425
Cases supervised	2,860	2,741	3,122	2,500	3,150
Cases per Elig Technician	259.0	275.9	268.8	244.2	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 homes. It is centralized at the Kearny Mesa District Office. This program provides for the welfare of children when it is necessary to remove them from their own homes or an environment in which 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

1984-85 ACTUAL:

The 1984-85 budget assumed caseload decreases because new State child welfare legislation emphasized retention of children in their own homes. In spite of the legislation, the number of foster care cases increased. Additional staff were assigned to this program to manage this higher caseload. The higher caseloads caused this program to exceed the amount budgeted for support and care. Savings in other programs (primarily AFDC) were used to fund these expenditures.

1985-86 ADOPTED BUDGET:

Support and Care:

The incidence of child abuse is expected to continue to increase in 1985-86. Therefore, the number of AFDC-Foster Care cases budgeted is 5% greater than the 1984-85 actual caseload.

Staffing:

There is a net increase of eight and one half staff years in the Adopted Budget.

- o Five and three-quarter staff years Eligibility Technician and three-quarter staff year of Eligibility Supervisor were added.
- o Two staff years Intermediate Clerk Typist were added.
- o One-quarter staff year Stenographer was reclassified to Administrative Secretary I.
- o One-quarter staff year Social Services Administrator II was deleted from the budget
- o One-quarter staff year Social Services Administrator I was transferred to this program from the AFDC program.

PROGRAM REVENUES BY SOURCE:

	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
State Administrative Reimbursement	\$ 175,614	\$ 146,040	\$ 197,879
State Aid Payments Reimbursement	16,759,703	13,402,566	19,083,875
Federal Administrative Reimbursement	355,882	305,658	412,248
Federal Aid Payments Reimbursement	3,734,578	3,434,252	4,321,431
Revenue and Recovery Collections (for Children in Court Ordered Placement)	<u>80,607</u>	<u>0</u>	<u>70,000</u>
TOTAL	\$ 21,106,384	\$ 17,288,516	\$ 24,085,433

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

1985-86 OBJECTIVES:

1. To make 95% of eligibility determinations within one day of receipt of foster care referral.
2. To have no more than 15% delinquent recertifications of eligibility.
3. To establish eligibility for Federal funding in 50% of AFDC-FC cases.

STAFFING SCHEDULE

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5289	Soc Svcs Admin III	.25	.25	\$ 9,545	\$ 9,516
5288	Soc Svcs Admin II	.25	0	8,600	0
5287	Soc Svcs Admin I	0	.25	0	7,801
5248	Program Assistant	1.00	1.00	29,790	29,531
5222	Eligibility Supv	2.00	2.75	45,518	63,540
5221	Eligibility Tech	15.25	21.00	291,412	395,506
2730	Senior Clerk	.25	.25	4,280	4,292
2757	Admin Secretary II	.25	.25	4,615	4,620
2756	Admin Secretary I	0	.25	0	3,925
2760	Stenographer	.25	0	3,770	0
2708	CRT Operator	.25	.25	3,710	3,782
2650	Stock Clerk	1.00	1.00	15,107	15,224
2700	Intermediate Clerk	.75	2.75	10,810	39,955
4911	Soc Svcs Aid II	.25	.25	3,825	3,823
9999	Extra Help	0	0	0	0
	Sub-Total	21.75	30.25	\$ 430,982	\$ 581,515
ADJUSTMENTS:					
	County Contribution/Benefits			\$ 120,290	\$ 163,648
	Salary Settlement Costs			0	0
	Bilingual Compensation			2,786	4,223
	Overtime			1,921	4,136
	Worker's Comp and UIB			5,557	8,244
	Salary Savings			(10,702)	(15,235)
PROGRAM TOTALS:		21.75	30.25	\$ 550,834	\$ 746,531



PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN # 24001

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 243

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 and Assistance Standards, Div. 15, 20, 40-44, and 48 which mandate County administration of this program.

Mandate: This program is mandated by Federal law and eligibility standards are set by State law.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 11,386,428	\$ 12,979,076	\$ 13,496,182	\$ 13,900,456	\$ 13,996,459
Services & Supplies	1,169,212	1,339,180	1,489,414	1,569,134	1,492,911
Support & Care	183,347,000	195,219,494	203,542,330	209,568,799	219,729,552
<b>TOTAL DIRECT COSTS</b>	<b>\$195,902,640</b>	<b>\$209,537,750</b>	<b>\$218,527,926</b>	<b>\$225,038,389</b>	<b>\$235,218,922</b>
<b>FUNDING</b>	<b>183,772,124</b>	<b>195,211,503</b>	<b>203,737,675</b>	<b>209,973,023</b>	<b>219,228,185</b>
<b>NET COUNTY COSTS</b>	<b>\$ 12,130,516</b>	<b>\$ 14,326,247</b>	<b>\$ 14,790,251</b>	<b>\$ 15,065,366</b>	<b>\$ 15,990,737</b>

STAFF YEARS	569.20	572.00	560.25	576.25	579.25
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PERFORMANCE INDICATORS: (Monthly Average)

Eligibility determinations	2,720	2,390	2,747	2,800	3,040
Cases supervised	32,510	33,410	32,943	33,500	33,600
Cases per Elig Technician	190.0	182.6	191.0	195.60	186.0

PROGRAM DESCRIPTION:

The Aid to Families with Dependent Children program provides financial assistance to meet the basic needs of food, clothing, shelter, utilities and household supplies to eligible families. Operation is on a County-wide basis providing services at seven district offices. 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

1984-85 ACTUAL:

While the total number of eligibility determinations and cases supervised was slightly lower than budgeted, the amount of work required for each case increased mid-year as a result of a State Employment Development Department (EDD) procedural change. The additional work necessitated reducing the number of cases assigned to each Eligibility Technician. Support and care costs were lower than budget due to the reduced level of cases receiving aid payments.

1985-86 ADOPTED BUDGET:

Support and Care:

State law provides for an automatic Cost of Living Adjustment (COLA) for AFDC benefits based upon the annual percentage increase in the California Necessities Index. The Index increased 5.3% in Fiscal Year 1984-85 resulting in an automatic COLA adjustment. This COLA was included in the budget adopted by the Board of Supervisors.

Staffing

There is a net increase of three staff years in the Adopted Budget.

- o Eight and one-half staff years Eligibility Technician were added.
- o One staff year Eligibility Supervisor was added.
- o One and one-half staff years CRT operator were deleted.
- o Two and three-quarter staff years Intermediate Clerk Typist were deleted.
- o One-quarter staff year Social Services Administrator II was deleted.
- o One and three-quarters staff years Social Services Administrator I were deleted.
- o One-quarter staff year Program Assistant was transferred from this program to the Food Stamp program.
- o One staff year Stenographer was reclassified to Administrative Secretary.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC)

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUES BY SOURCE:

	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
State AFDC Administrative Reimbursement	\$ 3,697,396	\$ 3,702,878	\$ 3,717,450
Federal AFDC Administrative Reimbursement	7,492,798	7,762,889	7,744,685
State AFDC Aid Payments Reimbursement	90,776,316	93,579,015	98,436,807
Federal AFDC Aid Payments Reimbursement	<u>101,771,165</u>	<u>104,928,241</u>	<u>109,329,243</u>
TOTAL	<u>\$203,737,675</u>	<u>\$209,973,023</u>	<u>\$219,228,185</u>

Discussion

The 1985-86 revenues include the State and Federal revenues that will fund the 5.3% support and care Cost of Living Adjustment.

1985-86 OBJECTIVES:

1. To schedule 100% of immediate need applicants within 3 days of application.
2. To see 95% of applicants within 30 minutes of arrival.
3. To have 3% or less delinquent recertifications.
4. To make 100% of eligibility determinations within 45 days of application.

STAFFING SCHEDULE

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5296	Soc Svcs Admin IV	.75	.75	\$ 31,640	\$ 31,477
5289	Soc Svcs Admin III	5.25	5.25	198,765	199,831
5288	Soc Svcs Admin II	4.75	4.50	163,382	154,683
5287	Soc Svcs Admin I	2.00	.25	61,411	7,801
5248	Program Assistant	3.25	3.00	96,809	88,594
5222	Eligibility Supv	47.75	48.75	1,086,645	1,126,384
2745	Supervising Clerk	4.25	4.25	85,155	85,792
5221	Eligibility Technician	392.75	401.25	7,504,426	7,556,982
2757	Admin Secretary II	1.00	1.00	18,455	18,481
2730	Senior Clerk	9.50	9.50	162,625	163,080
2760	Stenographer	1.00	0	15,077	0
2756	Admin Secretary I	2.25	3.25	36,896	51,027
2708	CRT Operator	17.50	16.00	259,627	242,053
2650	Stock Clerk	1.50	1.50	22,659	22,836
2700	Intermediate Clerk	68.25	65.50	983,608	951,641
4911	Social Svcs Aid II	9.00	9.00	137,702	137,644
2709	Departmental Clerk	2.00	2.00	22,928	23,241
9999	Extra Help	3.50	3.50	49,823	49,686
	Sub-Total	576.25	579.25	\$ 10,937,633	\$ 10,911,233
ADJUSTMENTS:					
	County Contribution/Benefits			\$ 2,961,170	\$ 3,053,290
	Salary Settlement Cost			0	0
	Bilingual Compensation			73,780	80,695
	Overtime			50,883	79,026
	Worker's Comp and UIB			147,236	157,857
	Salary Savings			(270,246)	(285,642)
PROGRAM TOTALS:		576.25	579.25	\$ 13,900,456	\$ 13,996,459

PROGRAM: ELIGIBILITY REVIEW

# 2104

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 249

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.

Mandate: Federal law mandates the activities performed by this program. The manner in which the activities are executed is discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,413,646	\$ 1,026,754	\$ 1,498,341	\$ 1,700,888	\$ 1,975,170
Services & Supplies	128,811	151,513	157,190	165,603	163,659
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,542,457</b>	<b>\$ 1,178,267</b>	<b>\$ 1,655,531</b>	<b>\$ 1,866,491</b>	<b>\$ 2,138,829</b>
<b>FUNDING</b>	<b>1,156,843</b>	<b>891,201</b>	<b>1,236,309</b>	<b>1,394,781</b>	<b>1,631,447</b>
<b>NET COUNTY COSTS</b>	<b>\$ 385,614</b>	<b>\$ 287,066</b>	<b>\$ 419,222</b>	<b>\$ 471,710</b>	<b>\$ 507,382</b>

STAFF YEARS	54.00	45.00	53.50	56.50	63.50
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PERFORMANCE INDICATORS:

Appeals issues per staff year	739	774	681	775	675
Investigations per staff year	300	368	443	331	337
Quality Control audits per auditor	194	188	186	190	190

PROGRAM DESCRIPTION:

The volume and complexity of the public assistance eligibility determination process create a potential for error and fraud. The Eligibility Review program exists to identify and reduce program abuse and insure 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. These State hearings are the result of a client-initiated appeal of an administrative decision made by an Eligibility Technician. These decisions, which impact the amount of aid paid to the client or the client's eligibility for aid, are reviewed by a State Hearing Officer and either upheld or overturned.

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

PROGRAM DESCRIPTION: (continued)

The Welfare Investigations Section investigates allegations of welfare fraud and also engages in fraud prevention activities. Fraud prevention activities reduce fraud and overpayment during the initial application process.

The Quality Control Section 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 Federal and State fiscal sanctions.

1984-85 ACTUAL:

This program operated with fewer staff than planned, as a result of high staff turnover rate coupled with delayed promulgation of Civil Service lists for hiring replacements. The reduced staffing levels resulted in lower expenditures than budgeted, and reduced County cost.

1985-86 ADOPTED BUDGET:

The budget for 1985-86 took into consideration procedural changes made by the State which required additional staffing.

Staffing:

There is a net increase of seven staff years in the Adopted Budget.

- o Three staff years Program Assistant were added to the Appeals Section.
- o Four staff years Field Investigator were added to the Welfare Investigations Section.

PROGRAM REVENUES BY SOURCE:

	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
State AFDC Administrative Reimbursement	\$ 356,356	\$ 414,502	\$ 490,586
State CMS Administrative Reimbursement	35,000	35,000	36,400
Federal AFDC Administrative Reimbursement	764,016	864,342	1,022,055
State Food Stamp Reimbursement	11,562	11,562	11,366
Federal Food Stamp Reimbursement	23,125	23,125	23,680
State Medi-Cal Administrative Reimbursement	46,250	46,250	47,360
TOTAL	<u>\$ 1,236,309</u>	<u>\$ 1,394,781</u>	<u>\$ 1,631,447</u>

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

1985-86 OBJECTIVES:

1. To resolve, without going to hearing, 53% of the issues raised in appeals filed with the State.
2. To save, through the fraud prevention program, an average of \$118,000 per month in misspent dollars.
3. To identify, for collection through overpayment specialist activity, an average of \$320,000 each month in overpayments resulting from clients' failure to report income.
4. To implement 75% of State hearing decisions within 30 days of receipt.
5. To discover \$24,000 monthly in overpayments by asset match.

## STAFFING SCHEDULE

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Quality Control</u>					
5296	Soc Svcs Admin IV	.25	.25	\$ 10,557	\$ 10,492
5287	Soc Svcs Admin I	.50	.50	15,360	15,602
5233	Elig Control Supv	1.00	1.00	23,933	24,494
2757	Admin Secretary II	.25	.25	4,619	4,620
5225	Elig Control Wkr	12.00	12.00	229,694	230,944
2493	Inter Account Clk	1.00	1.00	15,235	15,288
2700	Intermediate Clerk	2.00	2.00	28,851	29,058
	Sub-Total	17.00	17.00	\$ 328,249	\$ 330,498
<u>Welfare Investigations</u>					
5288	Soc Svcs Admin II	1.00	1.00	\$ 34,429	\$ 34,374
5717	Sr Field Invest	3.00	3.00	91,080	91,896
5719	Field Investigator	17.00	21.00	445,241	558,663
2708	CRT Operator	1.00	1.00	14,851	15,128
2700	Intermediate Clerk	5.00	5.00	72,129	72,645
	Sub-Total	27.00	31.00	\$ 657,730	\$ 772,706
<u>Appeals</u>					
5287	Soc Svcs Admin I	.50	.50	\$ 15,360	\$ 15,603
5248	Program Assistant	9.00	12.00	268,346	354,374
2708	CRT Operator	1.00	1.00	14,851	15,129
2700	Intermediate Clerk	2.00	2.00	28,851	29,058
	Sub-Total	12.50	15.50	\$ 327,408	\$ 414,164
	TOTAL	56.50	63.50	\$ 1,313,387	\$ 1,517,368
ADJUSTMENTS:					
	County Contribution/Benefits			\$ 394,565	\$ 476,030
	Salary Settlement Costs			0	0
	Bilingual Compensation			7,746	2,413
	Overtime			5,342	2,363
	Worker's Comp and UIB			15,458	17,305
	Salary Savings			(35,610)	(40,309)
PROGRAM TOTALS:		56.50	63.50	\$ 1,700,888	\$ 1,975,170



PROGRAM: FOOD STAMP ADMINISTRATION

# 24007

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 252

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.

Mandate: This program is mandated by Federal law and eligibility standards are set by State law.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,300,289	\$ 3,131,315	\$ 2,746,162	\$ 3,218,128	\$ 2,845,324
Services & Supplies	229,549	333,437	347,511	366,111	301,546
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,529,838</b>	<b>\$ 3,464,752</b>	<b>\$ 3,093,673</b>	<b>\$ 3,584,239</b>	<b>\$ 3,146,870</b>
<b>FUNDING</b>	<b>1,897,379</b>	<b>2,598,564</b>	<b>2,203,122</b>	<b>2,674,088</b>	<b>2,360,152</b>
<b>NET COUNTY COSTS</b>	<b>\$ 632,459</b>	<b>\$ 866,188</b>	<b>\$ 890,551</b>	<b>\$ 910,151</b>	<b>\$ 786,718</b>
<hr/>					
<b>STAFF YEARS</b>	<b>115.00</b>	<b>138.00</b>	<b>116.25</b>	<b>133.75</b>	<b>117.00</b>
<hr/>					
<b>PERFORMANCE INDICATORS: (Monthly Average)</b>					
Eligibility determinations	4,767	3,758	2,377	4,478	2,950
Cases supervised	9,307	8,133	6,100	11,290	6,760
Cases per Elig Technician	442.3	300.0	311.0	256.9	354.7

**PROGRAM DESCRIPTION:**

The Food Stamp program is a Federal and State mandated program, designed to improve nutrition among the poor. This program provides United States Department of Agriculture Food Stamp Coupons to eligible persons who do not receive cash assistance. It is operated County-wide, 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

DEPARTMENT: SOCIAL SERVICES

1984-85 ACTUAL:

Improved economic conditions resulted in fewer households requiring Food Stamp assistance. The decline in the number of Food Stamp households resulted in this program operating under budget.

1985-86 ADOPTED BUDGET:

Staffing:

There is a net decrease of sixteen and three-quarter staff years in the Adopted Budget.

- o Fifteen and one-half staff years Eligibility Technician and one and one-quarter staff years Eligibility Supervisor were deleted.
- o One-quarter staff year Social Services Administrator I was transferred from the AFDC program.
- o One staff year Program Assistant was added.
- o One-half staff year Stenographer was reclassified to Administrative Secretary I.
- o One-quarter staff year Supervising Clerk and one staff year CRT Operator were deleted.

PROGRAM REVENUES BY SOURCE:

	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
State Administrative Reimbursement	\$ 656,285	\$ 853,039	\$ 786,717
Federal Administrative Reimbursement	<u>1,546,837</u>	<u>1,821,049</u>	<u>1,573,435</u>
TOTAL	<u>\$ 2,203,122</u>	<u>\$ 2,674,088</u>	<u>\$ 2,360,152</u>

1985-86 OBJECTIVES:

1. To schedule 95% of applicants for an intake appointment within 10 work days.
2. To make 90% of eligibility determinations within 20 work days.
3. To have no delinquent recertifications of eligibility.

STAFFING SCHEDULE

PROGRAM: FOOD STAMP ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5296	Soc Svcs Admin IV	.25	.25	\$ 10,552	\$ 10,492
5289	Soc Svcs Admin III	1.00	1.00	38,191	38,063
5288	Soc Svcs Admin II	1.50	1.50	51,620	51,561
5287	Soc Svcs Admin I	.25	.50	7,676	15,603
5248	Program Assistant	1.00	2.00	29,802	59,062
5222	Eligibility Supv	11.00	9.75	250,417	225,277
2745	Supervising Clerk	1.25	1.00	25,058	20,186
5221	Eligibility Technician	88.25	72.75	1,658,923	1,370,145
2757	Admin Secretary II	.25	.25	4,617	4,620
2730	Senior Clerk	2.00	2.00	34,253	34,333
2760	Stenographer	.50	0	7,542	0
2756	Admin Secretary I	1.25	1.75	20,508	27,476
2708	CRT Operator	4.00	3.00	59,371	45,385
2650	Stock Clerk	1.50	1.50	22,670	22,836
2700	Intermediate Clerk	15.00	15.00	215,884	217,933
4911	Soc Svcs Aid II	4.00	4.00	61,231	61,175
9999	Extra Help	.75	.75	10,154	10,647
	Sub-Total	133.75	117.00	\$ 2,508,469	\$ 2,214,794

ADJUSTMENTS:

County Contribution/Benefits	\$ 715,462	\$ 627,754
Salary Settlement Cost	0	0
Bilingual Compensation	17,125	14,631
Overtime	11,810	14,328
Worker's Comp and UIB	34,174	31,885
Salary Savings	(68,912)	(58,068)

PROGRAM TOTALS: 133.75 117.00 \$ 3,218,128 \$ 2,845,324

PROGRAM: GENERAL RELIEF

# 24004

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 255

Authority: 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 mandate County assistance to indigents and administration of this program.

Mandate: State law mandates this program. The Board of Supervisors is mandated by the law to establish eligibility and payment standards.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 CAO Proposed
<b>COSTS</b>					
Salaries & Benefits	\$ 1,288,162	\$ 1,247,988	\$ 1,164,867	\$ 1,223,648	\$ 1,356,362
Services & Supplies	143,123	202,560	133,149	140,276	150,129
Support & Care	4,098,877	3,622,747	2,730,028	4,070,312	4,070,312
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,530,162</b>	<b>\$ 5,073,295</b>	<b>\$ 4,028,044</b>	<b>\$ 5,434,236</b>	<b>\$ 5,576,803</b>
<b>FUNDING</b>	<b>838,938</b>	<b>512,041</b>	<b>502,565</b>	<b>317,190</b>	<b>500,000</b>
<b>NET COUNTY COSTS</b>	<b>\$ 4,691,224</b>	<b>\$ 4,561,254</b>	<b>\$ 3,525,479</b>	<b>\$ 5,117,046</b>	<b>\$ 5,076,803</b>
STAFF YEARS	66.25	55.00	48.00	51.25	58.25

PERFORMANCE INDICATORS: (Monthly Average)

Eligibility determinations	1,435	1,022	766	1,100	960
Cases supervised	2,201	2,182	1,767	2,300	2,900
Cases per Elig Technician	492.1	400.8	403.8	473.2	421.3

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. Eligibility is limited to indigent county residents who do not qualify for financial assistance under any Federal or State programs, e.g. Aid to Families 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 categories of clients in this program: Employables, Unemployables and Interim Assistance clients. The Interim Assistance Program provides financial assistance to Supplemental Security Income/State Supplemental Payment (SSI/SSP) applicants pending Federal Social Security Administration determination of SSI/SSP eligibility. Recipients in all categories are required to sign liens against real property and agreements to repay all financial benefits received.

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

1984-85 ACTUAL:

Improved local economic conditions resulted in reduced need for General Relief assistance. In addition, the improved economy resulted in a 58% increase in the amount of lien repayments collected by Revenue and Recovery.

1985-86 ADOPTED BUDGET:

Staffing:

There is a net increase of seven staff years in the Adopted Budget.

- o Three and three-quarter staff years Eligibility Technician were added.
- o One staff year Eligibility Supervisor was added.
- o Two and one-half staff years Intermediate Clerk Typist were added.
- o One-half staff year Social Services Administrator II was deleted from this budget.
- o One-quarter staff year Social Services Administrator I was transferred to this program from the AFDC program.

PROGRAM REVENUES BY SOURCE:

This program is entirely funded by County funds except for prior aid payments collected by Revenue and Recovery.

	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 CAO Proposed</u>
Collection of Prior Aid Payments	\$ 502,565	\$ 317,190	\$ 500,000

1985-86 OBJECTIVES:

1. To schedule 90% of applicants for an intake appointment within 5 working days.
2. To see 90% of applicants within 30 minutes of arrival.
3. To make 90% of eligibility determinations within 3 days of the intake appointment.
4. To have 5% or less delinquent recertifications.
5. To assign 100% of the employable applicants to work-for-benefit projects each month.

## STAFFING SCHEDULE

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5289	Soc Svcs Admin III	.75	.75	\$ 28,638	\$ 28,547
5288	Soc Svcs Admin II	.50	0	17,204	0
5287	Soc Svcs Admin I	0	.25	0	7,801
5248	Program Assistant	1.00	1.00	29,796	29,531
5222	Eligibility Supv	3.25	4.25	73,979	98,198
2745	Supervising Clerk	.50	.50	10,021	10,093
5221	Eligibility Tech	29.75	33.50	568,607	630,926
2730	Senior Clerk	2.25	2.25	38,527	38,624
2756	Admin Secretary I	.50	.50	8,202	7,850
2708	CRT Operator	1.25	1.25	18,550	18,910
2650	Stock Clerk	1.00	1.00	15,110	15,224
2700	Intermediate Clerk	6.50	9.00	93,763	130,760
4911	Social Svcs Aid II	2.00	2.00	30,609	30,588
2709	Department Clerk	1.50	1.50	17,201	17,431
9999	Extra Help	.50	.50	7,383	7,098
	Sub-Total	51.25	58.25	\$ 957,590	\$ 1,071,581
ADJUSTMENTS:					
	County Contribution/Benefits			\$ 267,216	\$ 288,096
	Salary Settlement Cost			0	0
	Bilingual Compensation			6,562	5,329
	Overtime			4,525	5,219
	Worker's Comp and UIB			13,095	13,819
	Salary Savings			(25,340)	(27,682)
PROGRAM TOTALS:		51.25	58.25	\$ 1,223,648	\$ 1,356,362

PROGRAM: MEDI-CAL ADMINISTRATION

# 24009

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 258

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.

Mandate: This program is mandated by Federal and State law and eligibility standards are set by State law.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 5,727,718	\$ 5,218,859	\$ 5,801,531	\$ 5,810,989	\$ 5,865,950
Services & Supplies	755,804	608,767	633,318	667,216	631,443
Support & Care	64,780	64,175	63,117	75,000	75,000
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,548,302</b>	<b>\$ 5,891,801</b>	<b>\$ 6,497,966</b>	<b>\$ 6,553,205</b>	<b>\$ 6,572,393</b>
<b>FUNDING</b>	<b>6,548,302</b>	<b>5,562,739</b>	<b>5,790,268</b>	<b>5,519,004</b>	<b>5,777,153</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 329,062</b>	<b>\$ 707,698</b>	<b>\$ 1,034,201</b>	<b>\$ 795,240</b>

STAFF YEARS	286.30	230.00	237.00	243.75	245.00
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PERFORMANCE INDICATORS: (Monthly Average)

Eligibility determinations	4,490	3,915	4,284	3,800	4,260
Cases supervised	24,545	19,739	20,207	19,600	20,900
Cases per Elig Technician	331.9	359.1	357	354.5	354.5

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. The Medi-Cal share-of-cost level is established by State and Federal regulations based upon family size and income.

1984-85 ACTUAL:

The actual number of cases supervised and eligibility determinations made exceeded the number anticipated in the budget. These increases were the result of a Medi-Cal rule change which provided Medi-Cal benefits to former AFDC recipients for nine months after their AFDC cases are discontinued. Revenues exceeded budget due to additional funding provided by the Presley Child Welfare fund augmentation (SB1293) which increased funding for the administrative costs of this program.

1985-86 ADOPTED BUDGET:

Staffing:

There is a net increase of one and one-quarter staff years in the Adopted Budget.

- o One-quarter staff year Social Services Administrator I was transferred from this program to the Refugee Assistance program.
- o One and one-quarter staff years Eligibility Supervisor were added.
- o One-quarter staff year Supervising Clerk was transferred to this program from the Food Stamp Program.
- o One-quarter staff year Eligibility Technician was added.
- o One and three-quarter staff years Stenographer were reclassified to Administrative Secretary I.
- o Two staff years CRT Operator were deleted.
- o One and three-quarter staff years Intermediate Clerk Typist were added.

PROGRAM REVENUES BY SOURCE:

	1984-85 <u>Actual</u>	1984-85 <u>Budget</u>	1985-86 <u>Adopted</u>
State Administrative Reimbursement	\$ 5,282,107	\$ 5,058,510	\$ 5,301,845
State Special Payments Reimbursement	63,117	75,000	75,000
State Reim. for County Medical Services Admin.	<u>445,044</u>	<u>385,494</u>	<u>400,308</u>
TOTAL	\$ 5,790,268	\$ 5,519,004	\$ 5,777,153

1985-86 OBJECTIVES:

1. To schedule 95% of applicants for an intake appointment within 10 work days.
2. To see 95% of applicants within 30 minutes of their arrival.
3. To make 90% of eligibility determinations within 20 work days of application.
4. To have 5% or less delinquent recertifications.



STAFFING SCHEDULE

PROGRAM: MEDI-CAL ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5296	Soc Svcs Admin IV	.50	.50	\$ 21,095	\$ 20,984
5289	Soc Svcs Admin III	1.25	1.25	47,718	47,579
5288	Soc Svcs Admin II	3.00	3.00	103,192	103,122
5287	Soc Svcs Admin I	.75	.50	23,046	15,603
5248	Program Assistant	2.00	2.00	59,577	59,062
5222	Eligibility Supv	18.25	19.50	415,328	450,554
2745	Supervising Clerk	1.25	1.50	25,047	30,279
5221	Eligibility Tech	155.25	155.50	2,966,523	2,928,625
2730	Senior Clerk	4.00	4.00	68,476	68,665
2756	Admin Secretary I	0	1.75	0	27,476
2760	Stenographer	1.75	0	26,385	0
2708	CRT Operator	15.00	13.00	222,545	196,668
2650	Stock Clerk	2.00	2.00	30,215	30,448
2700	Intermediate Clerk	31.25	33.00	450,385	479,453
4911	Soc Svcs Aid II	6.00	6.00	91,805	91,763
9999	Extra Help	1.50	1.50	18,454	21,294
	Sub-Total	243.75	245.00	\$ 4,569,791	\$ 4,571,575

ADJUSTMENTS:

County Contributions/Benefits	\$ 1,239,205	\$ 1,285,423
Salary Settlement Costs	0	0
Bilingual Compensation	31,207	31,273
Overtime	21,523	30,626
Worker's Comp and UIB	62,280	66,766
Salary Savings	(113,017)	(119,713)

PROGRAM TOTALS: 243.75 245.00 \$ 5,810,989 \$ 5,865,950

PROGRAM: REFUGEE ASSISTANCE

# 24008

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 261

Authority: This program was developed to carry out Public Laws 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 and Assistance Standards, Div. 68 and 69 which mandate County administration of this program.

Mandate: This program is mandated by Federal law.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,679,210	\$ 1,089,153	\$ 1,059,532	\$ 1,112,087	\$ 1,159,487
Services & Supplies	227,897	172,692	117,583	123,877	121,134
Support & Care	22,545,442	14,602,312	10,605,907	13,597,886	8,767,993
<b>TOTAL DIRECT COSTS</b>	<b>\$ 24,452,549</b>	<b>\$ 15,864,157</b>	<b>\$ 11,783,022</b>	<b>\$ 14,833,850</b>	<b>\$ 10,048,614</b>
<b>FUNDING</b>	<b>24,452,549</b>	<b>15,864,157</b>	<b>11,783,022</b>	<b>14,833,850</b>	<b>10,048,614</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
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STAFF YEARS	83.75	48.00	46.75	45.25	47.00

PERFORMANCE INDICATORS: (Monthly Average)

Eligibility determinations	500	261	203	150	295
Cases supervised	4,158	3,317	1,744	2,250	2,215
Cases per Elig Technician	417.5	368.5	276.0	403.6	397.4

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 refugees from 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 subsistence level is provided to eligible families based upon the family size and income.

1984-85 ACTUAL:

San Diego County experienced an increase in the number of refugees and a corresponding increase in the number of applicants for assistance. These increases were largely attributed to secondary migration. The observed increase in applicants did not result in a corresponding increase in the on-going caseload because of the time limit on eligibility for benefits from this program. The total amount of support and care paid decreased which indicated that eligible families received smaller grants either because they attained some degree of self-sufficiency (i.e., had reportable earnings) or the secondary migrants had a smaller average family size.

1985-86 ADOPTED BUDGET:

Existing state law provides for an automatic Cost of Living Adjustment (COLA) for AFDC benefits based upon the annual percentage increase in the California Necessities Index. The Index increased 5.3% in Fiscal Year 1984-85 resulting in an automatic COLA adjustment. This COLA was included in this budget.

Staffing:

There is a net increase of one and three-quarter staff years in the Adopted Budget.

- o One and one-half staff years Eligibility Technicians were added.
- o One-quarter staff year Social Services Administrator I was transferred to this program from the Medi-Cal Program.
- o One-half staff year Stenographer was reclassified to Administrative Secretary I.

PROGRAM REVENUES BY SOURCE:

	1984-85 Actual	1984-85 Budget	1985-86 Adopted
Federal Administrative Reimbursement	\$ 1,177,115	\$ 1,235,964	\$ 1,280,621
Federal Aid Payments Reimbursement	10,605,907	13,597,886	8,767,993
TOTAL	\$ 11,783,022	\$ 14,833,850	\$ 10,048,614

1985-86 OBJECTIVES:

1. To schedule 100% of immediate need applicants within 3 days of application.
2. To see 95% of applicants within 30 minutes of arrival.
3. To have 3% or less delinquent recertifications.
4. To make 100% of eligibility determinations within 45 days of application.

STAFFING SCHEDULE

PROGRAM: REFUGEE ASSISTANCE

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
5296	Soc Svcs Admin IV	.25	.25	\$ 10,547	\$ 10,492
5289	Soc Svcs Admin III	.50	.50	19,087	19,032
5287	Soc Svcs Admin I	0	.25	0	7,801
5248	Program Assistant	1.00	1.00	29,789	29,531
5222	Eligibility Supv	4.00	4.00	91,034	92,421
2745	Supervising Clerk	.75	.75	15,028	15,140
5221	Eligibility Tech	30.50	32.00	582,816	602,676
2757	Admin Secretary II	.25	.25	4,615	4,621
2730	Senior Clerk	1.00	1.00	17,120	17,166
2756	Admin Secretary I	0	.50	0	7,850
2760	Stenographer	.50	0	7,549	0
2708	CRT Operator	1.00	1.00	14,837	15,128
2650	Stock Clerk	1.00	1.00	15,107	15,224
2700	Intermediate Clerk	3.50	3.50	50,445	50,851
4911	Soc Svcs Aid II	.75	.75	11,476	11,470
9999	Extra Help	.25	.25	4,614	3,549
	Sub-Total	45.25	47.00	\$ 874,064	\$ 902,952

ADJUSTMENTS:

County Contribution/Benefits	\$ 238,285	\$ 254,652
Salary Settlement Costs	0	0
Bilingual Compensation	5,794	6,436
Overtime	3,996	6,302
Worker's Comp and UIB	11,562	12,808
Salary Savings	(21,614)	(23,663)

PROGRAM TOTALS: 45.25 47.00 \$ 1,112,087 \$ 1,159,487

PROGRAM: MANAGEMENT SERVICES

# 92101

MANAGER: R. FELLERS

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 264

Authority: This program was developed for the purposes of carrying out the provisions of Sections 252-256, Article XVI of the County Administrative Code, which provide 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.

Mandate: This program supports the Department's mandated programs.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 3,843,262	\$ 4,108,799	\$ 4,382,664	\$ 4,560,016	\$ 4,667,843
Services & Supplies	483,420	615,284	777,767	857,451	1,297,386
Fixed Assets	37,418	36,028	408,672	307,815	789,862
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,364,100</b>	<b>\$ 4,760,111</b>	<b>\$ 5,569,103</b>	<b>\$ 5,725,282</b>	<b>\$ 6,755,091</b>
<b>FUNDING</b>	<b>3,455,192</b>	<b>3,818,274</b>	<b>4,455,037</b>	<b>4,143,939</b>	<b>5,167,344</b>
<b>NET COUNTY COSTS</b>	<b>\$ 908,908</b>	<b>\$ 941,837</b>	<b>\$ 1,114,066</b>	<b>\$ 1,581,343</b>	<b>\$ 1,587,747</b>
<hr/>					
<b>STAFF YEARS</b>	<b>189.75</b>	<b>176.00</b>	<b>180.50</b>	<b>186.00</b>	<b>185.75</b>

PERFORMANCE INDICATORS:

Volunteer hours donated	28,452	30,600	29,544	31,000	31,000
Case records processed	418,440	421,000	423,196	427,000	432,000
Computer docmnts processed	5,751,000	5,963,000	8,050,886	6,250,000	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, supplies management and program evaluation and special studies. Coordination of these administrative services is provided department-wide to avoid duplication of effort and expenditures.

1984-85 ACTUAL:

Expenditures reflect additional salary savings resulting from unanticipated position vacancies, and services and supplies savings resulting from vendor delays in attaining a full operational status on the lease purchase of mass mailing equipment. This delay reduced FY 1984-85 expenditures and transferred costs to FY 1985-86. These transferred costs were included in the 1985-86 budget. Fixed asset expenditures include EDP equipment where lease purchase options were exercised because purchase was less expensive than continued lease. The additional revenue results from passage of SB 1293 with associated additional Child Welfare Services funding and augmentations of State funds for the administration of Income Maintenance Programs.

1985-86 ADOPTED BUDGET:

Staffing:

The Management Services Bureau reduced total staff by one-quarter staff year.

Support Services Division

- o The Division Manager was reclassified from Administrative Assistant III to Chief of Administrative Services.

Levant Street Word Processing

- o One staff year Senior Clerk was reclassified to Word Processing Center Supervisor.
- o Seven staff years Intermediate Clerk were reclassified to Word Processing Operator.

Mission Valley Word Processing

- o One staff year Word Processing Operator was reclassified to Senior Word Processing Operator.

General Services Section

- o One staff year Stock Clerk was reclassified to Senior Clerk.
- o One staff year CRT Operator was added to the Records Library.
- o One staff year Intermediate Clerk was added to the Records Library.

Fiscal Services Division

- o One staff year Intermediate Account Clerk was deleted.

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

1985-86 PROPOSED BUDGET: (continued)

Public Inquiry/Volunteer Coordination

- o One staff year Intermediate Clerk was reclassified to Senior Clerk.

Personnel and Training Division

Personnel Section

- o One Stenographer staff year was reclassified to Senior Clerk.
- o One Payroll Clerk staff year was deleted and one-quarter Extra-Help staff year was added.

Training Section

- o One Clerical Training Supervisor was reclassified to Instructor.
- o One staff year Administrative Secretary I was reclassified to Senior Clerk.
- o One-half staff year Eligibility Training Specialist was added.

Budget Management Division

- o One staff year Chief of Administrative Services was reclassified to Analyst IV.
- o One staff year Analyst II was deleted.

Electronic Data Processing Division

- o One staff year Associate Systems Analyst was reclassified to Senior Systems Analyst.
- o One staff year EDP Operations Coordinator was reclassified to EDP Distributed Network Coordinator.

Services and Supplies:

This budget contains \$421,924 in services and supplies to fund the Department's proposal to distribute Food Stamps using automated teller machine technology. Of this amount, \$10,800 is for supplies, \$399,124 is for professional services and \$12,000 is for the purchase of existing software. In addition, the fixed asset budget contains \$325,061 to purchase the necessary Automated Teller Machines (ATM) and the embossing machines required to make the ATM cards.

State and Federal approval of this project, with agreements to participate in the project's costs is a prerequisite to project implementation. State and Federal funding to offset 75% of the projects costs is anticipated. Because of the lead time needed to obtain approvals and start up the project, savings have not been anticipated in this budget. Preliminary data indicates that savings can be anticipated in FY 1986-87 and future years.

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE:

<u>Revenue:</u>	1984-85 <u>Actual</u>	1984-85 <u>Budget</u>	1985-86 <u>Adopted</u>
Foster Home Licensing Contracts (100% of cost)	\$ 85,831	\$ 85,831	\$ 121,769
Adoptions Service Contract (100% of cost)	140,000	119,345	172,940
Training Block Grant	0	0	112,247
Emergency Social Service Subvention (75% of cost)	150,622	146,731	246,600
Refugee Social Services (100% of cost)	0	0	55,664
Title XX Block Grant (75% of cost)	1,112,633	912,289	1,007,244
Short-Doyle (90% of cost)	79,121	85,205	92,255
Employment Preparation Program (100% of cost)	140,258	141,852	152,350
Refugee Orientation and Employment Project (100% of cost)	45,000	44,710	48,456
RETC Contract Administration (100% of cost)	18,000	17,127	8,233
Aid To Families With Dependent Children Administration	1,450,000	1,416,921	1,367,305
Medi-Cal Program Administration (100% of cost)	640,000	639,350	598,235
Food Stamp Program Administration	285,000	269,590	877,585
Refugee Aid Administration	132,156	135,477	131,960
Experimental Work Experience Program	98,400	99,547	38,716
Institutional Care	20,000	20,122	0
Department of Education Contract Administration	10,000	9,842	8,708
Workfare	25,000	0	27,566
Job Clubs	21,016	0	44,336
Saturated Work Incentive Model	2,000	0	55,175
TOTAL	\$ 4,455,037	\$ 4,143,939	\$ 5,167,344

Discussion:

The 1985-86 revenues reflect increased State funding for Social Service programs and increased funding for the Automated Teller Machine Food Stamp Issuance Project.

1985-86 OBJECTIVES:

1. Complete two major program evaluations and conduct twelve systems studies.
2. Obtain approval for the issuance of food stamps through Automated Teller Machines and complete operational testing of equipment and software.
3. Provide a one-week turn-around for routine printing while meeting all "rush" deadlines.
4. Complete the annual evaluation of contract programs.
5. Computerize the Department's payroll functions.



STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Support Services Division</u>					
2305	Chief Admin Svcs	0	1.00	\$ 0	\$ 42,300
2302	Admin Assistant III	1.00	0	34,594	0
2412	Analyst II	<u>1.00</u>	<u>1.00</u>	<u>34,594</u>	<u>31,170</u>
	Sub-Total	2.00	2.00	\$ 69,188	\$ 73,470
<u>Levant Street Word Processing</u>					
3010	Word Proc Ctr Supv	0	1.00	\$ 0	\$ 18,959
3008	Sr WP Operator	1.00	1.00	17,751	18,077
2730	Sr Clerk	1.00	0	17,492	0
3009	Word Proc Operator	6.00	13.00	85,940	212,254
2700	Intermediate Clerk	<u>7.00</u>	<u>0</u>	<u>100,185</u>	<u>0</u>
	Sub-Total	15.00	15.00	\$ 221,368	\$ 249,290
<u>Mission Valley Word Processing</u>					
3010	Word Proc Ctr Supv	1.00	1.00	\$ 22,365	\$ 22,466
3008	Sr WP Operator	2.00	3.00	36,076	54,231
3009	Word Proc Operator	7.00	6.00	120,964	97,963
2730	Sr Clerk	1.00	1.00	17,497	17,582
2700	Intermediate Clerk	<u>1.00</u>	<u>1.00</u>	<u>14,837</u>	<u>14,612</u>
	Sub-Total	12.00	12.00	\$ 211,739	\$ 206,854
<u>General Services Section</u>					
2745	Supervising Clerk	2.00	2.00	\$ 40,671	\$ 40,749
2730	Senior Clerk	3.00	4.00	52,491	67,582
3073	Sr Offset Equip Oper	1.00	1.00	15,538	15,936
3050	Offset Equip Opr	2.00	2.00	33,412	33,250
2708	CRT Operator	9.00	10.00	137,558	151,783
2650	Stock Clerk	2.00	1.00	30,061	15,724
2700	Intermediate Clerk	<u>14.00</u>	<u>15.00</u>	<u>187,373</u>	<u>202,200</u>
	Sub-Total	33.00	35.00	\$ 497,104	\$ 527,224

## STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES (continued page 2)

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Fiscal Services Division</u>					
2535	Soc Svcs Fin Ofcr	1.00	1.00	\$ 37,595	\$ 38,501
2505	Senior Accountant	2.00	2.00	62,049	65,780
2425	Assoc Accountant	4.00	4.00	103,213	105,419
2745	Supervising Clerk	1.00	1.00	20,336	20,420
2403	Accounting Tech	5.00	5.00	96,821	95,987
2510	Sr Account Clerk	14.00	14.00	240,177	244,322
2493	Inter Account Clk	33.00	32.00	484,902	476,318
2700	Intermediate Clerk	6.00	6.00	87,456	87,304
	Sub-Total	66.00	65.00	\$ 1,132,549	\$ 1,134,051
<u>Public Inquiry/Volunteer Coordination</u>					
5287	Soc Svcs Admin I	1.00	1.00	\$ 32,279	\$ 32,095
5248	Program Assistant	1.00	1.00	29,990	29,824
2359	Audio Visual Spec	1.00	1.00	24,851	24,720
5222	Eligibility Supervisor	1.00	1.00	22,853	23,387
5221	Eligibility Technician	4.00	4.00	77,045	75,832
2730	Sr Clerk	0	1.00	0	15,427
2700	Intermediate Clerk	2.00	1.00	27,789	13,427
	Sub-Total	10.00	10.00	\$ 214,807	\$ 214,712
<u>Personnel &amp; Training Division</u>					
2312	Dept Persnl Admin	1.00	1.00	\$ 35,228	\$ 41,988
2730	Sr Clerk	0	1.00	0	18,078
2760	Stenographer	1.00	0	17,726	0
	Sub-Total	2.00	2.00	\$ 52,954	\$ 60,066
<u>Personnel &amp; Payroll Section</u>					
2413	Analyst III	1.00	1.00	\$ 34,594	\$ 34,764
2412	Analyst II	2.00	2.00	60,896	62,340
2320	Personnel Aide	1.00	1.00	19,158	19,607
2745	Supervising Clerk	1.00	1.00	20,336	20,420
2511	Sr Payroll Clerk	5.00	5.00	90,482	91,057
2494	Payroll Clerk	4.00	3.00	62,717	45,919
2700	Intermediate Clerk	2.00	2.00	28,044	29,768
9999	Temporary Extra Help	0	.25	0	7,509
	Sub-Total	16.00	15.25	\$ 316,227	\$ 311,384

STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES (continued page 3)

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Training Section</u>					
2308	Dept Trng Admin	1.00	1.00	\$ 34,702	\$ 34,515
2365	Staff Devel. Spec.	.50	.50	14,157	13,626
5263	Sr Soc Work, Supv	1.00	1.00	33,113	33,883
4925	Instructor	0	1.00	0	19,472
5226	Elig Trng Spec	4.00	4.50	95,301	103,791
2747	Clerical Trng Supv	1.00	0	19,387	0
2730	Sr Clerk	0	1.00	0	14,836
2756	Admin Secretary I	1.00	0	16,403	0
2700	Intermediate Clerk	2.00	2.00	29,674	29,768
	Sub-Total	10.50	11.00	\$ 242,737	\$ 249,891
<u>Budget Management Division</u>					
2305	Chief Admin Svcs	1.00	0	\$ 39,083	\$ 0
2414	Analyst IV	0	1.00	0	42,300
2413	Analyst III	2.00	2.00	67,287	69,528
2412	Analyst II	1.00	0	30,448	0
	Sub-Total	4.00	3.00	\$ 136,818	\$ 111,828
<u>Evaluation and Contracting Division</u>					
2414	Analyst IV	1.00	1.00	\$ 42,350	\$ 39,516
2413	Analyst III	1.50	1.50	49,039	52,346
2412	Analyst II	1.00	1.00	26,939	32,095
	Sub-Total	3.50	3.50	\$ 118,328	\$ 123,957
<u>Electr Data Processing Division</u>					
2471	EDP Systems Manager	1.00	1.00	\$ 48,241	\$ 48,962
2499	Prin Systems Analyst	1.00	1.00	43,624	43,389
2525	Sr Syst Analyst	0	1.00	0	36,401
2427	Assoc Syst Analyst	5.00	4.00	169,597	137,750
2487	EDP Dist. Network Coordinator	0	1.00	0	35,994
3036	EDP Operations Coord	1.00	0	31,015	0
2756	Admin Secretary I	1.00	1.00	16,403	16,788
2708	CRT Operator	2.00	2.00	31,108	31,232
3033	Data Control Tech II	1.00	1.00	14,549	15,221
	Sub-Total	12.00	12.00	\$ 354,537	\$ 365,737
	TOTAL	186.00	185.75	\$ 3,568,356	\$ 3,628,464

STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES (continued page 4)

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
ADJUSTMENTS:					
	County Contribution/Benefits			\$ 993,869	\$ 1,057,026
	Salary Settlement Costs			0	0
	Overtime			34,800	34,800
	Bilingual Pay			1,260	1,260
	Worker's Comp and UIB			43,305	41,555
	Salary Savings			(81,574)	(95,262)
PROGRAM TOTALS:		186.00	185.75	\$ 4,560,016	\$ 4,667,843

PROGRAM: DEPARTMENT ADMINISTRATION

# 93101

MANAGER: R. BACON

Department: SOCIAL SERVICES

# 3900

Ref: 1984-85 Final Budget - Pg: 270

Authority: This program was developed for the purposes of carrying out the provisions of Sections 252-256, Article XVI of the County Administrative Code, which provide 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.

Mandate: This program administers the Department's mandated programs.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 627,744	\$ 698,535	\$ 773,929	\$ 800,438	\$ 786,141
Services & Supplies	23,763	22,265	22,575	23,783	22,689
<b>TOTAL DIRECT COSTS</b>	<b>\$ 651,507</b>	<b>\$ 720,800</b>	<b>\$ 796,504</b>	<b>\$ 824,221</b>	<b>\$ 808,830</b>
<b>FUNDING</b>	<b>499,054</b>	<b>581,037</b>	<b>633,448</b>	<b>589,559</b>	<b>606,623</b>
<b>NET COUNTY COSTS</b>	<b>\$ 152,453</b>	<b>\$ 139,763</b>	<b>\$ 163,056</b>	<b>\$ 234,662</b>	<b>\$ 202,207</b>
<hr/>					
<b>STAFF YEARS</b>	<b>17.00</b>	<b>16.25</b>	<b>16.50</b>	<b>17.00</b>	<b>17.00</b>

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

DEPARTMENT: SOCIAL SERVICES

1984-85 ACTUAL:

This is a stable program. The savings noted in salaries and benefits resulted from vacancies and staff turnover.

1985-86 ADOPTED BUDGET:

With the exception of a minor department originated adjustment in the services and supplies required to operate this program, there were no changes to this budget.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Foster Home Licensing Contracts (100% of cost)	\$ 12,172	\$ 11,329	\$ 16,617
Adoptions Service Contract (100% of cost)	16,926	15,753	23,601
Emergency Social Service Subvention (75% of cost)	35,810	19,368	33,653
Refugee Social Services (100% of cost)	0	0	7,596
Title XX Block Grant (75% of cost)	111,040	84,732	137,455
Short-Doyle (90% of cost)	13,054	12,150	12,590
Employment Preparation Program (100% of cost)	20,118	18,724	20,791
Refugee Orientation and Employment Project (100% of cost)	37,160	34,585	6,613
RETC Contract Administration (100% of cost)	2,429	2,261	1,124
AFDC Administration	265,620	265,831	200,293
Medi-Cal Program Administration	62,421	67,403	81,362
Food Stamp Program Administration	33,233	35,584	35,920
Refugee Aid Administration	19,213	17,882	18,008
Department of Education	1,396	1,299	1,188
Non-Medical Care	2,856	2,658	0
Workfare		0	3,762
Job Clubs		0	6,050
TOTAL	\$ 633,448	\$ 589,559	\$ 606,623

Discussion:

The additional revenue in this program resulted from additional Social Services program funding.

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

1985-86 OBJECTIVES:

1. Continue automation efforts.
2. Implement a County-wide information and referral telephone system.
3. Improve services to the homeless.
4. Increase our ability to respond to reports of abuse and neglect.
5. Develop a Department plan to foster public/private partnership.

## STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>DSS Director's Office</u>					
2121	Director, Soc Svcs	1.00	1.00	\$ 70,942	\$ 71,763
2225	Asst Dir, Soc Svcs	1.00	1.00	58,300	58,716
2414	Analyst IV	1.00	1.00	41,045	39,892
2759	Admin Secretary IV	1.00	1.00	22,093	23,265
2758	Admin Secretary III	<u>1.00</u>	<u>1.00</u>	<u>20,347</u>	<u>21,422</u>
	Sub-Total	5.00	5.00	\$ 212,727	\$ 215,058
<u>Income Maintenance Bureau</u>					
5293	Dep Dir, Soc Svcs	1.00	1.00	\$ 50,338	\$ 51,005
2302	Admin Assistant III	1.00	1.00	34,612	33,338
2758	Admin Secretary III	<u>1.00</u>	<u>1.00</u>	<u>19,007</u>	<u>21,422</u>
	Sub-Total	3.00	3.00	\$ 103,957	\$ 105,765
<u>Social Services Bureau</u>					
5293	Dep Dir, Soc Svcs	1.00	1.00	\$ 48,733	\$ 49,110
2302	Admin Assistant III	1.00	1.00	34,612	34,764
2303	Admin Assistant II	1.00	1.00	30,464	31,170
2758	Admin Secretary III	<u>1.00</u>	<u>1.00</u>	<u>21,347</u>	<u>21,422</u>
	Sub-Total	4.00	4.00	\$ 135,156	\$ 136,466
<u>Employment Services Bureau</u>					
5293	Dep Dir, Soc Svcs	1.00	1.00	\$ 50,338	\$ 51,005
2302	Admin Assistant III	1.00	1.00	34,612	34,764
2758	Admin Secretary III	<u>1.00</u>	<u>1.00</u>	<u>21,347</u>	<u>21,422</u>
	Sub-Total	3.00	3.00	\$ 106,297	\$ 107,191
<u>Management Services Bureau</u>					
5293	Dep Dir, Soc Svcs	1.00	1.00	\$ 50,838	\$ 51,005
2700	Intermediate Clerk	<u>1.00</u>	<u>1.00</u>	<u>15,081</u>	<u>15,156</u>
	Sub-Total	2.00	2.00	\$ 65,919	\$ 66,161
	TOTAL	17.00	17.00	\$ 624,056	\$ 630,641
ADJUSTMENTS:					
	County Contribution and Benefits			\$ 187,075	\$ 165,791
	Salary Settlement Costs			0	0
	Worker's Comp and UIB			5,537	5,753
	Salary Savings			(16,230)	(16,044)
PROGRAM TOTALS:		17.00	17.00	\$ 800,438	\$ 786,141



AREA AGENCY ON AGING

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Agency on Aging	\$ 5,808,935	\$ 6,401,763	\$ 7,716,395	\$ 7,377,149	\$ 8,701,169
Total Direct Costs	\$ 5,808,935	\$ 6,401,763	\$ 7,716,395	\$ 7,377,149	\$ 8,701,169
Funding	\$(5,772,984)	\$(6,382,029)	\$(7,645,478)	\$(7,129,252)	\$(8,383,343)
NET COUNTY COSTS (Without External)	\$ 35,951	\$ 19,734	\$ 70,917	\$ 247,897	\$ 317,826
Staff Years	47.92	42.88	49.19	49.00	66.00

PROGRAM: Area Agency On Aging

# 27014

MANAGER: Daniel L. Laver

Department: Area Agency On Aging

# 3700

Ref: 1984-85 Final Budget - Pg: 274

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 3/3/83 (47-8). The program is mandated by federal law but it is not mandated that the County be the operating agent. Service levels vary from year-to-year depending on the levels of grant funding and local financial support.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,258,220	\$ 1,272,565	\$ 1,528,029	\$ 1,537,739	\$ 2,072,001
Services & Supplies	4,550,715	5,127,395	6,172,332	5,839,410	6,629,168
Other Charges	0	0	0	0	0
Fixed Assets	0	1,803	16,034	0	0
Vehicles/Comm Equip	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,808,935</b>	<b>\$ 6,401,763</b>	<b>\$ 7,716,395</b>	<b>\$ 7,377,149</b>	<b>\$ 8,701,169</b>
<b>FUNDING</b>	<b>\$ (5,772,984)</b>	<b>\$ (6,382,029)</b>	<b>\$ (7,645,478)</b>	<b>\$ (7,129,252)</b>	<b>\$ (8,383,343)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 35,951</b>	<b>\$ 19,734</b>	<b>\$ 70,917</b>	<b>\$ 247,897</b>	<b>\$ 317,826</b>
<b>STAFF YEARS</b>	<b>47.92</b>	<b>42.88</b>	<b>49.19</b>	<b>49.00</b>	<b>66.00</b>

PERFORMANCE INDICATORS:

1) Nutrition Program Meals	1,099,098	1,173,891	1,255,930	1,150,000	1,250,000
2) MSSP Avg. Daily Caseload	263	143	363	350	475
3) Nursing Home Complaint Investigations	467	887	611	900	900

PROGRAM DESCRIPTION:

There are approximately 320,000 persons 60 years and older, and 88,000 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 (AAA) 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 sixty contracts with public and private agencies (for services such as in-home support, nutritious meals, legal assistance, transportation, employment and multipurpose senior centers); through AAA operated direct services (information and referral, long term care, and nursing home ombudsman services); and through coordination of activities of the various agencies and groups which collectively comprise the senior network.

1984-85 ACTUAL:

During 1984/85 the AAA expanded in several grant-funded areas while also increasing recovery of administrative costs. As a result, costs and funding were both up from budgeted levels while net County costs were reduced. Two program areas experienced significant expansion. The first was home delivered meals which received augmentation funding from the State of \$403,005 over budgeted levels. The additional funds enabled contractors who previously lacked home delivered meals capability to make equipment and other up-front purchases designed to enable them to deliver meals to home-bound seniors. It also purchased an estimated 202,000 home delivered meals in 1984/85, a 20% increase over 1983/84 totals. The second area of significant expansion was long term care. The Department's major program in this area, the Multipurpose Senior Services Program (MSSP), had served 300 ongoing clients during its first year of client service. During 1984/85 the MSSP received two incremental increases, first to 400 clients and later to 500 clients. Also, in the long term care arena, Linkages and Case Management programs were begun late in the fiscal year to augment MSSP services. Other services experiencing increases were congregate (group-served) nutrition and employment.

1985-86 ADOPTED BUDGET:

The AAA proposes to continue its major activities forward into 1985/86 with some changes in level of support. A brief description of those activities and their proposed status for 1985/86 follows:

Grant/Contract Administration (13.71 SY; \$6,103,971) -- Both grant and contract dollars are expected to rise in 1985/86 along with the costs of administering them. The AAA will again manage contracts for in-home support services, multipurpose senior centers, congregate and home delivered meals, legal services, information and referral, housing and adult day care. The most significant changes from 1984/85 budgeted levels are the expansion of the home delivered meals program (most of which was phased in during 1984/85), and the reduction in Revenue Sharing funded programs. Home delivered meals are expected to exceed 250,000 in 1985/86, compared to a 1984/85 budgeted level of 170,000. The reduction in Revenue Sharing is expected to result in termination of funding to three senior centers and funding reductions of 55% to an adult day health care program and an in-home support services program. Below are budgeted non-MSSP grant and contract dollars and corresponding AAA grant and contract administrative costs for 1984/85 and 1985/86 (revenues and staff years for 1985/86 are projected to be \$5,935,192 and 13.71, respectively):

	<u>1984-85</u>	<u>1985-86</u>	<u>Changes</u>
Grant Funds	\$7,129,252	\$8,383,343	17.6%
Contracted Funds	\$5,272,146	\$5,582,041	5.9%
Administrative Costs	\$ 489,935	\$ 521,930	6.5%

Program Development/Advocacy/Coordination (6.35 SY; \$218,652) -- Program development, advocacy and coordination (PDAC) activities are those functions which develop new services, enhance existing services, advocate to decision-making bodies on issues affecting the well-being of the elderly or provide coordination to the large and diverse senior network. These activities are funded out of a combination of Older Americans Act Title III-B and Revenue Sharing funds. Typical PDAC activities are preparation of grant funding requests, supporting the AAA Advisory Council in its advocacy activities, publication of the AAA Bulletin (a monthly newsletter containing information of use and interest to the local senior service community), providing support to health fairs and regional coalitions, teaching workshops and seminars on skills needed to work with the elderly and providing support and technical assistance to new programs in the community. Because of the projected cut in Revenue Sharing, the AAA proposes to expend \$218,652 for PDAC in 1985/86 compared to a 1984/85 budgeted level of \$306,182. Revenue and staff years are projected to be \$188,509 and 6.35, respectively.

Nursing Home Ombudsman Program (4.25 SY; \$170,354) -- This program is responsible for the 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 visits to the larger facilities, periodic visits to others, and investigation of complaints lodged against any facility either by residents or persons acting on behalf of residents. Using 4.25 paid staff years and approximately fifty highly trained and qualified volunteers, the program is expected to make 1,500 site visits and investigate 800 complaints in 1985/86. The proposed cost of this activity is \$170,354 for 1985/86, compared to a budgeted cost of \$126,431 in 1984/85. The increase reflects the addition of an Aging Program Specialist I plus incremental changes in space costs and other services and supplies. Revenues are proposed to be \$149,016.

Information and Referral Program (I & R) (4.25 SY; \$149,330) -- The AAA will continue to offer its in-house I & R service in 1985/86. The service includes operation of the central County number, as well as coordination of the full system which also includes regional programs operated by the 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. The budgeted resource level for 1985/86 is proposed at \$149,330 compared to \$82,942 in 1984/85. The increase reflects the mid-year addition of a staff year to the program, plus the upward reclassification of the I & R's case worker position. Revenues and staff years are proposed to be \$129,077 and 4.25, respectively.

Long Term Care (37.44 SY; \$2,058,862) -- The AAA's long term care division has three distinct components. In concert, they are designed to provide an effective alternative to the unnecessary institutionalization of the frail elderly by providing a network of community-based care. The largest and most significant component is the Multipurpose Senior Services Program (MSSP). The MSSP serves only the most frail elderly. To be eligible for the MSSP a senior must be certified to be in immediate need of nursing home care in the absence of MSSP services. The MSSP assigns a caseload of fifty seniors to each of its ten case managers. The case manager conducts a multi-disciplinary assessment of the client and prepares a treatment plan based on findings of the assessment. The manager then arranges for the delivery of emergency and gap-filling services on an as-needed basis. The program currently serves clients in all areas of the County, except North County. The AAA continues to press the State for funds and authority to expand to North County. Costs for 1985/86 are projected to be \$1,591,541 compared to the budgeted 1984/85 level of \$1,100,916. Revenues and staff years for 1985/86 are projected to be \$1,564,619 and 26.84, respectively. The increase reflects the costs of serving a greater number of clients. The second component of the long term care division is the Linkages Program. The program was authorized under 1984 State legislation, and the AAA was a successful bidder for one of ten sites State-wide. The program's official start-up date is May, 1985. The Linkages Program is a 2-1/2 year pilot effort to serve adults of any age who are in imminent need of institutionalization. Depending on level of need, the program will provide services ranging from one-time information to continued case management to maintain at-risk adults in the community. Linkages clients will differ from MSSP clients in that they will be younger, generally not as frail as the very old and will not need to be Medi-Cal eligible. Unlike the MSSP, there will be some fees for service. Costs for 1985/86 are projected to be \$383,594. Revenues and staff years are projected to be \$345,568 and 7.94, respectively. The final long term care component is the Case Management Program. The case management team will consist of an Aging Programs Specialist II and a Nurses Assistant who will work in concert with the Public Health Nursing Section of the Health Department. The target group for the program will be elderly persons with a demonstrated need who are not served by either the MSSP or the Linkages program. Like Linkages, the Case Management Program is scheduled to begin in May of 1985. The typical Case Management client will be needy but not fall within the eligibility criteria of either the MSSP or Linkages program. They will be assessed, referred to appropriate service agencies and then a follow-up will be completed to determine the effectiveness of services. Projected costs for 1985/86 are \$83,727. Revenues are projected to be \$71,362 and 2.66 staff years are to be budgeted.

PROGRAM REVENUE BY SOURCE:

Following is a comparison of AAA revenues budgeted in 1984/85, estimated for 1984/85 and projected for 1985/86:

<u>Source of Revenues</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Title III-B	\$ 1,742,804	\$ 1,709,789	\$ 1,865,951
Title III-C1	1,888,097	1,899,795	1,727,508
Title III-C2	336,867	442,135	420,078
United States Department of Agriculture State Match	712,271	667,653	790,615
	215,554	218,078	218,092
Title IV-A	0	1,000	0
Title V	353,438	341,496	378,173
City of San Diego	136,641	92,760	136,641
State Congregate Nutrition	216,270	57,001	218,966
Community Development Block Grant	37,755	23,306	34,825
State Home Delivered Nutrition	403,005	0	403,450
Special Needs and Priorities	4,038	0	4,038
Revenue Sharing	595,330	603,891	257,720
Title XIX	934,837	1,049,598	1,579,595
State General Fund	11,333	22,750	308,742
State Ombudsman	40,950	0	38,949
Miscellaneous Revenue	16,288	0	0
Totals	\$ 7,645,478	\$ 7,129,252	\$ 8,383,343

The above-listed revenues reflect expansion in the areas of long-term care and nutrition program meals. The one major loss which is not offset by a corresponding gain in revenues within the same program is Revenue Sharing (\$346,171).

STAFFING SCHEDULE

Program: Area Agency On Aging

Department: Area Agency On Aging

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2119	Director, Area Agency On Aging	1.00	1.00	\$ 40,284	\$ 46,557
8000	Division Chief, Area Agency On Aging	3.00	3.00	102,674	122,967
2497	Principal Accountant	1.00	1.00	31,845	35,792
9802	Aging Programs Specialist IV	2.00	3.00	60,405	101,979
2303	Administrative Assistant III	1.00	1.00	30,039	33,338
2505	Senior Accountant	0.00	1.00	0	28,613
2302	Administrative Assistant II	0.00	1.00	0	26,299
5276	Aging Programs Specialist III	8.00	10.00	211,286	259,516
4352	Senior Public Health Nurse	1.00	1.00	24,582	30,276
2425	Associate Accountant	2.00	1.00	49,184	27,666
4565	Public Health Nurse II	2.00	5.00	48,617	127,339
5277	Aging Programs Specialist II	6.00	8.00	159,942	192,678
2403	Accounting Technician	2.00	1.00	35,780	19,905
5278	Aging Programs Specialist I	6.00	9.00	118,828	170,838
2745	Supervising Clerk	1.00	1.00	16,666	17,544
2758	Administrative Secretary III	1.00	1.00	16,666	20,549
0607	Supervising Data Entry Operator	0.00	1.00	0	15,714
2730	Senior Clerk	1.00	1.00	16,661	15,306
2510	Senior Account Clerk	1.00	1.00	15,891	14,836
2760	Stenographer	1.00	1.00	13,626	14,613
3030	Data Entry Operator	2.00	2.00	26,227	28,900
2700	Intermediate Clerk	4.00	5.00	55,559	69,581
2425	Intermediate Account Clerk	0.00	1.00	0	12,884
4615	Nurses Assistant	3.00	6.00	37,831	82,498
9999	Extra Help	0.00	0.00	25,000	152,516
	Sub-Total	49.00	66.00	\$ 1,137,593	\$ 1,668,704
	Adjustments:				
	Salary Adjustments			99,927	58,196
	County Contributions and Benefits			252,522	341,605
	Salary Settlement Costs			47,697	0
	Workers Comp and UIB			13,091	3,496
	Salary Savings			(13,091)	0
PROGRAM TOTALS:		49.00	66.00	1,537,739	2,072,001

AGRICULTURE, WEIGHTS & MEASURES

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Agriculture	\$ 1,690,010	\$ 1,939,665	\$ 2,071,197	\$ 2,193,215	\$ 2,360,646
Watershed Resources Management	70,302	92,282	105,248	88,000	110,735
Weights & Measures	246,446	260,259	509,926	535,295	479,343
Department Overhead	207,994	229,289	255,480	205,794	343,193
TOTAL DIRECT COSTS	<u>\$ 2,214,752</u>	<u>\$ 2,521,495</u>	<u>\$ 2,941,851</u>	<u>\$ 3,022,304</u>	<u>\$ 3,293,917</u>
FUNDING	<u>(837,700)</u>	<u>(1,352,276)</u>	<u>(1,513,523)</u>	<u>(1,340,700)</u>	<u>(1,518,288)</u>
NET PROGRAM COST	<u>\$ 1,377,052</u>	<u>\$ 1,169,219</u>	<u>\$ 1,428,328</u>	<u>\$ 1,681,604</u>	<u>\$ 1,775,629</u>
Staff Years	87.52	82.65	85.00	88.00	95.00

GRAZING LANDS

Total Direct Costs	\$ 0	\$ 85,900	\$ 11,900	\$ 88,000	\$ 101,000
Funding	<u>(66,000)</u>	<u>(85,900)</u>	<u>(91,000)</u>	<u>(88,000)</u>	<u>(101,000)</u>
Net Program Costs	<u>\$ (66,000)</u>	<u>\$ 0</u>	<u>\$ (79,100)</u>	<u>\$ 0</u>	<u>\$ 0</u>

PROGRAM: Agriculture

#32001

MANAGER: RAYMOND W. RINDER

Department: Agriculture, Weights &amp; Measures

#4852

REF: 1984-85 Final Budget - Pg: 279

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.

Mandate: The Commissioner is an enforcing officer of all laws and regulations which relate to the prevention of the introduction into or the spread within the state of pests, the safe and efficient use of pesticides, the assurance of safe working conditions where pesticides are present. The Commissioner, under the direction and supervision of the Director, California Department of Food and Agriculture, shall enforce the divisions and regulations issued pursuant to the Food and Agriculture Code.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,575,082	\$ 1,682,464	\$ 1,816,592	\$ 1,927,815	\$ 2,062,037
Services & Supplies	215,300	257,201	252,224	264,500	288,834
Fixed Assets	0	0	2,381	900	9,775
Vehicles/Comm Equip.	0	0	0	0	0
Less Reimbursements	100,372	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,690,010</b>	<b>\$ 1,939,665</b>	<b>\$ 2,071,197</b>	<b>\$ 2,193,215</b>	<b>\$ 2,360,646</b>
<b>FUNDING</b>	<b>(835,953)</b>	<b>(1,109,146)</b>	<b>(1,311,942)</b>	<b>(1,153,100)</b>	<b>(1,256,964)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 853,057</b>	<b>\$ 830,519</b>	<b>\$ 759,255</b>	<b>\$ 1,040,115</b>	<b>\$ 1,103,682</b>
<b>STAFF YEARS</b>	<b>62.55</b>	<b>64.46</b>	<b>64.60</b>	<b>67.00</b>	<b>67.50</b>

PERFORMANCE INDICATORS

Terminal Inspection	37,810	41,527	42,000	43,000	43,000
Detection Inspections	182,190	235,025	215,000	220,000	226,075
Application Inspections	428	290	320	320	360
N.O.I. Reviewed	7,913	8,422	8,900	8,900	9,000

PROGRAM DESCRIPTION:

The Agriculture Industry in San Diego County produces food and flower crops valued at \$500 million (1984). 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 Apilary Laws;
- 7) Enforcing Seed Laws; and
- 8) Compiling Agricultural Statistics.



PROGRAM DESCRIPTION: (Cont'd)

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.

1984-85 ACTUAL:

Estimated actuals in salary were lower because of two areas: (1) Provision to fill 8 Ag./Standards Specialist IV positions did not actualize; (2) The request for pest control support on freeways was cancelled by the State of California. Estimated actuals in service and supplies were greater because of higher expenditures in purchase of pesticides and other chemicals.

1985-86 ADOPTED BUDGET:

Based on the University of California multiplier this program protects an industry having economic value of \$1,079,000,000. The activities of this program are summarized as follows:

1. Enforcement Administration (4.00 SY; \$239,604)

- Division Management
- Crop Statistics/Environment Review
- Plant Pathology/Nematology

2. Agriculture Enforcement (63.50 SY; \$1,822,433)

Provides the following services to three geographic areas of San Diego County: (1) North District which includes North Coast, Vista and Escondido; (2) Central District which includes the urban part of the City of San Diego; and (3) East/South District which includes El Cajon and South Bay. In protecting this billion dollar industry, eight significant activities are performed which are allocated below:

Pest Exclusion/Detection/Eradication Control	(43.0 SY; \$1,184,584)
Pesticide Use Enforcement	( 9.5 SY; \$ 255,140)
Seed, Nursery, Apiary Inspection	( 5.5 SY; \$ 182,243)
Fruit, Nuts, Honey and Vegetables	( 1.25 SY; \$ 36,448)
Egg Standardization	( 1.25 SY; \$ 36,448)
District Office Clerical Support to above activities	( 5.0 SY; \$ 127,570)

3. Service and Supplies (\$288,834)

The significant allocations are: \$75,000 for purchase of pesticides and chemicals; \$65,000 for ingredients used in mixing of bait to control rodents; \$117,054 private mileage reimbursement to support all field activities.

PROGRAM REVENUES BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Business License	\$ 4,488	\$ 5,000	\$ 5,000
Other Licenses	29,976	15,000	18,000
State Nursery Contract	38,396	37,264	37,264
Gas Tax Subvention	120,116	121,693	120,000
Caltrans Contract	0	80,000	0
Pesticide Dealers Tax	930	930	930
Road Fund (Plant Pest)	101,990	115,000	100,000
Airport Enterprise	8,110	10,000	15,000
Flood Control/and other Services	35,946	35,000	5,900
Pesticide Enforcement Mill Subvention	173,610	173,610	173,610
State Egg Quality Control Contract	29,997	38,217	25,000
Urban Pest Control Contract	12,000	16,000	0
AB-3765 - Pesticide Control	114,116	107,386	107,386
Detection Contract (Medfly, Gypsy Moth Etc.)	580,537	323,000	528,945
Bait & Bait Box Sales	57,157	75,000	75,000
Miscellaneous	4,573	0	44,929
TOTAL	\$ 1,311,942	\$1,153,100	\$1,256,964

1984-85 ACHIEVEMENT OF OBJECTIVES:

The primary objective to complete the mandated frequencies of inspections in all activities will not be met. For pesticides, that 5% of all applications to be pre-site inspected will not be met. Investigation of one hundred percent of all reported pesticide illnesses will be met.

The conversion of the monthly report from manual to computer has been delayed due to problems in the hardware. Recent adjustments may allow work to proceed in this area.

1985-86 OBJECTIVE:

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 investigated. Pesticide storage facilities and dealerships will be inspected at the frequency directed by the California Administrative Code to be determined for 1984-85. Methodology will be developed to track citizen pesticide complaints in conjunction with pesticide illnesses.

Another objective will be to exclude quarantine insect pests wherever possible and to detect quarantine 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).

The performance indicator system instituted for the current fiscal year will be amended and more meaningful indicators will be utilized. Amended performance indicators will be developed in parallel with the implementation of automated cost accounting system.

STAFFING SCHEDULE

PROGRAM: Agriculture

DEPT: Agriculture, Weights & Measures

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2200	Assistant Agricultural Commissioner	2.00	1.00	\$ 66,845	\$ 40,194
5420	Plant Pathologist/Nema.	1.00	1.00	27,959	30,063
5407	Dep. Agricultural Commissioner	8.00	9.00	221,448	272,728
5390	Agricultural/Standards Specialist II	2.00	0.00	39,930	0
5385	Agricultural/Standards Specialist III	14.00	22.00	328,905	525,596
5380	Agricultural/Standards Specialist IV	8.00	3.00	205,088	65,241
5397	Senior Ag. Tech	3.00	3.25	64,197	71,761
5398	Ag. Tech.	10.00	12.25	186,539	237,084
5399	Ag. Tech Aid	11.00	11.00	168,310	171,286
2730	Senior Clerk	5.00	5.00	80,235	83,206
2700	Intermediate Clerk	3.00	0.00	40,174	0
TOTAL		67.00	67.50	\$1,429,630	\$1,497,159
Adjustments					
	County Contributions to Benefits			\$ 418,024	\$ 403,868
	Salary Settlement Costs			0	80,096
	Special Payments			0	0
	Overtime Premium			0	3,000
	Bilingual Expense			0	0
	Unemployment Expense			10,353	15,487
	Employment Compensation			4,927	2,310
	Salary Adjustments			112,063	122,557
	Salary Savings			(47,182)	(62,440)
TOTAL ADJUSTMENTS				\$ 498,185	\$ 564,878
PROGRAM TOTALS: (County Regular)		67.00	67.50	\$1,927,815	\$2,062,037

PROGRAM: Weights & Measures

# 32022

MANAGER: William A. Holland

Department: Agriculture, Weights & Measures

# 4853

REF: 1984-85 Final Budget - Pg: 283

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.

Mandate: The duty of enforcing and carrying out the provision of the applicable divisions of the California Business and Professions Code is vested in the Sealer, acting under the supervision and direction of the Director, California Department of Food and Agriculture.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 230,276	\$ 277,041	\$ 344,429	\$ 360,653	\$ 444,258
Services & Supplies	16,170	33,218	23,701	21,269	34,285
Fixed Assets	0	0	0	0	800
Vehicles/Comm. Equip.	0	0	141,796	153,373	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 246,446</b>	<b>\$ 260,259</b>	<b>\$ 509,926</b>	<b>\$ 535,295</b>	<b>\$ 479,343</b>
<b>FUNDING</b>	<b>\$ (747)</b>	<b>\$ (201,235)</b>	<b>\$ (133,321)</b>	<b>\$ (106,000)</b>	<b>\$ (178,724)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 245,699</b>	<b>\$ 59,024</b>	<b>\$ 376,605</b>	<b>\$ 429,295</b>	<b>\$ 300,619</b>
<b>STAFF YEARS</b>	<b>8.90</b>	<b>8.43</b>	<b>12.70</b>	<b>13.00</b>	<b>16.00</b>
<b>PERFORMANCE INDICATORS:</b>					
Measuring Devices Inspected	11,056	6,903	12,500	9,639	17,800
Weighing Devices Inspected	4,631	3,738	5,900	5,365	7,600
Containers Inspected	2,349,142	2,539,282	2,000,000	1,700,000	2,300,000
Dozens Inspected	1,567,512	959,026	800,000	700,000	960,000

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).

1984-85 ACTUAL:

Estimated actuals in salary were low mainly due to delays in hiring of two new positions and the impact of two retirements with low payoffs. Fixed assets costs were lower because the purchase of weight truck was less than anticipated.

1985-86 ADOPTED BUDGET:

A reallocation of departmental resources is planned for FY 85-86. The additional provision of two staff years will be first phase of developing a consumer protection element including a new Standardization/Egg Quality activity. Initially the management of egg quality will be transferred to this program. This organizational change is designed to provide for consistent management and enforcement of mandated consumer protection programs countywide.

1. Enforcement Administration (3.0 SY; \$96,340)
  - a. Division Management
  - b. Clerical Service
2. Device Inspection (8.0 SY; \$212,343)
  - a. We ighing (2.5 SY; \$ 65,983)
  - b. Measur Ing (4.5 SY; \$119,773)
  - c. Petroleum (1.0 SY; \$ 26,587)
3. Consumer Protection (5.0 SY; \$133,575)
  - a. Quality Control (2.5 SY; \$67,505)
  - b. Standardization/Egg Quality (2.5 SY; \$66,070)
4. Services and Supplies (\$34,825)

The significant are: \$17,000 for private mileage and reimbursement of all field activities; \$4,200 for special department activities, 5,400 for truck rental.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Device Registration	\$ 126,551	\$ 106,000	\$ 120,000
Recovered Expenditures	3,656	0	11,289
Other Miscellaneous	0	0	1,800
Border Contract	<u>0</u>	<u>0</u>	<u>45,635</u>
TOTAL	\$ 133,321	\$ 106,000	\$ 178,724

1984-85 ACHIEVEMENT OF OBJECTIVES:

The objective of completing required inspections is being met on Retail Gasoline Pump Meters with some improvement on Petroleum Delivery Tanks. Vehicle scales will not be met due to late delivery of new equipment.

1985-86 OBJECTIVES:

Completing all of the required inspections outlined in the device fee ordinance is the primary 1985-86 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	California State Average
Vehicle Scales	35%	66%
Petroleum Deliberly Tanks	20%	40%
Gasoline Pump Meters	77%	77%

As indicated above, not having equipment as planned has had some impact on this program. With the new equipment in operation the initial effect on Vehicle Scales may be a lower compliance rate. However, it should increase significantly next year.

STAFFING SCHEDULE

PROGRAM: Weights & Measures

Department: Agriculture, Weights & Measures

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2235	Assistant Sealer of Weights & Measures	1.00	1.00	\$ 34,592	\$ 40,194
2730	Senior Clerk	1.00	1.00	15,787	17,506
2700	Intermediate Clerk	0.00	1.00	0	12,951
5451	Senior Weights & Measures Inspector	1.00	2.00	24,479	44,646
5390	Agricultural/Standards Specialist II	2.00	0	37,835	0
5385	Agricultural/Standards Specialist III	6.00	10.00	120,089	206,724
5380	Agricultural/Standards Specialist IV	2.00	1.00	41,727	23,470
TOTAL		13.00	16.00	\$ 274,509	\$ 345,491

Adjustments:

County Contribution to Benefits	\$ 71,442	\$ 76,166
Salary Settlement Costs		17,166
Special Payments	0	0
Overtime (Specify type)	0	0
Bilingual Pay	0	0
Unemployment Compensation	1,657	3,041
Employee Compensation	846	529
Salary Adjustments	\$ 21,049	\$ 1,865
Salary Savings	(8,850)	0
TOTAL ADJUSTMENTS	\$ 86,144	\$ 98,767

PROGRAM TOTALS:

13.00

16.00

\$ 360,653

\$ 444,258

PROGRAM: Watershed Resources Management

#315221

Manager: GARY REECE

Department: Agriculture, Weights & Measure

#315222

#4854

REF: 1984-85 Final Budget - Pg: 286

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.

Mandate: The Board of Supervisors in their policy directed the department to coordinate prescribed burning on all lands of the County.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries and Benefits	\$ 63,136	\$ 80,621	\$ 88,558	\$ 70,000	\$ 78,625
Services and Supplies	7,160	11,661	16,074	18,000	32,110
Fixed Assets	0	0	616	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 70,302</b>	<b>\$ 92,282</b>	<b>\$ 105,248</b>	<b>\$ 88,000</b>	<b>\$110,375</b>
<b>FUNDING</b>	<b>0</b>	<b>(35,151)</b>	<b>(60,919)</b>	<b>(75,000)</b>	<b>(76,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 70,302</b>	<b>\$ 57,131</b>	<b>\$ 44,329</b>	<b>\$ 13,000</b>	<b>\$ 34,735</b>
<b>STAFF YEARS</b>	<b>2.75</b>	<b>2.98</b>	<b>2.60</b>	<b>2.00</b>	<b>2.00</b>
<b>PERFORMANCE INDICATORS:</b>					
Acres Managed	N/A	50,434	56,450	56,450	56,450
Acres Treated	N/A	2,200	2,700	2,700	3,300

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.



1984-85 ACTUAL:

Work on contracts with Federal agencies has produced most of the activities in this division. 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 1.5 staff years that will probably be necessary for 1985-86.

1985-86 ADOPTED BUDGET:

The activities of this program are summarized below:

1. Watershed Management (1 SY; \$43,482)
2. Field Supervision (1 SY; \$35,143)
3. Service Supplies (\$32,110)

PROGRAM REVENUES BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Department of Interior	\$ 40,000	\$ 55,000	\$ 54,000
Department of the Navy	8,000	8,000	11,000
Department of Justice	6,000	0	6,000
Small contracts and equipment rental	<u>6,919</u>	<u>12,000</u>	<u>5,000</u>
	\$ 60,919	\$ 75,000	\$ 76,000

The Department of the Interior is the manager for the Bureau of Indian Affairs portion of this portion. Additional work is currently being reviewed.

1984-85 ACHIEVEMENT OF OBJECTIVES:

Contractual obligations for vegetation management are being met. Several proposed projects and their funding sources are in the planning stage.

1985-86 OBJECTIVES:

The primary objectives 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.

STAFFING SCHEDULE

PROGRAM: Watershed Resources Management

Department: Agriculture, Weights & Measures

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1983-84 Budget	1984-85 Adopted	1983-84 Budget	1984-85 Adopted
5453	Watershed Manager	1.00	1.00	\$ 27,167	\$ 29,209
5452	Watershed Field Supervisor	1.00	1.00	22,358	24,055
	TOTAL	2.00	2.00	\$ 49,525	\$ 53,264

Adjustments:

County Contributions and Benefits	\$ 17,641	20,143
Salary Settlement Costs		4,576
Special Payments	0	0
Overtime	0	0
Unemployment Compensation	385	571
Employee Compensation	154	71
Salary Adjustment	4,002	0
Salary Savings	(1,707)	0
Total Adjustments	\$ 20,475	\$ 25,361

PROGRAM TOTALS:

2.00	2.00	\$ 70,000	\$ 78,625
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PROGRAM: Overhead # 92101 MANAGER: KATHLEEN A. THUNER  
 Department: Agriculture, Weights & Measures # 4851 REF: 1984-85 Final Budget - Pg: 289

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.

Mandate: There is in each County government the County Department of Agriculture. The County Department of Agriculture is under control of the County Agriculture Commissioner. The County Department of Weights and Measures is under the County Sealer of Weights and Measures.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 194,574	\$ 207,570	\$ 228,163	\$ 191,474	\$ 317,593
Services & Supplies	13,420	21,719	26,187	14,320	24,600
Fixed Assets	0	0	1,130	0	1,000
Vehicles/Comm. Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 207,994</b>	<b>\$ 229,289</b>	<b>\$ 255,480</b>	<b>\$ 205,794</b>	<b>\$ 343,193</b>
<b>FUNDING</b>	<b>0</b>	<b>\$ (6,744)</b>	<b>(6,600)</b>	<b>(6,600)</b>	<b>(6,600)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 207,994</b>	<b>\$ 222,545</b>	<b>\$ 248,880</b>	<b>\$ 199,194</b>	<b>\$ 336,593</b>
<b>STAFF YEARS</b>	<b>7.00</b>	<b>6.78</b>	<b>5.10</b>	<b>6.00</b>	<b>9.50</b>

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. It is unique to note, that while the Department is under the supervision of the Board, the Commission/Sealer has dual roles. As the designated agent for implementing State statutes the Commissioner/Sealer reports directly to the Director, California Department of Food and Agriculture; as the enforcing officer for County ordinance and resolutions, the Commissioner/Sealer reports directly to the CAO (Board).

1984-85 ACTUAL:

Estimated actuals are higher in salaries due to low salary projection used in position worksheets. Also impacting expenditure is a disproportionate salary saving adjustment for this program.

1985-86 ADOPTED BUDGET:

The activities of this program are summarized as follows:

1. Administrative Service (3.0 SY; \$144,444)

- a. Department Management
- b. Budget and Finance
- c. secretarial Service

2. Clerical Services (5.0 SY; \$111,650)

- a. Payroll
- b. Purchasing
- c. Word Processing

3. Extra Help (1.5 SY; \$61,499)

- a. Watershed
- b. Clerical
- c. Agriculture

4. Service and Supplies (\$24,600)

Significant items are a provision to support the State furnished computer; mandated travel for the Commissioner/Sealer; mileage allowance.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Commissioner Reimbursement	\$ 6,600	\$ 6,600	\$ 6,600

1984-85 ACHIEVEMENT OF OBJECTIVES:

The conversion of 30% of reports submitted to the State from manual processing to computer processing is the major objective. The objective of an in house budget analysis program in the experimental stage with full capabilities utilizable for the following budget year will be met.

1985-86 OBJECTIVES:

In response to a State of California audit, this department has been directed to implement a formalized, computer driven, cost accounting system. This will be the primary objective for the administration.

## STAFFING SCHEDULE

PROGRAM: Overhead

DEPT: Agriculture, Weights &amp; Measures

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2102	Agricultural Commissioner/ Sealer Weights & Measures	1.00	1.00	\$ 41,455	\$ 46,557
2302	Administrative Assistant III	1.00	1.00	32,941	34,764
2758	Admin. Sec. III	1.00	1.00	19,364	21,422
2511	Senior Payroll Clerk	1.00	1.00	15,877	18,437
2730	Senior Clerk	1.00	0.00	17,493	0
2510	Senior Account Clerk	0.00	1.00	0	16,832
2708	CRT Operator	1.00	1.00	14,811	15,616
2700	Intermediate Clerk	0.00	2.00	0	28,814
9999	Extra Help	0.00	1.50	0	57,342
TOTAL		6.00	9.50	\$ 141,941	\$ 239,784
Adjustments:					
	County Contributions to Benefits			\$ 41,748	\$ 55,962
	Salary Settlement Costs			0	12,586
	Special Payments			0	0
	Overtime			0	0
	Bilingual Pay			0	2,520
	Unemployment Expense			829	1,537
	Employee Compensation			539	228
	Salary Adjustment			12,450	4,922
	Salary Savings			(6,033)	0
TOTAL ADJUSTMENTS				\$ 49,533	\$ 77,809
PROGRAM TOTALS:		6.00	9.50	\$ 191,474	\$ 317,593

PROGRAM: Grazing Lands

# 75803

MANAGER: Kathleen A. Thuner

Department: Grazing lands Committee

# 4450

REF: 1984-85 Final Budget - Pg: 292

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.

Mandate: None

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 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	0	0	\$ 11,900	88,000	101,000
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 11,900</b>	<b>\$ 88,000</b>	<b>\$ 101,000</b>
<b>FUNDING (Revenue and Fund Balance)</b>	<b>\$ (66,000)*</b>	<b>\$ (85,900)*</b>	<b>\$ (91,000)*</b>	<b>\$ (88,000)*</b>	<b>\$ (101,000)*</b>
<b>NET COUNTY COSTS</b>	<b>\$ (66,000)</b>	<b>\$ (85,900)</b>	<b>\$ (79,100)</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>STAFF YEARS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Adopted</u>	<u>1985-86</u> <u>Adopted</u>
Air Pollution Control	\$ 2,624,945	\$ 443,006	\$ 671,510	\$ 671,510	\$ 810,552
Total Direct Costs	\$ 2,624,945	443,006	671,510	671,510	\$ 810,552
Less Funding	<u>2,241,573</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Program Cost	\$ 383,372	\$ 443,006	\$ 671,510	\$ 671,510	\$ 810,552
Staff Years	72.22	0	0	0	0

PROGRAM: AIR POLLUTION CONTROL

# 41010

MANAGER: R. J. SOMMERVILLE

Department: AIR POLLUTION CONTROL

# 6710

REF: 1984-85 Final Budget - Pg: 294

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Adopted	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,368,603	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	237,249	0	0	0	0
Fixed Assets	19,093	0			
General Fund Contribution to APCD	0	443,006	671,510	671,510	810,552
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,624,945</b>	<b>\$ 443,006</b>	<b>\$ 671,510</b>	<b>\$ 671,510</b>	<b>\$ 810,552</b>
<b>FUNDING</b>	<b>\$ (2,241,573)</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 383,272</b>	<b>\$ 443,006</b>	<b>\$ 671,510</b>	<b>\$ 671,510</b>	<b>\$ 810,552</b>
<b>STAFF YEARS</b>	<b>77.22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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.

1985-86 PROPOSED BUDGET:

On April 23, 1985, the Air Pollution Control Board approved an FY1985-86 Budget for the Air Pollution Control District which included a General Fund contribution as provided for in the Health and Safety Code. This document reflects that contribution.



ANIMAL CONTROL

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Animal Health and Regulation	\$ 2,063,494	\$ 2,246,036	\$ 2,573,030	\$ 2,660,218	\$ 2,873,171
Total Direct Costs	<u>\$ 2,063,494</u>	<u>\$ 2,246,036</u>	<u>\$ 2,573,030</u>	<u>\$ 2,660,218</u>	<u>\$ 2,873,171</u>
Funding	<u>(1,517,931)</u>	<u>(1,699,077)</u>	<u>(1,700,880)</u>	<u>(1,779,118)</u>	<u>(1,865,929)</u>
Net Program Cost (Without Externals)	\$ 545,563	\$ 546,959	\$ 872,150	\$ 881,100	\$ 1,007,242
Staff Years	93.00	99.30	96.00	104.50*	108.00*

\* The 1984-85 and 1985-86 staff years are amended to reflect actual student worker staff years which are offset by revenues and were incorrect in prior years. No increase in staffing will result from this change.

PROGRAM: ANIMAL HEALTH & REGULATION

# 31523

MANAGER: Sally B. Hazzard, Director

Department: ANIMAL CONTROL

# 4300

REF: 1984-85 Final Budget Pg: 296

Authority: Section 597.f of California Penal Code mandates that local agencies shall be responsible for humane care of all animals found without owners. San Diego County Code of Regulatory Ordinances, Chapter 6 provides for the operation of County Animal Shelters; licensing of dogs and kennels; rabies control; enforcement of a variety of sections to protect the public and animal population; and an active spay-neuter and adoption program. The Department of Animal Control is also 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. In addition, the department is responsible for enforcement of four Titles and associate subsections of U.S. Codes.

Mandate: All Animal Health and Regulation activities are mandated. The level is discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,863,398	\$ 2,025,948	\$ 2,320,818	\$ 2,419,603	\$ 2,690,556
Services & Supplies	200,096	220,088	250,198	176,615	182,615
Other Charges	0	2,358	0	64,000	0
Fixed Assets	0	0	2,014	0	0
Vehicles/Comm. Equip	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,063,494</b>	<b>\$ 2,248,394</b>	<b>\$ 2,573,030</b>	<b>\$ 2,660,218</b>	<b>\$ 2,873,171</b>
<b>FUNDING</b>	<b>\$(1,517,931)</b>	<b>\$(1,699,077)</b>	<b>\$(1,700,880)</b>	<b>\$(1,779,118)</b>	<b>\$(1,865,929)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 545,563</b>	<b>\$ 549,317</b>	<b>\$ 872,150</b>	<b>\$ 881,100</b>	<b>\$ 1,007,242</b>
<b>STAFF YEARS</b>	<b>93.00</b>	<b>99.30</b>	<b>96.00*</b>	<b>104.50</b>	<b>108.00*</b>
<b>PERFORMANCE INDICATORS:</b>					
Total animal shelter population	38,588	42,350	45,564	45,438	47,000
Field Contacts/Field Officer	1:1,290	1:1,113	1:1,291	1:1,555	1:1,280
Field Officer/Public Served	1:45,000	1:46,358	1:48,484	1:48,484	1:48,484

\* The 1984-85 and 1985-86 staff years are amended to reflect actual student worker staff years which are totally offset by revenues and were incorrect in prior years. This change does not result in added staffing.

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.

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 county on Gaines Street in San Diego. The department's staff serves the public and animals 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:

- Emergency medical care for injured pets found without owners
- Enforcement of local, state and federal animal control and humane laws
- Surveillance for rabies and quarantine of biting animals
- Owner notification of found licensed dogs
- Control of vicious dogs
- Licensing of dogs
- Rabies control activities and rabies clinics in conjunction with the Veterinary Medical Association
- Adoption services for dogs, cats and other pets
- Kennel licensing and inspection
- Spay-neuter referral and information program
- Public education and information programs
- Humane disposal of old, injured and unwanted pets

1984-85 ACTUAL:

The \$8,950 net County cost difference between 1984-85 budget and 1984-85 actual is due to a variety of savings and shifting in various accounts.

1985-86 ADOPTED BUDGET:

Major activities for the Department of Animal Control fall into seven categories: (1) Field Operations; (2) Kennel Operations; (3) Medical Services; (4) Licensing; (5) Contract Services; (6) Shelter and Field Support Services; and (7) Administration.

The Adopted Budget includes 1985-86 negotiated salary increases and the following staff additions: 2 Animal Control Officers II's, 1 Adoption Counsellor, 1 Kennel Officer, and 1 Volunteer Coordinator.

The 1985-86 budget reflects the reclassification of 14 Animal Control Officer II's to Animal Control Officer III "sergeant" positions. Selected other classes were retitled and duties slightly restructured as a result of a reorganization study. The value of the reorganization will be to provide supervision on all shifts in the field and at each of the three shelters. It will improve administrative efficiency, positively impact communication for staff, enhance safety and eliminate potential risk liabilities with unsupervised shifts. Due to phased implementation of the reorganization, the 1985-86 costs should approximate \$25,000. The annualized cost of the reorganization is approximately \$60,000. No net new staff resulted from reclassification or reorganization.

The following outlines our major activities, staff years (SY) and expenditures:

1. FIELD OPERATIONS (36 SY; \$967,125) - Field Operations is responsible for:

- Rescuing injured animals
- Impounding stray animals
- Quarantining biter dogs
- Investigating vicious dogs
- Patrolling and issuing citations enforcing local, state and federal laws
- Investigating humane cases
- Returning lost dogs in the field
- Presenting cases to District Attorney for prosecution for animal-related violations

There is an addition of one field officer and includes the approved reorganization as shown in the staffing schedule.

2. KENNEL OPERATIONS (15 SY; \$331,584) - Kennel Operations is responsible for:

- Operating 24 hours per day, seven days per week, holding shelters for lost/abandoned/impounded animals
- Adoption services
- Humane euthanasia of animals
- Assisting Veterinarian in medical treatment and follow-up
- Sanitizing of kennel
- Feeding and care of animals
- Vicious and quarantined dog processing

The change to this component is the addition of 2 half-year Animal Control Officer I's. One Adoption Counselor partially offset by donation and one Kennel as a result of Board action.

3. MEDICAL SERVICES (1.5 SY; \$67,592)

Provides emergency medical treatment and appropriate inoculations to animals under supervision. There is no change for this component.

4. LICENSING (9 SY; \$215,600) - Licensing is responsible for:

- Processing all dog license applications
- Maintaining license informational records
- Staffing rabies clinics
- Enforcing all licensing laws
- Interface with EDP

One change to this component is the deletion of one Intermediate Account Clerk position and the addition of one Animal Control Licensing Officer position. There is no net change in staff years. This add/delete will provide more department-oriented staff for a very complex processing function. The second is the inclusion of the approved reorganization as shown in the staffing schedule.

5. CONTRACT SERVICES (14 SY; \$208,079) - These contract services relate to work and associated revenues for the City of San Diego and the Port Authority.

These staff years are comprised of twelve temporary Student Workers and two Animal Control Officer staff years for a beach officer program for the City of San Diego and special enforcement program for the Port Authority. They are totally revenue offset.

There is no change for this component.

6. SHELTER AND FIELD SUPPORT SERVICES (24 SY; \$573,606) - The shelters are open to the public 5.5 days per week at three locations. The shelter support unit is responsible for:

- Hearings on vicious dogs
- All counter service to public and fee processing
- Tracking status of an average of 600 animals per day
- Adoption, impound, lost and found tracking
- Spay-Neuter referral program
- Processing over 375,000 incoming calls/request for information or services
- Investigation of animal-related complaints
- 24 hour-per-day radio dispatching (with interface to all law enforcement) of animal control officers
- Operation of 24-hour-per-day emergency lines

Changes to this component are the addition of one dispatcher and the inclusion of the approved reorganization as shown on the Staffing Schedule.

7. ADMINISTRATION (8.5 SY; \$326,970) - Administration is responsible for:

- Providing department-wide budgeting, accounting, personnel, payroll, supplies, inventory, workers compensation and liability services
- Providing safety and job training
- Providing public education/information
- Providing fixed assets/fleet management
- Serving as liaison to Chief Administrative Office/Board of Supervisors and nine contract city councils
- Directing public relations and volunteer program

Changes to this activity are the reclassification of an AA II to an AA III and the addition of one Volunteer Coordinator as a result of Board action.

DEPARTMENT-WIDE - SERVICES & SUPPLIES (\$182,615)

There is a net \$6,000 increase from 1984-85 budget in Services & Supplies. This should fund most of the increasing costs for pet food and medical supplies.

PERFORMANCE INDICATORS:

Performance indicators reflect a slight reduction from current year in field officer to field contacts. The addition of one staff year helped keep that impact to a minimum. Our field contacts are growing each year as population and service needs increase.

SOURCE OF REVENUES:

<u>Program Revenue</u>	<u>1984-85 Budget</u>	<u>1984-85 Actual</u>	<u>1985-86 Adopted</u>
Animal Licenses	\$ 1,229,118	\$ 1,113,554	\$ 1,289,322
Kennel Licenses	10,000	13,955	10,300
Animal Shelter & Board Fees	245,000	261,643	252,350
Rabies Vaccinations	12,000	13,121	12,360
Veterinarian Services	9,700	9,879	9,991
Adoption Fees	24,000	23,785	24,720
Quarantine Fees	30,000	30,965	30,900
City of S.D. & Port Authority	177,768	157,291	183,101
Court Fines and Other	<u>41,532</u>	<u>76,687</u>	<u>52,885</u>
	\$ 1,779,118	\$ 1,700,880	\$ 1,865,929

1985-86 OBJECTIVES:

1. To continue effort to have AMIS installed and operational.
2. Increase public awareness of all components of responsible pet ownership: license, spay/neuter, leash, health care, food and shelter, through extensive mailings, expanded public speaking program.

PROGRAM: ANIMAL HEALTH & REGULATION

# 31523

MANAGER: Sally B. Hazzard, Director

CAPITAL PROJECTS:

Discussion: The capital project in the 1985-86 budget is for the remodeling of the medical center at the Central Animal Shelter. The existing facility is now substandard, remodeling is necessary in order to perform mandated emergency animal treatment and health care.

Capital cost for 1985-86:

	<u>Cost</u>	<u>Donations</u>	<u>COF</u>
Capital Project			
KL6065 - remodeling of Medical Center of the Central Animal Shelter	\$ 68,700	\$ 49,000	\$ 19,700
Total	\$ 68,700	\$ 49,000	\$ 19,700

STAFFING SCHEDULE

Program: Animal Health and Regulation

Department: Animal Control

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2112	Director of Animal Control	1.00	1.00	\$ 45,512	\$ 51,077
3042	Assistant Director, Animal Control	1.00	1.00	38,138	40,363
8801	Chief, Animal Control Operations	1.00	1.00	28,183	32,447
2302	Administrative Assistant III	0.00	1.00	0	35,118
2303	Administrative Assistant II	2.00	1.00	53,462	37,407
2403	Accounting Technician	1.00	1.00	18,469	20,251
2493	Intermediate Account Clerk	4.00	3.00	56,331	45,460
2510	Senior Account Clerk	1.00	1.00	14,926	14,631
2511	Senior Payroll Clerk	1.00	1.00	14,757	18,273
2700	Intermediate Clerk Typist	7.00	7.00	94,325	100,413
2730	Senior Clerk	3.00	3.00	49,983	52,746
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2778	Animal Control Dispatcher	6.00	7.00	87,990	104,832
2779	Senior Animal Control Dispatcher	1.00	1.00	14,185	14,474
4225	Veterinarian	1.50	1.50	48,268	50,101
5700	District Supervisor	3.00	0.00	70,878	0
5701	Senior Kennel Officer	3.00	0.00	48,370	0
5702	Animal Control Licensing Officer	5.00	0.00	66,674	0
5703	Animal Control Officer II	35.00	24.00	608,181	457,275
5704	Animal Control Officer I	11.00	15.00	154,119	218,683
5791	Supervising Animal Control Officer	4.00	0.00	83,580	0
8802	Animal Control Officer IV	0.00	5.00	0	117,013
8803	Animal Control Officer III	0.00	14.00	0	276,607
8804	District Manager	0.00	3.00	0	88,975
9999	Extra Help	12.00*	12.00*	126,000	126,000
6346	Coordinator, Volunteer Programs	0.00	0.50	0	12,879
5910	Animal Health Technician	0.00	3.00	0	55,373
Total		104.50*	108.50	\$ 1,741,695	\$ 1,991,820
Adjustments:					
County Contributions and Benefits				\$ 461,836	\$ 525,297
Salary Settlement Costs				133,400	102,783
Special Payments:					
Holiday Overtime				6,217	6,217
Callback				25,006	25,006
Stand-by				10,588	10,588
Shift Differential				5,256	5,256
Regular Overtime				30,950	30,950
Unemployment				6,964	3,316
Workers Compensation				93,514	99,606
Salary Savings				(95,823)	(110,283)
Salary & Benefit Increase				0	0
Total Adjustments				\$ 677,908	\$ 698,736
PROGRAM TOTALS:		104.50*	108.00*	\$ 2,419,603	\$ 2,690,556

\* The 1984-85 and 1985-86 staff years are amended to reflect actual student worker staff years which are offset by revenues and were incorrect in prior years. No increase in staffing will result from this change.

CORONER

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Decedent Investigation	<u>\$ 1,744,050</u>	<u>\$ 1,847,271</u>	<u>\$ 2,070,439</u>	<u>\$ 2,066,576</u>	<u>\$ 2,265,512</u>
Total Direct Costs	\$ 1,744,050	\$ 1,847,271	\$ 2,070,439	\$ 2,066,576	\$ 2,265,512
Less Funding	<u>    91,590</u>	<u>   126,322</u>	<u>  (194,238)</u>	<u>   166,200</u>	<u>   184,000</u>
Net Program Costs (Without External)	\$ 1,652,460	\$ 1,720,949	\$ 1,876,201	\$ 1,900,376	\$ 2,081,512
 Staff Years	45.76	45.70	47.61	45.50	46.00



PROGRAM: Decedent Investigation

# 19001

MANAGER: David J. Stark

Department: Coroner

# 2750

REF: 1984-85 Final Budget - Pg: 300

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.

MANDATE: This function is mandatory. The level of service for this function is not specific in the legislation.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,522,852	\$ 1,604,850	\$ 1,816,002	\$ 1,811,276	\$ 1,983,212
Services & Supplies	221,198	241,639	248,999	247,800	282,300
Fixed Assets	0	782	5,438	7,500	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,744,050</b>	<b>\$ 1,847,271</b>	<b>\$ 2,070,439</b>	<b>\$ 2,066,576</b>	<b>\$ 2,265,512</b>
<b>FUNDING</b>	<b>\$ (91,590)</b>	<b>\$ (126,322)</b>	<b>(194,238)</b>	<b>\$ (166,200)</b>	<b>(184,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,652,460</b>	<b>\$ 1,720,949</b>	<b>\$ 1,876,201</b>	<b>\$ 1,900,376</b>	<b>\$ 2,081,512</b>
<b>STAFF YEARS</b>	<b>45.76</b>	<b>45.70</b>	<b>47.61</b>	<b>45.50</b>	<b>46.00</b>

PERFORMANCE INDICATORS:

Reported Cases	6,658	7,287	7,755	7,400	7,700
Case per Staff Year	145	159	163	163	167
Net Cost per Case	\$ 250	\$ 236	\$ 242	\$ 257	\$ 270
Toxicology Case Backlog	10 weeks	12 weeks	12 weeks	12 weeks	10 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 15,000 routine drug and alcohol screenings of probationers and inmates of the County's Honor Camps.

1984-85 ACTUAL:

The 1984-85 expenditures for salaries and benefits exceeded 1984-85 appropriations because this small department did not have vacancies necessary to accumulate estimated salary savings. Services and supplies expenditures also exceeded appropriations due to unanticipated price increases in laboratory supplies. Revenue for 1984-85 was greater than anticipated due to an improved collection rate for decedent transportation fees.

1985-86 ADOPTED BUDGET:

The Government Code of the 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 self-induced 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 addiction, 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.

Following the lay off of a toxicologist in 1982, the time delay for completing chemical analysis results has increased from six weeks to over 12 weeks. The reduced staffing could not maintain scheduled completion dates. The completion of death certificates, settlement of estates, payment of life insurance policies, and the prosecution of criminals are now delayed over three months. This budget includes .50 additional toxicologist staff year, one-quarter staff year to process Coroner's cases and one-quarter staff year to maintain the Probation Department's urine testing program. Urine testing is frequently a court imposed condition of probation and as such, a very low cost deterrent to drug and alcohol abuse by probationers. Testing urine of incarcerated individuals is likewise a deterrent to substance abuse, but also a highly effective security check on drug or alcohol availability in correctional institutions.

The remaining Salaries and Benefits Increase is related to an estimated 125 additional autopsies in 1985-86. Approximately 100 are projected as a direct relation to an increasing County population, plus 25 additional autopsies to properly document the cause of death of trauma center patients.

Services and Supplies includes increases in prices for all laboratory supplies and in quantities of reagents used by the Coroner's lab in the urine testing program. The cost of the testing varies with the type of substance being tested for. Testing for the THC (marijuana) has increased significantly, and the reagents used in this testing have increased in price over 100% in the past two years. We are using the least expensive testing process on the market, and our cost is still below commercial laboratories.

PROGRAM: Decedent Investigation

# 19001

MANAGER: David J. Stark

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Transportation Fees	\$ 119,472	\$ 96,200	\$ 109,500
Embalming Fees	54,751	54,000	58,000
Copies of Reports	17,199	14,000	14,500
Other Miscellaneous	<u>2,816</u>	<u>2,000</u>	<u>2,000</u>
TOTAL	\$ 194,238	\$ 166,200	\$ 184,000

Although there has been a recent decrease in contracted cost for decedent transportation services, a slight increase in revenues is projected due to increased cases.

1985-86 OBJECTIVES:

1. Establish a cause of death and issue of final death certificate within 30 days of the initial investigation in at least 89% of the cases.
2. Reduce the average weekly toxicology case backlog from 80 to 54 cases.

## STAFFING SCHEDULE

Program: Decedent Investigation

Department: Coroner

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2111	Coroner	1.00	1.00	\$ 45,013	\$ 51,077
4316	Chief, Coroner's Laboratory	1.00	1.00	38,936	41,467
4306	Supervising Toxicologist	1.00	1.00	34,904	37,711
2302	Administrative Assistant III	1.00	1.00	32,941	34,764
5792	Supervising Deputy Coroner	2.00	2.00	64,002	68,864
4305	Toxicologist	3.00	3.50	94,653	116,852
4800	Chief, Coroner's Examining Room	1.00	1.00	31,575	34,116
5740	Deputy Coroner II	13.00	13.00	344,889	369,509
4819	Senior Forensic Embalmer	2.00	2.00	46,175	53,031
4820	Forensic Embalmer	7.00	7.00	153,279	170,130
4318	Histology Technician	1.00	1.00	20,818	22,487
2758	Administrative Secretary III	1.00	1.00	17,137	21,037
2730	Senior Clerk	1.00	1.00	16,661	17,582
2493	Intermediate Account Clerk	2.00	2.00	27,867	30,092
2700	Intermediate Clerk Typist	5.00	5.00	66,357	71,994
4300	Laboratory Assistant	1.00	1.00	15,100	16,309
7031	Custodian	1.00	1.00	13,975	14,177
8801	Supervising Pathologist	0.50	0.50	26,340	28,102
0919	Temporary Expert Professionals (10)			280,800	294,300
9999	Temporary Extra Help	1.00	1.00	8,000	8,000
	Total	45.50	46.00	\$1,379,422	\$1,501,601

## Adjustments:

County Contributions and Benefits	\$ 319,761	\$ 360,951
Salary Settlement Costs	79,976	93,301

## Special Payments:

Shift Premium	9,950	9,950
Standby	15,000	15,000
Overtime	42,000	42,000
Salary Adjustments	167	0
Salary Savings	(35,000)	(39,591)

Total Adjustments	\$ 431,854	\$ 481,611
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PROGRAM TOTALS:	45.50	46.00	\$1,811,276	\$1,983,212
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FARM AND HOME ADVISOR

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Farm and Home Education	\$ 147,454	\$ 158,510	\$ 192,586	\$ 199,802	\$ 217,222
Total Direct Costs	147,454	158,510	192,586	199,802	\$ 217,222
Funding	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>\$ 0</u>
Net Program Costs	\$ 147,454	\$ 158,510	192,586	\$ 199,802	\$ 217,222
 Staff Years	8.29	9.00	8.64	9.00	9.00

PROGRAM: Farm and Home Advisor Education Support # 458011

MANAGER: B. Diane Wallace

Department: Farm & Home Advisor

# 5050

REF: 1984-85 Final Budget Pg: 304

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. This calls for the establishment of a Farm/Home Advisor providing agricultural education, family and consumer science and 4-H youth, and Marine Science education to San Diego residents.

Mandate: None

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 141,448	\$ 143,846	\$ 176,735	\$ 184,954	\$ 197,074
Services & Supplies	6,006	14,664	15,851	14,148	20,148
Fixed Assets	0	0	0	700	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 147,454</b>	<b>\$ 158,510</b>	<b>\$ 192,586</b>	<b>\$ 199,802</b>	<b>\$ 217,222</b>
<b>FUNDING</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 147,454</b>	<b>\$ 158,510</b>	<b>\$ 192,586</b>	<b>\$ 199,802</b>	<b>\$ 217,222</b>

STAFF YEARS	8.29	7.78	8.64	9.00	9.00
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PERFORMANCE INDICATORS:

Publications Distributed	408,333	411,800	390,000	392,000	394,200
Letters and Phone Consultations	49,814	63,252	68,000	69,522	71,150
Other (including Teletip responses)	9,678	23,966	18,500	19,876	20,560

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.

1984-85 ACTUAL:

The estimated expenditures for 1984-85 for salaries and benefits are lower because two part time staff members terminated at different times. Funds were transferred to the Services and Supplies section to alleviate the dollar shortage in that area.

1985-86 ADOPTED BUDGET:

The 1985-86 Adopted Budget supports the University of California Cooperative Education with adequate staff members considering space and programmatic constraints. Changes for CAO Proposed Budget includes an allocation to reduce the problem of shortages in service the previous two years. This program is administered through the University of California Cooperative Extension located in the Farm Advisors Office.

The increase in Service and Supplies are due to the travel associated with the executive mileage allowance.

PROGRAM REVENUE BY SOURCE:

None

1985-86 OBJECTIVES:

1) 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 reductions 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 cooperatively with others; 5) to administer a volunteer "Master Gardener" program to assist volunteers in providing community education programs on home gardening and landscaping; 6) to 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) to provide information on nutrition and food buying to 1,800 low-income families; 8) completion of an Agricultural training program for approximately 95 Southeast Asian refugee residents in San Diego County Agricultural production; and 9) to research and implement educational programs that are capable of addressing issues of common interest, conflict and misunderstanding which stem from the interfacing of San Diego County Agricultural production and urban residential population, (i.e., value of agriculture as open space and green belts of San Diego County Quality of life, water quality, quantity and pricing and pesticide use).

## STAFFING SCHEDULE

PROGRAM: Farm and Home Advisor  
Education support

DEPT: Farm Advisor

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2764	Office Manager	1.00	1.00	\$ 17,868	\$ 20,139
2757	Administrative Secretary 11	1.00	1.00	18,013	19,381
2756	Administrative Secretary 1	4.00	4.00	60,332	63,814
2700	Intermediate Clerk	2.00	2.00	26,528	28,609
7510	Farm Advisor Field Assistant	1.00	1.00	15,106	17,075
TOTAL		9.00	9.00	\$ 137,847	\$ 149,018

## Adjustments:

County contributions and Benefits	\$ 36,836	\$ 40,812
Salary Settlements Costs	0	12,120
Special Payments	0	0
Overtime	0	0
Bilingual Pay	0	0
Employee Compensation	276	362
Unemployment Compensation	693	317
Salary Adjustments	9,302	0
Salary Savings	0	(5,555)
Total Adjustments	\$ 41,107	\$ 48,056

PROGRAM TOTALS:

9.00

9.00

\$ 184,954

\$ 197,074



HOUSING AND COMMUNITY DEVELOPMENT

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Housing and Community Development	\$ 8,032,810	\$ 5,824,314	\$ 8,342,475	\$11,129,428	\$11,953,243
Total Direct Costs	\$ 8,032,810	\$ 5,824,314	\$ 8,342,475	\$11,129,428	\$11,953,243
Funding	<u>(8,640,247)</u>	<u>(6,130,482)</u>	<u>(9,031,646)</u>	<u>(11,489,428)</u>	<u>(12,353,197)</u>
Net County Costs	\$ (607,437)	\$ (306,168)	\$ (689,171)	\$ (360,000)	\$ (399,954)
Staff Years	58.00	56.30	59.54	62.00	72.00

PROGRAM: HOUSING AND COMMUNITY DEVELOPMENT # 39001

MANAGER: GABRIEL G. RODRIGUEZ

Department: HOUSING AND COMMUNITY DEVELOPMENT # 5630

REF: 1984-85 Final Budget - Pg: 308

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.

Mandate: The activities performed in this Program are not mandated by statute or code. However, the contractual relationships have been established that specify activity levels and provide revenue to offset all associated costs, subject to Federal cost accounting policies.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,460,194	\$ 1,619,374	\$ 1,742,433	\$ 1,873,617	\$ 2,282,247
Services & Supplies	4,549,655	3,172,006	4,973,052	7,098,443	7,356,101
Other Charges (CDBG City Contracts)	2,022,961	1,032,934	1,626,990	2,157,368	2,314,895
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 8,032,810</b>	<b>\$ 5,824,314</b>	<b>\$ 8,342,475</b>	<b>\$11,129,428</b>	<b>\$11,953,243</b>
<b>FUNDING</b>	<b>\$(8,640,247)</b>	<b>(6,130,482)</b>	<b>(9,031,646)</b>	<b>(11,489,428)</b>	<b>(12,353,197)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (607,437)</b>	<b>\$ (306,168)</b>	<b>\$ (689,171)</b>	<b>\$ (360,000)</b>	<b>\$ (399,954)</b>
<b>STAFF YEARS</b>	<b>58.00</b>	<b>56.30</b>	<b>59.54</b>	<b>62.00</b>	<b>72.00</b>
<b>PERFORMANCE INDICATORS</b>					
Households Receiving Housing Assistance	2,532	2,776	2,988	3,000	3,400
Units Rehabilitated	257	259	284	270	315
Low/Moderate Units In Process	1,982	1,659	3,685	1,750	3,667
CDBG Projects In Process	301	339	361	341	346

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 several 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.

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, 3,400 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.

1984-85 ACTUAL:

Various CDBG activities, including certain public works projects, the Contingency Reserve and the Housing Development Fund, will not be completed during Fiscal Year 1984-85. These projects are included in the Fiscal Year 1985-86 Budget.

1985-86 ADOPTED BUDGET:

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, Housing Development and Community Development activities.

Significant changes to this Program include the addition of ten staff years for the Rental Assistance, Residential Rehabilitation and Housing Development activities. Eight of these positions were added by your Board on December 18, 1984 (136) to administer new activities funded by HUD. This additional funding included 976 units of rental assistance and \$616,000 of Rental Rehabilitation. Additionally, the Mobilehome Occupancy Assistant Program (MOAP) and the tax-exempt mortgage revenue bond program, initiated during FY 1984-85, will be in full operation during FY 1985-86. These programs, and anticipated State housing funds, require that two additional positions be added.

1. Rental Assistance (41.2 SY; \$1,491,107 General Fund, \$15.4 million Special Fund)

During Fiscal Year 1985-86, the Rental Assistance Unit will:

- ° Provide rental assistance to 3,400 low-income households
- ° Lease 97% of authorized rental assistance units
- ° Assume contractual obligation for the Section 8 Moderate Rehabilitation, Rental Rehabilitation and Rental Rehabilitation Demonstration Programs 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

2. Residential Rehabilitation (12.8 SY; \$1,407,455 General Fund, \$2.9 million Special Fund)

During Fiscal Year 1985-86, the Residential Rehabilitation Unit will:

- ° Rehabilitate 315 dwelling units

3. Housing Development (10.1 SY; \$2,702,245 General Fund)

During Fiscal Year 1985-86, the Housing Development Unit will:

- Stimulate private sector production of lower-income housing units through tax exempt mortgage revenue bond financing
- Implement various State and local mobilehome assistance programs to promote resident ownership
- Implement County Bonus Density programs
- Develop affordable housing through available Federal and State resources
- Add two staff years (one Intermediate Clerk Typist and one Housing Program Analyst II) to accomplish the additional workload detailed above

4. Community Development (7.9 SY; \$6,745,390 General Fund)

During Fiscal Year 1985-86, the Community Development Unit will:

- Monitor the progress and performance of 171 active CDBG projects
- Plan and develop the Twelfth-Year CDBG Application in cooperation with the Housing Division, other County Departments, cooperating cities and public service agencies for the development and implementation of CDBG projects; review 175 projects for inclusion in this application
- Provide technical assistance to the units mentioned above

PROGRAM REVENUE 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' salary, benefits, supplies and overhead. The latter supports the Residential Rehabilitation, Housing Development and Community Development activities.

All expenses are fully offset to the maximum extent permitted by County and Federal cost accounting policies.

<u>SOURCE OF REVENUE</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Housing Authority Special Fund	\$ 1,362,732	\$ 1,302,351	\$ 1,507,692
Community Development Block Grant	7,566,678	10,111,410	10,734,260
Other Miscellaneous	<u>102,236</u>	<u>75,667</u>	<u>111,245</u>
TOTAL	\$ 9,031,646	\$ 11,489,428	\$ 12,353,197

1985-86 OBJECTIVES:

Rental Assistance

- Maintain a 97% occupancy rate of all Section 8 Existing, Moderate Rehabilitation Rental Rehabilitation Demonstration and Public Housing units.

Residential Rehabilitation

1. Rehabilitate 135 mobilehomes.
2. Rehabilitate 75 single family residences.
3. Rehabilitate 115 multifamily residences.
4. Fully utilize first year Rental Rehabilitation Program funding.

PROGRAM: HOUSING AND COMMUNITY DEVELOPMENT

# 39001

MANAGER: GABRIEL G. RODRIGUEZ

Housing Development

1. Provide Mobilehome Occupant Assistance Program equity loans to facilitate conversion of 3 mobilehome parks to homeownership.
2. Develop an additional source for assistance to mobilehome coach owners.
3. Provide tax-exempt mortgage revenue to assist construction industry in the production of 1,900 units.

Community Development

- ° Expend 80% of the total CDBG entitlement by July, 1985.

## STAFFING SCHEDULE

Program: Housing and Community Development

Department: Housing and Community Development

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2278	Director, Housing and Community Development	1.00	1.00	\$ 51,523	\$ 55,248
3524	Housing Program Manager	1.00	1.00	43,057	45,414
3530	Community Development Manager	1.00	1.00	43,057	45,414
2305	Chief, Administrative Services	1.00	1.00	39,063	41,201
3526	Chief, Housing Rental Assistance	0.00	1.00	0	40,194
3519	Chief, Housing Development	0.00	1.00	0	40,194
3517	Chief, Housing Rehabilitation	0.00	1.00	0	40,194
2427	Associate Systems Analyst	0.00	1.00*	0	35,372
3522	Chief, Housing Programs	3.00	0.00	97,407	0
3548	Housing Program Analyst II	0.00	4.00	0	138,648
2413	Analyst III	3.00	3.00	94,694	104,266
3549	Housing Program Analyst	3.00	0.00	91,090	0
2412	Analyst II	2.00	2.00	56,553	62,340
3508	Associate Planner	1.00	0.00	28,544	0
3553	Housing Program Analyst I	0.00	1.00	0	25,997
6010	Planner Estimator III	1.00	1.00	28,287	29,105
3832	Housing Specialist III	6.00	8.00*	157,906	220,000
3831	Housing Specialist II	11.00	12.00*	244,730	285,528
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2403	Accounting Technician	1.00	1.00	18,469	20,251
3830	Housing Specialist I	9.00	9.00	166,479	179,606
2757	Administrative Secretary II	2.00	2.00	34,892	38,762
2730	Senior Clerk	1.00	1.00	16,661	17,582
3829	Housing Aid	2.00	6.00*	28,358	99,188
2494	Payroll Clerk	1.00	1.00	15,164	13,919
2493	Intermediate Account Clerk	5.00	5.00	70,337	72,343
2700	Intermediate Clerk Typist	6.00	7.00	78,226	95,895
Total		62.00	72.00	\$1,423,861	\$1,768,083

## Adjustments:

County Contributions and Benefits	\$ 402,089	\$ 474,701
Salary Adjustment	75,667	111,245
Salary Savings	(28,000)	(71,782)
Total Adjustments	\$ 449,756	\$ 514,164

PROGRAM TOTALS:	62.00	72.00	\$1,873,617	\$2,282,247
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\* Additional positions were added effective December 18, 1984 (136), Salary Ordinance Number 6880.

COUNTY LIBRARY

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Library Services	<u>\$ 4,880,226</u>	<u>\$ 5,642,249</u>	<u>\$ 5,994,385</u>	<u>\$ 6,540,400</u>	<u>\$ 7,434,943</u>
Total Direct Costs	\$ 4,880,226	\$ 5,642,249	\$ 5,994,385	\$ 6,540,400	\$ 7,434,943
Less Funding	<u>\$(4,880,226)</u>	<u>\$(5,642,249)</u>	<u>\$(5,994,385)</u>	<u>\$(6,540,400)</u>	<u>\$(7,434,943)</u>
Net County Cost	\$           0	\$           0	\$           0	\$           0	\$           0
 Staff Years	 175.80	 175.09	 178.10	 181.50	 189.25

PROGRAM: LIBRARY SERVICES

# 45803

MANAGER: Catherine E. Lucas

Department: COUNTY LIBRARY

# 4950

Ref: 1984-85 Final Budget - Pg: 313.

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 3,035,930	\$ 3,405,886	\$ 3,509,974	\$ 3,783,857	\$ 4,287,205
Services & Supplies	1,834,825	2,226,111	2,386,640	2,676,980	3,020,728
Other Charges	0	0	68,356	68,400	63,000
Fixed Assets	9,471	10,252	27,711	0	49,010
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	1,704	11,163	15,000
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,880,226</b>	<b>\$ 5,642,249</b>	<b>\$ 5,994,385</b>	<b>\$ 6,540,400</b>	<b>\$ 7,434,943</b>
<b>FUNDING</b>	<b>\$ (5,077,618)</b>	<b>\$ (5,788,287)</b>	<b>\$ (5,994,385)</b>	<b>\$ (6,540,400)</b>	<b>\$ (7,434,943)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>STAFF YEARS</b>	<b>175.80</b>	<b>175.09</b>	<b>178.10</b>	<b>181.50</b>	<b>189.25</b>
<b>PERFORMANCE INDICATORS:</b>					
Information Units	4,489,744	4,390,344	3,907,710	4,856,683	4,646,432
Number of Volumes	777,896	797,896	837,304	804,000	828,000
Information Units/S.Y.	25,539	25,075	21,953	26,759	27,106
Circulation Per Capita	4.26	4.23	3.49	4.42	4.52

**PROGRAM DESCRIPTION:**

The County Library provides comprehensive library resources and services to facilitate and encourage the public pursuit of information and knowledge. In 1985-86, the Library will serve 740,100 (an increase of 18,750 over 1984-85) residents and visitors of the unincorporated area of the County and the cities of Del Mar, El Cajon, Imperial Beach, La Mesa, Lemon Grove, Poway, San Marcos, Santee and Vista.

To accomplish this mission, the Library operates thirty-three branches and two bookmobiles providing a wide geographic representation. Mail, delivery, and telephone services link these branches and supplement small rural branches with access to larger collections.

A support and administrative headquarters is located at the County Operation Center. The Governmental Reference Library, located in the County Administration Center, provides specialized government and public administration related resources for County employees.



PROGRAM DESCRIPTION (Continued-

County Library staff, including professional librarians, are supplemented by volunteers in providing systematic library services for the public. Services include:

- books and periodicals
- reference and information research assistance
- business and telephone directories
- 16mm films and videocassettes
- braille talking books
- ethnic and Spanish language books and magazines
- social service and community agency referrals
- stock and investment manuals
- children's story hours and puppet shows
- literacy coordination and networking

1984-85 ACTUAL:

The actual cost for salaries and benefits is \$273,883 lower than budget as a result of delays in filling positions. Actual services and supplies are \$290,340 less than budget as a result of efforts to curtail spending in order to achieve fund balance improvement. Fixed Assets budgeted in FY 1983-84, (Delivery Truck, Word Processor, and typewriters), were paid for in FY 1984-85 totaling \$27,711. Actual information units, information units/S.Y. and circulation/capita are lower than budget because 12 library branches were closed for 30 days at a time in order to barcode library materials in preparation for automated circulation. This barcoding resulted in library branches being closed to the public for 200 days in FY 1984-85.

1985-86 ADOPTED BUDGET:

Staff years are increased from 181.50 to 189.25. Included are the following additions:

- Deputy County Librarian, .75 SY, to provide management support to 30 Community Library Branches, 3 Regional Resource Centers and 2 Bookmobiles.
- Librarian III, .50 SY, for a specialist to coordinate children's services in order to meet County-wide continuing and increased service requirements and 1.00 SY for Projected Intercept, that is grant funded, to increase teacher awareness of Public Library Resources for young children.
- Library Technician IV, .50 SY, to provide the Vista Regional Resource Center with the same level of needed Library Technician expertise available at the El Cajon and La Mesa Centers.
- Library Technician III, 1.95 SY, to complete the Integrated Library Technician career ladder and absorb the supervisory responsibilities currently addressed by the Library Technician IV's who will assume regional training responsibilities.
- Library Technicians II, 0.75 SY for Project Intercept to increase teacher awareness of Public Library Resources for young children offset by grant funding.
- Library Substitute, Library Page and Temporary Help, 2.3 SY, to maintain regular library hours without losing effectiveness, and decrease the backlog of unshelved books.

Also included are the reclassifications of two Librarian I's to Librarian II's and Audio Visual Technician to Graphic Artist to accommodate changes in job duties and responsibilities associated with supervision and program services.

Increases in services and supplies are required for:

- \$209,000 for increased rents/leases of facilities, utilities, building maintenance/custodial services, direct support costs and library materials. \$117,180 for additional library materials to improve program performance by increasing titles and volumes in order to meet increased service demands, increased support to the automated circulation system project to meet increased service demands, increased printing to enhance public awareness of library services and materials, and the replacement of minor equipment beyond repair. \$17,568 for materials for Project Intercept that are offset by grant funding to increase teacher awareness of Public Library Resources for young children. Cost associated to reconstruct and refit the Fallbrook Library, destroyed by fire April 1, 1985, are discussed in the Contingency Reserve Program Budget.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Current Property Taxes (9000)	\$ 3,756,560	\$ 3,776,338	\$ 4,301,240
Taxes Other than Current Property (9100)	1,035,280	1,003,372	1,528,800
Use of Money and Property (9400)	82,725	70,000	69,000
Fund Balance (0750)	784,730	346,382	419,530
Aid From Other Gov't Agencies (9500)	553,980	515,842	639,146
Charges for Current Svcs. - Fines (9600)	133,857	180,100	180,000
Other Revenue (9700)	(498)	0	57,600
Other Financing - General Fund (9800)	500,000	500,000	0
Adjustment from Contingency Reserve (5170)	<u>N/A</u>	<u>148,366</u>	<u>239,627</u>
TOTAL	\$ 6,846,634	\$ 6,540,400	\$ 7,434,943

Property tax and related revenues are estimated with the same anticipated growth and in conformity with five year Library Fund trends. FY 85-86 Special District Augmentation Fund (SDAF) revenue in the amount of \$1,276,405 is budgeted in revenue source 9100 but \$1,186,667 was actually allocated from SDAF for the County Library. The \$500,000 supplement from the General Fund was not requested in FY 85-86.

#### 1985-86 OBJECTIVES:

1. Complete, by June 30, 1986, the automation of circulation functions in the remaining 18 branches.
2. Complete, by June 30, 1986, the implementation of the Library's Reorganization Plan. This plan was developed to more effectively meet service needs.
3. Respond to long term capital facility needs, resulting from increased demands for services caused by population increases and overdue building maintenance caused by normal deterioration. This will be accomplished by establishing a Capital Fund by June 30, 1986, through the efforts of the Library's Development Officer.

## STAFFING SCHEDULE

Program: Library Services

Department: County Library

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2115	County Librarian	1.00	1.00	\$ 47,024	\$ 55,248
4046	Deputy County Librarian	1.00	1.75	39,064	68,712
4047	Development Officer	1.00	1.00	41,993	40,325
2302	Administrative Assistant III	1.00	1.00	30,638	34,764
4045	Supervising Librarian	4.00	4.00	104,488	106,822
4023	Librarian III	9.00	10.50	225,207	271,039
5905	Carpenter	1.00	1.00	22,792	23,740
4024	Librarian II	10.00	12.00	227,166	278,045
2725	Principal Clerk	1.00	1.00	21,921	23,134
4025	Librarian I	11.00	9.00	217,647	195,761
4021	Library Technician IV	3.00	3.50	58,092	69,567
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2745	Supervising Clerk	1.00	1.00	17,667	19,580
2511	Senior Payroll Clerk	1.00	1.00	17,493	16,056
4005	Bookmobile Driver	2.00	2.00	34,114	34,338
2510	Senior Account Clerk	1.00	1.00	16,661	17,582
4020	Library Technician III	18.55	20.50	302,562	350,463
3817	Graphic Artist	0.00	1.00	0	20,767
4909	Audio-Visual Technician	1.00	0.00	16,328	0
2493	Intermediate Account Clerk	1.00	1.00	14,497	15,288
2320	Personnel Aid	1.00	1.00	15,373	19,607
7516	Delivery Vehicle Driver	3.00	3.00	45,551	48,791
2730	Senior Clerk	1.00	1.00	14,745	13,831
4015	Library Technician II	37.20	38.00	522,935	561,604
2700	Intermediate Clerk Typist	6.50	6.50	89,023	94,042
3007	Junior Word Processor Operator	1.00	1.00	13,196	14,376
4016	Library Technician I	40.00	40.00	466,550	494,287
2709	Department Clerk	2.00	2.00	22,557	21,460
2710	Junior Clerk Typist	2.00	2.00	21,820	22,396
4037	Library Substitute	3.50	4.50	37,834	51,416
4035	Library Page	14.00	15.16	138,980	158,586
9999	Extra Help	0.75	0.84	16,850	16,850
	TOTAL	181.50	189.25	\$2,880,132	\$3,179,899
Adjustments:					
	County Contributions and Benefits			\$ 810,274	\$ 923,414
	Salary Settlement Costs			148,366	239,627
Special Payments:					
	Bilingual Pay			0	14,700
	Salary Adjustments			0	0
	Salary Savings			(54,915)	(70,435)
	Total Adjustments			\$ 903,725	\$1,107,306
PROGRAM TOTALS:		181.50	189.25	\$3,783,857	\$4,287,205

PROGRAM: LIBRARY SERVICES -- CONTINGENCY RESERVE # 45803

MANAGER: Catherine E. Lucas

Department: COUNTY LIBRARY CONTINGENCY RESERVE # 5170

Ref: 1984-85 Final Budget - Pg: 317

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.

	1982-83 Actual	1983-84 Actual	1983-84 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Reserves	0	0	\$ 0	314,192	\$ 1,460,373
<b>TOTAL DIRECT COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 314,192</b>	<b>\$ 1,460,373</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (314,192)</b>	<b>\$ (1,460,373)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

STAFF YEARS NONE

PERFORMANCE INDICATORS:

NONE

PROGRAM DESCRIPTION:

The Contingency Reserve is a source of funds for expenditures not specifically contained in the Library Services operating program. It provides a contingency for expenses which have not been anticipated, and it brings the Library into conformance with the procedures used by the rest of the County.

The reserves are higher than usual as a result of the destruction by fire of the Fallbrook Branch Library on April 1, 1985 and include the following estimated replacement costs: building reconstruction, \$480,000; library materials/books, \$500,000; equipment, \$200,000. The remaining \$520,000 is reserved for unanticipated expenditures in the Library Services operating budget.

Funding is estimated as follows: insurance reimbursements, \$1,180,000; property taxes, \$200,000, State aid, \$320,000.

PARKS AND RECREATION

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
County Parks & Recreation	<u>\$ 3,180,385</u>	<u>\$ 3,478,427</u>	<u>\$ 3,742,308</u>	<u>\$ 3,850,539</u>	<u>\$ 4,416,148</u>
Total Direct Costs	\$ 3,180,385	\$ 3,478,427	\$ 3,742,308	\$ 3,850,539	\$ 4,416,148
Funding	<u>(1,724,605)</u>	<u>(1,754,388)</u>	<u>(1,727,269)</u>	<u>(1,845,000)</u>	<u>(2,025,192)</u>
Net Program Cost (Without External)	\$ 1,455,780	\$ 1,724,039	\$ 2,015,039	\$ 2,005,539	\$ 2,390,956
 Staff Years	 115.50	 117.12	 121.89	 118.05	 121.40
 Park Land Dedication Ordinance					
Total Direct Cost	\$ 1,500,855	\$ 1,273,241	\$ 963,911	\$ 3,423,444	\$ 3,696,667
Total Funding	\$ 3,953,132	\$ 3,947,509	\$ 3,567,109	\$ 3,423,444	\$ 3,696,667

PROGRAM: COUNTY PARKS &amp; RECREATION

# 45308

MANAGER: ROBERT R. COPPER

Department: PARKS &amp; RECREATION

# 5100

REF: 1984-85 Budget - Pg: 320

Authority: County Administrative Code 430

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,785,632	\$ 3,101,779	\$ 3,278,237	\$ 3,303,687	\$ 3,544,417
Services & Supplies	394,753	385,339	417,409	493,352	473,352
Other Charges	0	0	0	0	350,000
Fixed Assets	0	0	51,354	50,200	48,379
Vehicles/Comm. Equip.	0	0	0	3,300	0
Less Reimbursements	0	(8,691)	(4,692)	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 3,180,385</b>	<b>\$ 3,478,427</b>	<b>\$ 3,742,308</b>	<b>\$ 3,850,539</b>	<b>\$ 4,416,148</b>
<b>FUNDING</b>	<b>(1,724,605)</b>	<b>(1,754,388)</b>	<b>(1,727,269)</b>	<b>(1,845,000)</b>	<b>(2,025,192)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,455,780</b>	<b>\$ 1,724,039</b>	<b>\$ 2,015,039</b>	<b>\$ 2,005,539</b>	<b>\$ 2,390,956</b>
<b>STAFF YEARS</b>	<b>115.50</b>	<b>117.12</b>	<b>121.89</b>	<b>118.05</b>	<b>121.90</b>

PERFORMANCE INDICATORS:

Parks	89	89	94	94	95
Visitor Days - Parks	3,800,000	3,928,388	3,996,759	3,990,000	3,930,000
Beaches	10	10	10	10	10
Visitor Days - Beaches	1,085,000	1,284,204	1,391,703	1,300,000	1,430,000
Free Labor Staff Years	68.90	75.40	81.4	72.00	73.00
Park Development Projects	45	64	70	55	46

PROGRAM 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.

1984-85 ACTUAL:

During FY 1984-85, the Guajome Campground was completed and opened to the public, increasing services and revenue earning ability. A grant funded boat launch facility was built at Lake Morena. The County received a lease for over 6,000 acres of Bureau of Land Management (BLM) park land. Final ownership (patent) will be awarded when the sites are developed and opened to the public. The leases require development within two years of the lease approval. The Quail Gardens Visitor's Center is now under construction and is scheduled to open in late June or early July. This center is a cooperative venture with the Quail Gardens Foundation, a non-profit community group supporting Quail Gardens.

Due to unusually poor weather conditions affecting camping revenues, transfer of the local park portion of Sweetwater Park to the City of Chula Vista, and a grant restriction requiring the suspension of boat launch fees at Lake Morena, user fee revenue is below budgeted levels. This trend is not expected to continue in FY 85-86. Reimbursements from capital projects were also less than budgeted due to staff turnover and vacancies held to meet salary savings.

Volunteers and other sources of unpaid labor continue to be a significant portion of the Parks and Recreation Department workforce, now totaling 38% of the total labor effort of the Department. Use of unpaid labor will be expanded in FY 85-86.

Prior year expenditures are payments made in 84-85 for goods and services received in 83-84 and have no significant program impact for 84-85.

1985-86 ADOPTED BUDGET:

The FY 85-86 budget reflects increased revenues of \$180,192 over 84-85 budget levels. Increased user fee revenue is based on a full year operation of the Guajome Campground, increased parking fees, the imposition of a catered/company picnic fee and increased attendance at the Lake Morena North Shore campground. Budgeted reimbursements from capital projects are also increasing due to the reclassification of a Landscape Architect position to Park Planner and the addition of a Drafting Technician. Rent and concession income generated from facilities purchased or developed with grant funds is included in the Parks and Recreation Department budget due to grant requirements. This revenue is increasing due to rate increases, lease changes at Heritage Park and \$60,000 of revenue from the Mission Trails Cable TV antennae lease designated for use at Mission Trails Park. The reduction in reimbursement for special districts results from a change to contract maintenance at one location.

The current service level for lifeguards on County beaches is proposed to be supported by an allocation of \$150,000 in Tourist Tax revenue from the Community Enhancement Program. This is a \$67,192 increase over the Tourist Tax allocation approved in the 1984-85 budget to support lifeguard services.

In order to support increasing beach attendance, Lifeguard Service upgrades are budgeted for FY 84-85. Position upgrades with a net .85 staff year increase are included. The staff changes will create a career path in the Lifeguard Service and enable the County to retain highly qualified skilled staff.

One additional ranger position is budgeted for the Guajome campground. No increased staffing is requested for the 6,000 acres of BLM park sites. The Department will provide staffing on an as-needed basis with existing personnel, relying heavily on volunteers and other sources of free-labor to both develop and support operations.

Under other charges, \$300,000 is budgeted for grant matching funds and preparation of site development plans. Also, \$50,000 is budgeted for a contribution to the Julian Museum project.

PROGRAM: County Parks and Recreation

Department: Parks and Recreation

MANAGER: Robert B. Copper

1984-85 Achievement of Objectives

1. Guajome Campground, Lake Morena Boat Launch and Quail Gardens Visitors Center (construction completion - estimated 6/20/85) were added to facilities inventory, service levels were maintained in all facilities.
2. Over 6,000 acres of Bureau of Land Management (BLM) land were added as parkland, under lease agreement, once developed these lands will be transferred to the County.
3. Sources of "free-labor" including volunteers, workfare participants, Court referees, Honor Camp Crews, California Conservation Corps (CCC) crews and various non-County employment program participants provided an estimated 81.4 staff years of labor.
4. An in-house training and staff development program was initiated and provided 475 training opportunities in such areas as equipment usage and safety, budgeting, personnel management, supervision, interpretive skills development, management skills development, emergency medical training, police special training, facilities and equipment maintenance and fire suppression.

1985-86 OBJECTIVES

1. Develop BLM lands using community groups for both development and on-going maintenance support. Minimal development limited primarily to hiking and equestrian trails is planned in these sensitive wilderness areas.
2. Increase effectiveness of "free-labor" by enhancing program management. One Park Ranger will be assigned to plan, coordinate and supervise in-park maintenance projects using "free-labor", improving the quality of work provided.
3. Reduce the cost of the in-house training and staff development program by 35%; develop in-house trainers to teach skills developed during the first year of the program as well as expand the use of community educational resources.
4. Increase user fee revenues by \$80,192 over FY84-85 budgeted levels by implementing a catered picnic fee, marketing the newly developed Guajome Campground and other campgrounds and increasing day-use parking fees from 50 cents to one dollar.



PROGRAM: COUNTY PARKS AND RECREATION

# 45601

MANAGER: ROBERT R. COPPER

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
User Fees	\$ 868,585	\$ 930,000	\$ 1,010,192
Park Project/PLDO Reimbursement	236,000	305,000	330,000
PLDO Interest	350,000	350,000	350,000
Special District Reimbursement	86,751	113,000	103,000
Rents and Concessions	142,980	125,000	210,000
Employee Maintenance	24,453	22,000	22,000
Grants	17,575		
Other Revenue	925		
	<u>\$ 1,727,269</u>	<u>\$ 1,845,000</u>	<u>\$ 2,025,192</u>

## STAFFING SCHEDULE

Program: Parks and Recreation

Department: Parks and Recreation

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0733	Community Center Secretary	1.50	0.00	\$ 19,816	\$ 0
0735	Park Attendant (Seasonal)	2.17	0.67	25,992	8,952
0736	Ranger Aide	4.50	1.00	87,713	20,366
0738	Lifeguard	7.58	6.43	104,840	94,603
2131	Director Parks and Recreation	1.00	1.00	47,048	55,248
2215	Assistant Director, Parks & Recreation	1.00	1.00	40,720	44,662
2303	Administrative Assistant II	0.00	1.00	0	25,366
2304	Administrative Assistant I	0.00	2.00	0	44,838
2413	Analyst III	1.00	0.00	32,941	0
2497	Principal Accountant	1.00	1.00	35,799	38,501
2510	Senior Account Clerk	1.00	1.00	16,661	15,306
2511	Senior Payroll Clerk	1.00	1.00	17,493	18,437
2650	Stock Clerk	0.00	0.50	0	5,454
2655	Storekeeper III	1.00	1.00	20,530	22,781
2700	Intermediate Clerk Typist	2.00	4.00	27,703	47,385
2730	Senior Clerk	1.00	1.00	16,495	17,582
2758	Administrative Secretary III	0.00	1.00	0	18,086
2760	Stenographer	2.00	2.00	29,066	29,226
2764	Office Manager	1.00	0.00	19,337	0
3504	Landscape Architect	1.00	0.00	23,773	0
3525	Park Planner	4.00	5.00	111,192	138,143
3802	Drafting Technician	0.00	1.00	0	16,737
4000	Historian	0.00	0.50	0	10,183
5427	Horticulturist	1.00	1.00	23,152	24,178
5830	Captain of Lifeguards	1.00	1.00	23,960	25,013
5835	Lt. of Lifeguards	0.00	1.00	0	19,306
5836	Sergeant of Lifeguards	1.00	1.00	20,449	21,339
6032	Equipment Operator I	1.00	0.00	23,382	0
6304	Chief, Park Services and Maintenance	1.00	1.00	36,295	37,897
6305	Gardener II	2.00	0.00	31,116	0
6327	District Park Manager	5.00	5.00	141,352	144,190
6332	Park Ranger	39.00	40.00	772,961	822,925
6343	Supervising Ranger	18.00	18.50	402,181	427,070
6346	Coordinator, Volunteer & Public Service	1.00	1.00	23,901	25,850
6345	Senior Park Maintenance Worker	1.00	1.00	20,631	22,193
6347	Park Maintenance Worker	3.00	6.00	49,501	101,282
7535	Construction and Services Supervisor	1.00	1.00	19,905	20,485
7539	Construction and Services Worker III	8.00	8.00	135,950	144,897
8800	Senior Lifeguard (Seasonal)	0.00	1.00	0	20,000
3528	Chief, Park Development	0.00	1.00	0	37,880
9999	Temporary Extra Help	1.30	2.30	30,000	46,620
TOTAL SALARY COSTS				\$2,431,855	\$2,612,981

PROGRAM: PARK LAND DEDICATION ORDINANCE # 45500

MANAGER: CAROLE MELUM

Department: PARK LAND DEDICATION ORDINANCE # 5400

Ref: 1984-85 Final Budget; Pg. 324

Authority: County Code of Regulatory Ordinances (810.101).

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Adopted	1985-86 Adopted
<b>COSTS</b>					
Contributions to Other Agencies	\$ 1,500,855	\$ 1,273,241	\$ 398,456	\$ 3,191,444	\$ 3,177,167
Operating Transfers	<u>0</u>	<u>0</u>	<u>565,455</u>	<u>232,000</u>	<u>519,500</u>
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,500,855</b>	<b>\$ 1,273,241</b>	<b>\$ 963,911</b>	<b>\$ 3,423,444</b>	<b>\$ 3,696,667</b>
<b>FUNDING</b>					
Charges, Fees, etc.	\$ 380,456	\$ 983,630	\$ 1,034,084	\$ 755,899	\$ 354,509
Other Revenue	566,599	511,632	578,092	315,600	548,440
Fund Balance	<u>3,006,077</u>	<u>2,452,247</u>	<u>1,954,933</u>	<u>2,351,945</u>	<u>2,793,718</u>
<b>TOTAL FUNDING</b>	<b>\$ 3,953,132</b>	<b>\$ 3,947,509</b>	<b>\$ 3,567,109</b>	<b>\$ 3,423,444</b>	<b>\$ 3,696,667</b>

PROGRAM DESCRIPTION:

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 maintenance and operation.

DISCUSSION: 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 1985-86, \$350,000 of the interest fund will be spent for maintenance and operations costs in the Parks Department. The 1985-86 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 Improvements Plan and County Parks and Recreation Budget.

PLANNING AND LAND USE

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Codes Enforcement	\$ 1,772,045	\$ 2,187,192	\$ 3,056,714	\$ 3,146,798	\$ 3,472,763
Regulatory Planning	\$ 1,299,840	\$ 1,528,600	1,695,317	\$ 1,790,204	\$ 2,038,437
Planning	\$ 1,455,658	\$ 1,613,313	1,928,470	\$ 1,991,510	\$ 2,327,792
Department Overhead	<u>\$ 410,281</u>	<u>\$ 471,310</u>	<u>580,782</u>	<u>\$ 483,850</u>	<u>\$ 538,066</u>
Total Direct Costs	\$ 4,937,824	\$ 5,800,415	\$ 7,261,283	\$ 7,412,362	\$ 8,377,058
Funding	<u>\$(4,750,979)</u>	<u>\$(7,578,619)</u>	<u>\$(7,212,232)</u>	<u>\$(6,000,000)</u>	<u>\$(6,685,000)</u>
Net County Costs	\$ 186,845	\$(1,778,204)	\$ 49,051	\$ 1,412,362	\$ 1,692,058
STAFF YEARS	149.35	149.20	190.63	182.50	189.10

Fish & Game

Total Direct Costs	\$ 54,639	\$ 44,147	\$ 45,886	\$ 54,400	\$ 31,100
Funding	<u>\$ (93,454)</u>	<u>\$ (71,960)</u>	<u>\$ (27,172)</u>	<u>\$ (54,400)</u>	<u>\$ (31,100)</u>
Net County Costs	\$ (38,815)	\$ (27,813)	\$ 18,714	\$ 0	\$ 0
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

Ref: 1984-85 Final Budget - Pg: 326

Authority: Uniform Building Code, Uniform Mechanical Code, Uniform Plumbing Code, National Electrical Code and the County of San Diego Zoning Ordinance, plus On-Premise and Off-Premise Sign Ordinances, plus On-Premise and Off Premise Sign Ordinances.

Mandate: California Health and Safety Codes.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,648,510	\$ 2,066,959	\$ 2,553,848	\$ 2,604,313	\$ 2,828,033
Services & Supplies	123,535	120,233	492,135	479,000	583,630
Other Charges	0	0	0	0	3,800
Fixed Assets	0	0	10,731	51,500	22,500
Vehicles/Comm Equip	0	0	0	11,985	34,800
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,772,045</b>	<b>\$ 2,187,192</b>	<b>\$ 3,056,714</b>	<b>\$ 3,146,798</b>	<b>\$ 3,472,763</b>
<b>FUNDING</b>	<b>\$ (3,070,752)</b>	<b>\$ (5,905,579)</b>	<b>\$ (5,496,857)</b>	<b>\$ (4,100,000)</b>	<b>\$ (4,785,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (1,298,707)</b>	<b>\$ (3,718,387)</b>	<b>\$ (2,440,143)</b>	<b>\$ (953,202)</b>	<b>\$ (1,312,237)</b>
<b>STAFF YEARS</b>	<b>53.73</b>	<b>56.30</b>	<b>76.30</b>	<b>71.50</b>	<b>74.50</b>

PERFORMANCE INDICATORS:

Total Permits Serviced (Workload Weighted by Direct Labor Hours)	62,855	106,000	104,660	92,900	98,500
Permits Per Staff Year	1,168	1,883	1,372	1,299	1,322
% of Inspections Made On Day Following Request	97	97	97	97	97
% of Planchecks Complete Within 10 Working Days	80	20	20	85	80

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:

- Conducting plumbing, electrical, mechanical, building, grading, energy insulation and mobilehome inspections;
- Plan checking all building and grading plans;
- Investigating alleged code, zoning, and land use violations;
- Responding to citizen complaints of zoning and building violations and follow through for correction;
- Inspecting 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.

1984-85 ACTUAL:

Salaries and Benefits reflect a small savings due primarily to unfilled positions in the first quarter of 1984-85.

Fixed Assets and Vehicles/Communications Equipment were underexpended, although funds for two microfilm reader/printers were encumbered on a purchase order at the end of the fiscal year.

Revenue was overrealized due to unanticipated increased workload which also explains the increase in actual staff years over budgeted staff years.

1985-86 ADOPTED BUDGET:

Service delivery problems during the past 1-1/2 years (specifically the plan check turnaround time) have necessitated the addition of one Engineer and one Supervising Building Inspector to 85-86 staffing. In addition, a more realistic ten-day turnaround on plan checks instead of the five-day standard used previously has been adopted.

The increase in Services and Supplies is related to an additional \$40,000 over the previous year allocation required for the Regional Urban Information System (RUIS), and the money for contracting out the overload during peak periods.

PROGRAM REVENUES BY SOURCE:

Total revenue projected for 1985-86 is expected to be \$4,785,000. Following is a comparison of 84-85 budgeted and actual, and proposed revenue for 85-86.

<u>Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Construction Permits and Plan Check Fees	\$5,496,857	\$4,100,000	\$4,785,000

1985-86 OBJECTIVES:

1. Maintain service levels of: next day building inspections; five-day staff level turnaround on correspondence; ten-day turnaround on 80% of building plan checks.
2. Implement improved citation and summary abatement procedure for enforcement actions against zoning and building violators.
3. Establish quality standards for use in conjunction with productivity standards.
4. Monitor performance of plan check contract system during periods of high workload.

## STAFFING SCHEDULE

Program: Codes Enforcement

Department: Planning and Land Use

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2420	Deputy Director, Planning and Land Use	1.00	1.00	\$ 46,585	\$ 49,127
3527	Chief, Land Use Regulation	2.00	2.00	84,488	90,828
3729	Senior Mechanical Engineer	1.00	1.00	40,865	43,946
3735	Senior Structural Engineer	2.00	2.00	76,182	81,802
3650	Associate Structural Engineer	10.00	11.00	322,852	385,046
3550	Senior Planner	4.00	4.00	123,440	134,358
3673	Chief Electrical Inspector	1.00	1.00	29,722	31,965
8800	Chief Fire Inspector	1.00	1.00	25,054	31,965
3674	Chief Plumbing Inspector	1.00	1.00	29,722	31,965
3715	Supervising Building Inspector	1.00	2.00	29,722	63,556
3508	Associate Planner	2.50	2.50	64,437	74,538
3507	Assistant Planner	1.00	1.00	20,812	22,466
3660	Building Inspector I	20.50	0.00	522,838	0
3661	Building Inspector II	0.00	20.50	0	560,496
3834	Land Use Technician Supervisor	2.00	2.00	51,744	54,873
3835	Land Use Technician II	8.00	9.00	176,086	202,574
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2403	Accounting Technician	1.00	1.00	17,126	18,080
3837	Land Use Aid	2.00	2.00	26,956	33,428
2730	Senior Clerk	2.00	2.00	32,877	35,164
2430	Cashier	2.00	2.00	30,327	32,721
2700	Intermediate Clerk Typist	5.50	5.50	70,804	76,754
9999	Extra Help	0.00	0.00	150,000	75,000
	Sub-Total	71.50	74.50	\$1,992,003	\$2,152,074
	Adjustments:				
	County Contributions and Benefits			\$ 544,470	\$ 621,231
	Special Payments			0	0
	Salary Settlement Costs			117,500	134,605
	Salary Adjustments			0	0
	Salary Savings			(49,660)	(79,877)
	Total Adjustments			\$ 612,310	\$ 675,959
	PROGRAM TOTALS:	71.50	74.50	\$2,604,313	\$2,828,033

PROGRAM: REGULATORY PLANNING

# 5668

MANAGER: GERALD HERMANSON

Department: PLANNING AND LAND USE

# 5650

Ref: 1984-85 Final Budget - Pg: 329

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.

Mandate: Government Code and State and National Environmental Policy Acts.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,274,490	\$ 1,441,303	\$ 1,618,546	\$ 1,718,504	\$ 1,780,543
Services & Supplies	38,631	88,384	74,706	70,200	254,594
Other Charges	0	0	0	0	3,300
Fixed Assets	0	0	2,065	1,500	0
Vehicles/Comm Equip	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	(13,281)	(1,087)	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,299,840</b>	<b>\$ 1,528,600</b>	<b>\$ 1,695,317</b>	<b>\$ 1,790,204</b>	<b>\$ 2,038,437</b>
<b>FUNDING</b>	<b>\$ (1,337,767)</b>	<b>\$ (1,424,363)</b>	<b>\$ (1,286,024)</b>	<b>\$ (1,610,000)</b>	<b>\$ (1,610,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (37,927)</b>	<b>\$ 104,237</b>	<b>\$ 409,293</b>	<b>\$ 180,204</b>	<b>\$ 428,437</b>
<b>STAFF YEARS</b>	<b>44.73</b>	<b>45.50</b>	<b>53.57</b>	<b>49.80</b>	<b>51.50</b>

PERFORMANCE INDICATORS:

Regulatory Permits (Workload Weighted by Direct Labor Hours)	42,649	47,494	48,913	50,000	49,000
Permits Per Staff Year	953	1,043	913	971	952

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.



1984-85 ACTUAL:

Actual Salaries and Benefits costs were less than budgeted due to salary savings.

Revenues were underrealized because workload was slightly less than expected and fees have not been adjusted during the last three years.

The increased staff years account for extra help and student workers paid for out of salary savings.

1985-86 ADOPTED BUDGET:

The increase in Services and Supplies is for cartographic services previously budgeted in Public Works.

PROGRAM REVENUES BY SOURCE:

Revenues are generated from land use development fees. We are projecting revenues at the 84-85 budgeted level even though workload indicates a 2% decrease. This is due to salary increases which are reflected in charges to deposit cases.

<u>Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Land Use Permit Fees	\$1,286,024	\$1,610,000	\$1,610,000

1985-86 OBJECTIVES:

1. Prepare and implement an ongoing Service Improvement plan for the Zoning Information Counter which will build on the original plan (implemented over the past two years) and include: remodeling the counter area; updating the zoning atlas; ensure quality responses to the public by increased training of counter staff; complete overlays for North County Metropolitan Subarea and Valle de Oro.
2. Distribute summary agendas for PERB a minimum of five days prior to the public hearing.
3. Maintain 100% efficiency in processing minor subdivisions within a fifty day statutory time limit.
4. Maintain a fourteen day response time to applicants on adequacy of Environmental Impacts Reports and a thirty day response time on Initial Studies.

## STAFFING SCHEDULE

Program: Regulatory Planning

Department: Planning and Land Use

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2420	Deputy Director, Planning and Land Use	1.00	1.00	\$ 46,585	\$ 49,127
3520	Chief, Planning Division	2.00	2.00	83,190	84,858
3514	Environmental Management Specialist III	3.00	3.00	94,152	101,528
3550	Senior Planner	4.00	4.00	132,456	138,312
3508	Associate Planner	6.00	7.00	168,550	187,746
3515	Environmental Management Specialist II	6.00	6.00	169,840	179,120
3504	Landscape Architect	1.00	1.00	26,973	29,291
3834	Land Use Technician Supervisor	3.00	2.00	77,616	55,662
3507	Assistant Planner	1.00	1.00	20,812	25,764
3835	Land Use Technician II	7.50	7.50	160,175	168,568
2769	Commission Secretary	1.00	1.00	19,968	22,091
2745	Supervising Clerk	1.00	1.00	19,364	18,228
3008	Senior Word Processing Operator	1.00	1.00	18,555	19,563
2754	Board Secretary	1.00	1.00	18,009	19,943
2761	Group Secretary	1.00	1.00	15,930	18,132
2757	Administrative Secretary II	1.00	1.00	18,013	17,582
3009	Word Processing Operator	2.00	2.00	32,910	32,933
2730	Senior Clerk	1.00	1.00	14,050	15,306
3837	Land Use Aid	2.00	2.00	29,471	31,278
2700	Intermediate Clerk Typist	6.00	6.00	79,141	84,949
9008	Planning Commission and Board of Planning and Zoning	0.00	0.00	60,000	60,000
	Sub-Total	51.50	51.50	\$1,305,760	\$1,359,981
	Adjustments:				
	County Contributions and Benefits			\$ 367,583	\$ 388,137
	Special Payments			0	0
	Salary Settlement Costs			77,428	84,128
	Salary Adjustments			0	0
	Salary Savings			(32,267)	(51,703)
	Total Adjustments			\$ 412,744	\$ 420,562
	PROGRAM TOTALS:	51.50	51.50	\$1,718,504	\$1,780,543

PROGRAM: PLANNING

# 5672

MANAGER: W. T. HEALY

Department: PLANNING AND LAND USE

# 5650

Ref: 1984-85 Final Budget - Pg: 337

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.

Mandate: Government Code and the California Environmental Quality Act.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 CAO Proposed
<b>COSTS</b>					
Salaries & Benefits	\$ 1,305,168	\$ 1,522,162	\$ 1,792,804	\$ 1,890,860	\$ 2,036,582
Services & Supplies	150,490	91,151	129,051	98,700	291,210
Other Charges	0	0	0	0	0
Fixed Assets	0	0	1,615	1,950	0
Vehicles/Comm Equip	0	0	0	0	0
Operating Transfers	0	0	5,000	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,455,658</b>	<b>\$ 1,613,313</b>	<b>\$ 1,928,470</b>	<b>\$ 1,991,510</b>	<b>\$ 2,327,792</b>
<b>FUNDING</b>	<b>\$ (342,421)</b>	<b>\$ (222,802)</b>	<b>\$ (214,869)</b>	<b>\$ (250,000)</b>	<b>\$ (290,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,113,237</b>	<b>\$ 1,390,511</b>	<b>\$ 1,713,601</b>	<b>\$ 1,741,510</b>	<b>\$ 2,037,792</b>
<b>STAFF YEARS</b>	<b>39.54</b>	<b>37.80</b>	<b>48.75</b>	<b>47.50</b>	<b>49.60</b>
<b>PERFORMANCE INDICATORS:</b>					
Annual Work Program (Professional Staff Years)	33.10	32.50	37.25	38.00	39.50

PROGRAM DESCRIPTION:

San Diego County is responsible by State law for planning, zoning and development review in the unincorporated area, and the estimated 430,518 people expected to live there by January, 1986. These responsibilities are met by the adoption and maintenance of a general plan and a zoning plan, which are prepared by 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.

1984-85 ACTUAL:

Salary savings of approximately \$100,000 were partially due to the time necessary to bring additional staff on board that were added in last year's budget process. The increase in Services and Supplies was due to a \$70,000 expenditure for the Off-Highway Vehicle Feasibility Study and Environmental Impact Report. This was offset by additional revenue.

The increased staff years account for extra help and student workers paid for out of salary savings.

1985-86 ADOPTED BUDGET:

The increase of 1.5 staff years is the result of annualizing the 5.3 staff years added by the Board in FY 84-85 budget hearings. These staff years were funded at 0.75 of a fiscal year in the adopted budget.

Some of the major categories of activities in the adopted work program are: General Plan Amendments, Zoning Implementation, Economic Analysis, Ordinance Amendments, Regional Plan Implementation, Traffic Studies, and Community Plan Updates.

PROGRAM REVENUES BY SOURCE:

An additional \$130,000 in revenue is expected as the result of the Otay Ranch General Plan proposal and revenue associated with off-highway vehicle site acquisition. This increase is offset by a \$90,000 decrease related to the completion of the Housing Element revision.

<u>Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Fees and Grants	\$ 214,869	\$ 250,000	\$ 290,000

1985-86 OBJECTIVES:

Objectives for FY85-86 are to complete the work program which follows. This program contains a summary list of activities and estimated staff years and is followed by brief descriptions of the activities. During FY 84-85 staff held a number of conferences with the Board of Supervisors which focused on the County's role in the unincorporated area. During these conferences the Board clearly expressed their intent to focus more attention on the unincorporated area of the County and provide more opportunity for citizens to influence the future of their communities. Specific projects which are included in the budget or the budget referrals are designed to implement the Board's direction and include: Community Plan Updates, Redevelopment Revitalization, and Community Planning Liaison. A listing of "below the line" projects and descriptions is also included. These projects are not in the proposed FY85-86 budget.

1985-86 PLANNING WORK PROGRAM

<u>Required Maintenance Capability</u>	<u>1984-85</u>	<u>1985-86</u>
Board Referrals	2.1	2.1
Legislation	0.5	0.5
Other Regional Coordination/SANDAG	0.3	0.8
Advisory Board	0.3	0.3
Demographic Estimates	0.7	0.7
General Plan Information	1.0	1.0
General Plan Amendments		
GPA 85-02	1.1	0.6
GPA 85-03	0.6	1.1
GPA 86-01	0.0	1.7
GPA 86-02	0.0	1.1
GPA 86-03	0.0	0.6
Zoning Implementation	2.00	2.0
65402 Review	0.8	0.5
<u>Carryover and Ongoing Projects</u>		
Government Structures	1.0	1.0
Economic Analysis	1.1	2.0
Energy Office	1.0	0.3
Ordinance Amendments	2.3	2.3
Housing	2.2	2.2
Local Coastal Program	0.7	0.5
Otay Mesa Plan	1.0	1.0
Special District Liaison	1.5	1.5
Groundwater Program	1.0	1.0
Property Tax Transfer	1.0	0.7
San Diego River	0.5	0.5
BLM Land Review	0.1	0.1
Community Plan Updates	1.5	3.5
Zoning Ordinance Review	1.1	0.8
Offshore Oil Drilling	0.3	0.3
Traffic Studies	1.7	1.7
Regional Plan Implementation	3.3	2.0
Fire District Mitigation Fees	0.7	0.3
San Diego Sphere of Influence Study	0.8	0.7
Design Standards -- Alpine and Valley Center	0.7	0.3
<u>New Projects</u>		
Otay Ranch	0.0	2.0
OHV Site Acquisition	0.0	0.5
Sphere of Influence Studies	0.0	0.5
Large Scale Project Development	0.0	0.7
TOTALS	<u>32.9</u>	<u>39.4</u>
<u>Completed Or Cancelled Projects</u>		
GPA 84-02	0.6	0.0
GPA 84-03	1.1	0.0
GPA 85-01	1.7	0.0
Transportation Systems Element	0.7	0.0
Pendleton/Deluz Plan	0.3	0.0
Regional Plan Update	0.5	0.0
Telecommunications System Study	0.3	0.0
	<u>5.2</u>	<u>0.0</u>

PROGRAM: Planning

# 5672

MANAGER: W. T. Healy

Below the Line Projects

Estimated  
Resources Required

1-15 Corridor Interchange Study	1.0
Redevelopment/Revitalization	2.0
Community Planning Liaison	2.0
Telecommunications Element	2.0
General Plan Text Simplification	1.0
Subdivision Ordinance Revision	1.0
Scenic Highway Implementation	1.0
San Dieguito River Implementation	0.5
San Luis Rey River Plan	2.0
Groundwater Policy Review	0.5

## STAFFING SCHEDULE

Program: Planning

Department: Planning and Land Use

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3529	Deputy Director, Planning and Land Use	1.50	1.50	\$ 69,698	\$ 71,456
3708	Principal Transportation Specialist	1.00	1.00	44,388	47,731
2414	Analyst IV	2.00	1.00	76,605	41,201
3520	Chief, Planning Division	3.00	4.00	114,984	165,003
3690	Groundwater Geologist	1.00	1.00	40,387	43,946
3655	Associate Transportation Specialist	2.00	2.00	62,626	68,316
2413	Analyst III	1.00	1.00	32,941	33,338
3550	Senior Planner	9.00	9.00	296,003	306,508
3514	Environmental Management Specialist III	1.00	1.00	27,924	30,089
3508	Associate Planner	9.00	10.10	252,377	272,328
3515	Environmental Management Specialist II	3.00	3.00	83,321	85,294
2412	Analyst II	3.50	3.50	95,485	105,039
3507	Assistant Planner	1.75	2.50	36,294	58,662
3818	Graphic Supervisor	1.00	1.00	20,280	22,482
3817	Graphic Artist	1.00	1.00	21,846	24,620
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2757	Administrative Secretary II	1.00	1.00	18,013	19,381
3009	Word Processing Operator	2.00	2.00	31,867	33,455
2760	Stenographer	1.00	1.00	15,619	16,788
2700	Intermediate Clerk Typist	1.00	1.00	13,575	10,767
2415	Land Use Economist	0.75	1.00	27,985	38,248
	Sub-Total	47.50	49.60	\$1,401,582	\$1,516,074
	Adjustments:				
	County Contributions and Benefits			\$ 411,422	\$ 454,463
	Special Payments			0	0
	Salary Settlement Costs			85,170	97,588
	Salary Adjustments			26,271	27,000
	Salary Savings			(33,585)	(58,543)
	Total Adjustments			\$ 489,278	\$ 520,508
	PROGRAM TOTALS:	47.50	49.60	\$1,890,860	\$2,036,582

PROGRAM: DEPARTMENT OVERHEAD

# 5651

MANAGER: F. R. MOREY

Department: PLANNING AND LAND USE

# 5650

Ref: 1984-85 Final Budget - Pg: 337

Authority: This program was developed to provide administrative support and management for the Department of Planning and Land Use.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 342,918	\$ 338,256	\$ 411,436	\$ 391,585	\$ 452,766
Services & Supplies	91,767	133,054	168,769	86,500	73,500
Other Charges	0	0	0	0	11,800
Fixed Assets	0	0	577	5,765	0
Vehicles/Comm Equip	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	(24,404)	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 410,281</b>	<b>\$ 471,310</b>	<b>\$ 580,782</b>	<b>\$ 483,850</b>	<b>\$ 538,066</b>
<b>FUNDING</b>	<b>\$ (39)</b>	<b>\$ (25,875)</b>	<b>\$ (40,173)</b>	<b>\$ (40,000)</b>	<b>\$ 0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 410,242</b>	<b>\$ 445,435</b>	<b>\$ 540,609</b>	<b>\$ 443,850</b>	<b>\$ 538,066</b>
<b>STAFF YEARS</b>	<b>11.35</b>	<b>9.60</b>	<b>12.46</b>	<b>12.00</b>	<b>13.50</b>

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 dollar 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).



1984-85 ACTUAL:

Expenditures were higher than anticipated due to the hiring of temporary staff necessary to support the Regional Urban Information System (RUIS).

Services and Supplies were overexpended due to a variety of expenditures in those accounts being charged to Administration throughout the fiscal year.

Fixed Asset expenditures do not reflect purchase order encumbrances at year end.

1985-86 ADOPTED BUDGET:

The major difference in this program is the addition of two positions:

- One Junior Planner position that is necessary to assist in the implementation of the Regional Urban Information System (RUIS).
- One Administrative Assistant position that was deleted in the 84-85 budget when it was necessary to add an Associate Systems Analyst position to staff the RUIS project. This Administrative Assistant position is essential to perform workload/staffing analysis, fee analysis, revenue/expenditure monitoring and ongoing management information reports.

PROGRAM REVENUES BY SOURCE:

The \$40,173 revenue in 84-85 was from Cable Television to provide Overhead Support. That function has now been transferred to the Chief Administrative Office.

<u>Revenue</u>	<u>1985-86 Actual</u>	<u>1985-85 Budget</u>	<u>1985-86 Adopted</u>
CTV Overhead	\$ 40,173	\$ 40,000	\$ 0

1985-86 OBJECTIVES:

1. Monitor revenues, expenditures, and workloads on a weekly basis through the Department's Management Information System.
2. Complete the Conceptual Design for Phase 2 of the Regional Urban Information System.
3. Provide research and analysis for the Department's special projects and prepare the Department budget.
4. Provide personnel services (payroll, employee services information, training, hiring, etc.) for 189.0 Department employees.
5. Provide Department purchasing services support and maintain and control expenditure records.
6. Provide building and equipment maintenance coordination and service.

STAFFING SCHEDULE

Program: Department Overhead

Department: Planning and Land Use

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2137	Director, Planning and Land Use	1.00	1.00	\$ 56,094	\$ 63,198
2420	Deputy Director, Planning and Land Use	0.50	0.50	23,472	22,524
2413	Analyst III	1.00	1.00	29,000	34,764
2427	Associate System Analyst	1.00	0.00	30,280	0
2469	Departmental EDP Coordinator	0.00	1.00	0	30,112
2303	Administrative Assistant II	2.00	3.00	57,986	84,186
3507	Assistant Planner	0.00	.50	0	21,728
4024	Librarian II	0.50	0.50	11,443	11,996
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
3008	Senior Word Processing Operator	1.00	1.00	18,555	19,563
2511	Senior Payroll Clerk	1.00	1.00	17,493	18,437
2493	Intermediate Account Clerk	2.00	2.00	27,079	28,630
2700	Intermediate Clerk/Typist	1.00	1.00	11,918	14,884
	Sub-Total	12.00	13.50	\$ 302,684	\$ 371,444
	Adjustments:				
	County Contributions and Benefits			\$ 74,068	\$ 92,161
	Special Payments			0	0
	Salary Settlement Costs			17,868	20,191
	Salary Adjustments			4,500	(18,000)
	Salary Savings			(7,535)	(13,030)
	Total Adjustments			\$ 88,901	\$ 81,322

PROGRAM TOTALS: 12.00 13.50 \$ 391,585 \$ 452,766

PROGRAM: FISH AND WILDLIFE ADVISORY COMMISSION # 75802

MANAGER: KENNETH G. SAYLES

Department: PLANNING AND LAND USE # 4800

Ref: 1984-85 Final Budget - Pg: 343

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 Commission whose responsibility is to annually review and approve proposed projects designed to improve the propagation and conservation of Fish and Wildlife in the County.

MANDATE: State Fish and Game Code Section 13100 et seq provides for the establishment of Fish and Wildlife Commissions and directs that certain fine monies be paid to counties for the above purposes.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	50,668	44,147	34,103	48,400	31,100
Other Charges	3,971	0	0	0	0
Fixed Assets	0	0	11,783	6,000	0
Vehicles/Comm Equip	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 54,639</b>	<b>\$ 44,147</b>	<b>\$ 45,886</b>	<b>\$ 54,400</b>	<b>\$ 31,100</b>
<b>FUNDING</b>	<b>\$ (93,454)</b>	<b>\$ (71,960)</b>	<b>\$ (27,172)</b>	<b>\$ (54,400)</b>	<b>\$ (31,100)</b>
<b>NET FUND COSTS</b>	<b>\$ (38,815)</b>	<b>\$ (27,813)</b>	<b>\$ 18,714</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>STAFF YEARS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

PERFORMANCE INDICATORS:

N/A.

PROGRAM DESCRIPTION:

The Fish and Wildlife Advisory Commission 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.

PUBLIC ADMINISTRATOR

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Fiduciary Services	\$ 882,555	\$ 971,515	\$ 1,075,315	\$ 1,124,037	\$ 1,302,614
Total Direct Costs	\$ 882,555	\$ 971,515	\$ 1,075,315	\$ 1,124,037	\$ 1,302,614
Less Funding	\$ 966,856	\$ 1,039,354	1,108,372	\$ 974,000	\$ 1,246,933
Net County Costs (Without External)	\$ (84,301)	\$ (67,839)	\$ (33,057)	\$ 150,037	\$ 55,681
Staff Years	34.94	35.00	36.21	37.25	41.25

PROGRAM: FIDUCIARY SERVICES

# 19004

MANAGER: JEANNE MCBRIDE

Department: PUBLIC ADMINISTRATOR

# 2050

REF: 1984-85 Final Budget - Pg: 347

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.

Mandated: This program has two main activities: (1) Decedent Services, which is mandated, comprises approximately 64 percent of the program's resources, and is required to administer the estates of deceased persons and to provide for the burial/cremation of deceased indigents; and, (2) Conservatorship Services, which is discretionary, consists of 36 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 824,577	\$ 915,412	\$ 1,007,434	\$ 1,049,467	\$ 1,209,444
Services & Supplies	21,741	22,558	28,413	29,211	28,975
Other Charges - Indigent Burials	36,237	33,545	35,507	41,348	40,000
Fixed Assets (Fiduciary Services)	0	0	3,961	4,011	14,695
Vehicles/Comm. Equip.	0	0	0	0	9,500
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 882,555</b>	<b>\$ 971,515</b>	<b>\$ 1,075,315</b>	<b>\$ 1,124,037</b>	<b>\$ 1,302,614</b>
<b>FUNDING</b>	<b>\$ (966,856)</b>	<b>\$(1,039,354)</b>	<b>\$(1,108,372)</b>	<b>\$ (974,000)</b>	<b>\$(1,246,933)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (84,301)</b>	<b>\$ (67,839)</b>	<b>\$ (33,057)</b>	<b>\$ 150,037</b>	<b>\$ 55,681</b>
<b>STAFF YEARS</b>	<b>34.94</b>	<b>35.00</b>	<b>36.21</b>	<b>37.25</b>	<b>41.25</b>

PERFORMANCE INDICATORS:

Total Cases	2,551	2,935	3,097	3,018	3,215
Dollar Cost Per Case Year	\$ 346	\$ 331	\$ 347	\$ 372	\$ 405
Number of Cases Per Staff Year	73	84	86	81	78
Average Open Time Per Decedent Case In Months	13.9	14.1	14.1	13.8	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 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.

1984-85 ACTUAL:

The reduction in direct costs between 1984-85 Budget and 1984-85 Actual is primarily a result of savings in salaries and benefits, which accrued from delays in filling vacated positions and from the work furlough program, and from savings in other charges as a result of fewer indigent burials/cremations.

The increase in funding is a result of substantially higher than expected interest earnings from the pooled investment of estate funds and more revenue from legal fees which were approved by the court for extraordinary services.

1985-86 ADOPTED BUDGET:

Since Fiscal Year 1981-82, the Department's workload has increased by 100 to 200 cases a year. This workload is projected to continue to increase in Fiscal Year 1985-86 and in the foreseeable future because of the growing number of older persons residing in San Diego County and the resultant need for decedent and conservatorship of the estate administration services. In addition, cases have become much more complex and time consuming to administer as a result of changes in life style, morals, attitudes, laws and diversification in investment portfolios and assets.

The two major activities of this program are summarized below:

1. DECEDENT SERVICES (25.60 staff years; \$837,228), including administrative, clerical, legal, accounting, and property management support personnel, is:
  - Mandated.
  - Expected to expend approximately \$837,000 in 1985-86 which is about \$101,000 more than 1984-85 Budget. This increased expenditure will result primarily from allocation to Decedent Services of the cost for .7 staff year of the Senior Estate Mover; .7 staff year of the Intermediate Clerk Typist and .6 staff year of the Intermediate Account Clerk; \$9,258 of the fixed asset costs; the \$9,500 cost for the additional vehicle, and from the cost of salary increases.

- Increasing its caseload and expected to handle 2,575 cases in Fiscal Year 1985-86, up 190 from 1984-85 Budget.
  - Expected to earn approximately \$930,000 in revenue, an increase of \$178,000 over Fiscal Year 1984-85 Budget. This increase is expected to result primarily from higher interest earnings from the pooled investment of estate funds and from increased estate administration and legal fees resulting from the higher number of cases projected to be handled during the year.
2. CONSERVATORSHIP SERVICES (15.65 staff years; \$465,386), including administrative, clerical, 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 Public Administrator 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 approximately \$465,000 in 1985-86 which is about \$77,000 more than 1984-85 Budget. This increased expenditure is primarily a result of the cost for one staff year for a Deputy Public Administrator/Guardian position; the allocation to Conservatorship Services of its pro-rata share of the cost for the Senior Estate Mover, Intermediate Clerk Typist, and Intermediate Account Clerk positions, and for fixed assets and of the cost of salary increases.
  - Increasing its caseload and expected to handle 640 cases in 1985-86, up seven from 1984-85 Budget.
  - Expected to earn approximately \$317,000 in revenue, which is an increase of \$95,000 over Fiscal Year 1984-85 Budget. This increase is expected to result primarily from increased estate administration and legal fees which will accrue from the accomplishment of a higher number of annual accountings, the larger number of cases projected to be handled during the year, and from higher interest earnings from the pooled investment of estate funds.

PROGRAM REVENUE BY SOURCE:

Projected Fiscal Year 1985-86 program revenue by source and a comparison with 1984-85 program revenue appear below:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Estate Administration	\$ 612,589	\$ 637,000	\$ 727,000
Investment Interest	187,079	53,000	190,000
Indigent Burial Cost Recovery	4,905	3,000	4,933
Legal Services*	<u>303,799</u>	<u>281,000</u>	<u>325,000</u>
TOTAL	\$ 1,108,372	\$ 974,000	\$ 1,246,933

(\* These revenues are reflected in the Line Item Budget for County Counsel.)

Over the past several years, revenue has been steadily increasing in this program primarily as a result of a significantly higher case load, 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 1985-86.

Significant columnar differences in the above chart are explained below:

- The drop in estate administration revenue for 1984-85 Actual from 1984-85 Budget occurred because of a reduction in case closings due to unusual difficulties in identifying heirs and because the real estate market was slower than expected as a result of continued high interest rates.
- In 1985-86 estate administration revenue is expected to resume its growth pattern and is projected to increase by \$90,000 because: 1) The addition of a Deputy Public Administrator/Guardian will enable Conservatorship Services to increase its case load; 2) The additional Intermediate Account Clerk and Intermediate Clerk Typist will enable the Department to perform annual accountings when due and accomplish case closings in a more expeditious manner; 3) The real estate market should improve as a result of more buyers now being willing to purchase homes at prevailing interest rates; and 4) The handling of more complex cases, which take longer to administer and involve more services to conservatees, will result in more fees to recover costs.
- Revenue from investment interest greatly increased for 1984-85 Actual over 1984-85 Budget because of higher interest rates and a change in investment strategy which placed more monies in One Year Certificates of Deposit and made more extensive use of the money market. With continued high interest rates, the new investment strategy, and somewhat more monies to invest, revenue from investment interest should again be high in 1985-86 with a projected increase of \$137,000 over 1984-85 Budget.
- Revenue from legal services is expected to continue to increase in 1985-86 as a result of the increased case load and the many additional extraordinary legal services which oftentimes need to be provided in order to administer the more complex cases now being referred to the Department.

#### 1985-86 OBJECTIVES:

1. To continue to achieve full (direct) cost recovery.
2. To hold three or more real estate sales.
3. To increase the average value of personal property sales to \$30,000.
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 is settled.



## STAFFING SCHEDULE

Program: Fiduciary Services

Department: Public Administrator

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2158	Public Administrator	1.00	1.00	\$ 46,258	\$ 51,077
2302	Administrative Assistant III	1.00	1.00	32,941	34,764
2505	Senior Accountant	1.00	1.00	28,023	32,265
5605	Estate Property Manager	1.00	1.00	26,453	27,627
3637	Supervising Deputy Public Administrator/ Guardian	2.00	2.00	52,906	55,254
5600	Deputy Public Administrator/Guardian	9.00	10.00	208,633	243,339
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2645	Senior Estate Mover	1.00	2.00	19,095	41,188
2403	Accounting Technician	1.00	1.00	18,469	17,617
3935	Legal Assistant	1.00	1.00	18,230	21,778
2762	Legal Secretary I	2.00	2.00	36,194	38,912
2671	Estate Mover	4.00	4.00	63,694	71,208
2510	Senior Account Clerk	3.00	3.00	48,221	51,684
2760	Stenographer	2.00	2.00	29,459	29,788
2493	Intermediate Account Clerk	4.00	5.00	57,210	73,894
2745	Supervising Clerk	0.00	1.00	0	18,212
2730	Senior Clerk	1.00	0.00	15,642	0
2700	Intermediate Clerk Typist	2.00	3.00	28,256	40,952
	Temporary Extra Help	0.25	0.25	6,000	2,500
	TOTAL	37.25	41.25	\$ 755,048	\$ 873,481
Adjustments:					
	County Contributions and Benefits			\$ 247,097	\$ 302,267
	Salary Settlement Costs			50,637	55,681
Special Payments:					
	Overtime (time and one-half cash)			500	500
	Premium Pay			1,040	1,040
	Vacation/Sick Leave Payoff			20,256	0
	Salary Adjustments			0	0
	Salary Savings			(25,111)	(23,525)
	Total Adjustments			\$ 294,419	\$ 335,963
PROGRAM TOTALS:		37.25	41.25	\$1,049,467	\$1,209,444

DEPARTMENT OF PUBLIC WORKS

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Roads	\$ 22,178,189	\$ 24,791,390	\$22,527,718	\$ 25,944,329	\$29,845,557
Support to Dependent County Entities/Enterprise Funds	4,199,210	7,835,693	8,468,624	9,910,014	9,654,970
Support to Independent Entities	4,161,120	6,172,535	3,952,903	5,583,318	5,285,035
Department Overhead	<u>3,578,161</u>	<u>3,732,668</u>	<u>3,450,474</u>	<u>3,745,623</u>	<u>4,274,028</u>
Total Direct Costs	\$ 34,116,680	\$ 42,532,286	\$38,399,719	\$ 45,183,284	\$49,059,590
Less Funding	<u>(32,972,291)</u>	<u>(41,643,444)</u>	<u>(37,466,191)</u>	<u>(43,979,958)</u>	<u>(48,167,160)</u>
Net County Costs	\$ 1,144,389	\$ 888,842	\$ 933,528	\$ 1,203,326	\$ 892,430
STAFF YEARS	521.00	505.50	515.25	535.00	557.75

PROGRAM: ROADS

# 61000, 64200

MANAGER: H. E. SORLIE (Acting)

Department: PUBLIC WORKS

# 5750

Ref: 1984-85 Final Budget - Pg: 353

Authority: This Program was developed for the purpose of carrying out the provisions of California Vehicle Code, Section 21351; California Streets and Highways Code Sections 1331 and 1332; and County Charter Section 33.

Mandate: The Roads Program services are mandated by State Statutes and County Charter. The use of State Gas Tax funds is restricted to the maintenance of traffic control devices and construction, maintenance, repairs, and improvements of the County road system. The levels of service are recommended by the Director of Public Works and approved by the Board of Supervisors. These service levels are discretionary to the Board within those limits defined by California Streets and Highways Code.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 8,360,380	\$ 8,261,920	\$ 9,208,889	\$ 9,310,251	\$10,636,335
Services & Supplies	14,564,032	14,208,445	12,034,236	14,310,271	16,295,491
Other Charges	684,875	1,286,663	214,937	1,023,466	1,628,897
Fixed Assets	39,074	34,362	26,935	138,505	118,020
Operating Transfers	0	0	42,721	161,836	166,814
Contingency Projects	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Less Reimbursements	(2,470,172)	0*	0*	0*	0*
<b>TOTAL DIRECT COSTS</b>	<b>\$22,178,189</b>	<b>\$24,791,390</b>	<b>\$22,527,718</b>	<b>\$25,944,329</b>	<b>\$29,845,557</b>
Dept Overhead	1,793,318	2,094,201	1,627,443	1,719,874	2,247,961
<b>FUNDING</b>	<b>(23,971,507)</b>	<b>(26,885,591)</b>	<b>(24,155,161)</b>	<b>(27,664,203)</b>	<b>(32,093,518)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>STAFF YEARS</b>	<b>269.75</b>	<b>243.25</b>	<b>253.00</b>	<b>255.75</b>	<b>279.00</b>

\*Format change; cost applied reclassified as revenue.

**PERFORMANCE INDICATORS:**

Lane Miles Recapped with A.C.	48.36	78.08	145.74	74.06	43.16
Lane Miles Recapped with R.O.M.	67.08	75.76	112.14	112.14	87.94
Lane Miles Seal Coated	490	566	445	445	506
Number of Traffic Signals Installed or Modified	7	10	13	15	11
Number of Bridges or Major Culverts	10	11	9	13	20

**PROGRAM DESCRIPTION:**

This is a spending program for funds that are available, it does not meet the road needs. The physical condition of the 4,188 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

PROGRAM DESCRIPTION (Continued)

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. Each year, since 1976, the County's service level for Road Maintenance has been decreasing. The service level for this budget is lower again.

The Department projects a substantial deficit in road maintenance and rehabilitation needs versus road funds. In 1984, the County Maintained Road System was visually surveyed to determine condition and maintenance needs. The survey results were incorporated in the Committee on Local Road Maintenance Needs report to the Board on March 12, 1985. That report identified a current backlog of resurfacing at \$58 million. In addition, another \$6.6 million is necessary to seal roads to prevent further deterioration. This Department also projects: 1) a total of 55.7 lane miles of new roads costing \$143.3 million; and 2) 16 new bridges costing \$30.4 million that will be needed in the next 20 years to accommodate projected growth in the unincorporated areas. The current backlog of \$64.6 million of resurfacing/sealing needs and the anticipated \$174 million for new roads and bridges in the next 20 years is a monumental requirement. Sufficient funds are not now available or anticipated to remedy either concern.

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 or anticipated court case settlements. The cost of County Counsel and Risk Management (shown in the Overhead Program) combined with expenditures in this program supports our efforts to minimize the effect of potential court awards.

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 maintenance of primary roads with secondary emphasis on local access streets. The second priority is the elimination of traffic hazards and the rehabilitation of roads, and the third priority is for new lane width or length to increase traffic capacity.

1984-85 ACTUAL:

As planned for fiscal year 1984-85, certain road maintenance and betterment activities were increased. Specifically, these included those activities aimed at decreasing the potential for public liability. The R.O.M. resurfacing goal has been achieved. The A.C. Recaps goal of 74.06 lane miles was exceeded. Overrealized revenues primarily coming from a one-time, 13th gas tax fund payment enabled an additional 71.68 lane miles to be contracted for A.C. recaps. Normally the County receives 12 monthly gas tax payments from the State. Other program objectives were not completed because grant funding had been delayed or other projects of a higher priority were identified. This included: two bridge projects, Puetz Valley Bridge and West Lilac Road Bridge; and two traffic signal projects, Del Dios Highway/Via Rancho and South Santa Fe/Palmyra. These projects were rebudgeted in fiscal year 1985-86.

1985-86 ADOPTED BUDGET:

Since fiscal year 1979-80, the Roads Program has been reduced by 88 staff years. This reduction came from non-traffic safety related activities over the five years prior to fiscal year 1984-85. The result is an INCREASE IN ROADSIDE MAINTENANCE BACKLOG and increased potential for public liability. In the past, such activities as tree trimming, shoulder grading, road right-of-way repair were reduced. This budget's goal is to reduce the rate at which the road maintenance backlog increases.

1. Road Maintenance: (53%; 213.00 SY; \$15,912,341)

Includes traffic signal maintenance and operation; borrow site operations; routine maintenance activities; the continuing cost of self-insurance and scheduled special maintenance activities.

Approximately \$1.8 million and 16.50 staff years are added to this function. The increase is targeted toward road maintenance and traffic operations activities to decrease the potential for public liability. The County's responsibility for public liability will be diminished if our road review efforts are increased. This preventive measure may help reduce the court awarded payments in litigation cases. Appropriate seal coating on 506 lane miles of the County Maintained Road System represents a 14% increase over fiscal year 1984-85. The labor intensive functions are supplemented by Honor Camp crews where feasible.

1985-86 ADOPTED BUDGET (Continued)2. Betterments and Rehabilitation Projects: (36%; 55.00 SY; \$10,722,279)

Includes road betterment projects, traffic signal installation, culverts, reconstruction and resurfacing projects. The Road Fund match to obtain grants is approximately \$362,658.

This activity increased by 4.25 staff years and \$.1 million. This is for road reconstruction projects which involve the changing of the base material, grade, alignment, and/or width to an existing maintained road. Overrealized revenue in fiscal year 1984-85 allowed an advance of a portion of our 1985-86 A.C. Recaps to be contracted in fiscal year 1984-85. A review and visual survey was conducted to assess the exact resurfacing needs of roads scheduled for fiscal year 1986-87. Other projects will be scheduled and added to our Spring 1986 A.C. Recap contract if added funds are available.

3. New Construction: (11%; 11.00 SY; \$3,210,937)

Is comprised of the following bridge projects: Peutz Valley Road, Dehesa Road, Edgemere, West Lilac Road, Valley Center, Pine Blvd., and Honey Springs Road Bridges. It includes preliminary engineering, design, surveying, and construction inspection as appropriate.

This activity increased by 2.50 staff years and \$2.0 million. Approximately \$1.4 million is grant revenue. Road Fund match to obtain grants is approximately \$315,901.

PROGRAM REVENUE BY SOURCE:

In fiscal year 1985-86, \$21.2 million of this program are Road Fund gas tax revenues. This represents an increase of \$1.6 million from fiscal year 1984-85. Total revenues for fiscal year 1985-86 will accrue from the following sources:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Gas Tax (2104)	\$18,681,979	\$17,500,000	\$19,000,000
Gas Tax (2106)	2,139,977	2,100,000	2,200,000
In Lieu Tax - Highway Land Rental	135,008	0	0
Fines & Forfeitures	1,407,982	770,439	1,282,721
Use of Money & Property	928,532	900,000	920,000
Other Revenue	929,791	379,500	433,945
Contingency/Fund Balance	0	2,290,412	2,988,454
Grants: Federal Aid Urban (FAU)	179,386	1,637,595	1,669,992
Federal Aid Secondary (FAS)	1,021,248	477,000	1,084,154
Federal Highway Admin. (FHWA BR)	—	203,500	828,694
State Traffic Safety Project	0	50,000	0
Federal Forest Reserve	43,598	0	40,000
CDBG/HUD	1,336,562	1,191,622	1,417,318
Transportation Development Act (TDA)	248,243	164,135	228,240
Other Grants	1,490,797	0	0
Overrealized Revenues/Fund Balance Encumbered But Not Spent	(4,387,942)	0	0
<b>TOTAL</b>	<b>\$24,155,161</b>	<b>\$27,664,203</b>	<b>\$32,093,518</b>

Road Fund Tax Revenues were approximately \$20.7 million, an increase of \$1.1 million over anticipated Gas Tax Revenues for fiscal year 1984-85. Other revenue increases of significance were: 1) Fines and forfeitures were up \$.7 million; 2) State Highway Land Rentals accrued at \$.13 million for the first time during fiscal year 1984-85 (per Streets and Highways Code Section 104.10); 3) "Other Revenue" increased approximately \$.55 million — prior years' State Highways Land Rentals at \$.45 million and \$.1 million for developer and private party

PROGRAM REVENUE BY SOURCE: (Continued)

contributions to specific road projects; 4) Federal Aid Urban (FAU) Grant monies decreased approximately \$1.5 million because FAU Grant projects were not completed but were carried over for fiscal year 1985-86 and road projects of a higher priority were identified and started; 5) Federal Aid Secondary (FAS) Grant revenues increased \$.6 million because projects of a higher priority were identified and were eligible for FAS funding; 6) "Other Grant Revenues" of approximately \$1.5 million were unanticipated, coming largely from Federal Aid for Rain Damage (\$.94 million), State Aid for FAS (\$.16 million) and Federal Aid-Highways (\$.2 million) projects plus other Federal and State revenues amounting to \$.18 million.

1985-86 OBJECTIVES:

1. Resurface 131 lane miles of the 3,876 paved lane miles in the County. Resurfacing backlog at the end of FY 1984-85 was 2,140 lane miles. The annual need for FY 1985-86 is 400 lane miles. Estimated backlog for FY 1985-86 will be 2,409 lane miles.
2. Install or modify 11 traffic signals on the Traffic Signal Priority list of which 8 are grant funded.
3. Increase our Tort Liability prevention program relative to decreasing our potential for public liability.
4. Seal coat 506 lane miles of County's paved road system, an increase of 14% from FY 1984-85.

## STAFFING SCHEDULE

Program: Roads

Department: Public Works

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3676	Deputy County Engineer	1.25	1.00	\$ 59,930	51,356
3700	Principal Civil Engineer	3.75	3.25	166,451	154,537
3720	Senior Civil Engineer	4.00	5.25	162,740	228,774
3728	Senior Land Surveyor	0.25	0.25	10,171	10,894
6005	Division Road Superintendent	2.50	2.50	101,713	105,820
2414	Analyst IV	0.00	0.25	0	10,260
2525	Senior Systems Analyst	0.50	0.50	18,845	19,989
5585	Supervising Real Property Agent	0.75	1.00	28,298	39,250
5999	Assistant Division Road Superintendent	2.75	2.75	102,844	107,022
3635	Associate Civil Engineer	7.75	11.50	275,172	437,276
3785	Associate Land Surveyor	0.75	0.75	26,630	28,518
3795	Construction Technician	2.50	3.25	87,880	122,427
3655	Associate Transportation Specialist	1.00	0.75	35,131	28,236
3930	Litigation Investigator	0.00	1.00	0	35,027
2427	Associate Systems Analyst	2.50	2.75	85,487	99,759
5761	Traffic Safety Investigator	1.00	1.00	35,506	35,028
2302	Administrative Assistant III	0.00	0.25	0	8,658
2413	Analyst III	1.25	0.75	41,184	25,974
3514	Environmental Management Specialist III	0.25	0.25	8,278	8,611
3615	Assistant Civil Engineer	9.75	11.00	299,540	361,977
3780	Assistant Land Surveyor	3.50	2.25	107,527	74,041
6019	Road Crew Supervisor II	5.00	5.00	159,120	163,905
6028	Bridge Construction Supervisor	0.00	1.00	0	29,682
2303	Administrative Assistant II	3.75	3.00	108,731	93,168
2381	Traffic Safety Specialist	1.00	1.00	28,163	31,056
2412	Analyst II	1.75	.50	50,741	15,528
6164	Traffic Signal Technician III	1.00	1.00	29,016	30,098
3812	Engineering Technician III	3.50	5.75	97,989	172,465
3515	Environmental Management Specialist II	0.75	1.00	21,466	29,765
6020	Road Crew Supervisor I	18.50	18.75	532,948	556,537
6027	Bridge Construction Worker III	1.00	1.00	27,914	28,954
3695	Junior Civil Engineer	2.50	5.75	66,352	220,995
3779	Junior Land Surveyor	0.75	1.00	19,906	28,434
6030	Equipment Operator III	4.00	4.50	108,328	125,518
6026	Bridge Construction Worker II	4.00	4.00	106,412	110,408
2425	Associate Accountant	0.75	0.75	18,923	20,670
5920	Electrician	2.00	2.00	51,916	53,872
6165	Traffic Signal Technician II	1.00	0.00	25,958	0
6031	Equipment Operator II	32.00	34.00	826,688	904,536
3800	Drafting Technician III	0.50	0.50	12,074	12,928
3813	Engineering Technician II	3.25	3.25	78,484	84,032
5970	Sign Painter	1.00	1.00	24,648	25,564
2405	Assistant Accountant	0.50	0.50	11,429	12,480
2359	Audio Visual Specialist	0.25	0.25	5,917	6,157
5940	Painter	3.00	3.00	70,200	72,822
6032	Equipment Operator I	87.00	94.50	2,033,973	2,276,221
3018	Computer Operations Specialist	0.50	0.50	11,513	11,856
3801	Drafting Technician II	1.75	1.50	37,418	34,351
3814	Engineering Technician I	4.00	4.50	85,528	103,054
2769	Commission Secretary	0.50	0.00	9,984	0
3072	Senior Computer Operator	0.50	0.50	10,441	10,754
3810	Engineering Aid	0.00	2.00	0	39,520

## STAFFING SCHEDULE (Cont'd)

Program: Roads

Department: Public Works

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
7539	Construction and Services Worker III	2.00	2.00	36,108	37,026
3073	Senior Offset Equipment Operator	0.50	0.50	8,767	9,121
3009	Word Processing Operator	0.75	0.75	12,901	13,557
2510	Senior Account Clerk	0.25	0.25	4,165	4,378
2730	Senior Clerk	5.75	5.50	95,801	96,327
7540	Construction and Services Worker II	2.00	2.00	32,698	33,530
2756	Administrative Secretary I	1.25	2.50	19,526	41,810
2760	Stenographer	0.25	2.50	3,905	41,810
3050	Offset Equipment Operator	0.50	0.50	7,956	8,278
3030	Data Entry Operator	0.00	0.25	0	3,994
2700	Intermediate Clerk Typist	3.75	1.50	52,961	22,246
9999	Extra Help	6.75	6.50	158,578	118,592
	Total	255.75	279.00	\$6,758,873	\$7,729,433
Adjustments:					
	County Contributions and Benefits			\$2,220,397	\$2,664,844
	Salary Settlement Costs			331,369	294,445
Special Payments:					
	Premium Pay			93,000	150,000
	Call Back Overtime			82,123	0
	Salary Savings			(175,511)	(202,387)
	Total Adjustments			\$2,551,378	\$2,906,902
PROGRAM TOTALS:		255.75	279.00	\$9,310,251	\$10,636,335



PROGRAM: SUPPORT TO DEPENDENT COUNTY ENTITIES/ # 75310  
 ENTERPRISE FUNDS

MANAGER: H. E. SORLIE (Acting)

Department: PUBLIC WORKS

# 5750, 5820  
 5850, 5950

Ref: 1984-85 Final Budget - Pg: 359

Authority: This program was developed to carry out the provisions of the following: California Streets and Highways Code § 5700, § 5820 et. seq.; California Government Code § 27551, § 27584, § 25210 et. seq., § 65301; California Public Utility Code § 15501 et. seq., § 21684 et. seq., § 120000 et. seq.; California Water-Uncodified Acts, Act 6914a; San Diego County Administrative Code § 455; and San Diego County Code of Regulatory County Ordinances § 84.207.1, § 88.501.

Mandate: The County Surveyor and County Engineer activities and service levels are mandated. County Service Areas, maintenance districts and public utility districts activities and service levels are mandated once formed. Other activities are not mandated, but revenues can be used only for restricted purposes. These revenues include Survey Remonumentation Fund, Special Aviation Fund, and Local Transportation Fund. Support services to other County departments, funds, and districts are mandated, while service level is discretionary and dependent upon the approval of workload in other department budgets.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 3,680,099	\$ 4,434,676	\$ 5,121,668	\$ 5,144,703	\$ 5,537,827
Services & Supplies	3,058,073	3,296,745	3,268,286	4,386,651	3,947,171
Other Charges	0	104,272	5,000	153,878	0
Fixed Assets	1,016	0	5,953	52,499	26,250
Operating Transfers	0	0	68,125	172,283	143,722
Less Reimbursements	(2,539,978)	0*	(408)	0*	0*
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,199,210</b>	<b>\$ 7,835,693</b>	<b>\$ 8,468,624</b>	<b>\$ 9,910,014</b>	<b>\$ 9,654,970</b>
Dept Overhead	797,030	817,309	909,058	1,001,204	948,229
<b>FUNDING</b>	<b>(3,851,851)</b>	<b>(7,764,160)</b>	<b>(8,444,154)</b>	<b>(9,707,892)</b>	<b>(9,710,769)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,144,389</b>	<b>\$ 888,842</b>	<b>\$ 933,528</b>	<b>\$ 1,203,326</b>	<b>\$ 892,430</b>
<b>STAFF YEARS</b>	<b>114.25</b>	<b>123.75</b>	<b>137.75</b>	<b>138.00</b>	<b>141.25</b>

\*Format change; cost applied reclassified as revenue

PERFORMANCE INDICATORS:

Transportation Studies	14	12	11	15	10
Survey Monuments Established	574	582	534	550	550
Map Changes Completed	10,092	9,418	8,619	10,225	10,166
Proposed District Formations In Process	17	18	24	18	16

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 \$7,401,709 (77%) consists of Department 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 \$2,253,261 (23%) is for General Fund services, budgeted in the Department of Public Works, which have a net County cost of \$892,430. 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 \$892,430 allocated. IT DOES NOT MEET SERVICE NEEDS in special district formation, surveys and flood control.

1984-85 ACTUAL:

Actual direct costs for 1984-85 were 15% below budget. Labor was within 1% of budget while services and supplies were 25% below budget. Revenue was 13% below budget while net County cost was 22% below budget.

1985-86 ADOPTED BUDGET:

1. Support to Other County Orgs: (38%; 86.00 SY; \$3,667,779)

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 creates no net County cost in this Department. Changes in the final budgets of other departments may affect this activity.

This is the largest activity in this program with respect to staffing, appropriations and revenues. Workload is up and staffing is up 11.50 staff years. The most significant changes included 6.00 staff years transferred from the Surveying and Mapping activity to provide required mapping and graphics support to the Department of Planning and Land Use, and 5.50 staff years added for Facilities Development projects, services to the Department of Public Works Internal Service Fund and services to the Sanitation Districts. Total expenditures are up \$155,350. Revenues from other departments and funds are down \$104,733.

There is no net cost in this activity.

2. Surveying & Mapping Services: (13%; 12.00 SY; \$1,270,520)

Provides field surveys, orthophoto surveys, updates County base maps, and provides maps and mapping services to the public.

Work requests increase annually. Overall staffing is down 5.50 staff years with 6.00 staff years for mapping and graphics support to the Department of Planning and Land Use transferred to Support to Other County Orgs and .50 staff years added for Geologic Hazard Mapping and Survey Remonumentation. Expenditures are down \$459,364 and revenues are up \$122,182.

The net cost is reduced \$321,927 to a new net of \$481,053.

3. Flood Control: (13%; 10.50 SY; \$1,215,444)

Includes flood plain management, watercourse ordinance enforcement, hydrographic data collection and storm operations for the unincorporated area within the County Flood Control District.

Work requests are up, requiring a staffing increase of .50 staff years for surveying support to flood plain management. Expenditures are up \$39,860. Revenues increased \$47,280.

The net cost is reduced \$9,500 leaving no net cost in this activity.

4. Transit Operations: (10%; 6.50 SY; \$993,201)

Provides information to the Board of Supervisors on transportation issues, administers vanpools, and completes transit studies and analyses.

Staffing is down .75 staff years due to a decrease in TDA funded studies and a transfer of .25 staff years to provide liaison support to SANDAG. Budgeted expenditures are up \$60,659. Revenues are up \$85,275.

The net cost is reduced \$2,147 to a new net of \$118,005.

5. Support to Enterprise Funds: (8%; 15.25 SY; \$745,309)

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.

Staffing is down 5.25 staff years due to decreased workload for the Enterprise Funds. Expenditures are down \$140,698 and revenues are down \$238,891.

There is no net cost in this activity.

6. Special Aviation Fund: (9%; 0.00 SY; \$861,370)

Facilitates a pass through of State Funds and Grants for use on local airports. Funds are expended for rehabilitation contracts.

Expenditures and funding are up \$107,073 for anticipated State grants to resurface the taxiway and transient ramp and build a concrete parking ramp at the Borrego airport.

There is no net cost in this activity.

7. Special Districts Management: (6%; 9.50 SY; \$628,449)

Provides for formation and management of County Service Areas (CSA's), Assessment Districts, Lighting Districts and the Majestic Pines Water District. Staff also responds to citizens' requests for information and assistance in forming special districts.

Workload is increased by an expansion of the number of districts and CSAs proposed for formation in 1985-86. Staffing is up 2.50 staff years for management of lighting and fire districts and for district formations. Large reductions in services and supplies have more than balanced labor increases so that expenditures are down \$151,993 and revenues are down \$56,388.

The net cost is reduced \$85,200 to a new net of \$115,110.

8. Other General Fund Activities: (3%; 1.50 SY; \$272,898)

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; General Fund equipment, liaison with SANDAG; and traffic studies.

1985-86 ADOPTED BUDGET (Continued)

Workload is up and staffing is increased .25 staff years for SANDAG liaison activities. Expenditures are up \$134,069 which includes \$60,000 for Board directed traffic studies. Revenues are up \$41,079.

The net cost is increased \$107,878 to a new net cost of \$178,262.

PROGRAM REVENUE BY SOURCE:

The 1984-85 Actual revenue total was 13% less than the 1984-85 Budget. The major differences were decreases in revenue from Transportation Development Act (TDA), Survey Remonumentation Fund and Special Aviation Fund. The 1985-86 Adopted revenue is increased less than 1% over 1984-85 revenue levels.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges for Current Service -- Interfund			
Public Works General Fund	\$1,804,554	\$2,243,630	\$2,389,997
Other County Departments & Funds	5,649,776	5,647,298	5,553,881
Other Services to Governments	322,638	361,689	100,053
Transportation Development Act (LTF)	134,624	333,967	389,327
Services to Property Owners	51,248	73,301	84,482
Survey Remonumentation Fund	118,690	236,500	239,459
Special Aviation Fund	267,383	754,297	861,370
Other Revenues	95,241	57,210	92,200
<b>TOTAL</b>	<b>\$8,444,154</b>	<b>\$9,707,892</b>	<b>\$9,710,769</b>

1985-86 OBJECTIVES:

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 District; 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

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3676	Deputy County Engineer	1.00	1.00	\$ 47,944	51,356
3700	Principal Civil Engineer	2.75	3.00	122,065	142,650
3708	Principal Transportation Specialist	1.00	1.00	44,387	47,550
3555	Chief, Special Districts Administration	1.00	1.00	43,056	45,240
3720	Senior Civil Engineer	5.50	5.50	223,767	239,668
3728	Senior Land Surveyor	0.75	0.75	30,514	32,682
3740	Senior Transportation Specialist	2.00	2.00	81,370	87,152
2499	Principal Systems Analyst	0.25	0.00	10,385	0
2414	Analyst IV	0.50	0.75	19,531	30,779
6102	Chief, Fleet Operations	1.00	1.00	40,036	40,852
2525	Senior Systems Analyst	0.00	0.25	0	9,994
3586	Chief, Mapping Section	1.00	1.00	36,483	38,336
3635	Associate Civil Engineer	7.75	7.50	275,171	285,180
3785	Associate Land Surveyor	1.25	1.25	44,382	47,530
3795	Construction Technician	0.75	0.50	26,364	18,835
3655	Associate Transportation Specialist	1.00	2.25	35,131	84,708
3518	Cartographer	0.75	0.75	26,052	27,363
2427	Associate Systems Analyst	1.00	1.00	34,195	36,276
2302	Administrative Assistant III	1.00	1.75	32,947	60,606
2413	Analyst III	0.25	1.00	8,237	34,632
3514	Environmental Management Specialist III	0.75	0.75	24,835	25,834
3615	Assistant Civil Engineer	6.00	5.75	184,332	189,215
3780	Assistant Land Surveyor	1.25	1.75	38,402	57,587
2303	Administrative Assistant II	2.00	1.00	57,990	31,056
2412	Analyst II	4.00	6.00	115,980	186,336
2426	Assistant Systems Analyst	0.75	0.50	21,575	15,257
3812	Engineering Technician III	5.25	3.25	146,984	97,480
3515	Environmental Management Specialist II	2.00	1.75	57,242	52,089
6020	Road Crew Supervisor I	1.50	1.00	43,212	29,682
3819	Mapping Supervisor	2.25	1.75	60,043	50,997
3803	Hydrographic Instrument Technician	2.00	2.00	54,038	57,908
6130	Equipment Shop Supervisor	3.00	3.00	83,118	86,241
3695	Junior Civil Engineer	0.50	1.25	13,270	35,542
3779	Junior Land Surveyor	2.00	2.25	53,081	63,976
6030	Equipment Operator III	1.00	1.00	27,082	27,893
2425	Associate Accountant	0.25	0.25	6,307	6,890
6108	Senior Equipment Mechanic	3.00	3.00	77,874	80,808
6180	Welder	3.00	3.00	77,625	80,559
6031	Equipment Operator II	7.00	5.00	180,838	133,020
3800	Drafting Technician III	4.50	4.50	108,670	116,352
3813	Engineering Technician II	3.00	1.75	72,447	45,248
6110	Equipment Mechanic	14.00	14.00	345,940	359,058
2405	Assistant Accountant	0.25	0.25	5,715	6,240
3817	Graphic Artist	2.00	2.00	45,802	49,048
6032	Equipment Operator I	3.00	3.50	70,137	84,304
3835	Land Use Technician II	1.00	0.00	22,214	0
3018	Computer Operations Specialist	0.50	0.50	11,513	11,856
3801	Drafting Technician II	6.25	7.50	133,637	171,757
3805	Cartographic Reprographic Technician	1.75	1.75	37,418	40,077
3814	Engineering Technician I	2.00	2.50	42,764	57,252

STAFFING SCHEDULE (Cont'd)

Program: Support to Dependent County Entities/Enterprise Funds

Department: Public Works

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2769	Commission Secretary	0.50	1.00	\$ 9,984	\$ 22,007
2306	Administrative Trainee	0.00	1.00	0	21,550
3072	Senior Computer Operator	0.50	0.50	10,441	10,754
2745	Supervising Clerk	0.00	0.25	0	5,086
3802	Drafting Technician I	0.00	2.00	0	39,520
3810	Engineering Aid	0.00	0.50	0	9,880
2320	Personnel Aid	1.00	0.00	18,242	0
3008	Senior Word Processing Operator	0.25	0.00	4,638	0
2757	Administrative Secretary II	2.00	1.50	36,026	28,956
3073	Senior Offset Equipment Operator	0.50	0.50	8,767	9,121
3009	Word Processing Operator	1.25	1.25	21,503	22,595
2660	Storekeeper I	3.00	3.00	49,857	53,415
2510	Senior Account Clerk	0.75	0.75	12,496	13,135
2730	Senior Clerk	2.25	1.00	37,487	17,514
7540	Construction and Services Worker II	1.00	1.00	16,349	16,765
2756	Administrative Secretary I	0.75	0.25	11,716	4,181
2760	Stenographer	0.50	0.25	7,810	4,181
3050	Offset Equipment Operator	0.50	0.50	7,956	8,278
3030	Data Entry Operator	0.50	0.50	7,675	7,988
2493	Intermediate Account Clerk	1.00	1.00	14,498	15,227
2700	Intermediate Clerk Typist	2.00	2.75	28,246	40,785
9999	Extra Help	3.50	6.00	48,178	62,712
<b>Total</b>		<b>138.00</b>	<b>141.25</b>	<b>\$3,753,971</b>	<b>\$4,024,601</b>
Adjustments:					
County Contributions and Benefits				\$1,274,284	\$1,422,351
Salary Settlement Costs				171,722	167,920
Special Payments:					
Premium Pay				3,000	4,000
Call Back Overtime				41,140	0
Salary Adjustment				(24,118)	0
Salary Savings				\$ (75,296)	\$ (81,045)
Total Adjustments				\$1,390,732	\$1,513,226
PROGRAM TOTALS:		138.00	141.25	\$5,144,703	\$5,537,827

PROGRAM: SUPPORT TO INDEPENDENT ENTITIES # 64500

MANAGER: H. E. SORLIE (Acting)

Department: PUBLIC WORKS # 5750

Ref: 1984-85 Final Budget - Pg: 365

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.

Mandate: All services provided by this program are mandated with discretionary service levels. Revenues from developers and other governmental entities must be used for the purpose designated by contractual agreements.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 3,462,252	\$ 3,854,108	\$ 3,374,849	\$ 4,486,683	\$ 4,362,704
Services & Supplies	724,856	2,311,791	560,493	1,029,551	890,416
Other Charges	0	10,817	1,394	19,784	0
Fixed Assets	0	1,200	16,667	47,300	31,915
Operating Transfers	0	0	0	0	0
Less Reimbursements	(25,988)	(5,381)	(500)	0*	0*
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,161,120</b>	<b>\$ 6,172,535</b>	<b>\$ 3,952,903</b>	<b>\$ 5,583,318</b>	<b>\$ 5,285,035</b>
Dept Overhead	730,611	695,054	595,590	740,495	751,349
<b>FUNDING</b>	<b>(4,891,731)</b>	<b>(6,867,589)</b>	<b>(4,548,493)</b>	<b>(6,323,813)</b>	<b>(6,036,384)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>

	1982-83	1983-84	1984-85	1984-85	1985-86
STAFF YEARS	111.50	111.00	99.00	118.00	110.25

\*Format change; cost applied reclassified as revenue.

**PERFORMANCE INDICATORS:**

Major Subdivisions Reviewed	50	50	72	50	80
Minor Subdivisions Reviewed	300	350	204	300	250
Route Location Studies	17	20	0	20	4
Contracts w/Other Government Entities	40	43	42	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. 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 in this program.

1984-85 ACTUAL:

Salaries and benefits actuals were approximately 25% below budget and services and supplies 45% below budget for fiscal year 1984-85. The following listing itemizes the major events in the Support to Other Governments activity which contributed to these differences:

- Work budgeted for the City of Coronado on Ocean Boulevard was not begun, at the request of the city, until the start of fiscal year 1985-86.
- Work budgeted on Via De La Valle in Del Mar was completed ahead of schedule, before the start of fiscal year 1985-86.
- Maintenance work requests for the cities of Lemon Grove, Santee, Poway and San Diego came in well below budget as these cities began or increased their own road maintenance functions.
- Maintenance work for water districts was below budget as districts began their own road maintenance and repair functions.
- Budgeted contracts for asphalt concrete recaps and chip seals were delayed and combined for several other government sites. This allowed all work to be performed during summer weather and avoid possible "wash board" effects produced when such work is performed before adequate road temperatures exist.
- In general, Maintenance and Engineering requests were well below budget due to the absence of any significant rain or snow road damage which in the previous six-year period of historical costs had been a significant budget expense.

1985-86 ADOPTED BUDGET:1. Private Projects: (50%; 55.00 SY; \$2,642,517)

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.

Most of the adopted 1985-86 workloads have increased slightly in response to stabilizing interest rates, with the exception of parcel map processing, which is not expected to exceed prior year budgeted levels. A staffing increase of 2.00 staff years is due to reassignments from Development Control functions. 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: (23%; 25.25 SY; \$1,215,558)

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.

The adopted workload for fiscal year 1985-86 has not increased significantly. Overall staffing has been decreased 2.50 staff years. An increase of .50 staff years is for an Engineering Aid position which will assist in traffic forecast studies. A staff year decrease of 3.00 staff years is due to a shift of positions to Support to Dependent County Entities/Enterprise Funds Program and the Private Projects activity from the Development Control activity. Development Control and Indirect Development Support is funded by interest earned on developer deposits held in trust and fines and forfeitures.



3. Services to Other Governments: (27%; 30.00 SY; \$1,426,960)

Includes engineering and maintenance support provided by Public Works to other governmental entities and County Service Areas through contracts and agreements. Examples of agreements in this activity include an agreement with the City of Lemon Grove for street maintenance service and with the City of Santee for engineering and administration services.

Adopted workload levels approximate fiscal year 1984-85 budgeted levels. Staff in this activity has been reduced by 7.25 staff years. An Associate Transportation Specialist will no longer be working with CALTRANS in support of the ridesharing program. A two staff year reduction occurred due to declining requests from other cities for accident record surveys. Street light layout work and map service request reductions lowered staff requirements by .75 staff years. A department hierarchy change resulted in a 3.50 staff year shift in clerical and administrative support personnel from this activity to Support to Dependent Entities and Roads Program activities. Work is demand-responsive and all costs for these services are fully supported by the requester. There is no net General Fund cost in this activity.

PROGRAM REVENUE BY SOURCE:

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, uses 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 1985-86 will accrue from the following sources:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Charges for current services to public sector	\$2,416,033	\$3,267,589	\$3,172,180
Charges for current services to governments	759,922	1,901,973	1,712,225
Interest earned on developer deposits	1,264,372	890,500	900,000
Permits	38,009	34,190	34,200
Other Revenue	70,157	229,561	217,779
TOTAL	\$4,548,493	\$6,323,813	\$6,036,384

1985-86 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 80 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

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3676	Deputy County Engineer	0.75	1.00	\$ 35,958	\$ 51,356
3700	Principal Civil Engineer	2.50	2.75	110,968	130,762
3705	Principal Land Surveyor	1.00	1.00	44,387	47,550
3720	Senior Civil Engineer	5.50	4.25	223,767	185,198
3728	Senior Land Surveyor	1.00	1.00	40,685	43,576
2499	Principal Systems Analyst	0.00	0.25	0	10,806
6005	Division Road Superintendent	0.50	0.50	20,342	21,164
2525	Senior Systems Analyst	0.50	0.25	18,845	9,994
5585	Supervising Real Property Agent	0.25	0.00	9,433	0
5999	Assistant Division Road Superintendent	0.25	0.25	9,350	9,729
3635	Associate Civil Engineer	9.50	7.00	337,307	266,168
3785	Associate Land Surveyor	3.00	3.00	106,518	114,072
3795	Construction Technician	1.75	1.25	61,516	47,087
3655	Associate Transportation Specialist	1.00	0.00	35,131	0
3518	Cartographer	0.25	0.25	8,684	9,121
2427	Associate Systems Analyst	0.50	0.50	17,097	18,138
2413	Analyst III	0.50	0.25	16,473	8,658
3615	Assistant Civil Engineer	14.25	14.25	437,789	468,925
3780	Assistant Land Surveyor	4.25	5.00	130,569	164,535
6019	Road Crew Supervisor II	1.00	1.00	31,824	32,781
2303	Administrative Assistant II	1.25	0.75	36,243	23,292
2412	Analyst II	0.25	1.25	7,249	38,820
2426	Assistant Systems Analyst	0.25	0.50	7,192	15,257
3812	Engineering Technician III	8.25	8.00	230,975	239,952
3515	Environmental Management Specialist II	0.25	0.25	7,155	7,441
6020	Road Crew Supervisor I	1.00	1.25	28,808	37,102
3819	Mapping Supervisor	0.75	0.25	20,014	7,285
3695	Junior Civil Engineer	2.00	0.00	53,082	0
3779	Junior Land Surveyor	2.25	1.75	59,717	49,760
6030	Equipment Operator III	2.00	1.50	54,164	41,840
7073	Water Treatment Plant Operator	1.00	1.00	25,834	26,874
6031	Equipment Operator II	2.00	2.00	103,336	53,208
3800	Drafting Technician III	1.00	0.00	24,149	0
3813	Engineering Technician II	5.25	7.00	126,782	180,992
2405	Assistant Accountant	0.25	0.25	5,715	6,240
6032	Equipment Operator I	9.00	7.00	210,411	168,609
3801	Drafting Technician II	2.00	2.00	42,764	45,802
3805	Cartographic Reprographic Technician	0.25	0.25	5,345	5,725
3814	Engineering Technician I	9.00	8.00	192,438	183,208
6210	Electrician Assistant	0.00	1.00	0	22,069
2745	Supervising Clerk	0.00	0.75	0	15,258
3810	Engineering Aid	4.00	4.50	73,800	88,920
2757	Administrative Secretary II	2.00	1.50	36,026	28,956
2658	Storekeeper II	0.00	0.50	0	19,137
3009	Word Processing Operator	1.00	0.75	17,202	13,557
2660	Storekeeper I	0.50	0.00	8,310	0
2510	Senior Account Clerk	1.00	1.00	16,661	17,514
2730	Senior Clerk	1.00	1.50	16,661	26,271
2756	Administrative Secretary I	2.00	0.25	31,242	4,181

## STAFFING SCHEDULE (Cont'd)

Program: Support to Independent Entities

Department: Public Works

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2760	Stenographer	0.25	0.25	\$ 3,905	4,181
7541	Construction and Services Worker I	1.00	1.00	15,621	16,016
2700	Intermediate Clerk Typist	4.25	5.75	60,023	85,278
9999	Extra Help	4.75	4.75	78,266	60,300
	TOTAL	118.00	110.25	\$ 3,295,733	\$3,172,665
Adjustments:					
	County Contributions and Benefits			\$ 1,045,050	\$1,108,239
	Salary Settlement Costs			220,520	156,422
Special Payments:					
	Premium Pay			1,000	0
	Call Back Overtime			43,724	0
	Bilingual Pay			0	0
	Salary Adjustment			(52,172)	0
	Salary Savings			(67,172)	(74,622)
	Total Adjustments			\$ 1,190,950	\$1,190,039
PROGRAM TOTALS:					
		118.00	110.25	\$ 4,486,683	\$4,362,704

PROGRAM: DEPARTMENT OVERHEAD

# 9210X

MANAGER: H. E. SORLIE (Acting)

Department: PUBLIC WORKS

# 5750

Ref: 1984-85 Final Budget - Pg: 370

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.

Mandate: This program is required to enable the Road Fund's three direct programs and the Department's Enterprise Funds to provide the specific services authorized by their funding sources. The Overhead Program is 100% offset by these service specific funds.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 792,402	\$ 697,366	\$ 929,684	\$ 847,896	\$ 1,021,300
Services & Supplies	2,785,759	2,802,582	2,518,280	2,844,777	3,041,905
Other Charges	0	232,720	0	50,000	135,298
Fixed Assets	0	0	2,510	2,950	75,525
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 3,578,161</b>	<b>\$ 3,732,668</b>	<b>\$ 3,450,474</b>	<b>\$ 3,745,623</b>	<b>\$ 4,274,028</b>
Distributed	(3,320,959)	(3,606,564)	(3,132,091)	(3,461,573)	(3,947,539)
<b>FUNDING</b>	<b>(257,202)</b>	<b>(126,104)</b>	<b>(318,383)</b>	<b>(284,050)</b>	<b>(326,489)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
					N/A
<b>STAFF YEARS</b>	<b>25.50</b>	<b>21.75</b>	<b>25.50</b>	<b>23.25</b>	<b>27.25</b>

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 District, Sanitation Districts, County Service Areas and Department Enterprise Funds. The Public Works Airports, County Transit, Liquid Waste and Solid Waste Enterprise Funds pay total costs of \$326,489 for administrative support from the Road Fund. The Department Overhead Program comprises 4% of the Department's Budget.

1984-85 ACTUAL:

There is no significant deviation between the 1984-85 budget and 1984-85 actuals. The increased salaries and benefit charges reflect an increased effort to provide uniform Departmental fiscal and budgetary management versus the budgeted approach which allocated these functions to the direct program/division levels. This increase was compensated for by savings in the area of services and supplies.

1985-86 ADOPTED BUDGET:

The two major activities comprising the Department Overhead Program are:

1. Department Overhead: (39%; 27.25 SY; \$1,647,998)

Includes Director's Office, budget, payroll and personnel, fiscal, xeroxing, printing, rents and leases of equipment, and operating needs of the Department Overhead staff.

The Support Services Section of this Department had not had an increase of permanent staff in several years and could no longer keep pace with increases in workload. Clerical support increased by 2.00 staff years to provide needed support to centrally maintain control records of fixed asset inventories valued at close to \$87,000,000 and provide Department-level support services, including maintenance of reference library, record storage and mail delivery. To enable implementation and maintenance of an office automation system and provide on-going analysis to insure continued effectiveness of implemented systems, the EDP Section increased 1.25 staff years. To improve the capability to develop, implement and monitor the adherence to a sound financial plan, .75 staff year was added to Fiscal/Audit Services. The net impact to this program was an added 4.00 staff years.

The variance in other costs is due to one time transfers to the Department of Public Works Internal Service Fund.

2. A-87 Allocated Externals: (61%; 0.00 SY; \$2,626,030)

Shows direct cash payments made by the Road Fund to General Fund Departments for direct and allocated support to the Road Fund Programs.

The budgeted expenditures for this activity are up \$102,204 based entirely on the A-87 allocation plan developed by the Auditor and Controller's office. A summary of these externals is included below with 1984-85 reformatted for comparison purposes.

SUMMARY OF EXTERNAL SUPPORT COSTS:

Road Fund Programs administered by the Department of Public Works have budgeted \$3,992,030 for direct cash payments to the General Fund in fiscal year 1985-86. Servicing departments and budgeted payments are listed below.

<u>A-87 Allocated External Support Costs</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Auditor and Controller	\$ 560,201	\$ 398,689
General Services	850,830	1,017,851
*County Counsel (Legal Services, Tort 92%)	184,000	202,400
County Counsel (Legal Services, Misc. 8%)	16,000	17,600
Purchasing	70,851	88,635
Electronic Data Processing	319,822	350,397
Office of Employees Services (Includes Risk)	388,694	412,376
Equal Opportunity Management	15,265	8,128
Civil Service Commission	10,100	13,595
CAO	79,031	86,515
Treasurer/Tax Collector	27,879	28,886
Board of Supervisors/Clerk of the Board	1,153	958
	<hr/>	<hr/>
	\$2,523,826	\$2,626,030
 <u>Other Support Costs</u>		
Other support costs paid for by the Road Fund and associated specifically with the Roads Program include:		
General Services	\$ 746,000	\$ 766,000
Risk Administration Liability	500,000	500,000
Agriculture	110,000	100,000
	<hr/>	<hr/>
	\$1,356,000	\$1,366,000
 TOTAL BUDGETED SUPPORT COSTS	 \$3,879,826	 \$3,992,030

\* Split between tort and miscellaneous services based on actuals for the first six months of FY 1984/85.

PROGRAM REVENUE BY SOURCE:

Revenue in this program is for administrative support provided to the Airport, Liquid Waste, Solid Waste, and County Transit Enterprise Funds. The variance between 1984-85 Budget and Actual is due to revenue received in reimbursement of personnel services performed for the Office of Employee Services and duplicating costs of informational documents sold to the public.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Administrative Support to Enterprise Funds	\$ 284,050	\$ 284,050	\$ 326,489
Other Abatements	34,333	0	0
TOTAL	\$ 318,383	\$ 284,050	\$ 326,489

1985-86 OBJECTIVES:

1. Maintain Overhead staff to total staff percentage below 5%.
2. Provide in-service training to 25% of Department staff, using both County and Department resources.
3. Maintain or exceed the Affirmative Action hiring goals in classifications that have been identified in the Consent Decree and County Affirmative Action Plan.
4. Provide technical support to the Department's direct programs in the implementation of office automation system consistent with the Board of Supervisors' stated goals.

## STAFFING SCHEDULE

PROGRAM: Department Overhead

DEPARTMENT: Public Works

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2113	Director, Department of Public Works	1.00	1.00	\$ 64,085	\$ 71,490
2211	Assistant Director, Dept. of Public Works	1.00	1.00	55,058	60,757
2499	Principal Systems Analyst	0.75	0.75	31,152	32,418
2305	Chief Administrative Service	1.00	1.00	39,062	41,039
2414	Analyst IV	0.50	1.00	19,531	41,039
2525	Senior Systems Analyst	1.00	1.00	37,690	39,978
2427	Associate Systems Analyst	0.00	0.75	0	27,207
2302	Administrative Assistant III	1.00	0.00	32,947	0
2413	Analyst III	1.00	1.00	32,947	34,632
2303	Administrative Assistant II	0.00	2.25	0	69,876
2412	Analyst II	1.00	.25	28,995	7,764
6344	Coordinate, Volunteer Services	1.00	1.00	23,982	24,710
2359	Audio Visual Specialist	0.75	0.75	17,752	18,471
2725	Principal Clerk	1.00	1.00	21,923	23,047
2306	Administrative Trainee	1.00	1.00	20,114	21,550
2758	Administrative Secretary III	2.00	2.00	38,730	42,682
2745	Supervising Clerk	1.00	1.00	19,365	20,344
2320	Personnel Aid	1.00	1.00	18,242	19,532
3008	Senior Word Processing Operator	0.75	0.00	13,915	0
2757	Administrative Secretary II	1.00	1.00	18,013	19,304
2658	Storekeeper II	0.00	0.50	0	9,568
2511	Senior Payroll Clerk	1.00	1.00	17,493	18,367
3009	Word Processing Operator	0.00	0.25	0	4,519
2660	Storekeeper I	0.50	0.00	8,310	0
2730	Senior Clerk	1.00	2.00	16,661	35,028
2756	Administrative Secretary I	0.00	1.00	0	16,724
2760	Stenographer	1.00	0.00	15,621	0
3030	Data Entry Operator	0.00	0.25	0	3,994
2494	Payroll Clerk	1.00	1.00	15,163	15,933
2650	Stock Clerk	1.00	1.00	14,623	15,663
2493	Intermediate Account clerk	0.00	1.00	0	15,227
9999	Extra help	0.00	0.50	0	4,888
	<b>Total</b>	<b>23.25</b>	<b>27.25</b>	<b>\$621,374</b>	<b>\$755,751</b>
Adjustments:					
County Contributions and Benefits				\$188,966	\$230,831
Salary Settlement Costs				46,477	54,450
Special Payments:					
Call Back Overtime				7,434	0
Salary Savings				(16,355)	(19,732)
Total Adjustments				\$226,522	\$265,549
PROGRAM TOTALS:		23.25	27.25	\$847,896	\$1,021,300

REGISTRAR OF VOTERS

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Registration	\$ 655,556	\$ 973,589	\$ 775,018	\$ 721,584	\$ 918,908
Elections	2,712,556	3,419,292	2,754,406	2,363,723	3,607,843
Department Overhead	<u>325,210</u>	<u>208,533</u>	<u>337,770</u>	<u>228,602</u>	<u>286,668</u>
Total Direct Costs	\$ 3,693,322	\$ 4,601,414	\$ 3,867,194	\$ 3,313,909	\$ 4,813,419
Funding	<u>(1,080,977)</u>	<u>(1,757,746)</u>	<u>(421,592)</u>	<u>(193,000)</u>	<u>(1,885,550)</u>
Net Program Cost (Without External)	\$ 2,612,345	\$ 2,843,668	\$ 3,445,602	\$ 3,120,909	\$ 2,927,869
Staff Years	108.00	107.71	90.02	83.50	90.10
Fixed Assets (Central Purchasing)	\$ 12,599	\$ 99,526	\$ 0*	\$ 0*	\$ 0*

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



PROGRAM: Registration

# 04101

MANAGER: Jerry Mann

Department: Registrar of Voters

# 4230

Ref: 1984-85 Final Budget - Pg. 374

Authority: The Registration program is authorized by the U.S. Constitution, the California State Constitution, the California Election Code and other California Statutes.

Mandate: The Registration program is mandated by the California Secretary of State. There is little discretion in service level for this program.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 484,735	\$ 810,558	\$ 610,293	\$ 633,193	\$ 719,178
Services & Supplies	170,821	163,031	164,087	87,391	184,730
Other Charges	0	0	0	0	14,000
Fixed Assets	0	0	638	1,000	1,000
Vehicle/Comm. Equipment	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 655,556</b>	<b>\$ 973,589</b>	<b>\$ 775,018</b>	<b>\$ 721,584</b>	<b>\$ 918,908</b>
<b>FUNDING</b>	<b>\$ (38,887)</b>	<b>\$ (51,850)</b>	<b>\$ (60,435)</b>	<b>\$ (46,500)</b>	<b>\$ (62,900)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 616,669</b>	<b>\$ 921,739</b>	<b>\$ 714,583</b>	<b>\$ 657,084</b>	<b>\$ 856,008</b>
<b>STAFF YEARS</b>	<b>31.30</b>	<b>44.62</b>	<b>31.66</b>	<b>29.35</b>	<b>39.90</b>
<b>PERFORMANCE INDICATORS:</b>					
New Affidavits Processed	148,853	215,578	219,120	150,000	200,000
Voter File Changes/ Cancellations	125,895	218,592	220,703	210,000	225,000
Signature Verification	31,869	349,701	121,580	88,250	250,000
% Eligible Population Registered	65.8%	66.2%	72%	69.8%	70.5%

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. Encouraging voter registration through Community Development programs.
2. Maintaining current and canceled files of registered voters.
3. Checking petitions, nomination papers and absentee voter signatures for validity and sufficiency.

1984-85 ACTUAL:

The difference between the 1984-85 budget and the 1984-85 actual amount is due to a higher than predicted number of voters registering for the Presidential election.

1985-86 ADOPTED BUDGET:

The year-round registration program summarized below reflects increased costs in salaries and benefits and services and supplies related to the three major elections scheduled this year. The major activities of the registration program are summarized below:

1. Registration of Eligible Population and Community Outreach  
(7 sy; \$161,212). This activity is:

- Mandated by the California Election Code.
- Able to distribute 1,000,000 affidavits of registration.
- Able to receive 350,000 affidavits of registration.

2. Processing Affidavits (23 sy; \$529,696)  
This activity is:

- Able to process 200,000 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.
- Able to send new registration cards to address from which voter has moved. (Election Code Section 803).

3. Signature Verification (6 sy; \$138,182)  
This activity is:

- Mandated by Election Code Section 3520 and 3521.
- Able to verify signatures on 160,000 absentee ballots in three elections.
- Able to receive 1,000,000 and verify 100,000 petition signatures.

4. Public Record Activity (3.9 sy; \$89,818)  
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 115,000 inquiries.
- Able to provide 2,200 voters with certified copies of their registration for citizenship proof.

PROGRAM REVENUE BY SOURCE:

The Auditor budgets, and receives into the County General Fund, State Claim monies earned from three Registration Program Activities. For FY 1985-86, the General Fund will receive approximately \$9,000 for candidate signature verification, \$63,000 from Outreach and Community Development, and \$86,000 from post election registration verification.

For 1985-86 program revenues, the increase in postal revenues is due to the increase in major elections from one to three. The increase in prior year revenue relates back to the 1984-85 one election year. Copies of registrations is a stable activity not influenced by the election cycle.

Revenues claimed and received by this department for this program are as follows:

<u>Source of Revenue</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Recovered Postal Expenditures	\$ 28,390	\$ 40,000	\$ 45,000
Sale of Certified Copies of Affidavits of Registration	4,140	1,500	4,000
Revenue Applicable to Prior Year	<u>27,905</u>	<u>5,000</u>	<u>13,900</u>
TOTAL	\$ 60,435	\$ 46,500	\$ 62,900

PROGRAM: Registration

# 04101

MANAGER: Jerry Mann

1985-86 OBJECTIVES:

1. Increase voter registration to 1,100,000 through voter outreach activities to reach unregistered eligible citizens.
2. Reduce time necessary to process an new affidavit of registration by 25% through on-line data input.

STAFFING SCHEDULE

Program: Registration

# 04101

Department: Registrar of Voters

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2163	Registrar of Voters	0.10	0.10	\$ 4,478	\$ 5,107
2233	Asst. Registrar of Voters	0.30	0.30	12,094	13,021
2427	Associate Systems Analyst	0.40	0.40	13,680	14,568
3101	Div. Chief, Tech. Services	0.50	0.50	16,701	17,613
3100	Div. Chief, Elec. Operations	0.30	0.30	9,882	10,429
2302	Admin. Assistant III	0.10	0.10	3,166	3,334
2426	Assistant Systems Analyst	0.40	0.40	10,034	10,656
3103	Elec. Tech. Coordinator	0.50	0.20	12,235	5,522
2337	Public Information Specialist	0.40	0.30	10,268	8,282
2405	Assistant Accountant	0.00	0.10	0	2,251
3021	Elec. Processing Supervisor	1.50	1.30	33,249	31,598
3106	Precinct Planning Technician III	0.30	0.75	5,680	17,240
3102	Elec. Mats. Coordinator	0.50	0.10	10,182	1,906
3072	Senior Computer Operator	0.30	0.30	6,265	6,477
2745	Supervising Clerk	1.50	2.45	29,046	50,029
3801	Drafting Technician II	0.30	0.75	4,899	14,839
3035	Data Entry Supervisor	0.25	0.50	4,462	9,324
3032	Data Control Technician III	0.25	0.25	4,320	4,516
2730	Senior Clerk	5.00	7.05	79,959	119,465
3105	Precinct Planning Technician II	0	1.00	0	16,945
3050	Offset Equipment Operator	0.30	0.10	4,410	1,609
3104	Precinct Planning Technician I	0	.50	0	7,296
3030	Data Entry Operator	2.70	1.00	40,900	16,036
2494	Payroll Clerk	0.15	0.05	2,275	800
2650	Stock Clerk	0.10	0.05	1,421	786
2700	Intermediate Clerk Typist	5.50	5.15	73,558	74,434
3033	Data Control Technician II	0.25	0.00	3,535	0
2710	Junior Clerk Typist	0.25	0.00	2,813	0
2709	Departmental Clerk	2.00	0.00	21,920	0
5236	Departmental Aid	0.20	0.00	1,904	0
9999	Non-Permanent	5.00	15.90	67,124+	139,991
TOTALS		29.35	39.90	\$ 490,460	\$ 604,074
Adjustments:					
County Contributions and Benefits				\$ 119,995	\$ 87,849
Salary Settlement Costs				24,232	34,984
Special Payments:					
Overtime, Regular				6,180	4,944
Salary Savings				(12,546)	(12,772)
Employee Compensation Insurance				3,014	2,193
Unemployment Expense				1,858	710
Salary Adjustments				0	(2,804)
Total Adjustments				\$ 142,733	\$ 115,104
PROGRAM TOTALS:		29.35	39.90	\$ 633,193	\$ 719,178

PROGRAM: Elections

# 04102

MANAGER: Jerry Mann

Department: Registrar of Voters

# 4230

Ref: 1984-85 Final Budget - Pg. 378

Authority: The Elections program is authorized by the U.S. Constitution, California Constitution, Elections Code and various California Codes for cities, schools and special districts.

Mandate: The Elections program is mandated by the President of the United States, the Governor of the State of California, the California Secretary of State and the County Board of Supervisors. There is little discretion in service level for this program.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,023,329	\$ 983,819	\$ 965,259	\$ 1,003,626	\$ 869,759
Services & Supplies	1,689,227	2,435,473	1,327,458	1,356,397	2,669,034
Other Charges	0	0	0	0	63,600
Fixed Assets	0	0	461,689	3,700	5,450
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,712,556</b>	<b>\$ 3,419,292</b>	<b>\$ 2,754,406</b>	<b>\$ 2,363,723</b>	<b>\$ 3,607,843</b>
<b>FUNDING</b>	<b>\$(1,042,090)</b>	<b>\$(1,705,896)</b>	<b>\$ (361,157)</b>	<b>\$ (146,500)</b>	<b>(1,822,650)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,670,466</b>	<b>\$ 1,713,396</b>	<b>\$ 2,393,249</b>	<b>\$ 2,217,223</b>	<b>\$ 1,785,193</b>
<b>STAFF YEARS</b>	<b>64.80</b>	<b>52.40</b>	<b>50.36</b>	<b>47.55</b>	<b>42.95</b>

PERFORMANCE INDICATORS:

Number of Major Elections	3	3	1	1	3
Sample Ballots Issued	1,851,841	3,132,571	1,190,695	1,150,000	2,575,000
Ballots Counted	1,062,656	1,169,907	788,227	892,500	931,000

PROGRAM DESCRIPTION:

This program conducts elections in San Diego County on an ongoing basis as required by Federal, State and Local law and court actions as well as meeting requests from other local 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.

1984-85 ACTUAL:

The difference between the 1984-85 budget for the Elections Program and the 1984-85 actual amount is due to the acquisition of an election management system and a printing system. This increase in direct costs is partially offset by a 146% increase in revenues due to better cost accounting and the conduct of several unbudgeted elections in the spring of 1985.

1985-86 ADOPTED BUDGET:

The Elections Program summarized below reflects increased supply costs over the current year due to three scheduled elections. The major activities of the Election Program are the September City primary, the November District/Governing Board Elections and the June gubernatorial primary election. The activities are summarized below:

1. Information to Candidates and Campaigns (12 sy; \$341,211)

This activity provides:

- ° Updated district and precinct boundaries.
- ° Ballot access.
- ° Campaign and candidate financial filing and disclosure.

2. Information to the Voter (7.5 sy; \$1,536,383)

This activity provides:

- ° Printing, mailing and providing sample and official ballots for two Countywide elections and one City of San Diego election.
- ° Polls location information.
- ° Absentee balloting information.

3. Conduct of Elections (24 sy; \$1,730,249)

This activity includes:

- ° Supplying and staffing the polls and paying the rents and fees therein.
- ° Collecting, processing and counting the ballots.
- ° Certifying the results of the election.

PROGRAM REVENUE BY SOURCE:

There will be a major revenue increase in FY 1985-86 in the Elections Program due to two factors: an increase from one election to three elections and the full cost distribution policy for the September and November elections.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Election Services to other Gov't. Agencies	\$ 320,902	\$ 125,000	\$ 1,683,150
Candidate Statements	17,583	6,000	65,000
Candidate Filing Fee	0	0	30,000
Non-Taxable Sales	9,501	4,500	18,200
Prior Year	0	5,000	10,000
Taxable Sales	11,816	4,000	14,800
Ballot Recount	700	0	1,000
Miscellaneous	655	2,000	500
TOTAL	\$ 361,157	\$ 146,500	\$ 1,822,650

PROGRAM REVENUE BY SOURCE: (Continued)

In addition to revenue credited to this department, the Registrar of Voters Election Program also files claims which are credited to the County General Fund for work done in the Elections Program. In 1985-86, the General Fund should receive \$12,000 for Handicapped Voting Access activities; \$161,000 for costs of Absentee voting; and \$5,000 for supplemental mailing of the State Ballot Pamphlet. Some of these revenues were considered by the Board of Supervisors on April 17, 1985 when they authorized the funding for the Election Management System.

1985-86 OBJECTIVES:

1. Reduce military absentee ballot turn-around processing time from six days to three days through automation.
2. Successfully support the Federal Government revision of military Federal Form 76 (absentee) to include a permanent absentee voter designation.
3. Shift the ownership and storage of 10,500 voting booths from government to private industry to save 7,400 cubic feet in County warehouse storage space and 1/2 staff year in maintaining and delivery.

## STAFFING SCHEDULE

Program: Elections

# 04102

Department: Registrar of Voters

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 CAO Proposed	1984-85 Budget	1985-86 CAO Proposed
2163	Registrar of Voters	0.30	0.40	\$ 13,436	\$ 20,431
2233	Asst. Registrar of Voters	0.20	0.30	8,062	13,022
2427	Associate Systems Analyst	0.60	0.60	20,519	21,850
3101	Div. Chief, Tech. Services	0.50	0.50	16,700	17,614
3100	Div. Chief, Elec. Operations	0.70	0.70	23,059	24,335
2302	Administrative Assistant III	0.30	0.40	9,497	13,335
2426	Assistant Systems Analyst	0.60	0.60	15,050	15,983
3103	Elec. Tech. Coordinator	0.50	0.80	12,234	22,086
2337	Public Information Specialist	0.60	0.50	15,402	13,804
2405	Assistant Accountant	0.00	0.40	0	9,004
3021	Elec. Processing Supervisor	1.50	1.50	33,248	36,459
3106	Precinct Planning Technician III	0.70	0.25	13,253	5,747
3102	Elec. Mats. Coordinator	0.40	0.70	8,146	13,346
3072	Senior Computer Operator	0.70	0.70	14,618	15,114
2745	Supervising Clerk	3.50	1.55	67,774	31,651
3801	Drafting Technician II	0.70	0.25	11,431	4,946
2320	Personnel Aid	0.50	0.50	9,122	9,803
3035	Data Entry Supervisor	0.75	0.50	13,385	9,324
3032	Data Control Technician III	0.75	0.75	12,961	13,548
2730	Senior Clerk	9.00	4.85	143,929	82,185
3105	Precinct Planning Technician II	0	1.00	0	16,945
3050	Offset Equipment Operator	0.65	0.85	9,554	13,674
3104	Precinct Planning Technician I	0	.50	0	7,297
3030	Data Entry Operator	0.30	1.00	4,544	16,036
2494	Payroll Clerk	0.60	0.75	9,098	11,997
2650	Stock Clerk	0.40	0.45	5,684	7,076
2700	Intermediate Clerk Typist	9.50	3.85	127,052	55,462
3033	Data Control Technician II	0.75	0.00	10,605	0
2710	Junior Clerk Typist	0.25	0.00	2,812	0
2709	Departmental Clerk	3.00	0.00	32,879	0
5236	Departmental Aid	0.80	0.00	7,618	0
9999	Non-Permanent	8.50	17.80	101,898	156,787
TOTALS		47.55	42.95	\$ 773,570	\$ 678,861
Adjustments:					
County Contributions and Benefits				\$ 187,594	\$ 177,718
Salary Settlement Costs				35,641	42,317
Special Payments:					
Overtime Scheduled				8,590	6,872
Bilingual Premium				290	232
Salary Savings				(9,715)	(40,961)
Employee Compensation Insurance				4,736	4,943
Unemployment Expense				2,920	2,348
Salary Adjustments				0	(2,571)
Total Adjustments				\$ 230,056	\$ 190,898
PROGRAM TOTALS:		47.55	42.95	\$1,003,626	\$ 869,759



PROGRAM: Overhead # 92101 MANAGER: Judy Nelson  
 Department: Registrar of Voters # 4230 Ref: 1984-85 Final Budget - Pg. 382

Authority: San Diego County Charter and County Administrative Code provides for management services to direct programs, including the Registrar of Voters.

Mandate: The Overhead program is mandated by the Board of Supervisors. The level of service is discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 287,250	\$ 198,294	\$ 305,093	\$ 198,912	\$ 249,098
Services & Supplies	37,960	10,239	28,331	25,990	22,320
Other Charges	0	0	0	0	11,000
Fixed Assets	0	0	4,346	3,700	3,650
Vehicle/Comm. Equipment	0	0	0	0	600
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 325,210</b>	<b>\$ 208,533</b>	<b>\$ 337,770</b>	<b>\$ 228,602</b>	<b>\$ 286,668</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 325,210</b>	<b>\$ 208,533</b>	<b>\$ 337,770</b>	<b>\$ 228,602</b>	<b>\$ 286,668</b>
<b>STAFF YEARS</b>	<b>11.90</b>	<b>10.69</b>	<b>8.00</b>	<b>6.60</b>	<b>7.25</b>

PROGRAM DESCRIPTION:

This program provides administrative and management support functions and activities, to enable the Registrar of Voters 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.

1984-85 BUDGET:

The difference between the 1984-85 budget and the 1984-85 actual amount is due to extra temporary labor needed to provide better communication, assistance and support to the Registration and Elections program.

1985-86 ADOPTED BUDGET:

The Overhead Program reflects an increase in the total cost of services and supplies and lease-purchases ("Other Charges") due to heavier supply consumption during years with three elections. The increase of .65 staff year reflects the additional temporary staff assistance necessary to assist the personnel and payroll section with its increased hiring and personnel activities caused by three elections, compared to one election during the 1984-85 fiscal year. The major activities of the Overhead Program for FY 1985-86 are as follows:

1. Administration and Management of the Department (2.1 sy; \$83,035)

This activity is:

- Discretionary with no specific service level mandated.
- Is partially revenue offset through the overhead rate.
- Able to provide interpretation and methods of compliance to election statutes for County election activity.
- Able to provide the department with a high level of direction and management.

2. Support Service Activities (5.15 sy; \$203,633)

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:

There is no direct revenue applicable to the Overhead Program.

1985-86 OBJECTIVES:

1. Condense the mailing time of Sample Ballots into two days to coincide with a public information campaign to reduce requests for second sample ballots by 50% over previous like elections.
2. Document into desk manual the job procedures which have changed with the installation of the Election Management System.
3. Develop an automated budget, accounting and billing system using in-house computers.
4. Develop and implement an automated perpetual inventory system for election materials.
5. Initiate a personnel study of the impact of the Election Management System and implement an appropriate department reorganization.

## STAFFING SCHEDULE

Program: Overhead

# 92101

Department: Registrar of Voters

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2163	Registrar of Voters	0.60	0.50	\$ 26,870	\$ 25,539
2233	Asst. Registrar of Voters	0.50	0.40	20,156	17,362
2302	Admin. Assistant III	0.60	0.50	18,995	16,669
2337	Public Information Specialist	0.00	0.20	0	5,521
2405	Asst. Accountant	1.00	0.50	21,003	11,255
3021	Elec. Processing Supervisor	0.00	0.20	0	4,861
3102	Elec. Mats. Coordinator	0.10	0.20	2,036	3,813
2758	Admin. Secretary III	1.00	1.00	18,674	21,422
2745	Supervising Clerk	0.00	1.00	0	20,420
2320	Personnel Aid	0.50	0.50	9,121	9,804
2730	Senior Clerk	0.00	0.10	0	1,695
3050	Offset Equipment Operator	0.05	0.05	735	804
2494	Payroll Clerk	0.25	0.20	3,791	3,199
2650	Stock Clerk	0.50	0.50	7,105	7,862
2700	Intermediate Clerk Typist	1.00	1.00	13,374	14,593
2710	Junior Clerk Typist	0.50	0.00	5,625	0
9999	Non-Permanent	0.00	0.40	0	3,396
	TOTAL	6.60	7.25	\$ 147,485	\$ 168,215
Adjustments:					
	County Contributions and Benefits			\$ 38,544	\$ 66,510
	Salary Settlement Costs			11,136	12,117
Special Payment:					
	Overtime, Scheduled			3,940	3,152
	Salary Savings			(3,585)	(3,360)
	Employee Compensation Insurance			860	2,167
	Unemployment Expense			532	764
	Salary Adjustments			0	(467)
	TOTAL ADJUSTMENTS			\$ 51,427	\$ 80,883
PROGRAM TOTALS		6.60	7.25	\$ 198,912	\$ 249,098

AUDITOR AND CONTROLLER

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Auditing	\$ 734,847	\$ 761,492	\$ 924,799	\$1,011,260	\$1,143,968
Fiscal Control	2,209,479	2,958,368	3,425,510	3,476,250	3,600,913
Department Overhead	<u>968,119</u>	<u>1,044,783</u>	<u>911,673</u>	<u>1,128,168</u>	<u>1,132,448</u>
Total Direct Costs	\$3,912,445	\$4,764,643	\$ 5,261,982	\$5,615,678	\$5,877,329
Funding	<u>(500,784)</u>	<u>(1,198,046)</u>	<u>(1,349,308)</u>	<u>(1,105,495)</u>	<u>(1,105,495)</u>
Net County Cost	\$3,411,661	\$3,566,597	\$ 3,912,674	\$4,510,183	\$4,771,834
Staff Years	183.50	180.50	185.50	185.50	183.50

PROGRAM: AUDITING

# 81802

MANAGER: ROD CALVAO

Department: AUDITOR AND CONTROLLER

# 1050

Ref: 1984-85 Final Budget - Pg: 386

Authority: This program carries out Auditor responsibilities mandated in the Government Code (Sections 26883, 26900, 26909 and 26910) and County Charter (Section 801.1).

MANDATE: The Auditor and Controller is required to audit the accounts of all County officers, boards, commissions and employees who are responsible for public funds, and of many districts with deposits kept in the County Treasury.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Adopted	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 735,923	\$ 742,069	\$ 893,898	\$ 961,090	\$ 1,115,676
Services & Supplies	13,052	19,423	20,901	19,170	15,792
Fixed Assets	0	0	10,000	31,000	12,500
Less Reimbursements	14,128	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 734,847</b>	<b>\$ 761,492</b>	<b>\$ 924,799</b>	<b>\$ 1,011,260</b>	<b>\$ 1,143,968</b>
<b>FUNDING</b>	<b>\$ (44,159)</b>	<b>\$ (78,046)</b>	<b>\$ (47,446)</b>	<b>\$ (79,541)</b>	<b>\$ (101,981)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 690,688</b>	<b>\$ 683,446</b>	<b>\$ 877,353</b>	<b>\$ 931,719</b>	<b>\$ 1,041,987</b>
<b>STAFF YEARS</b>	<b>24.00</b>	<b>24.00</b>	<b>26.50</b>	<b>26.9</b>	<b>27.50</b>

PERFORMANCE INDICATORS:

Number of Audits Scheduled	104	102	108	103	108
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PROGRAM DESCRIPTION:

The Auditor and Controller 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 computerized financial and accounting systems. The records and operations of districts and other outside agencies are also audited in accordance with statute, policy and direction of the Board of Supervisors. These audits are performed in compliance with statutory requirements, and for the purposes of assuring public confidence in the proper conduct of County government and providing assistance to County management.

1984-85 ACTUAL:

High turnover in this program was very disruptive to the planning and carrying out of this workplan. Individuals in the auditing classifications were able to obtain outside employment at much higher compensation upon getting the County experience that is offered in this program.

1985-86 ADOPTED BUDGET:

The County's fiscal systems and controls are key to the management of and accounting for public funds. Increasingly restricted financial resources and the greater complexity of regulations governing their use require more and continuous audits of County operations. As findings by our auditors demonstrate the need for effective internal controls, support of this staff effort becomes increasingly critical to assure the proper expenditure of public funds and to maximize the receipt and recovery of monies due the County.

In addition to the internal evaluation of County expenditures, the Audit staff assists departments in assuring that State and Federal money is expended appropriately so as to avoid costly audit disallowances. More than 50% of the County's revenue is related to such funding. Such disallowances would adversely affect the County's General Fund by requiring current year financing to be used to reimburse State or Federal governments for inappropriate expenditures. As indicated to the Board of Supervisors in the semi-annual report of significant audit findings and their associated dollar savings, the audit staff is responsible for significant cost savings and is an essential function of the Auditor and Controller.

A special and highly important emphasis in the auditing program is given to electronic data processing. The four facets of EDP auditing involve (1) examining all major computerized financial systems, (2) reviewing the development of new systems and enhancements to existing ones, (3) evaluating data processing internal operating controls, and (4) monitoring County-wide activity in micro and minicomputers.

Currently, there are 30 major EDP financial systems including 600 critical programs that must be controlled by the EDP audit staff. Additionally, there are more than 120 system analyst positions in the County that are involved in program development and whose work must be reviewed. This represents an approximate 21:1 ratio of systems analysts to EDP auditors. New and expanding systems for which we will be reviewing controls include the Shared Property Tax System, Accounts Receivable and Trust Accounting System (ARTAS), and the Courts' Automated Accounting System. Additionally, the County has over 120 micro and minicomputers (and 50 more on order) that are under the control of individual departments rather than the Department of EDP Services. The Auditor and Controller has spearheaded the development of a Board Policy to address safeguards in this area. It is imperative to monitor this activity in order to minimize the County's exposure to inappropriate use of data and software. To keep pace with these expanding workloads, an additional 1.00 year of EDP Audit Specialist staff was approved.

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 part of the audit of County records and operations substantial cost savings are often realized, e.g. through suggestions for cost avoidance or the reduction of disallowed costs. While not credited to the Auditor and Controller's budget as revenue, this is, nevertheless, revenue to the County.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Fees for auditing services	\$ 77,728	\$ 61,200	\$ 73,413
Interfund charges	0	18,341	28,568
Adjustment to Prior Years Revenue	<u>(30,282)</u>	<u>0</u>	<u>0</u>
Total	\$ 47,446	\$ 79,541	\$101,981

1985-86 OBJECTIVES:

1. 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.
2. Assist County departments in assuring that State and Federal money is expended appropriately so as to avoid costly audit disallowances.
3. Utilize computer technology as an audit tool to increase efficiency and effectiveness.
4. Insure system integrity of newly developed fiscal systems.

STAFFING SCHEDULE

PROGRAM: AUDITING

DEPT: AUDITOR AND CONTROLLER

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
8802	Auditor and Controller Manager	3.00	0.00	\$ 106,258	\$ 0
2498	Auditor and Controller Manager III	0.00	1.00	0	46,146
2496	Auditor and Controller Manager II	0.00	1.00	0	41,949
2495	Auditor and Controller Manager I	0.00	1.00	0	38,130
2507	EDP Audit Specialist II	1.00	1.50	35,903	60,999
2506	EDP Audit Specialist I	1.50	2.00	51,289	69,113
2512	Senior Auditor	6.00	6.00	177,984	189,378
2425	Associate Accountant	<u>15.00</u>	<u>15.00</u>	<u>361,025</u>	<u>376,580</u>
Total		26.50	27.50	\$ 732,459	\$ 822,295

Adjustments:

County Contribution and Benefits	\$ 182,616	\$ 256,247
Salary Settlement Costs	23,010	52,113
Salary Adjustments	60,008	0
Special Payments	0	18,000
Salary Savings	<u>(37,003)</u>	<u>(32,979)</u>
Total Adjustments	\$ 228,631	\$ 293,381

PROGRAM TOTALS:

26.50

27.50

\$ 961,090

\$1,115,676

PROGRAM: FISCAL CONTROL

# 81801

MANAGER: ROD CALVAO

Department: AUDITOR AND CONTROLLER

# 1050

Ref: 1984-85 Final Budget - Pg: 389

Authority: This program carries out Auditor and Controller responsibilities mandated in the Government Code (Sections 26882 and 29704), Revenue and Taxation Code (Sections 2152 and 4701), and County Charter (Sections 800 and 801).

MANDATE: The Auditor and Controller is required to perform certain Countywide support services including fiscal management and control of County revenues and appropriations, administration of the secured and unsecured real property tax system, payment of all claims, payroll and travel accounting, tabulation of the annual County and special district budgets, grants accounting, and fiscal services for the Probation Department and Department of Defender Services. The Auditor and Controller is also responsible for overall supervision of the accounts of all institutions under the control of the Board of Supervisors and of districts with funds deposited in the County Treasury.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Adopted	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$2,699,773	\$ 2,895,258	\$ 3,369,232	\$ 3,415,130	\$ 3,536,032
Services & Supplies	28,155	60,795	41,396	47,120	39,481
Other Charges	3,171	2,315	4,013	4,000	5,000
Fixed Assets	0	0	10,869	10,000	20,400
Less Reimbursements	521,620	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$2,209,479</b>	<b>\$ 2,958,368</b>	<b>\$ 3,425,510</b>	<b>\$ 3,476,250</b>	<b>\$ 3,600,913</b>
<b>FUNDING</b>	<b>\$ (456,625)</b>	<b>\$ (1,120,000)</b>	<b>\$ (1,301,862)</b>	<b>\$ (1,025,954)</b>	<b>\$ (1,003,514)</b>
<b>NET COUNTY COSTS</b>	<b>\$1,752,854</b>	<b>\$ 1,838,368</b>	<b>\$ 2,123,648</b>	<b>\$ 2,450,296</b>	<b>\$ 2,597,399</b>
<b>STAFF YEARS</b>	<b>122.50</b>	<b>120.00</b>	<b>122.50</b>	<b>122.50</b>	<b>121.50</b>
<b>PERFORMANCE INDICATORS:</b>					
Financial Documents/ Transactions Processed	1,168,830	1,283,420	933,065	1,288,390	1,300,000
Payments/Claims Processed	365,394	387,940	373,490	375,050	370,000
Major Fiscal Reports Prepared	765	896	1,028	896	950
Property Tax Services/ Transactions	1,130,735	1,203,620	1,436,658	1,292,825	1,400,000

**PROGRAM DESCRIPTION:**

The Auditor and Controller is responsible for maintaining public confidence in the fiscal integrity of the County government and of the other public agencies served. This is accomplished through accounting systems and control procedures that accurately record the financial transactions and overall fiscal status of the County and other agencies.



In order for the Auditor and Controller to fulfill mandated statutory responsibilities it is essential that these systems and procedures be reviewed and upgraded on a regular basis to reflect technological and managerial advancements in the accounting and data processing professions. The following key systems are reaching a point in age and capability which endanger responsible performance:

1. The Accounting and Resources Management System (ARMS), provides reporting and control information for all County departments, school and special districts, including revenues and expenditures totaling more than \$12 billion annually. This system is 11 years old.
2. The Employee Information System (EIS) provides control information and payment generation for employee payroll and mileage reimbursement totaling almost \$300 million annually. This system is 13 years old.
3. The Accounts Payable System provides control information and payment generation for vendor payments of \$200 million annually. This system is nine years old.

In addition to their primary accounting role, these and other Auditor and Controller systems are depended upon to produce timely financial reports critical to management control and policy decision making, and public information on the fiscal condition of the County and of other agencies served. Specific operations performing these accounting and control functions are General Accounting, ARMS Control, Revenue and Budget Management, Accounts Payable, Payroll and Travel Accounting, Grants Fiscal Management, Property Tax Services, Probation Accounting, Defender Services Accounting, and the Controller Branch Office.

#### 1984-85 ACTUAL:

Continued use of computers and computerization of processes allowed us to decrease the number of items processed manually.

#### 1985-86 ADOPTED BUDGET:

During 1984-85 the Auditor and Controller continued to revise the organization and activities of the department to achieve operational economies and increased effectiveness. This has enabled programs to stabilize expenditure levels while handling a growing workload and absorbing increased costs. This program is responsible for assuring that County departments are carrying out Board and management direction as represented by financial decisions and policies. This requires that the Auditor and Controller closely and continuously monitor expenditures and revenues to assure that the County completes its fiscal year in a non-deficit condition as required by the California Constitution and prudent fiscal policy.

Increased workload will be experienced in all key areas, especially in the Property Tax Services Division which continues to implement the supplemental assessment program introduced by the passage of SB813 in 1984. This additional workload and the related staffing augmentation provided in 1984-85 are offset by the additional property tax revenue realized in the County General Fund.

With the exception of personnel associated with SB813 in 1984-85, this program has experienced significant decreases in staffing in recent years. From 1981-82 to 1983-84 there was an 8.33 staff year (7%) reduction. The adopted 1985-86 budget provides a further reduction of 1 staff year, and is the minimum level required to maintain the fiscal systems necessary to account for County funds and to meet the legally mandated responsibilities of the Auditor and Controller.

REVENUE:

The revenue is from non-General Fund entities receiving services from this program. These revenues represent full-cost recovery for those services provided.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Fees for various accounting services	\$ 416,810	\$ 226,691	\$ 277,182
Interfund charges	<u>885,052</u>	<u>799,263</u>	<u>726,332</u>
Total	\$1,301,862	\$1,025,954	\$1,003,514

1985-86 OBJECTIVES:

1. Monitor expenditures and revenues of the County to assure that the County closes its fiscal year in a non-deficit 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.
9. Utilize computer technology where possible to improve fiscal information for decision makers.

## STAFFING SCHEDULE

PROGRAM: FISCAL CONTROL

DEPT: AUDITOR AND CONTR HLLER

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
8802	Auditor and Controller Manager	7.00	0.00	\$ 247,934	\$ 0
2498	Auditor and Controller Manager III	0.00	2.00	0	92,292
2496	Auditor and Controller Manager II	0.00	2.00	0	83,898
2495	Auditor and Controller Manager I	0.00	2.00	0	76,260
2412	Analyst III	3.00	3.00	98,823	102,866
2335	Compensation/Systems Coordinator	2.00	2.00	63,030	69,411
2505	Senior Accountant	8.00	8.00	231,190	259,669
2512	Senior Auditor	1.00	2.00	29,664	63,126
2425	Associate Accountant	23.00	22.00	553,571	590,269
2403	Accounting Technician	14.00	16.00	252,596	307,601
2511	Senior Payroll Clerk	6.00	6.00	102,222	110,307
2510	Senior Account Clerk	23.00	22.00	375,452	378,767
2730	Senior Clerk	2.00	2.00	32,556	33,683
2494	Payroll Clerk	1.00	1.00	14,776	13,919
2760	Stenographer	1.00	1.00	15,619	14,613
2493	Intermediate Account Clerk	21.00	20.00	297,492	298,100
2700	Intermediate Clerk Typist	10.00	10.00	139,688	144,301
9999	Extra Help	.50	.50	12,000	12,000
	Total	122.50	121.50	\$2,466,613	\$2,651,082
Adjustments:					
	County Contribution and Benefit			\$ 77,918	\$ 757,466
	Salary Settlement Costs			215,885	161,552
	Special Payments			3,000	3,000
	Salary Savings			( 39,526)	( 37,068)
	Total Adjustments			\$ 98,277	\$ 884,950
PROGRAM TOTALS:		122.50	121.50	\$3,415,130	\$3,536,032

PROGRAM: DEPARTMENT OVERHEAD

# 92101

MANAGER: ROD CALVAO

Department: AUDITOR AND CONTROLLER

# 1050

Ref: 1984-85 Final Budget - Pg: 392

Authority: County Charter Section 801.

MANDATE: The Auditor and Controller is designated as the Chief Accounting Officer of the County. This program is required to fulfill that responsibility through the management of departmental programs and operations.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Adopted	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 751,449	\$ 756,583	\$ 617,658	\$ 875,658	\$ 923,116
Services & Supplies	216,670	288,200	292,382	249,210	175,132
Other Charges	0	0	0	0	32,800
Fixed Assets	0	0	1,633	3,300	1,400
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 968,119</b>	<b>\$1,044,783</b>	<b>\$ 911,673</b>	<b>\$1,128,168</b>	<b>\$ 1,132,448</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 968,119</b>	<b>\$1,044,783</b>	<b>\$ 911,673</b>	<b>\$1,128,168</b>	<b>\$ 1,132,448</b>
<b>STAFF YEARS</b>	<b>37.00</b>	<b>36.50</b>	<b>36.50</b>	<b>36.50</b>	<b>34.50</b>

PROGRAM DESCRIPTION:

This program provides for departmental management and the administrative services necessary to direct and support operations. These responsibilities include program management, department-wide personnel management and payroll services, budget preparation and administration, staff development, legislative analysis, warrant and Auditor and Controller official forms control and distribution, storeroom operations, and general administrative and clerical support.

1984-85 ACTUAL:

An unusually high level of turnover and the inability to quickly hire replacements caused us to exceed our salary savings figure. We were successful in carrying out the final stages of the three year reorganization plan which reduced the number of managers.

1985-86 ADOPTED BUDGET:

The Auditor and Controller continues to reshape the management and organizational structure of the department to realize the benefits of rapidly changing technology, maximize effectiveness and efficiency in operations and administration, and to increase participation in County-wide team management. Department staff, especially at the management and administrative support levels provided in this program, are increasingly requested to participate in meeting the fiscal and analytical needs of the County. These have recently included assistance in such major County-wide projects as the Health Services Complex, Community Redevelopment Agencies, SANCAL, County telephone system, regional urban information system, San Marcos waste-energy plant, and docket review assistance to the CAO. State legislative activity continues to require this department's review and evaluation as proposals surface to significantly modify local government finance and service responsibilities. Our legislative efforts are directed at modifying state law to improve local finances and administrative processes. During the current legislative session the department took the initiative in developing four proposals which were approved by the Board of Supervisors as part of the County's legislative program. All have found sponsorship and are at various stages in the legislative process.

PROGRAM: DEPARTMENT OVERHEAD

MANAGER: ROD CALVAO

1985-86 ADOPTED BUDGET: (cont'd)

Significant reductions have taken place in this program in the past three years. From 1981-82 to 1984-85 a 4.5 staff years (11%) reduction was achieved. The adopted 1985-86 budget provides a further reduction of 2 staff years (or 16% since 1981-82), and is the minimum level required to continue providing management and administrative support services.

REVENUE:

There is no revenue associated with this program.

1985-86 OBJECTIVES:

1. Continue to provide fiscal and analytical expertise in significant Countywide projects.
2. Continue active legislative program so as to assure positive affect of state legislation on local government finance.

## STAFFING SCHEDULE

PROGRAM: DEPARTMENT OVERHEAD

DEPT: AUDITOR AND CONTROLLER

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2106	Auditor and Controller	1.00	1.00	\$ 59,712	\$ 69,023
2203	Assistant Auditor and Controller	1.00	1.00	51,993	58,667
2204	Deputy Auditor and Controller	1.00	1.00	46,281	51,077
2305	Chief, Administrative Services	1.00	1.00	39,063	41,201
2302	Administrative Assistant III	1.00	1.00	32,941	34,764
2304	Administrative Assistant I	1.00	1.00	24,461	26,283
2725	Principal Clerk	1.00	1.00	21,921	23,134
2745	Supervising Clerk	1.00	1.00	19,064	20,420
2758	Administrative Secretary III	1.00	0.00	19,364	-0-
2759	Administrative Secretary IV	0.00	1.00	-0-	21,422
3008	Senior Word Processing Operator	1.00	1.00	17,859	19,563
3009	Word Processing Operator	2.00	2.00	33,330	35,118
3069	Senior Data Entry Operator	1.00	1.00	16,534	17,265
3030	Data Entry Operator	4.00	4.00	58,410	60,665
2658	Storekeeper - Financial Stationery	0.00	1.00	-0-	19,187
2660	Storekeeper I	1.00	0.00	16,619	-0-
2730	Senior Clerk	4.00	4.00	63,626	67,367
2650	Stock Clerk	2.00	2.00	29,248	31,448
2494	Payroll Clerk	1.00	0.00	14,766	-0-
2430	Cashier	1.00	1.00	15,536	15,313
2761	Group Secretary	1.00	1.00	18,013	17,748
2700	Intermediate Clerk Typist	8.00	8.00	111,751	115,442
2709	Departmental Clerk	1.00	0.00	10,960	-0-
9999	Extra Help	0.50	0.50	3,000	3,000
	Total	36.50	34.50	\$724,452	\$ 748,107

## Adjustments:

County Contribution and Benefits	\$172,505	\$ 204,675
Employee Compensation Insurance	4,579	19,048
Unemployment Expense	13,620	10,322
Salary Settlement Costs	48,897	46,902
Salary Adjustment	0	3,877
Salary Savings	(88,395)	(109,815)
Total Adjustments	\$151,206	\$ 175,009

PROGRAM TOTALS:

36.5

34.5

\$875,658

\$ 923,116

BOARD OF SUPERVISORS

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
District #1	\$ 232,068	\$ 278,608	\$ 301,164	\$ 338,941	\$ 350,067
District #2	227,764	237,962	304,562	287,871	385,466
District #3	231,902	228,663	274,657	310,382	376,096
District #4	260,963	275,663	311,511	335,282	377,871
District #5	220,585	263,216	275,384	323,582	383,778
General Office	<u>59,042</u>	<u>60,632</u>	<u>77,549</u>	<u>87,880</u>	<u>89,680</u>
Total Direct Costs	\$ 1,232,324	\$ 1,344,744	\$1,544,827	\$ 1,683,938	\$ 1,962,958
Funding	<u>0</u>	<u>0</u>	<u>(7,260)</u>	<u>0</u>	<u>0</u>
Net Program Cost (Without External)	\$ 1,232,324	\$ 1,344,744	\$1,537,567	\$ 1,683,938	\$ 1,962,958
Staff Years	41.75	42.00	43.70	46.75	53.17

PROGRAM: Legislative, General Office

# 8010

MANAGER: Faye Benson

Department: Board of Supervisors

# 0060

REF: 1984-85 Final Budget - Pg: 40G

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 48,646	\$ 52,754	\$ 61,625	\$ 68,300	\$ 74,050
Services & Supplies	10,396	7,878	12,744	15,630	15,630
Fixed Assets	0	0	3,180	3,950	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>59,042</b>	<b>\$ 60,632</b>	<b>\$ 77,549</b>	<b>\$ 87,880</b>	<b>\$ 89,680</b>
<b>FUNDING</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>59,042</b>	<b>\$ 60,632</b>	<b>\$ 77,549</b>	<b>\$ 87,880</b>	<b>\$ 89,680</b>
<b>STAFF YEARS</b>	<b>3.00</b>	<b>3.00</b>	<b>2.87</b>	<b>3.00</b>	<b>3.00</b>

PROGRAM DESCRIPTION:

The General Office provides administrative/office support to the Board of Supervisors.



STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
General Office

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0372	Confidential Investigator I	2.00	2.00	\$ 34,792	\$ 36,836
2730	Senior Clerk	1.00	1.00	16,660	15,306
Total Salaries				\$ 51,452	\$ 52,142
Adjustments:					
	County Contributions and Benefits			\$ 13,892	\$ 17,974
	Salary Adjustments			0	200
	Salary Settlement Costs			2,956	3,734
Total Adjustments				\$ 16,848	\$ 21,908

PROGRAM TOTALS: 3.00 3.00 \$ 68,300 \$ 74,050

PROGRAM: Legislative, District 1 # 80101 MANAGER: Supervisor Brian P. Bilbray  
 Department: Board of Supervisors # 0010 REF: 1984-85 Final Budget - Pg: 395

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 225,883	\$ 268,042	\$ 279,178	\$ 319,271	\$ 337,897
Services & Supplies	6,185	10,566	18,027	15,670	12,170
Fixed Assets	0	0	3,959	4,000	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 232,068</b>	<b>\$ 278,608</b>	<b>\$ 301,164</b>	<b>\$ 338,941</b>	<b>\$ 350,067</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 232,068</b>	<b>\$ 278,608</b>	<b>\$ 301,164</b>	<b>\$ 338,941</b>	<b>\$ 350,067</b>
<b>STAFF YEARS</b>	<b>6.00</b>	<b>7.00</b>	<b>7.73</b>	<b>8.00</b>	<b>9.00</b>

PROGRAM DESCRIPTION:

Brian P. Bilbray is the First District Supervisor on the San Diego County Board of Supervisors. Since taking office on January 5, 1985, Supervisor Bilbray has established a list of priorities designed to correct past deficiencies in County operations and restore dignity and respect to County government.

Supervisor Bilbray has assumed a leading role in the County's attempts to help resolve the border sewage problem, has established a new office policy of accessibility in working with the public, and has assisted in ensuring the proper implementation of the voter approved Proposition A.

Supervisor Bilbray directs a highly professional personal staff whose chief mission is to ensure access to County government for the citizens of District One. They also assist him in policy development, research, analysis and in review of County operations and procedures.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District One

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0100	County Supervisor	1.00	1.00	\$ 48,944	\$ 54,200
0372	Confidential Investigator I	1.50	2.50	26,499	58,651
0373	Confidential Investigator II	5.00	5.00	153,732	140,531
	Temporary Extra Help	0.50	0.50	<u>6,000</u>	<u>10,270</u>
				\$ 235,175	\$ 263,652

Adjustments:

County Contributions and Benefits	\$ 64,619	\$ 62,346
Salary Adjustments	0	558
Salary Settlement Costs	<u>19,477</u>	<u>11,341</u>

Total Adjustments \$ 84,096 \$ 74,245

PROGRAM TOTALS: 8.00 9.00 \$ 319,271 \$ 337,897

PROGRAM: Legislative, District 2 # 80101 MANAGER: Supervisor George F. Bailey

Department: Board of Supervisors # 0020 REF: 1984-85 Final Budget - Pg: 397

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 221,935	\$ 233,829	\$ 296,459	\$ 281,577	\$ 374,411
Services & Supplies	5,829	4,133	8,103	6,294	11,055
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 227,764</b>	<b>\$ 237,962</b>	<b>\$ 304,562</b>	<b>\$ 287,871</b>	<b>\$ 385,466</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 227,764</b>	<b>\$ 237,962</b>	<b>\$ 304,562</b>	<b>\$ 287,871</b>	<b>\$ 385,466</b>
<b>STAFF YEARS</b>	<b>9.00</b>	<b>8.50</b>	<b>9.22</b>	<b>9.00</b>	<b>10.67</b>

PROGRAM DESCRIPTION:

The Second Supervisorial District is the largest of the five districts in San Diego County, encompassing 1,969.7 square miles. Its boundaries include the cities of Poway, La Mesa, Lemon Grove, El Cajon, Santee and the vast majority of unincorporated territory serving a population of 411,043 (DPLU estimate, 1984).

Supervisor George Bailey represents this predominantly Eastern San Diego County district on the Board, bringing with him 27 years of experience in local government. The Board of Supervisors serves as the chief legislative and executive body to the County of San Diego responsible for administration of Wdgdv tgtbf g/"odx"j gj/ vjc"m&v\*vjt of local laws as deemed necessary, and provision of various public services to the unincorporated area and region-wide.

The Second District Supervisor is complemented by an experienced, professional staff bringing a high level of service to the people in the various communities. A special feature to this staff is a long range planning administrator working full time on multi-year projects including fire district funding and economic development. A branch office in the El Cajon Regional Center has been established to better serve the public and keep the lines of communication open.

In addition to his many duties, Supervisor George Bailey represents the Board of Supervisors on major regional bodies with far reaching legislative and financial impacts. These organizations include San Diego Association of Governments (SANDAG), San Diego Regional Employment and Training Consortium (RETC) Policy Board, Criminal Justice Committee, Committee on Downtown Court Use, San Diego Areawide Wastewater Reclamation Study Policy Committee and San Diego Energy Recovery (SANDER) Project Task Force.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District Two

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0100	County Supervisor	1.00	1.00	\$ 48,944	\$ 54,200
0372	Confidential Investigator I	3.00	4.00	44,574	75,482
0373	Confidential Investigator II	5.00	5.00	124,571	168,550
	Temporary Extra Help	0.00	.67	0	4,000
	TOTAL SALARIES			\$ 218,089	\$ 302,232

Adjustments:

County Contributions and Benefits  
Salary Adjustments  
Salary Settlement Costs

\$ 45,799      \$ 62,058  
0                  621  
17,689        9,500

Total Adjustments

\$ 63,488      \$ 72,179

PROGRAM TOTALS:

9.00                  10.67                  \$ 281,577      \$ 374,411

PROGRAM: Legislative, District 3

# 80101

MANAGER: Supervisor Susan Golding

Department: Board of Supervisors

# 0030

REF: 1984-85 Final Budget - Pg: 399

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 219,550	\$ 209,099	\$ 251,925	\$ 287,982	\$ 363,596
Services & Supplies	12,352	19,564	18,030	18,000	12,500
Fixed Assets	0	0	4,702	4,400	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 231,902</b>	<b>\$ 228,663</b>	<b>\$ 274,657</b>	<b>\$ 310,382</b>	<b>\$ 376,096</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 231,902</b>	<b>\$ 228,663</b>	<b>\$ 274,657</b>	<b>\$ 310,382</b>	<b>\$ 376,096</b>
<b>STAFF YEARS</b>	<b>8.25</b>	<b>7.00</b>	<b>7.42</b>	<b>8.25</b>	<b>10.50</b>

#### PROGRAM DESCRIPTION

Supervisor Susan Golding represents the more than 400,000 residents of San Diego County's Third District. The district includes most of the city of San Diego north of Interstate 8, stretching inland of Lake Hodges and along the coast to Encinitas.

Supervisor Golding represents the Board of Supervisors on the Downtown Redevelopment Task Force, the San Diego County Local Mental Health Advisory Board, the Governing Board of the Health Systems Agency of San Diego and Imperial Counties, the Committee on the Arts, the Subcommittee on Water Management, the County's Sale and Lease Committee, and SANDER, the San Diego Energy Recovery Task Force.

Since taking office on January 7, 1985, Supervisor Golding has been committed to increasing San Diego County's participation in international trade; she has fought for improvements in the operation and care at the County owned Edgemoor Geriatric Hospital; participated in efforts to find solutions to the problems of missing children; directed funds to improve beach safety; worked for changes in the County's I-55 policy; led efforts to introduce freeway call boxes; and attempted to improve community contact by opening the Third District's first field office in the North County.

For the 1985-86 fiscal year, Supervisor Golding has established the following goals:

1. Continue to represent the best interests of the residents of the Third District on the Board of Supervisors, and to respond to their needs for information and assistance in a timely and efficient manner.
2. Work for ways to improve the efficiency of County government.
3. Develop and implement cost-saving measures relative to County spending; establish an International Trade Task Force to help position San Diego as a leading center of international trade; initiate "Safe Harbor," a program designed to protect the children of our community from abduction; continue to seek improvements in County health services; work with County staff for solutions to the border sewage problem; and work for solutions to the County's growing need for water.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District Three

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0100	County Supervisor	1.00	1.00	\$ 48,944	\$ 54,200
0372	Confidential Investigator I	2.00	4.00	38,792	92,149
0373	Confidential Investigator II	5.00	5.00	129,292	139,860
	Temporary Extra Help	0.25	0.50	500	536
TOTALS				\$ 217,528	\$ 286,745
Adjustments:					
	County Contributions and Benefits			\$ 53,757	\$ 67,291
	Salary Adjustments			0	556
	Salary Settlement Costs			16,697	9,004
Total Adjustments				\$ 70,454	\$ 76,851

PROGRAM TOTALS: 8.25 10.50 \$ 287,982 \$ 363,596

PROGRAM: Legislative, District 4

# 80101

MANAGER: Supervisor Leon L. Williams

Department: Board of Supervisors

# 0040

REF: 1984-85 Final Budget Pg: 401

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
COSTS					
Salaries & Benefits	\$ 251,065	\$ 257,880	\$ 289,973	\$ 316,944	\$ 357,106
Services & Supplies	9,898	17,783	18,924	14,438	17,000
Other Charges	0	0	0	0	3,765
Fixed Assets	0	0	2,614	3,900	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 260,963	\$ 275,663	\$ 311,511	\$ 335,282	\$ 377,871
FUNDING	\$ 0	0	(7,260)	0	0
NET COUNTY COSTS	\$ 260,963	\$ 275,663	\$ 304,251	\$ 335,282	\$ 377,871
STAFF YEARS	8.00	8.00	8.23	9.00	10.00

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 is serving as Chairman of the Board of Supervisors in 1985.



STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District Four

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0100	County Supervisor	1.00	1.00	\$ 48,944	\$ 54,200
0372	Confidential Investigator I	3.00	3.00	48,963	70,347
0373	Confidential Investigator II	5.00	5.00	145,163	167,456
	Temporary Extra Help	0.00	1.00	0	536
TOTALS				\$ 243,070	\$ 292,539

Adjustments:

County Contributions and Benefits  
Salary Adjustments  
Salary Settlement Costs

\$ 48,614	\$ 52,757
7,000	650
<u>18,260</u>	<u>11,160</u>

Total Adjustments

\$ 73,874	\$ 64,567
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PROGRAM TOTALS:

9.00	10.00	\$ 316,944	\$ 357,106
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PROGRAM: Legislative, District 5

# 80101

MANAGER: Supervisor Paul Eckert

Department: Board of Supervisors

# 0050

REF: 1984-85 Final Budget - Pg: 403

AUTHORITY: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 212,169	\$ 254,250	\$ 262,857	\$ 310,332	\$ 371,338
Services & Supplies	8,416	8,966	12,527	13,250	12,440
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	\$ 220,585	\$ 263,216	\$ 275,384	\$ 323,582	\$ 383,778
FUNDING	\$ 0	\$ 0	0	0	0
NET COUNTY COSTS	\$ 220,585	\$ 263,216	\$ 275,384	\$ 323,582	\$ 383,778
STAFF YEARS	7.50	8.50	8.23	9.50	10.00

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).

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District Five

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0100	County Supervisor	1.00	1.00	\$ 48,944	\$ 54,200
0372	Confidential Investigator I	3.00	4.00	51,480	81,572
0373	Confidential Investigator II	5.00	5.00	126,505	168,660
	Temporary Extra Help	0.50	0.00	<u>17,160</u>	<u>0</u>
	Total Salaries			\$ 244,089	\$ 304,432
Adjustments:					
	County Contributions and Benefits			\$ 48,817	\$ 55,537
	Salary Adjustments			0	644
	Salary Settlement Costs			<u>17,426</u>	<u>10,725</u>
	Total Adjustments			\$ 66,243	\$ 66,906

PROGRAM TOTALS:

9.50

10.00

\$ 310,332

\$ 371,338



PROGRAM: Central County Administration # 80103 MANAGER: Clifford W. Graves

Department: Chief Administrative Officer # 0200 Ref: 1984-85 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,600,352	\$ 1,712,379	\$ 2,651,057	\$ 2,544,505	\$ 3,475,625
Service & Supplies	535,356	598,542	708,492	759,428	815,629
Other Charges	0	0	0	0	3,600
Fixed Assets	0	0	9,114	26,798	18,800
New Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	<u>12,266</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,123,442</b>	<b>\$ 2,310,921</b>	<b>\$ 3,368,663</b>	<b>\$ 3,330,731</b>	<b>\$ 4,313,654</b>
<b>FUNDING</b>	<b>\$ (1,994)</b>	<b>(19,811)</b>	<b>\$ (150,829)</b>	<b>(149,658)</b>	<b>\$ (236,573)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 2,121,448</b>	<b>\$ 2,291,110</b>	<b>\$ 3,217,834</b>	<b>\$ 3,181,073</b>	<b>\$ 4,077,081</b>
<b>STAFF YEARS</b>	<b>36.46</b>	<b>45.29</b>	<b>66.22</b>	<b>67.00</b>	<b>81.50</b>

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.

1984-85 ACTUAL:

The net cost of Central County Administration was 1% over budget for the following major reasons:

- ° Salary and benefit costs were up due to the mid-year addition of 12 positions to:
  1. Implement Proposition A which centralized administrative control of much of the County workforce within the Chief Administrative Officer's authority.

1984-85 ACTUAL: (Continued)

2. Participate in the San Diego Association of Governments (SANDAG) and provide staff support to the Office of Intergovernmental and Public Affairs.
3. Manage an increased workload in the Central Administrative Office.

This program is offset by 3% revenue for support costs.

Fixed asset funds (\$15,000) to purchase a microcomputer were rebudgeted in FY 1985-86.

1985-86 ADOPTED BUDGET:

In this program the major change is an increase of \$48,200 in salaries and benefits (16.50 staff years) due to full-year funding for 14 positions approved during FY 1984-85, the addition of 2 new positions, and reclassification of 6 positions. Salary settlement costs of \$176,081 increase this program 5%. The Chief Administrative Officer's total salary savings of \$95,000 is deducted from each activity in this program. Central County Administration is 5% offset by revenue.

The activities of this program are summarized as follows:

1. Executive Office (22.00 SY; \$1,169,411) including staff section and management referral system, is:
  - Discretionary
  - Increasing (+8.00 SY; \$329,853) due to implementation of Proposition A and to carry out the additional workload.
  - Increasing (+1.00 SY; \$48,022) to provide staff to the San Diego County Human Relations Commission.
  - Able to provide day-to-day administration of Board policies, agenda items, and internal CAO directives.
2. Financial Management Office (24.50 SY; \$1,204,243) including development and administration of the program and capital improvement budgets, conduct of economic analyses, conduct of management audits and other special audits, is:
  - Discretionary
  - Increasing (+1.50 SY; \$56,500) due to full funding of positions approved in the 1984-85 budget.
  - Reclassifying one position (Financial Management Analyst I) to Financial Management Analyst II (\$4,200).
  - Rebudgeting \$15,000 from FY 1984-85 for a microcomputer.
  - Increasing in net cost due to negotiated salary settlements.
3. Office of Intergovernmental and Public Affairs (13.50 SY; \$1,038,188) including legislative analysis and public information, is:
  - Discretionary
  - Increasing (+2.50 SY; \$109,500) two positions for staff to SANDAG (Analyst III and Senior Clerk) and 1 position to handle increase in legislative analysis (Analyst III).
  - Providing liaison for Washington, D.C. and Sacramento representatives.
  - Budgeting \$384,000 for lobbyists' costs.
  - 10% offset by Cable Television revenue (\$102,200).

4. Community Involvement Office (6.00 SY; \$225,310) including staff support to citizen committees, citizen committee participation system, and volunteer program, is:
- Discretionary
  - Increasing (+1.00 SY; \$27,634) by fully funding an authorized Administrative Assistant I position.
  - Decreasing \$4,200 in services and supplies due to lease/purchase of a computer being budgeted in Administrative Services activity.
5. Labor Relations (4.00 SY; \$278,726) including labor negotiations, hearings for unfair labor practices, and grievance procedure, is:
- Mandated by Myers, Millas, Brown Act.
  - Increasing in net cost (\$4,042) due to salary increases.
6. Contract Compliance Office (3.00 SY; \$111,458) including contract compliance for small, minority and women-owned businesses, oversight of business contracts, is:
- Discretionary
  - Increasing because services and supplies are budgeted this year and budget also reflects salary increases.
  - Responsible for administering the County's Affirmative Action program for its construction contractors and non-construction contractors.
7. Administrative Services (8.50 SY; \$289,168) including budgeting, accounting, payroll, personnel and word-processing, is:
- Discretionary
  - Increasing (+.50 SY Extra Help, \$6,006) to respond to periods of increased workload.
  - Able to process biweekly payroll and personnel documents for Equal Opportunity Management Office, Office of Employee Services and Chief Administrative Office, averaging a total of 240 employees.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Interfund Charges			
Road Fund	\$ 79,031	\$ 79,031	\$ 86,515
Airport Enterprise Fund	7,777	7,777	1,968
Liquid Waste Fund	40,580	40,580	11,421
Solid Waste Fund	15,632	15,632	4,675
Library Fund	5,000	4,928	16,261
Air Pollution Control District	1,710	1,710	13,533
Cable Television Fund	0	0	102,200
Other Miscellaneous	<u>1,000</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 150,730	\$ 149,658	\$ 236,573

A 10% decrease in revenue results from basing Interfund charges on the Auditor's A-87 Cost Allocation Plan rather than the Full Cost Plan which was previously used.

1985-86 OBJECTIVES:

1. Further enhance the capability for automated impact analysis and resolving "what if" questions relating to the economy and legislation during the budget development process.
2. Undertake a minimum of four management reviews of major departmental and interdepartmental problems and issues.
3. Expand micro-computer application to allow for analysis of budget at the sub-object level.
4. Increase the participation of minority-owned businesses in the County's contract and procurement processes from 11% to 15%.
5. Maintain oversight for the 91 Citizen Advisory Committees with greater efficiency through the review, evaluation, and reorganization of computer and word processing records. To increase the use of volunteers in County departments and programs through position development, volunteer recruitment and placement, and development and implementation of computer programs and data analysis and evaluation.
6. Assist the Department of Education in production of a film on County Government to be included in civics curriculums of high schools in the region.
7. Develop and publish informational brochures for the general public explaining major County programs and services.



## STAFFING SCHEDULE

Program: Central County Administration

Department: Chief Administrative Officer

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Executive, Labor Relations, Community Involvement, Contract Compliance</u>					
2109	Chief Administrative Officer	1.00	1.00	\$ 78,103	\$ 86,838
2206	Assistant Chief Administrative Officer	1.00	1.00	63,195	75,362
2104	Deputy Chief Administrative Officer	1.00	2.00	60,465	138,481
2202	CAO Project Manager	0.00	0.50	0	25,530
2325	Director, Community Involvement Office	1.00	1.00	42,391	39,892
2329	Principal Assistant to the CAO	1.00	1.00	38,458	43,102
2389	Senior Labor Relations Specialist	2.00	2.00	78,126	83,976
0348	CAO Staff Officer	0.00	4.00	0	142,740
2385	Associate Labor Relations Specialist II	1.00	1.00	39,997	34,892
2419	Principal Asst., Ping. and Cont. Comp.	1.00	1.00	32,148	34,613
2302	Administrative Assistant III	1.00	1.00	32,941	34,764
2323	CAO Staff Assistant III	3.00	3.00	91,914	106,296
2413	Analyst III	1.00	1.00	31,238	33,499
2303	Administrative Assistant II	1.00	1.00	28,993	31,170
2412	Analyst II	1.00	1.00	24,469	31,170
2401	Equal Opportunity Officer II	1.00	1.00	24,469	27,134
2755	CAO/ACAO Secretary	0.00	2.00	0	53,292
2304	Administrative Assistant I	0.00	1.00	0	22,867
2759	Administrative Secretary IV	3.00	2.00	63,078	46,530
2758	Administrative Secretary III	1.00	1.50	17,856	31,067
3008	Senior Word Processing Operator	1.00	2.00	18,555	34,871
2403	Accounting Technician	0.00	1.00	0	17,082
2745	Supervising Clerk	1.00	1.00	16,347	19,113
2757	Administrative Secretary II	0.00	1.00	0	18,061
2511	Senior Payroll Clerk	1.00	1.00	17,493	16,056
3009	Word Processing Operator	2.00	3.00	31,412	48,931
2730	Senior Clerk	1.00	2.00	16,093	31,502
2760	Stenographer	1.00	1.00	15,619	16,788
2510	Senior Account Clerk	1.00	0.00	15,613	0
2494	Payroll Clerk	1.00	1.00	15,164	15,996
2700	Intermediate Clerk Typist	2.00	0.00	26,854	0
2709	Departmental Clerk	1.00	1.00	9,870	10,730
9999	Extra Help	0.00	0.50	0	5,600
	Subtotal	33.00	43.50	\$ 930,861	\$1,357,945

## STAFFING SCHEDULE

Program: Central County Administration

Department: Chief Administrative Officer

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Financial Management</u>					
2161	Director, Financial Management	1.00	1.00	\$ 55,538	\$ 60,990
2393	Financial Management Analyst III	4.50	5.00	163,026	208,502
2392	Financial Management Analyst II	13.00	14.00	398,294	492,107
2391	Financial Management Analyst I	2.25	2.00	54,615	59,831
2700	Intermediate Clerk Typist	0.75	1.00	8,866	14,884
2759	Administrative Secretary IV	1.00	1.00	17,723	23,265
9999	Extra Help	0.50	0.50	11,779	11,000
	Subtotal	23.00	24.50	\$ 709,841	\$ 870,579
<u>Office of Intergovernmental and Public Affairs</u>					
2276	Director, Office of Intergovernmental and Public Affairs	1.00	1.00	\$ 46,585	\$ 49,735
0349	Public Affairs Officer	0.00	1.00	0	46,980
2309	Principal Legislative Coordinator	1.00	1.00	39,063	40,493
2414	Analyst IV	1.00	1.00	36,326	39,516
2413	Analyst III	2.00	2.50	62,475	84,537
2354	Assistant Public Affairs Officer	0.00	1.00	0	34,764
2357	Photographic Audio Visual Specialist	0.00	1.00	0	27,464
3816	Graphic Designer	0.00	1.00	0	27,464
2324	Public Information Officer	1.00	0.00	26,943	0
2358	Senior Audio Visual Specialist	1.00	0.00	25,585	0
3818	Graphic Supervisor	1.00	0.00	24,040	0
2758	Administrative Secretary III	1.00	1.00	17,855	20,919
3009	Word Processing Operator	1.00	1.00	15,706	16,060
2700	Intermediate Clerk Typist	1.00	1.00	13,428	14,884
2730	Senior Clerk	0.00	1.00	0	15,752
	Sub-total	11.00	13.50	\$ 308,006	\$ 418,568
	TOTAL	67.00	81.50	\$1,948,708	\$2,647,092
Adjustments:					
	County Contributions and Benefits			\$ 480,035	\$ 731,225
	Employee Compensation Insurance				6,578
	Unemployment Insurance				2,911
	Salary Settlement Costs			170,418	176,081
Special Payments:					
	Salary Adjustment			45,332	5,698
	Salary Savings			(101,028)	(95,000)
	CRT/Word Processing			1,040	1,040
Total Adjustments				\$ 595,797	\$ 828,533
PROGRAM TOTALS:		67.00	81.50	\$2,544,505	\$ 3,475,625

PROGRAM: CAO Special Projects

# 87131

MANAGER: Richard W. Jacobsen

Department: Chief Administrative Officer

# 0200

Ref: 1984-85 Final Budget - Pg: 413

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 was 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 Office of Resource Recovery was authorized by Board actions on April 6, 1977 (27) August 12, 1980 (89) and August 29, 1981 (64); Solid Waste Management and Resource Recovery Act of 1972 (State of California Government Code Section 66700). The Charter Review Panel was established by Board action on April 24, 1984 (66). Board action on June 25, 1984 (7) established the Criminal Justice Unit in support of the County's goal of creating a comprehensive criminal justice system.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
COSTS					
Salaries & Benefits	\$ 723,753	\$ 796,223	\$ 836,047	\$ 1,192,094	\$ 1,263,233
Services & Supplies	830,520	785,118	2,448,138	779,782	843,630
Other Charges	0	7,500	0	0	62,000
Fixed Assets	0	0	0	9,440	10,000
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	(3,500)	0	0
Less Reimbursements	593,057	0	0	0	0
TOTAL DIRECT COSTS	\$ 961,216	\$ 1,588,841	\$ 3,280,685	\$ 1,981,316	\$ 2,178,863
FUNDING	\$ (355,353)	\$ (690,081)	\$ (488,708)	\$ (692,142)	\$ (633,328)
NET COUNTY COSTS	\$ 605,863	\$ 898,760	\$ 2,791,977	\$ 1,289,174	\$ 1,545,535
STAFF YEARS	17.33	17.15	19.82	27.08	25.60

PERFORMANCE INDICATORS:

Program activities 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 Resource Recovery; (3) Charter Review Panel; (4) Criminal Justice Unit; and (5) County costs for certain memberships and special services.

1. Office of Special Projects: This involves management and support for a variety of County projects and activities which the Board of Supervisors and the Chief Administrative Officer have determined warrant particular attention due to their regional significance or potential fiscal impact. The Office of Special Projects is responsible for various economic development activities, including Sale and Lease (SAL), Otay/Border and Water projects, and assists with redevelopment analyses. Through its activities, the Office works specifically toward the achievement of the following County Goals: stabilize and establish greater control of revenue base; and develop an action plan for meeting future capital facility needs by identifying alternate funding sources specifically allocated for capital improvements.

PROGRAM DESCRIPTION:

2. Office of Resource Recovery: The San Diego Energy Recovery (SANDER) Project is a waste-to-energy disposal facility which will process 358,000 tons of garbage annually and produce and sell electricity. The SANDER Project is maximizing the experience, technical expertise and financial resources of private enterprise 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 govern 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.
3. Charter Review Panel: The Charter Review Panel is composed of 15 members appointed by the Board of Supervisors to make recommendations for possible Charter changes. The panel's recommended Proposition A was placed on the November 1984 ballot, approved by the voters, and was implemented by the Chief Administrative Officer. The panel has adopted a workplan to study issues, receive public input and make recommendations to the Board of Supervisors for possible ballot propositions on the June 1986 and November 1986 ballots.
4. Criminal Justice Unit: In support of the County's goal of creating a comprehensive criminal justice system, the function of the Criminal Justice Unit is to coordinate and synthesize information which will aid in policy and fiscal decision making in criminal justice matters. The Criminal Justice Unit provides a centralized coordinating function and is therefore located in the Chief Administrative Office under the direction of a CAO Project Manager. Data identification, compilation and analysis is performed by core staff, loaner staff and by consultants.
5. Memberships and Special Services: This consists of County costs for independent audits of the County's annual financial activities, including special audits; counsel to advise and assist on marketing bond issues, provide reports on matters relating to the County's financing responsibilities and objectives, analyze proposed projects including study of financing alternatives; Countywide memberships and other charges.

1984-85 BUDGET:

Estimated actual costs, funding and staff years differ significantly from 1984-85 Budget amounts for the following reasons:

Office of Special Projects: Estimated actual costs are lower than budgeted due to reduction in level of professional/special services. Increase in funding reflects unanticipated revenue from an economic development planning grant and payments by Harbor Square Associates under the Option to Lease for development of the CAC Parking Lots.

Office of Resource Recovery: Estimated actual costs and staff years are lower than budgeted due to transfer of staff to other County programs, resulting in salary savings. City of San Diego employees are serving as replacement staff. Staffing includes contract extra help (.32 staff years) for interim clerical support. Expenditure reductions and expenditure of prior year appropriations resulted in decreased revenue.

Criminal Justice Unit: Estimated actual costs are greater than budgeted due to mid-year salary increases and expenditures for the Shared Courtroom/Branch Court Study. Revenue was transferred to the Criminal Justice Unit to fund the Shared Courtroom/Branch Court Study.

Office of Communications:

Estimated actual costs for services and supplies are higher than budgeted due to the mid-year increase of appropriations to defuse the Certificates of Participation for the telephone system project.

Salary and benefit costs will be lower than budgeted because no positions were filled in the Data Unit and only 1.62 staff years are estimated for the Voice Unit (5.00 SY budgeted).

This office is planned to be disbanded at the end of FY 1984-85 and the General Services Department will be responsible for overseeing the implementation of the new telecommunications system.

Membership and Special Services:

Estimated costs are higher than budgeted due to the County's joining the San Diego Association of Governments (\$56,208) and the Southern California Water Committee (\$10,000).

1985-86 ADOPTED BUDGET:

The activities of this program are summarized as follows:

1. Office of Special Projects (12.00 SY; \$777,036) involves economic development activities, including Sale and Lease, Otay/Border and Water projects. Major tasks for FY 85-86 are to: proceed with sale and lease activities involving the Harbor Square (CAC Parking Lot Development) Project, disposition of Vauclair Point, Edgemoor development planning, and analysis of the Front and "B" property; continue Otay Mesa economic development planning; develop water reuse programs; evaluate the economic development potential of Industrial Development Bonds; and conduct special analyses related to cities' redevelopment plans and unincorporated area economic development. Activities of the Office of Special Projects are:
  - Discretionary
  - Offset 9% by program revenue
  - Increasing (+1.00 SY; \$55,133) due to reassignment of an Analyst IV from the telephone system project.
2. Office of Resource Recovery (2.25 SY; \$283,143) is a cooperative project between the County and City of San Diego, which also involves other local governments and private industry. The SANDER project is a planned waste-to-energy facility which will process 358,000 tons of garbage per year at a proposed site on the City of San Diego's Miramar landfill. This project will be owned and operated by Signal Environmental Systems under a twenty-five year agreement with the City of San Diego. The plant is planned to be operational in 1989. This activity is:
  - Discretionary
  - Offset 98% by program revenue from the City of San Diego
  - Decreasing (-3.25 SY) due to staffing provided by City of San Diego employees.
3. Charter Review Panel (1.75 SY; \$116,193) involves analysis of issues related to possible ballot propositions for changes to the County Charter. This activity is:
  - Discretionary
  - Not offset by revenue
  - Newly budgeted in FY 85-86
4. Criminal Justice Unit (5.60 SY; \$349,777) was implemented mid-year in FY 84-85 in support of the County's goal of creating a comprehensive criminal justice system. Areas of focus in FY 85-86 will be evaluating methods of providing for current and future needed court and detention facility space as well as related needs of other criminal justice agencies; identifying needed data bases and disseminating information; and implementing/monitoring adopted recommendations. Special projects will be undertaken at the direction of the Board, the CAO or upon the identification of priority issues by the Criminal Justice Council and other top County officials. This activity is:
  - Discretionary
  - Not offset by revenue
  - Increasing (3.02 SY; \$154,777) due to full-year funding for staff positions, the addition of a student worker, a computer to assist in data compilation and analysis, and \$46,000 in services and supplies for the San Diego Association of Governments to provide data gathering services.

5. Office of Telecommunications & Information Technology (4.00 SY; \$262,000) to provide coordination and planning to the County data, voice, and video needs. This activity is:
- Discretionary
  - Offset 100% by revenue
  - Newly budgeted in FY 85-86
6. Memberships and Special Services (0.00 SY; \$377,767) consists of County costs as follows:
- Independent Audit and Bond Consultant
  - California Supervisor's Association of California (CSAC)
  - National Association of Counties (NACCO)
  - San Diego Association of Governments (SANDAG)
  - Southern California Water Committee
  - Public Technology, Incorporated (PTI)
  - Automated Regional Justice Information System (ARJIS)
  - Southern California Regional Association of Counties (SCRACS)
  - Memberships and special services are offset 6% by revenue
  - Memberships are discretionary
  - SANDAG, Southern California Water Committee, and economic development contracts increase this budget 73%; 1984-85 CSAC dues were paid from savings in 83-84 and no expense was budgeted in 84-85; PTI costs of \$21,500 are being assumed from departments.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Harbor Square Associates	\$ 117,613	\$ 69,655	\$ 0
EDA 302(a) Planning Grant	70,894	0	16,000
Community Development Block Grant	6,993	15,000	7,000
Edgemoor Development Fund	20,000	20,000	45,395
City of San Diego Trust Fund (Prior FY)	53,200	53,200	128,496
City of San Diego Trust Fund (Current FY)	52,595	150,000	150,000
Energy Task Force Grant	59,816	60,000	0
General Court Fines	36,398	0	0
AB 189 Funds	57,881	57,881	24,437
Recovered Expenditures	98,199	266,406	0
Cable Television Franchise Fees	0	0	262,000
TOTAL	\$ 573,589	\$ 692,142	\$ 633,328

Additional FY 84-85 revenue from Harbor Square Associates reflects payments under the Option to Lease for development of the CAC Parking Lots. Revenue was received in FY 84-85 from an unanticipated EDA grant for economic development planning. The EDA grant will continue in FY 85-86. Grant funds supplemented funds available in FY 84-85 from CDBG and the Edgemoor Development Fund. FY 85-86 CDBG revenue is a carryover of prior year funds. FY 85-86 revenue from the Edgemoor Development Fund is for staff work on the Edgemoor Plan. The City of San Diego Trust Fund (Prior Fiscal Year) represents a carryover of revenue received in a prior year which is available to offset FY 85-86 expenditures. FY 84-85 expenditure reductions resulted in reduced revenue from the City of San Diego Trust Fund (Current Fiscal Year). Revenue from Court Fines was appropriated mid-year in FY 84-85 to fund the Shared Courtroom/Branch Court Study. The Certificates of Participation for the County Telephone System were voided mid-year which terminated revenue for that project (Recovered Expenses).

1985-86 OBJECTIVES:

Office of Special Projects:

1. Continue to manage the County's major Sale and Lease projects.
2. Participate in Otay Mesa/border area economic development planning.
3. Manage the City/County Water Reuse Grant and continue to implement Board action on the Water Independence study.
4. Develop a policy framework for evaluation of cities' redevelopment plans and conduct special analyses related to redevelopment projects.
5. Continue to study various methods to encourage unincorporated area and regional economic development.
6. Provide staff support as required for development of a Master Plan for court facilities.

Office of Resource Recovery:

1. Complete exchange of property with the Navy for the SANDER site at the Miramar landfill.
2. Amend County Solid Waste Management Plan.
3. Facilitate the issuance of California Pollution Control Financing Authority bonds for construction of the SANDER facility.
4. Participate in the California Energy Commission Power Plant Siting Process. Work with staff and the Commission to obtain site certification as delineated in the Warren-Alquist Act.

Charter Review Committee:

1. Present workplan and recommendations to Board of Supervisors for 1986 Ballot.
2. Hold public hearings on recommended Charter changes.

Criminal Justice Unit:

1. Identify means of providing for current and future needed court and detention space which includes consideration of the impact on, and needs of supporting agencies.
2. Identify common data bases and assist in the development of uniform definitions for commonly used terms with the Criminal Justice System.

STAFFING SCHEDULE

Program: CAO Special Projects

Department: Chief Administrative Office

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>OFFICE OF SPECIAL PROJECTS</u>					
2202	CAO Projects Manager	1.00	1.00	\$ 52,248	\$ 53,201
2414	Analyst IV	1.00	2.00	38,466	79,403
2347	Capital Projects Coordinator	1.00	1.00	36,326	39,516
5570	Senior Real Property Agent	2.00	2.00	64,508	70,114
3550	Senior Planner	1.00	1.00	33,114	34,489
2413	Analyst III	2.00	2.00	61,276	68,102
2412	Analyst II	1.00	1.00	27,742	31,170
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
3008	Senior Word Processing Operator	1.00	1.00	15,654	17,002
3009	Word Processing Operator	0.00	0.00	0	0
	Sub-Total	11.00	12.00	\$ 348,698	\$ 414,419
<u>OFFICE OF RESOURCE RECOVERY (SANDER)</u>					
2202	CAO Projects Manager	1.00	0.75	\$ 46,113	\$ 36,378
3729	Senior Mechanical Engineer	1.00	0.00	40,865	0
7084	Chief, Solid Waste Operations	1.00	0.00	33,927	0
2413	Analyst III	1.00	0.00	32,941	0
2758	Administrative Secretary III	1.00	1.00	19,364	18,628
9999	Temporary Extra Help	0.50	0.50	5,750	5,284
	Subtotal	5.50	2.25	\$ 178,960	\$ 60,290
<u>CHARTER REVIEW PANEL</u>					
2202	CAO Projects Manager	0.00	0.25	\$ 0	\$ 12,298
2413	Analyst III	0.00	1.00	0	32,324
9999	Temporary Extra Help	0.00	0.50	0	5,284
	Sub-Total	0.00	1.75	\$ 0	\$ 49,906
<u>OFFICE OF COMMUNICATIONS</u>					
2202	CAO Projects Manager	1.00	0.00	\$ 46,124	\$ 0
2471	EDP Systems Manager	1.00	0.00	43,596	0
2499	Principal Systems Analyst	1.00	0.00	39,902	0
2414	Analyst IV	2.00	0.00	75,389	0
2758	Administrative Secretary III	1.00	0.00	15,463	0
9999	Extra Help	2.00	0.00	60,000	0
		8.00	0.00	\$ 280,474	\$ 0



STAFFING SCHEDULE

Program: CAO Special Projects

Department: Chief Administrative Office

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>CRIMINAL JUSTICE UNIT</u>					
2202	CAO Projects Manager	0.58	1.00	\$ 26,894	\$ 44,765
2414	Analyst IV	0.50	1.00	17,312	41,201
2413	Analyst III	0.50	1.00	14,599	34,764
2412	Analyst II	0.50	1.00	11,664	31,170
2758	Administrative Secretary III	0.50	1.00	7,793	21,422
9999	Temporary Extra Help	0.00	0.60	0	7,150
	Sub-Total	2.58	5.60	\$ 78,262	\$ 180,472
<u>OFFICE OF TELECOMMUNICATIONS &amp; INFORMATION TECHNOLOGY</u>					
2202	CAO Project Manager	0.00	3.00	\$ 0	\$ 159,644
2758	Administrative Secretary III	0.00	1.00	0	19,430
	Sub-Total	0.00	4.00	\$ 0	\$ 179,074
	TOTAL	27.08	25.60	\$ 886,394	\$ 884,161
Adjustments:					
	County Contributions and Benefits			\$ 203,903	\$ 211,331
	Employee Compensation Insurance			\$ 4,320	\$ 2,120
	Unemployment Expense			\$ 1,847	\$ 705
	Salary Settlement Costs			\$ 32,456	\$ 62,146
	Special Payments:				
	Premium Pay - Overtime			\$ 1,500	\$ 0
	Salary Adjustment			61,674	102,770
	Total Adjustments			\$ 305,700	\$ 379,072
PROGRAM TOTALS:		27.08	25.60	\$1,192,094	\$1,263,233

PROGRAM: Disaster Preparedness

# 31519

MANAGER: Daniel J. Eberle

Department: Chief Administrative Officer

# 0200

Ref: 1984-85 Final Budget: Pg. 421

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."

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 276,035	\$ 331,225	\$ 337,678	\$ 379,535	\$ 400,027
Services & Supplies	29,467	27,079	24,007	31,250	43,320
Other Charges	0	0	0	0	0
Fixed Assets	0	0	2,294	2,000	109,600
Vehicles/Comm. Equip.	0	0	0	45,200	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL DIRECT COSTS	\$ 305,502	\$ 358,304	\$ 363,979	\$ 457,985	\$ 552,947
FUNDING	<u>(266,437)</u>	<u>(269,942)</u>	<u>(301,175)</u>	<u>(295,000)</u>	<u>(380,000)</u>
NET COUNTY COSTS	\$ 39,065	\$ 88,362	\$ 62,804	\$ 162,985	\$ 172,947
STAFF YEARS	9.53	10.45	10.72	11.00	11.00

PERFORMANCE INDICATORS:

Emergency Plans, New & Revised	55*	11	36*)	9	
- County			)		100%**
Emergency Plans - Member Cities	N/A	70	56 )	56	
County-wide Disaster Exercises	2	2	4	4	2
Emergency Training Sessions	60	81	65	75	150

\* Combined City and County Plans

\*\* Upon promulgation of State guidelines

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.

1984-85 ACTUAL:

Actual net costs of this program were less than budgeted, primarily because of staff vacancies during the year. New vehicle and communications equipment was budgeted for \$45,200 and the appropriation was transferred to the Countywide Equipment Acquisition budget.

1985-86 ADOPTED BUDGET:

In this program actual net costs to the county are increased because the office expects to be at full staff for all of FY 1985-86. There is no change in staff years, however, increased salaries and benefits reflect 1985-86 salary settlement costs. An important change is the request of \$92,000 for the development of an Emergency Linkage Network in fixed assets funds. This will be offset by \$64,000 (71%) in a one-time assessment of the 16 cities in San Diego County.

The Disaster Preparedness Program includes three activities:

1. SONGS - Emergency Planning for the San Onofre Nuclear Generating Station

- E/R/SY - \$30,000/\$30,000/0.8
- The activity is mandated by the Federal Emergency Management Agency
- No fixed assets are required
- SONGS is offset 100% by revenue

2. Planning - Develops and maintains the County's Emergency Plan and annexes, as well as such other emergency plans as the Flood, Earthquake, and Hazardous Materials Plans and assists cities in developing compatible plans.

- E/R/SY - \$261,585/\$175,000/5.1
- This activity is mandated by the San Diego County Code relating to Civil Defense, Title 3, Ordinance No. 3947
- Planning is offset 70% by revenue

3. Operations - Coordinates response to emergencies and disasters, conducts exercises to prepare for emergency response, provides training and public education, maintains overall emergency communications, operates Federal Surplus System Property and Sandbag Programs.

- E/R/SY - \$261,362/\$175,000/5.1
- This activity is mandated by Title 3, Ordinance No. 3947, San Diego County Code relating to Civil Defense
- Operations is offset 70% by revenue
- Fixed asset requests include a copier (\$13,600), and a microcomputer (\$4,000) to be used 50% for word processing and 50% for upgrading the County's Federal Surplus Property Program
- A Computer Linkage Network is proposed to allow emergency coordination between the County and all 16 incorporated cities.

PROGRAM REVENUE BY SOURCE:

Because of personnel vacancies, savings were realized between 1984-85 budgeted and estimated actual in Civil Defense Administration. This shortfall in revenue was made up by additional revenue (actual) from the cities in 1984-85.

The \$200,000 budgeted for Civil Defense Administration for 1985-86 is at the same level as 1984-85 with a slight increase for salary adjustments. The \$180,000 from City Shares is at almost the same level as 1984-85 actual (\$116,345) plus \$64,000 as a one-time assessment to the cities for an Emergency Linkage Network (see Fixed Assets).

PROGRAM: Disaster Preparedness

# 31519

MANAGER: Daniel J. Eberle

PROGRAM REVENUE BY SOURCE: (Continued)

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Civil Defense Administration (Includes SONGS)	\$ 184,495	\$ 195,000	\$ 200,000
Prior Year Revenue	273		
City Share	116,345	100,000	180,000
Other	<u>61</u>	<u>        </u>	<u>        </u>
TOTAL	\$ 301,174	\$ 295,000	\$ 380,000

1985-86 OBJECTIVES:

1. Establish Independent communication voice and electric data links for the County and all 16 Joint Powers Agreement cities.
2. Equip the Emergency Operations Center with food, water and other basic supplies needed for minimum staffed 24-hour operations for five days.
3. Provide 200 first responders with specialized Hazardous Materials Response Training.
4. Place an additional 20 LIFE receivers in service County-wide.

STAFFING SCHEDULE

Program: Disaster Preparedness

Department: Chief Administrative Officer

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2310	Director, Office of Disaster Preparedness	1.00	1.00	\$ 39,063	\$ 43,405
2302	Administrative Assistant III	1.00	1.00	32,941	34,764
5865	Disaster Preparedness Operations Officer II	6.00	6.00	158,808	164,564
2620	Property & Salvage Coordinator	1.00	1.00	18,925	20,568
3008	Senior Word Processing Operator	1.00	1.00	15,654	19,227
2700	Intermediate Clerk Typist	1.00	1.00	14,128	13,366
TOTAL		11.00	11.00	\$ 279,519	\$ 295,894

ADJUSTMENTS:

County Contributions & Benefits	\$ 76,411	\$ 85,659
Employee Compensation Insurance	1,762	1,502
Unemployment Expense	770	388
Salary Settlement Costs	10,073	20,715
Salary Adjustments	1,000	(4,131)

SPECIAL PAYMENTS:

Call Back Overtime	10,000	0
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TOTAL ADJUSTMENTS	\$ 100,016	\$ 104,133
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PROGRAM TOTALS: 11.00 11.00 \$ 379,535 \$ 400,027

PROGRAM: Cable Television Special Revenue Fund # 5970

MANAGER: Dennis Manyak

Department: Chief Administrative Officer # 0200

Ref: 1984-85 Final Budget: Pg. 340

Authority: Part 76 of the F.C.C. Rules designates state and local governments to regulate cable television activities. 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Adopted	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 74,686	\$ 88,041	\$ 79,835	\$ 108,595	\$ 108,321
Services & Supplies	48,521	78,170	111,067	210,250	224,600
Other Charges	24,404	0	0	0	345,019
Fixed Assets	0	495	2,433	31,500	0
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	439,200
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 147,611</b>	<b>\$ 166,706</b>	<b>\$ 193,335</b>	<b>\$ 350,345</b>	<b>\$ 1,117,140</b>
Funding	\$ (214,925)	\$ (526,223)	\$ (361,083)	\$ (275,000)	\$ (1,117,140)
Fund Balance (Net Cost to Special Fund)	\$ (67,314)	\$ (359,517)	\$ (167,748)	\$ 75,345	\$ 0
Net County Cost*	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

\* There is no net County cost of this special fund activity. Revenues which exceed expenditures are made available the following year in fund balance.

STAFF YEARS	2.50	2.75	2.45	3.00	3.00
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PERFORMANCE INDICATORS:

Cable Subscribers	62,160	66,000	70,000	67,881	72,241
Miles of Cable	1,200	1,270	1,326	1,280	1,400
Number of Regulated Systems	13	13	12	11	11

PROGRAM DESCRIPTION:

This program 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.

1984-85 ACTUAL:

The important difference between 1984-85 budget amounts and actuals is due to salary savings from a vacant Deputy Executive Officer (Associate Planner) position, not purchasing all of the equipment approved under fixed assets and transfer of \$50,000 budgeted for services & supplies to the Cable Television fund balance.

1985-86 ADOPTED BUDGET:

The 1985-86 adopted budget continues the contract for cablecasting the Board of Supervisors regular Tuesday hearings. The cost is anticipated not to exceed \$50,000. The cable television grant award program for cable access programming approved in FY 1984-85 is continued with a \$50,000 allocation this fiscal year.

PROGRAM REVENUE BY SOURCE:

This program is 100% revenue offset. Its purpose is the specific protection of individual subscribers and would be subscribers to cable television systems and 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.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
License Fees	\$ 361,083	\$ 275,000	\$ 270,921

1985-86 OBJECTIVES:

1. Resolve 100% of subscriber and non-subscriber complaints within one week of receiving the complaint whether by telephone or letter.
2. Answer within 2 work hours of receipt 100% of requests for identification of system(s) serving a particular area.
3. Process applications including licensing and rate of return proposals within an average period of one and one-half months.
4. Continue to reduce the number of subscriber complaints by working with the cable operators.
5. Continue to maintain a constant and active role in the review of legislation to assist both the cable customer and operators.

STAFFING SCHEDULE

PROGRAM: Cable Television - Special Fund

MANAGER: Dennis Manyak

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2311	Cable Television Review Officer	1.00	1.00	\$ 32,941	\$ 34,764
3508	Associate Planner	1.00	0.00	27,397	0
2754	Board Secretary	1.00	1.00	17,733	18,061
2303	Administrative Assistant II	0.00	1.00	0	26,299
0472	Cable Television Review Commission (Seven Members)			6,600	6,600
SUBTOTAL		3.00	3.00	\$ 84,671	\$ 85,724

Adjustments:

County Contributions & Benefits	\$ 23,622	\$ 22,289
Employee Compensation Insurance	110	57
Unemployment Expense	192	106
Salary Adjustments	0	145

Total Adjustments

\$ 23,924      \$ 22,597

PROGRAM TOTALS:

3.00      3.00      \$ 108,595      \$ 108,321



CIVIL SERVICE COMMISSION

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Personnel Services	\$ 120,955	\$ 176,542	\$ 244,753	\$ 199,976	\$ 201,239
Total Direct Costs	\$ 120,955	\$ 176,542	\$ 244,753	\$ 199,976	\$ 201,239
Less Funding	<u>(2,220)</u>	<u>(24,369)</u>	<u>\$ (28,585)</u>	<u>(24,278)</u>	<u>(23,242)</u>
Net Program Cost	\$ 118,735	\$ 152,173	\$ 216,168	\$ 175,698	\$ 177,997
Staff Years	3.50	4.00	4.00	4.00	4.00

PROGRAM: PERSONNEL SERVICES, CIVIL SERVICE COMMISSION # 81201 MANAGER: LARRY COOK  
 Department: CIVIL SERVICE COMMISSION # 0450 REF: 1984-85 Final Budget Pg: 426  
 AUTHORITY: Article IX, Section 904, San Diego Charter

MANDATE: The Commission is responsible for protecting the merit basis of the personnel system through its appellate authority, investigative powers, review of Civil Service Rules and contract review function.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 124,210	\$ 157,716	\$ 168,568	\$ 176,524	\$ 191,495
Services & Supplies	9,653	18,826	74,812	21,952	9,744
Fixed Assets	0	0	1,373	1,500	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(12,908)	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 120,955</b>	<b>\$ 176,542</b>	<b>\$ 244,753</b>	<b>\$ 199,976</b>	<b>\$ 201,239</b>
<b>FUNDING</b>	<b>\$ (2,220)</b>	<b>\$ (24,369)</b>	<b>\$ (28,585)</b>	<b>\$ (24,278)</b>	<b>(23,242)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 118,735</b>	<b>\$ 152,173</b>	<b>\$ 216,168</b>	<b>\$ 175,698</b>	<b>\$ 177,997</b>
<b>STAFF YEARS</b>	<b>3.50</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>

PERFORMANCE INDICATORS:

Workload

Hearings	43	65	52	55	65
Comm. Investigations	15	29	21	25	30
Staff Investigations	53	93	118	100	150
Admin. Review (Agenda Items - Contracts)	466	376	532	300	400

PROGRAM DESCRIPTION:

The Civil Service Commission carries out its Charter requirements 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.

1984-85 ACTUAL:

The Commission expended approximately \$8,000 less than budgeted for salaries and benefits due to a half time Analyst position which was vacant for several months. The increase of \$52,860 for services and supplies between 1984-85 budget and 1984-85 actuals is mainly the addition of mid-year Board-approved appropriations to pay for outside attorney services for litigation which has now been settled. There was also an increase of about \$4,300 in revenues from the \$24,278 originally budgeted, due to increased costs billed to special fund departments.

1985-86 ADOPTED BUDGET:

The 1985-86 adopted budget reflects funding for maintenance of current service levels and includes a restoration of conference travel allowance approved during budget deliberations. Staff increase requested is still being considered for mid-year adjustment in 1985-86.

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 \$4,307 increase in revenues from the \$24,278 originally budgeted was due to increased costs billed.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Road Fund	\$ 15,753	\$ 12,440	\$ 13,459
APCD	2,588	2,488	2,692
Library	5,177	5,225	4,038
Other	<u>5,067</u>	<u>4,125</u>	<u>3,053</u>
Total	\$ 28,585	\$ 24,278	\$ 23,242

1985-86 OBJECTIVES:

To continue to meet all legal requirements mandated by the County Charter and to fulfill the Commission's overall responsibility for protecting the merit basis of the personnel system through its appellate authority, investigative powers, review of Civil Service Rules and contract review function.

STAFFING SCHEDULE

Program: Personnel Services, Civil Service Commission

Department: Civil Service Commission

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0445	Civil Service Commission Members	0.00	0.00	\$ 9,000	\$ 9,000
0450	Hearing Officer (CSC)	0.00	0.00	10,000	10,000
0446	Executive Officer (CSC)	1.00	1.00	41,161	47,439
2412	Analyst II	1.50	1.50	45,451	44,590
2753	CSC Secretary	1.00	1.00	21,985	24,324
	Extra Help	.50	.50	10,000	10,000
	TOTAL SALARIES	4.00	4.00	\$ 137,597	\$ 145,353

Adjustments:

County Contributions & Benefits	\$ 31,029	\$ 40,601
Salary Adjustment	0	288
Salary Settlement Amount	7,898	6,753
Salary Savings	0	(1,500)
Total Adjustments	\$ 38,927	\$ 46,142

PROGRAM TOTALS

4.00 4.00

\$ 176,524

\$ 191,495

CLERK OF THE BOARD OF SUPERVISORS

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Reporting/Staff Services	\$ <u>970,761</u>	\$ <u>975,386</u>	\$ <u>1,128,024</u>	\$ <u>1,211,618</u>	\$ <u>1,339,067</u>
Total Direct Costs	\$ 970,761	\$ 975,386	\$ 1,128,024	\$ 1,211,618	\$ 1,339,067
Less Funding	<u>(31,189)</u>	<u>(79,457)</u>	<u>(87,284)</u>	<u>(71,500)</u>	<u>(100,000)</u>
Net County Cost	\$ 939,572	\$ 895,929	\$ 1,040,740	\$ 1,140,118	\$ 1,239,067
 STAFF YEARS	39.42	35.10	36.90	43.20	43.20

PROGRAM: REPORTING/STAFF SERVICES

# 80102

MANAGER: KATHRYN A. NELSON

Department: CLERK OF THE BOARD OF SUPERVISORS

# 0130

Ref: 1984-85 Final Budget - Pg: 430

Authority: Government 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 the Program statement and to provide access to those records.

MANDATE: Mandated/discretionary service level.

	1982-83 Actual	1983-84 Actual	1984-85 Budget	1984-85 Actual	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 871,045	\$ 891,327	\$ 1,084,302	\$ 1,006,326	\$ 1,195,092
Services & Supplies	99,716	84,059	117,316	121,698	112,925
Other Costs	0	0	0	0	14,550
Fixed Assets	0	0	10,000	34,995	16,500
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 970,761</b>	<b>\$ 975,386</b>	<b>\$ 1,211,618</b>	<b>\$ 1,163,019</b>	<b>\$ 1,339,067</b>
<b>FUNDING</b>	<b>\$ (31,189)</b>	<b>\$ (79,457)</b>	<b>\$ (71,500)</b>	<b>\$ (87,284)</b>	<b>\$ (100,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 939,572</b>	<b>\$ 895,929</b>	<b>\$ 1,140,118</b>	<b>\$ 1,075,735</b>	<b>\$ 1,239,067</b>
<b>STAFF YEARS</b>	<b>39.42</b>	<b>35.10</b>	<b>43.20</b>	<b>36.90</b>	<b>43.20</b>

PERFORMANCE INDICATORS:

Number of meetings	435	428	430	411	435
Number of agenda items prepared	6,938	7,686	5,500	10,656	6,700
Number of inquiries processed	73,808	72,094	75,000	60,721	73,500
Agenda preparation, cost per item	16.82	15.32	16.50	14.39	13.50

PROGRAM DESCRIPTION:

Reporting/Staff Services main activities are: Processing 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, and includes maintaining the Conflict of Interest Codes, Employee Relations Policy, and 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 hall 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.

1984-85 ACTUAL:

In the 1984-85 fiscal year steps were taken to initiate the process leading toward Office Automation in 1985-86. One step made possible by the delayed filling of positions, use of work furlough, and community volunteers helped achieve savings of \$50,500, \$35,000 of which was used to upgrade the existing Lanier Word Processing system and to eliminate dependence on the Word Processing equipment of the EDP Shared System. This equipment has improved the service rendered, expedited the work, and avoided adding Reporting Division staff for the Board of Supervisors agenda preparation.

As a preliminary step to Office Automation, two Sperry Personal Computers were purchased through SANCAL plus the necessary accessories and software (\$9,674). Assessment Appeals Section has initiated the use of one computer for its statistical reports, hearing schedules, agenda preparation and maintenance of the roster of Assessment Appeals Boards members. Records of Subdivision Tax Guarantees are also kept in this computer while the other is utilized to supplement Board of Supervisors agenda preparation.

1985-86 ADOPTED BUDGET

The core of Office Automation in this department is the computerized Index System of the Official County Records. Restructuring the Index is included in the EDP 1985-86 workplan, and requires no new equipment at this time. Faster, easier retrieval of Board of Supervisors Records will be readily available to all departments having access.

To expedite Board of Supervisors agenda preparation and continue the automation of the office, we have requested reclassification of two Intermediate Clerk Typist positions to Word Processor Operator. The budget allows maintenance of the 1984-85 services level. Other charges reflect the purchase of the IBM Model 60 copier which is the main source of copies and master copies for the Board of Supervisors agenda backup packets.

PROGRAM REVENUES BY SOURCE

This department provides services to eleven Sanitation Districts and to the Air Pollution Control District Hearing Board which generate 85% of the revenue received. The remaining 15% comes from charges for copies of Board of Supervisors records and recovery of the cost for copies of Board of Supervisors weekly Agenda and/or Statement of Proceedings. A new revenue source was established by Board action 6/4/85 (20) which authorizes collection of a \$34 fee for Subdivision Map Processing. Estimated revenue of \$20,000 is based on volume of maps processed in calendar year 1984. Estimated revenue will be affected by AB 691.

<u>Source of Revenue</u>	<u>1985-86 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Legal Services-Other Govt Agencies (Sanitation Dists)	\$ 3,870	\$ 3,500	\$ 4,000
Plan/Eng. Serv. to Property owners			\$ 20,000
Interfund Charges-(Air Pollution Cont Dist Hrg Bd)	\$ 48,876	\$ 31,500	\$ 40,000
Other - Jury or Witness Fees	\$ 40		
Other-Service to Other Govt Agencies (Sanitation Dists)	<u>\$ 21,206</u>	<u>24,500</u>	<u>19,000</u>
	\$ 73,992	\$ 59,500	\$ 87,000
Other-Misc (Recovery of Mailing Costs)	\$ 6,265	6,000	6,500
Other Sales-Taxable (Copies of Bd of Supvs Records)	<u>7,027</u>	<u>6,000</u>	<u>6,500</u>
	\$ 13,292	\$ 12,000	\$ 13,000
TOTAL	\$ 87,284	\$ 71,500	\$100,000

Revenues are expected to remain relatively stable except for the increase in services for the Air Pollution Control District Hearing Board which has had increased activity.

1985-86 OBJECTIVES:

- Respond to information and record requests within 24 hours.  
1985-86 Fiscal Year objective - 98%
- Prepare, print and distribute Board of Supervisors agenda by 5:00 p.m. Wednesday, 3 working days prior to following week's meeting.  
1985-86 Fiscal Year objective - 100%
- Record Board of Supervisors meeting and prepare statement of proceedings by 5:00 p.m. Friday, 3 working days following meeting.  
1985-86 Fiscal Year objective - 85%
- Disseminate Board actions, send notices of hearing, order legal publications within 7 days after meeting.  
1985-86 Fiscal Year objective - 93%
- Index, prepare, microfilm and file documents as permanent records within 25 working days after meeting.  
1985-86 Fiscal Year objective - 98%



STAFFING SCHEDULE

Program: Reporting/Staff Services

Department: Clerk of the Board of Supervisors

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2110	Clerk of the Bd of Supv	1.00	1.00	\$ 42,473	\$ 46,557
2208	Asst Clerk of the Bd of Supv	1.00	1.00	36,672	40,194
2927	Division Chief, Deputy Clerk, Bd. of Supervisors	1.00	1.00	31,327	33,681
2303	Admin Asst II	1.00	1.00	28,993	31,170
2913	Sr Board Reporter	4.00	4.00	92,187	106,568
2902	Board Reporter	7.00	7.00	144,808	170,605
2758	Admin Sec III	1.00	1.00	19,364	21,422
2745	Supervising Clerk	1.00	1.00	19,364	20,420
2403	Accounting Technician	1.00	1.00	18,469	20,251
3067	Publications Supervisor	1.00	1.00	17,885	19,796
3008	Senior Word Processing Operator	1.00	1.00	18,370	19,563
2730	Senior Clerk	3.00	3.00	49,983	52,746
2760	Stenographer	1.00	1.00	15,619	16,788
3009	Word Processing Operator	1.00	3.00	15,079	48,317
2494	Payroll Clerk	1.00	1.00	14,365	15,996
2700	Intermediate Clerk Typist	15.00	13.00	197,134	178,940
2710	Junior Clerk Typist	2.00	2.00	22,223	20,185
9999	Extra Help	0.20	0.20	2,150	2,200
	TOTAL	43.20	43.20	\$ 786,465	\$ 865,399
0469	AAB Alternate Member				
0470	AAB Members (16 positions)			\$ 19,000	\$ 12,000
0482	AAB Hearing Officers (4 positions)				
0483	AAB Alternate Hearing Officer				
Adjustments:					
	County Contributions & Benefits			\$ 231,796	\$ 269,866
	Salary Settlement 84-85			58,618	
	Salary Settlement 85-86				77,958
Special Payments:					
	Premium Overtime			250	250
	Extraordinary Pay (CRT, WP)			800	800
	Unemployment Expense			3,296	2,508
	Employee Compensation Insurance			1,148	1,268
	Salary Adjustment			3,736	
	Salary Savings			(20,807)	(34,957)
	Total Adjustments			\$ 278,837	\$ 239,735
PROGRAM TOTALS		43.20	43.20	\$1,084,302	\$ 1,195,092

COUNTY COUNSEL

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
COUNTY COUNSEL	\$ <u>2,061,537</u>	\$ <u>2,313,673</u>	\$ <u>4,929,770</u>	\$ <u>3,994,789</u>	\$ <u>4,403,160</u>
Total Direct Costs	\$ 2,061,537	\$ 2,313,673	\$ 4,929,770	3,994,789	4,403,160
Less Funding	<u>299,569</u>	<u>476,062</u>	<u>850,278</u>	<u>917,658</u>	<u>957,449</u>
Net County Costs	\$ 1,761,968	\$ 1,837,611	\$ 3,775,692	\$ 3,077,131	\$ 3,445,711
STAFF YEARS	53.60	53.70	58.00	63.50	66.75

PROGRAM: COUNTY COUNSEL

# 81101

MANAGER: LLOYD M. HARMON, JR.

Department: COUNTY COUNSEL

# 0300

Ref: 1984-85 Final Budget - Pg. 435

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.

Mandate: This program is mandated, but service levels are discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 2,037,255	\$ 2,211,689	\$ 2,534,809	\$ 2,724,889	\$ 3,126,760
Services & Supplies	89,282	101,984	2,311,813*	1,169,800	1,253,400
Other Charges	0	0	82,500	82,500	7,000
Fixed Assets	0	0	17,267	17,600	16,000
Less Reimbursements	(65,000)	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 2,061,537</b>	<b>\$ 2,313,673</b>	<b>\$ 4,946,389</b>	<b>\$ 3,994,789</b>	<b>\$ 4,403,160</b>
<b>FUNDING</b>	<b>(299,569)</b>	<b>(476,062)</b>	<b>(850,278)</b>	<b>(917,658)</b>	<b>(957,449)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,761,968</b>	<b>\$ 1,837,611</b>	<b>\$ 4,096,111</b>	<b>\$ 3,077,131</b>	<b>\$ 3,445,711</b>
<b>STAFF YEARS</b>	<b>53.60</b>	<b>53.70</b>	<b>58.00</b>	<b>63.50</b>	<b>66.75</b>

\* \$1,225,000 of this amount relates to an appropriation transfer to satisfy an unbudgeted claim authorized for payment by the Board of Supervisors.

PERFORMANCE INDICATORS:

New Litigation Cases	1,165	1,332	1,159	1,350	1,520
New Cases/ Litigation Attorney	73	78	83	79	87
New Advisory Assignments	2,287	2,046	1,763	2,125	2,025
New Assignments/ Advisory Attorney	191	186	195	193	184

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 litigation services, are provided on a fee basis. The Office, through its Claims Division, also administers public liability claims, County claims against third parties, and employees' lost property claims.

PROGRAM DESCRIPTION: (continued)

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.

1984-85 ACTUAL:

County Counsel's actual 1984-85 salaries and benefits costs were \$190,000 below budget due to salary savings generated by significant delays in filling several positions which were newly authorized in 1984-85, including Public Liability Claims Supervisor, Litigation Investigator, Legal Assistant and Legal Secretary III (3.0 staff years). Actual services and supplies costs were \$2,311,813. However, \$1,225,000 of this amount relates to an appropriation transfer to satisfy an unbudgeted claim authorized for payment by the Board of Supervisors. Outside of this extraordinary expense, services and supplies were under budget. Actual funding was \$67,380 lower than budget. Half of this shortfall (\$32,710) was due to an over-budgeting of third party recoveries by O.E.S. Actual staffing in 1984-85 was 58.00 staff years, or 5.50 staff years below budget. This shortfall relates to the delay in classifying and filling newly-authorized positions.

1985-86 ADOPTED BUDGET:

The 1985-86 Adopted Budget for Total Direct Costs is \$4,403,160. With half year funding for 6.5 staff years, this proposal translates into a net staff increase of 3.25 staff years. The new staffing consists of a second Legal Assistant position, two Deputy County Counsels II and the reinstatement of 0.5 staff year half year funding of Deputy County Counsel IV, deleted in the 1984-85 Budget. We are also adding vital clerical support staff. This consists of one Legal Secretary II, one Word Processing Operator, and one Intermediate Clerk Typist. For the last two years, the Office, understaffed in clerical positions, has had to use temporary contract help on an ongoing basis. As County Counsel acquires microcomputers and assumes more data processing and automated legal research activities, clerical support requirements will increase. To improve service levels in preventive law and advisory matters will also require an increase in clerical support.

As departmental resources are reallocated to handle the continuing increase in litigation cases, advisory and preventive law matters have received less attention. This year's additions will assist in remedying this situation. Early and comprehensive review of contracts, documents, proposals and legal issues are examples of areas targeted for increased attention. The addition of half year funding for a second Legal Assistant and two deputy County Counsels II will allow reinstatement of the preventive law activities eliminated in recent years.

In 1984-85, County Counsel faced increasing demands for legal services relating to special projects (e.g., SANCAL, Trauma Center designation, Health Complex, etc.), and these service demands, as well as others, are expected to continue in 1985-86. In addition, in taking over the claims function from O.E.S. in 1984-85, County Counsel was required to use legal staff to install the Claims Division, to organize the division, and to provide close supervision for most of the year. It will be necessary to continue with part of that legal supervision throughout 1985-86.

In the area of Services and Supplies, the Adopted Budget reflects an increase of \$83,600 over the 1984-85 budget. The major components of this difference are an increase of \$100,000 in public liability claims insurance and the deletion of \$15,000 for volunteer accident insurance. In the category of Other Charges, the Proposed Budget reflects budgeting elsewhere for the public liability fund.

In 1985-86, the Office will continue with efforts to improve efficiency through the use of automation and computer assisted legal research services.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Program Revenue:			
Legal Services to:			
School Districts/Special Districts	\$ 231,630	\$ 265,000	\$ 275,000
Road Fund	145,112	200,000	210,000
Enterprise Funds	74,273	16,000	20,000
Air Pollution Control District	5,085	7,500	8,500
Miscellaneous (court costs, settlements, etc.)	7,392	10,000	10,000
Liability Funding:			
Road Fund	\$ 208,016	\$ 208,016	\$ 265,440
Enterprise Funds	136,436	136,436	140,150
Air Pollution Control District	4,507	4,168	4,507
Library Fund	6,538	6,538	6,886
Third Party Recoveries	<u>31,289</u>	<u>64,000</u>	<u>16,966</u>
Subtotal	\$ 850,278	\$ 917,658	\$ 957,449
NON-PROGRAM REVENUE:			
Legal Services to:			
Public Administrator*	<u>\$ 303,799</u>	<u>\$ 281,000</u>	<u>\$ 325,000</u>
Total Revenue	\$1,154,077	\$1,198,658	\$1,282,449

\* These revenues are reflected in the Program Budget for Public Administrator.

1985-86 OBJECTIVES:

1. Continue to maximize efficient use of attorney time through greater use of paraprofessionals (Legal Assistant, Litigation Investigator).
2. Reduce costs and increase efficiency by automating case scheduling and automating claims processing.
3. Further increase proactive efforts of office through earlier and more active involvement in the contracting process, special projects, and legislation.
4. Improve the operation of the public liability claims function by providing earlier and more thorough investigation of claims.

STAFFING SCHEDULE

Program: County Counsel

Department: County Counsel

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3902	County Counsel	1.00	1.00	\$ 71,105	\$ 82,167
3900	Assistant County Counsel	1.00	1.00	62,192	69,023
3901	Chief Deputy County Counsel	2.00	2.00	116,077	126,988
3906	Deputy County Counsel IV	8.50	8.75	422,109	482,859
3907	Deputy County Counsel III	15.00	15.00	647,052	709,080
3908	Deputy County Counsel II	3.00	4.00	99,783	164,474
3909	Deputy County Counsel I	1.50	1.50	33,425	35,526
2305	Chief, Administrative Services	1.00	1.00	37,542	39,516
2327	Claims Representative II	2.00	2.00	48,938	56,808
3930	Litigation Investigator	2.00	2.00	61,151	65,749
3932	Public Liability Claims Supervisor	1.00	1.00	35,384	32,702
2932	Supervising Legal Stenographer	1.00	1.00	21,611	23,929
3935	Legal Assistant	1.00	1.50	16,974	32,920
2765	Legal Secretary III	3.00	3.00	63,768	55,317
2763	Legal Secretary II	11.50	12.00	222,636	254,554
2762	Legal Secretary I	3.50	3.50	58,925	58,148
3009	Word Processing Operator	1.00	1.50	15,233	26,428
2730	Senior Clerk	1.00	1.00	16,661	13,529
2510	Senior Account Clerk	1.00	1.00	15,279	16,928
2700	Intermediate Clerk Typist	2.50	3.00	35,768	45,992
TOTAL		63.50	66.75	\$2,101,613	\$2,392,637

Adjustments:

County Contributions & Benefits	\$ 567,569	\$ 655,677
Salary Settlement Costs	160,228	171,927
Employee Compensation Insurance	2,967	7,117
Unemployment Expense	4,386	2,469
Salary Adjustment	(13,241)	18,500
Salary Savings	(98,633)	(121,567)
Total Adjustments	\$ 623,276	\$ 734,123

PROGRAM TOTALS 63.50 66.75 \$2,724,889 \$3,126,760

ELECTRONIC DATA PROCESSING SERVICES

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
EDP Services	\$ 8,553,139	\$ 9,260,013	\$ 11,877,402	\$ 11,595,529	\$ 11,800,018
Total Direct Costs	\$ 8,553,139	\$ 9,260,013	\$ 11,877,402	\$ 11,595,529	\$ 11,800,018
Funding	\$ (204,822)	\$ (331,505)	\$ (273,857)	\$ (270,000)	\$ (322,600)
Net County Costs	\$ 8,348,317	\$ 8,928,508	\$ 11,603,545	\$ 11,325,529	\$ 11,477,418
Staff Years	199.17	172.47	214.83	218.25	230.00

PROGRAM: ELECTRONIC DATA PROCESSING SERVICES # 81402

MANAGER: PATRICIA H. MACKENZIE

Department: EDP SERVICES

# 0753

Ref: 1984-85 Final Budget - Pg: 440

Authority: This program was developed to carry out Admin. Code XXII C which states that the Department of EDP Services will strive to integrate the County data processing effort into a management information system which will serve all levels of County government and maximize the efficient use of computer technologies. The Department shall coordinate all computer activities of the County, manage the Central Computer Facility, and design, develop and revise computer systems.

Mandate: The program and service level are discretionary, but vital to the mandated operational requirements of other County programs.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 5,185,852	\$ 5,648,485	\$ 6,821,262	\$ 6,932,630	\$ 8,018,675
Services & Supplies	\$ 3,534,077	\$ 3,611,529	4,990,995	4,447,990	2,253,637
Other Charges	0	0	0	0	1,448,021
Fixed Assets	0	0	65,145	189,197	79,685
New Vehicles/Comm. Equip.	0	0	0	25,712	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	166,790	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 8,553,139</b>	<b>\$ 9,260,014</b>	<b>\$ 11,877,402</b>	<b>\$ 11,595,529</b>	<b>\$ 11,800,018</b>
<b>FUNDING</b>	<b>(240,822)</b>	<b>(331,505)</b>	<b>(273,857)</b>	<b>(270,000)</b>	<b>(322,600)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 8,348,317</b>	<b>\$ 8,928,509</b>	<b>\$ 11,603,545</b>	<b>\$ 11,325,529</b>	<b>\$ 11,477,418</b>
<b>STAFF YEARS</b>	<b>199.17</b>	<b>172.47</b>	<b>214.83</b>	<b>218.25</b>	<b>230.00</b>

PERFORMANCE INDICATORS

1) Service Requests Received/Completed	430/303	450/221	470/421	450/400	450/250
2) Production Jobs Processed (000's)	115.9	119	128.1	123.8	133

PROGRAM DESCRIPTION:

The Department of EDP Services provides support to a 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.



PROGRAM DESCRIPTION: (continued)

These services are provided through two large mainframe computers and a teleprocessing network of over 1100 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.

1984-85 ACTUAL:

Actual Salaries & Benefits were 2% less than budgeted (-\$111,368) due to vacancies experienced in a number of classifications. Actual Services and Supplies Expenditures exceeded the 84-85 budget by \$543,005 (12%) due to prior year carryover expenditures. These were offset by mid-year appropriation adjustments including savings captured from Salaries & Benefits (\$111,368) and Fixed Assets (\$124,052).

Differences in Performance Indicators for FY84-85 Actual reflect an increase in production jobs processed. Production ability was increased by the FY84-85 installation of the new mainframe and by the upgrade of the 3033.

1985-86 ADOPTED BUDGET:

The 85-86 budget for EDP Services was developed on a "Baseline" and "Construction" format. Baseline activities and costs are defined as those elements which are required to operate the electronic data processing facility on a twenty-four hour basis. Baseline activities include overall planning for and management and control of the department; administrative support functions such as fiscal and budget, contract compliance, personnel, clerical, and equipment acquisition; technical/operating system support; production; network control; maintenance of existing EDP Systems; and Customer Services.

Baseline

The baseline will receive full-year funding for positions added in 84-85 and an increase of four positions (Administrative Assistant III, Administrative Assistant I, Staff Development Specialist, and Intermediate Account Clerk) in 85-86.

Purchasing and Contracting. EDP coordinates the acquisition of most computer equipment and software for all County departments. The quantity of computer hardware has increased each year since 1981 at an estimated average rate of 25% per year. The number of EDP requisitions processed has increased 45% each year during the last two years. Activity forecasts do not indicate a decrease.

Department requests for hardware (terminals, printers, controllers, etc.) require that EDP administrative staff analyze the request; develop acquisition requirements; prepare a Request for Bids, Request for Proposals or Request for Technical Proposals; coordinate and, with Purchasing Department staff, participate in contracts and/or vendor review and selection; coordinate acquisition through delivery; insure contract compliance; update and maintain equipment inventories; coordinate equipment maintenance; process invoices, and maintain fiscal control.

EDP is presently responsible for 165 units of major computer equipment, over 1,100 terminals (distributed county-wide), and over 150 forms routinely required for computer production runs.

The volume of activity requires the addition of one Administrative Assistant III and one Intermediate Account Clerk.

1985-86 ADOPTED BUDGET: (continued)

Personnel & Payroll Administration--The personnel unit consists of 1 Administrative Assistant III and 1 Payroll Clerk. The ratio of personnel unit staff to general staff is 1:109. With the proposed addition of 1 Administrative Assistant I the ratio for FY85-86 would change to 1:77. This ratio would be comparable to those used by other County departments.

The addition of an Administrative Assistant will open a current "bottleneck" for all personnel actions--both administrative and clerical. The current staff cannot handle the volume of personnel actions currently generated--recruitment, certification, interviews, selection; tracking performance appraisals, counseling managers, supervisors, and staff; taking progressive disciplinary actions; etc.

Departmental Data Center and Training Needs--One Staff Development Specialist has been added with fixed assets (study carousels and an overhead projector) to develop training programs needed to keep abreast of new technologies, systems and equipment. This training will be used in support of the County goal to automate operations.

Improved training capabilities/facilities are needed not only for general office automation goals, but also to better equip staff to meet the changing needs of users within timeframes mandated by funding and legislative changes. For example, Senate Bills 813 and 2345 have imposed severe workloads on automated systems within the County. Hiring additional personnel of journeyman level or below to meet mandates and legislative deadlines is initially problematic. Once located, interviewed, hired and indoctrinated, specialized training is required to inform, train and bring new staff up to standard performance. This training need is both technical and procedural in nature. County automated systems are unique in the data processing community. Data Center Training Staff will be used to provide this training.

The baseline also shows an increase in Services and Supplies to purchase six Operating System software products. These will complete activities begun in 1983-84 within the Software and Operations Divisions to increase "System" productivity and improve internal operations.

The acquisition of software packages "Omegamon/MVS" and "Dexan/MVS" will allow the software division to monitor the performance of the operating system. These products monitor the resource utilization of the Central Processing Unit and provide "tune-ups" to maximize efficiency. They will work in conjunction with "Omegamon/CICS", acquired in 1984 to monitor network utilization and performance.

Acquisition of the software package "VSUM" will improve resource utilization of our direct access storage devices (DASD) and will be used to provide statistics in support of the software package, "Service Level Recorder." "Service Level Recorder" is needed to complete the 84-85 Workplan item #7, DASD Management.

Two software packages "CONNEWS/VTAM" and "VNCA" will be purchased and installed in 85/86 to improve productivity within the County's terminal network. "CONNEWS/VTAM" is a software package which increases the user's productivity at the terminal by reducing the technical language needed for its use. "VNCA" improves productivity of EDP Service's operational staff by reducing the time needed to respond to network requirements in the installation and de-installation of computer equipment county-wide.

Construction

Construction activities and costs are defined as those elements which are required to conduct and complete EDP Workplan items.

Construction will receive an increase of one position (Data Base Administrator) in 85-86. Increases in Services and Supplies include funding for program and system software packages, consultants, and new network equipment.

USER DEPARTMENT PROGRAM DEVELOPMENT  
MULTI-YEAR WORKPLAN PROJECTS

## #1 SHARED PROPERTY SYSTEM:

This is the first project scheduled for data base installation. It will allow flexible and expeditious systems changes in the future for response to legislation such as SB813.

## #2 DATA BASE MANAGEMENT:

A software product running on our mainframe will be available to all County users to store and access their data. It will improve the "development" time for new application systems and provide greater flexibility to modify existing County information systems.

## #3 CRIMINAL JUSTICE OVERVIEW:

The project is a data base approach to provide modern techniques in structuring data required by the justice agencies. It will provide flexible systems to operational departments and agencies and allow them to respond more effectively to law and justice public demands.

## #4 REJIS/REGIONAL JUVENILE INFORMATION SYSTEM:

This project will run on the Meadowlark mini computer and will provide a comprehensive computer information system for all Juvenile Justice agencies.

## #5 BASIC COURT:

This project is to install a modern information system to respond to the requirements of civil case processing for Superior Court, Municipal Courts, and the Clerk of the Court. EDP and the Courts have reviewed various software packages and anticipate acquiring the "BR" software package for this project in FY 85-86.

## #6 JAIL SYSTEM:

This project will replace the 13-year-old jail booking system. It will allow multiple booking facilities and multiple jails and honor camps to process and maintain information on prisoners.

## #7 ON LINE REQUISITIONS:

The first system in a series moving toward a paperless processing of information. It will benefit all departments. Requisitions will be sent electronically to Purchasing for processing. Other forms of electronic processing commonly used throughout the County by all departments will follow.

## #8 CARTAS/COMPREHENSIVE ACCOUNTS RECEIVABLE TRUST ACCOUNT SYSTEM:

This project is a comprehensive system for Revenue and Recovery. It will modernize their department in information management systems.

## #9 AMIS/ANIMAL MANAGEMENT INFORMATION SYSTEM:

This project will provide an online system for the management functions involved in the record keeping, licensing and control of animals within San Diego County.

## #10 EOMO/EQUAL OPPORTUNITY MANAGEMENT OFFICE:

This project is to support activities in the County's affirmative action plan in the areas of certification control, minority selection and termination rate evaluation, open applications and resume file bank and equal opportunity training statistics.

#11 MUNICIPAL COURT FISCAL:

This project will allow the information collected in the Court Fiscal System to update files in the Juris and Traffic systems running on the mainframe.

#12 HUMAN RESOURCE/PAYROLL:

This project will replace a 15-year old collection of software with a purchased vendor package to provide a flexible system for payroll/personnel processing. Incorporated within project scope is an automated time collection system.

#13 INFORMATION MANAGEMENT:

An online conversation tool to help control and manage problems, changes and system configurations. This project involves acquiring three software packages; "Information/MVS", "Information/Management", and "Information/Systems", all of which are expected to be installed during FY 85-86.

PROGRAM: ELECTRONIC DATA PROCESSING SERVICES

# 81402

MANAGER: PATRICIA H. MACKENZIE

PROGRAM REVENUES BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Budgeted</u>	<u>1984-85 Actual</u>	<u>1985-86 Adopted</u>
<u>Charges For Current Services (9600)</u>			
(9783) Interfund Chgs-Chg in APCD		\$ 6,813	\$ 20,000
(9782) Public Works Road Fund	\$ 50,000	115,207	150,000
(9782) Public Works Road Fund	50,000		
<u>Charge In Other Government Funds</u>			
(9788) Public Works - Special Districts	\$ 9,500	\$ 1,526	\$ 5,000
(9787) Interfund Chgs - Property Fund			
<u>Charge In EQ Fund</u>			
(9786) Public Works - ACQ		\$ 12,160	\$ 4,000
(9789) Internal Govt Svc Fund	\$ 4,000	7,399	
<u>Interfund-Charge In Library Fund</u>			
(9793) Library	\$ 7,500	\$ 5,595	\$ 6,500
(9793) Library	3,000	2,124	2,000
<u>Other Services To Government</u>			
(9971) Metropolitan Correct. Center	\$ 60,000	\$ 52,233	\$ 45,000
(9971) U.S. Federal Marshal	7,500	9,464	11,000
<u>Other Revenue (9700)</u>			
(9989) Recovered Expenditures		\$ 45	\$ 100
(9996) San Diego City Police	\$ 49,450	43,191	56,500
(9996) San Diego City Attorney	28,000	16,818	20,000
(9996) Superintendent of Schools	350	82	500
(9996) Special Outside Requests	200	551	1,000
(9996) Majestic Pines	500	649	1,000
TOTALS	\$270,000	\$273,857	\$322,600

Discussion of Revenue Increase:

Revenue is projected to increase in FY 85-86 due to increased volume of computer equipment being used by non-county client agencies. This will result in increased revenue from transactions and machine utilization.

1985-86 OBJECTIVES:

1. Complete 3 of 6 phases for installation of On-Line Requisition System.
2. Complete installation of On-Line Receiving System.

3. Complete systems architecture phase of the Shared Property System.
4. Complete requirements definition and initiate conceptual design for the Criminal Justice Overview Project.
5. Complete detailed design phase of the CARTAS project.
6. Install a data base product for initial use in the Shared Property System.
7. Reduce EDP timeframe required for acquisition of major data processing and office automation equipment from 120 days to 90 days.
8. Complete installation of a County-City link between the County mainframe and the City of San Diego mainframe.

## STAFFING SCHEDULE

PROGRAM: ELECTRONIC DATA PROCESSING

Department: EDP Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2123	Director, EDP Services	1.00	1.00	\$ 56,275	\$ 63,198
2231	Deputy Director, EDP Services	1.75	2.00	83,974	107,436
2472	EDP Operations Manager	1.00	1.00	46,888	46,953
2471	EDP Systems Manager	2.75	3.00	126,738	140,328
0917	Temp. Expert Prof Employ II	0.75	1.00	27,643	47,981
8801	Data Base Administrator	00.0	0.50	0	22,755
2518	Software Programmer IV	2.00	2.00	87,239	91,249
2499	Principal Systems Analyst	6.00	6.00	249,055	260,334
2520	Software Programmer III	7.50	8.00	284,526	337,291
2488	Assistant Manager, EDP Operations	1.00	1.00	38,531	40,277
2525	Senior Systems Analyst	19.00	19.00	714,285	760,146
2305	Chief, Administrative Services	1.00	1.00	39,063	41,201
2302	Administrative Assistant III	0.75	1.50	23,166	50,532
2413	Analyst III	1.00	1.00	32,941	33,264
2303	Administrative Assistant II	2.00	2.00	48,938	58,546
2304	Administrative Assistant I	0.00	0.50	0	11,229
2365	Staff Development Specialist	0.00	0.50	0	13,860
3036	EDP Operations Coordinator	2.00	2.00	60,093	64,222
2427	Associate Systems Analyst	46.00	46.00	1,526,580	1,600,132
2522	Software Programmer II	3.50	4.00	103,518	130,528
2426	Assistant Systems Analyst	15.00	17.00	381,735	463,632
2524	Software Programmer I	0.75	1.00	19,194	28,363
2425	Associate Accountant	1.00	1.00	25,228	27,666
3026	Data Processing Supervisor II	4.00	5.50	108,904	157,534
3027	Data Processing Supervisor I	1.75	2.00	40,041	50,583
3018	Computer Operations Specialist	3.00	3.00	69,084	71,406
3031	Data Control Technician IV	2.00	2.00	41,018	42,846
3072	Senior Computer Operator	6.00	6.00	122,058	128,181
2758	Administrative Secretary III	1.00	1.00	17,137	21,406
2745	Supervising Clerk	1.00	1.00	17,124	20,420
3035	Data Entry Supervisor	2.00	2.00	35,694	37,296
2757	Administrative Secretary II	1.00	1.00	15,204	17,044
3020	Computer Operator	21.50	23.00	370,344	427,501
2511	Senior Payroll Clerk	1.00	1.00	17,493	16,491
3069	Senior Data Entry Operator	6.00	6.00	97,030	101,061
3032	Data Control Technician III	4.75	5.00	77,053	82,934
3008	Senior Word Processing Operator	1.00	1.00	16,424	17,831
2730	Senior Clerk	1.00	1.00	14,496	17,211
3030	Data Entry Operator	22.25	22.00	329,492	332,676
3033	Data Control Technician II	7.75	9.00	103,164	125,887
3009	Word Processing Operator	2.00	2.00	30,466	33,455
2650	Stock Clerk	1.00	1.00	14,624	15,724
2700	Intermediate Clerk Typist	2.75	3.00	33,870	40,395
2493	Intermediate Account Clerk	1.75	2.50	23,712	33,926
2709	Departmental Clerk	1.00	1.00	10,356	10,730
9999	Extra Help	7.00	7.00	111,214	119,000
	Total	218.25	230.00	\$5,691,612	\$6,362,661

STAFFING SCHEDULE

PROGRAM: ELECTRONIC DATA PROCESSING

Department: EDP Services

<u>Class</u>	<u>Title</u>	<u>BUDGET STAFF, - YEARS</u>		<u>SALARY AND BENEFITS COST</u>	
		<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Adjustments:					
	County Contributions and Benefits			\$1,533,133	\$1,600,876
	Salary Settlement Costs			303,138	405,543
	Special Payments:				
	Standby Overtime			12,000	17,400
	Shift Differential			21,000	32,600
	Holiday Overtime			28,000	40,700
	Salary Adjustments			0	60,123
	Salary Savings			(656,253)	(501,228)
	Total Adjustments			1,241,018	1,656,014
	Program Totals:	<u>218.25</u>	<u>230.00</u>	<u>\$6,932,630</u>	<u>\$8,018,675</u>



DEPARTMENT OF GENERAL SERVICES

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Architecture/Engineering	\$ 538,084	\$ 986,935	\$ 934,077	\$ 1,235,949	\$ 1,339,398
Communications Services	1,963,375	1,882,438	2,119,577	2,139,083	2,293,715
Facilities Services	8,784,016	9,210,017	9,913,544	9,997,517	10,370,719(B)
Real Property Management (w/o Soc. Svcs. leases)	3,166,627	3,671,853	4,035,080	4,298,712	4,917,095
Fleet Equipment & Maintenance Operations	4,411,466	4,600,904	4,678,236	4,439,020	4,987,927
Central Printing Services (Reprographics)	98,117	141,880	(91)	82,459	(41,788)
Records Management	227,639	233,510	270,205	267,119	284,296
Administration (Overhead)	<u>526,873</u>	<u>567,302</u>	<u>677,525</u>	<u>599,835</u>	<u>994,575(A)</u>
Total Direct Costs	\$19,716,197	\$21,294,839	\$22,628,153	\$23,059,694	\$ 25,145,937
Less Funding	<u>\$(1,941,017)</u>	<u>\$(3,674,273)</u>	<u>(4,206,166)</u>	<u>\$(3,879,125)</u>	<u>(4,790,984)</u>
Net Program Cost	\$17,775,180	\$17,620,566	\$18,421,987	\$19,180,569	\$ 20,354,953
Staff Years	521.91	487.74	505.19	528.25	525.50(B)

(A) Internal Reorganization

(B) During FY 1985-86 budget deliberations, 14 positions and the responsibility for facility maintenance were transferred from General Services to Edgemoor Geriatric Hospital

Public Services Utilities Program was transferred to a separate budget unit in FY 1985-86.

PROGRAM: ARCHITECTURE &amp; ENGINEERING

# 85201

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5500

REF: 1984-85 Final Budget - Pg: 446

Authority: Administrative Code, Section 398.5(b), states that the Department of General Services will prepare plans and specifications for the construction of County buildings and supervise the construction of such buildings.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 895,929	\$ 910,897	\$ 924,168	\$ 1,116,804	\$ 1,183,398
Services & Supplies	72,816	90,417	45,747	90,807	120,000
Contracts	63,884	24,494	13,971	27,592	30,000
Fixed Assets	0	0	697	746	6,000
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(494,545)	( 38,873)	(50,506)	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 538,084</b>	<b>\$ 986,935</b>	<b>\$ 934,077</b>	<b>\$ 1,235,949</b>	<b>\$ 1,339,398</b>
<b>FUNDING</b>	<b>\$ (604,734)</b>	<b>\$ (944,121)</b>	<b>\$ (970,981)</b>	<b>\$ (1,236,600)</b>	<b>(1,285,236)</b>
<b>NET COUNTY COSTS</b>	<b>\$ (66,650)</b>	<b>\$ 42,814</b>	<b>\$ (36,904)</b>	<b>\$ (651)</b>	<b>\$ 51,162</b>
<b>STAFF YEARS</b>	<b>25.33</b>	<b>24.75</b>	<b>23.20</b>	<b>28.00</b>	<b>27.00</b>

PERFORMANCE INDICATORS:

Projects Managed	38	33	49	22	34
Contracts Administered	68	141	77	51	87

PROGRAM DESCRIPTION:

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 planning and cost estimating of facilities requirements; manage design development; provide construction quality control; maintain facility records; conduct feasibility studies; respond to Board referrals; and perform other non-project services.

This program contracts with private sector architects and engineers to provide services for most County projects and enforces contract provisions. Department inspectors assure compliance with building code and design requirements during construction. This program provides architectural and project management support to the Capital Improvement Budget and support preparation of the Capital Budget.

1984-85 ACTUAL:

The Actuals reflect actual project activity experienced in 1984-85. Major variances on a sub-object level can be summarized as follows:

Salaries - \$192,636 in Salary Savings were generated by delaying the filling of vacant positions to accommodate project requirements and funding.

Services & Supplies, including contracts - \$58,681 in Services and Supplies savings were generated due to project activity which was delayed into 1985-86.

Reimbursements - \$50,506 in unanticipated reimbursements were received primarily for work performed on the Handicapped Access Projects, and Miscellaneous Major Maintenance Projects. The receipt of reimbursements reflects shifts in the Auditor's accounting procedures. Previously these projects were budgeted as revenue.

Revenue - \$970,981 in revenue were received in 1984-85. Variances from budgeted levels reflect unanticipated project cancellations, and rescheduling of projects in the Capital Improvement Budget. This includes the cancellation of the Downtown Courthouse Expansion Project (KK4377) and rescheduling requirements of the Health Services Complex (KK2311 and KK2312). Variances in funding were offset in whole by salary, as well as services and supplies savings.

1985-86 ADOPTED BUDGET:

Architecture and Engineering's budget is fully funded based on the program requirements of the Capital Improvement Budget. In developing Architectures' budget, the staffing, and services and supplies requirements for each Capital Improvement Budget project are evaluated and estimated based on project requirements. Funding is included only for fully funded projects.

The major components of the 1985-86 Adopted Budget are:

1. Workload - an estimated 34 projects, with a contract value of \$13.5 million, are budgeted for 1985-86. Major projects include the Vista Detention Facility Expansion/Remodel; the Health Services Complex; SB 668 projects; AB 189 projects; and prior year carry-over projects.
2. Salaries and Benefits (\$1,183,398; 27 SYs)

Staffing and salary levels project requirements and are revenue offset. Minor staffing variations include:

- Reclassification of one Senior Clerk to a Word Processor Operator to reflect the duties of the position and assignment to word processing equipment.
- Transfer of one Intermediate Clerk Typist from Architecture to the Administrative Program to reflect the position's general administrative and clerical duties.
- Transfer of one Administrative Assistant II from Architecture and Engineering to Administration to consolidate Major Maintenance Budget support.
- Transfer of one Architectural Project Manager I, budgeted in 1984-85 in the Facility and Real Property program, to the Architecture and Engineering program. This position provides design support for space management functions. Consolidating in-house design functions will increase the Department's flexibility and efficiency in scheduling staff and projects.

1985-86 ADOPTED BUDGET (Continued):3. Services and Supplies, Including Contracts (\$150,000)

Services and supplies are revenue offset. Requirements are determined based on the scope and type of architectural projects proposed in the Capital Improvement Budget. Provisions have been included for specialized service and supply requirements in support of the Health Services Complex Project and the Vista Detention Facility Expansion/Remodel. Types of services and supplies include: general office supplies; blue printing; drafting services; and special studies in support of projects, such as, soil studies, surveying, engineering and consultant services. The increase in services and supplies is due to specialized printing requirements for major projects.

PROGRAM REVENUE BY SOURCE:

In 1984-85, revenue projections were based on work associated with the Health Services Complex, Vista Detention Facility, and the Downtown Courthouse Expansion. Due to project start up contingencies, cancellations and resultant rescheduling, revenue actuals trailed budgeted levels. For 1985-86, the Health Services Complex and Vista Detention Facility projects are both in progress. Projected revenue levels in 1985-86 should be consistent and not impacted by project start-up contingencies.

In 1985-86, \$953,141 in revenue is budgeted based on anticipated Architectural work scheduled in support of the Capital Improvements (CIB) Budget. Analysis of the Capital Projects indicates that 63% of new projects are funded by AB 189 and SB 668 funds. These funding sources will provide a stable, and more predictable, revenue base in 1985-86.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Housing and Community Development	\$ -0-	\$ 8,200	\$ 0
Capital Improvement Budget	732,624	659,400	953,141
Vista Jail Expansion	106,829	111,000	122,095
Health Services Complex	131,528	448,000	210,000
CAO's Office (CAC Parking Lot Project)	<u>-0-</u>	<u>10,000</u>	<u>0</u>
Total	\$ 970,981	\$ 1,236,600	\$ 1,285,236

1985-86 OBJECTIVES:

1. 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 Architectural and Engineering services to client departments.

STAFFING SCHEDULE

Program: Architecture and Engineering

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3678	Deputy Director, Architecture and Engineering	1.00	1.00	\$ 46,610	\$ 45,773
2348	Chief, Capital Facility Planning	1.00	1.00	46,573	49,127
3571	Chief Arch. Planning and Design	1.00	1.00	44,388	47,731
2347	Capital Projects Coordinator	1.00	1.00	36,326	39,516
3593	Arch. Project Manager III	5.00	5.00	201,861	211,682
3592	Arch. Project Manger II	5.00	5.00	179,028	192,766
2302	Administrative Assistant III	1.00	1.00	32,941	34,764
3511	Senior Construction Inspector	1.00	1.00	29,722	31,965
2303	Administrative Assistant II	2.00	1.00	53,462	23,472
3510	Construction Inspector	2.00	2.00	55,610	59,800
3591	Arch. Project Manager I	2.00	3.00	53,574	88,860
2757	Administrative Secretary II	2.00	2.00	36,026	36,232
2403	Accounting Technician	1.00	1.00	15,591	17,582
2730	Senior Clerk	1.00	0.00	16,661	0
3009	Word Processor Operator	0.00	1.00	0	18,147
2700	Intermediate Clerk Typist	2.00	1.00	27,728	14,884
	Total	28.00	27.00	\$ 876,101	\$ 912,301
Adjustments:					
	County Contributions and Benefits			\$ 210,294	\$ 229,089
	Employee Compensation Insurance			10,025	11,490
	Unemployment Expense			2,448	1,116
	Salary Settlement Cost			34,882	54,162
	Salary Savings (2%)			(16,946)	(24,760)
	Total Adjustments			\$ 240,703	\$ 271,097
PROGRAM TOTALS:		28.00	27.00	\$1,116,804	\$1,183,398

PROGRAM: COMMUNICATIONS SERVICES

# 82303

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5500

Ref: 1984-85 Final Budget - Pg. 450

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,644,188	\$ 1,634,226	\$ 1,682,058	\$ 1,823,163	\$ 1,923,210
Services & Supplies	340,093	326,017	436,980	301,035	319,640
Contracts	0	0	0	0	0
Fixed Assets	0	0	1,183	9,350	50,865
Vehicles/Comm. Equip.	0	0	0	6,400	0
Less Reimbursements	(20,906)	(77,805)	(644)	(865)	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,963,375</b>	<b>\$ 1,882,438</b>	<b>\$ 2,119,577</b>	<b>\$ 2,139,083</b>	<b>\$ 2,293,715</b>
<b>FUNDING</b>	<b>\$ (163,842)</b>	<b>\$ (51,578)</b>	<b>\$ (190,387)</b>	<b>\$ (166,372)</b>	<b>\$ (366,988)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,799,533</b>	<b>\$ 1,830,860</b>	<b>\$ 1,929,190</b>	<b>\$ 1,972,711</b>	<b>\$ 1,926,727</b>
<b>STAFF YEARS</b>	<b>75.50</b>	<b>71.25</b>	<b>66.00</b>	<b>66.00</b>	<b>67.00</b>

PERFORMANCE INDICATORS:

1. Microwave Systems Installed & Maintained	1,032	1,036	1,265	1,049	1,494
2. Mobile Radio/Electronic Units Maintained	2,724/3,080	2,726/3,115	2,742/3,147	2,742/3,346	2,742/3,147
3. Cty. Tele. Lines	*	9,025	9,100	9,500	9,975
4. U.S./Inter-Departmental Mail Processed	3,870,161/ 4,000,000	4,102,371/ 4,500,000	4,326,159/ 4,500,000	4,123,836/ 4,600,000	4,935,466/ 4,500,000

\* not available

PROGRAM DESCRIPTION:

This program provides communications services to County governments and outside agencies, and consists of three basic sections: 1. Microwave/Telephone System, Mobile Radio & Electronics; 2. Telecommunications Services; and 3. Mail Services. Major services provided by this program include: development and implementation of a cost-effective means of providing telephone and radio communications services; 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.

1984-85 ACTUAL:

1. Salaries and Benefits was \$141,105 under the 1984-85 Budget, due to delays in filling vacant positions.
2. Services and Supplies was \$135,945 over the 1984-85 Budget due to: (a) employment of contract help to assist permanent staff with workload; (2) rental of modems (data processing equipment) for telephone services formerly provided and billed by the Telephone Company. This cost would have been included in the Telephone Utilities Account had Pac Bell been tariffed to provide the service.

1985-86 ADOPTED BUDGET:

1. Administration - Division administration; Countywide telephone and postage costs monitoring; RFP preparation and review; development and implementation of cost effective means of providing telecommunications, radio, mail and printing services.

1985-86          E/R/SY          \$220,693/-0-/6.00

- ° This budget maintains the level of services currently provided Countywide.

2. Telecommunications Services - Supports over 9,700 telephone instruments Countywide; operates County proprietary stand-alone systems at East and South County Regional Centers, and County Central Detention facility; coordinates telephone moves and changes; processes telephone billings; monitors telephone usage; maintains County telephone directory; provides referral and informational services and training on proper telephone usage.

° 1985-86          E/R/SY          \$1,304,050/-0-/11.00

- ° This budget maintains the level of services currently provided Countywide.
- ° Reflects internal re-organization effecting a transfer of the Senior Clerk position from Central Printing Services.

3. Microwave/Telephone Systems and Mobile Radio/Electronics Program - Maintains and installs microwave and transmission systems equipment for three major networks: law enforcement, public health and safety, and local government; removes and installs mobile radios; maintains mobile radios, hand-held radios and pagers; installs and maintains electronic office audio systems and Board room monitors.

° 1985-86          E/R/SY          \$1,365,358/\$341,758/32.00

- ° This budget maintains the level of services currently provided Countywide.
- ° Provides \$50,865 for fixed assets.

1985-86 ADOPTED BUDGET: (continued)

3. Mail Service Program - processes and delivers mail routed through the U.S. Postal System and inter-office mail; provides Countywide Zip code pre-sort mail services; and continues to provide combined mail delivery and passenger shuttle bus services started in 1984-85.

° 1985-86 E/R/SY \$403,614/\$25,230/18.00

° This budget maintains the level of services currently provided Countywide.

PROGRAM REVENUE BY SOURCE:

Total revenues of \$366,988 are projected to be realized as follows:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
EMS, Prior Year (9987)	\$ 27,184	\$ 0	\$ 0
Air Pollution Control District (9783)	1,812	4,725	3,170
Inter-Service Fund (Public Works) (9786)	19,025	0	20,800
Road Fund (Public Works) (9782)	14,800	14,800	14,800
Liquid Waste Enterprise Fund (9787)	2,347	6,347	6,260
Sanitation District (9788)	1,776	2,400	3,400
Airport Enterprise Fund (9787)	2,000	2,000	2,000
Solid Waste Enterprise Fund (9787)	800	800	1,500
County Library (9793)	6,000	6,000	3,000
Emergency Medical Service (Trust Fund) (9881)	106,000	106,000	312,058
Road Fund - Equipment (9789)	2,015	23,300	0
Capital Outlay Fund (9785)	1,945	0	0
Communications Services (9720)	4,112	0	0
Other Miscellaneous Accounts	571	0	0
<b>TOTAL</b>	<b>\$ 190,387</b>	<b>\$ 166,372</b>	<b>\$ 366,988</b>

1985-86 OBJECTIVES:

1. Maintain the radio, telephone and microwave networks through extensive use of the Preventive Maintenance program.
2. Develop replacement program for the 12 GHz Microwave System, which will be pre-empted by the National Direct Broadcasting Satellite System (DBS).
3. Continue equipment testing, site preparation and validation of the Computerized Microwave Diagnostic System.
4. Continue to install and maintain the Emergency Medical Services (EMS) communications network for the Trauma Care Program, and continue to provide technical support.
5. Expand the Electronic Mailweigh System to reduce postage costs, and complete implementation of the Zip code + 4 pre-sort mail service to realize savings of \$0.0055 per one ounce of mailing.
6. Implement shuttle bus and express mail services to outlying County regional centers (East County, North County, South Bay).
7. Commence Phase 3 of the 5 year plan for the implementation of the 800 MHz Trunking System for local government/ fire/public safety networks.
8. Maintain and operate the County owned telephone systems at the East County and South Bay Regional Centers.
9. Continue implementation of a computerized telephone billing and telephone inventory system.
10. Continue to monitor telephone usage and recommend system improvements to reduce operating costs.
11. Pursuant to Board direction, provide management and coordination of installation of proprietary County wide telephone system.



## STAFFING SCHEDULE

Program: Communications Services

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
6146	Chief, Communications Services	1.00	1.00	\$ 43,701	\$ 42,730
3679	Electronics Engineer	1.00	1.00	37,056	41,108
2302	Administrative Assistant III	1.00	1.00	32,941	34,166
2386	Telecommunications Manager	1.00	1.00	32,941	33,338
6147	Communications Coordinator	1.00	1.00	42,228	32,092
6148	Communications Technician IV	2.00	2.00	63,432	61,844
2376	Telephone Systems Coordinator	1.00	1.00	26,432	27,879
6149	Communications Technician III	4.00	4.00	114,806	117,108
6150	Communications Technician II	20.00	20.00	487,222	495,726
6151	Communications Technician I	2.00	2.00	45,001	45,386
2809	Frequency License Agent	1.00	1.00	18,217	19,211
3047	Mail Systems Specialist	1.00	1.00	19,364	20,420
2403	Accounting Technician	1.00	1.00	18,469	20,251
2757	Administrative Secretary II	1.00	1.00	18,013	19,381
3074	Senior Mail Clerk Driver	2.00	2.00	33,480	35,330
2510	Senior Account Clerk	1.00	1.00	15,322	15,306
2730	Senior Clerk	0.00	1.00	0	15,917
2615	Electronics Parts Storekeeper	1.00	1.00	16,223	17,428
3039	Mail Clerk Driver	12.00	12.00	174,912	184,452
2815	Telephone Supervisor	2.00	2.00	29,723	32,059
2493	Intermediate Account Clerk	3.00	3.00	38,935	43,462
2810	Telephone Switchboard Operator	4.00	4.00	51,613	57,489
7514	Shuttle Bus Driver	3.00	3.00	51,171	54,003
	Total	66.00	67.00	\$1,411,202	\$1,466,086
Adjustments:					
	County Contributions and Benefits			\$ 352,986	\$ 385,349
	Employee Compensation			24,224	25,507
	Unemployment Expense			4,425	2,364
	Salary Settlement Cost			56,173	77,255
Special Payments:					
	Standby Overtime			25,958	24,535
	Premium Overtime			32,687	34,040
	Salary Adjustments			(27,868)	8,074
	Salary Savings			(56,624)	(100,000)
	Total Adjustments			\$ 411,961	\$ 457,124
PROGRAM TOTALS:		66.00	67.00	\$1,823,163	\$1,923,210

PROGRAM: FACILITIES SERVICES

# 82103

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5500

Ref: 1984-85 Final Budget; Pg. 454

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 6,600,148	\$ 7,094,981	\$ 7,569,764	\$ 7,680,739	\$ 7,564,509
Services & Supplies	1,598,161	1,178,096	1,246,821	1,053,050	1,045,505
Contracts	1,004,993	1,312,493	1,514,070	1,413,720	1,997,625
Fixed Assets	0	0	0	0	7,905
Vehicles/Comm. Equip.	0	0		0	0
Less Reimbursements	<u>(419,286)</u>	<u>(375,553)</u>	<u>(417,111)</u>	<u>(149,992)</u>	<u>(244,825)</u>
<b>TOTAL DIRECT COSTS</b>	<b>\$ 8,784,016</b>	<b>\$ 9,210,017</b>	<b>\$ 9,913,544</b>	<b>\$ 9,997,517</b>	<b>\$10,370,719</b>
<b>FUNDING</b>	<b>\$ (281,972)</b>	<b>\$ (582,048)</b>	<b>\$ (774,486)</b>	<b>\$ (420,140)</b>	<b>\$ (527,377)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 8,502,044</b>	<b>\$ 8,627,969</b>	<b>\$ 9,139,058</b>	<b>\$ 9,577,377</b>	<b>\$ 9,843,342</b>
<b>STAFF YEARS</b>	<b>290.19</b>	<b>270.00</b>	<b>291.06</b>	<b>303.00</b>	<b>295.50</b>
<b>PERFORMANCE INDICATORS:</b>					
Total Sq. Ft. Maintained	4,950,000	4,950,000	5,000,000	4,950,000	5,000,000
Total Grounds Sq. Ft. Maint.	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Maint. Engr. Sq. Ft./SY	44,196	44,196	41,346	40,243	39,063
Custodial Sq. Ft./SY	25,804	23,196	21,416	28,101	27,778
Gardening Sq. Ft./SY	500,000	526,316	401,284	425,531	454,545

PROGRAM DESCRIPTION:

Facilities Services provides building management services using County employees, outside contracts and volunteers. These services are 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, honor camps, a children's home, mental health facilities and a geriatrics hospital, etc., 5,000,000 square feet of building space and 5,000,000 square feet of grounds are maintained through this program.

1984-85 ACTUAL:

FY 1984-85 direct expenditures realized savings of \$83,973 (1%). Overrealized revenues of \$354,346 (84%) reduced this program's net County costs by \$438,319 (5%). Salaries and Benefits realized a savings of \$110,975 (1%), however, Services and Supplies, including contracts, overspent by \$294,121 (1%). The Services and Supplies overexpenditures are primarily due to security contracts (\$264,184).

1985-86 ADOPTED BUDGET:

In FY 1985-86 Facilities Services will provide services at 1984-85 levels. In FY 1985-86 the Downtown Courthouse, County Administration Center and Vista Regional Center are priority facilities. Efforts will be made to continue FY 1984-85 building enhancements with particular attention focused on these facilities to improve their appearance. As a result of the 1985-86 Proposed Budget Change Letter, 14.00 staff years were transferred to Health Services to provide facilities maintenance at Edgemoor Geriatric Hospital. However, Facilities Services is still responsible for providing support to the maintenance personnel. Support is provided through our electricians, plumbers, carpenters, air conditioning refrigeration mechanics, and other crafts personnel, as the work demands arise.

Facilities Services programs are summarized as follows:

1. Maintenance Operations Section: Regional supervisors and their consolidated Maintenance, Construction and Custodial staff provide services at geographically dispersed facilities in the County. Major facilities are staffed with a variety of skilled maintenance personnel. Security services, also budgeted here, designs, installs and maintains electronic alarm and locking systems. Additionally, this service supervises and coordinates in-house and contract security guard services that provide physical security and parking lot management. Crafts and Service Crews provide specialized services to support construction, alterations or repairs requested by County departments. Grounds Maintenance provides specialized services in landscape maintenance and construction.
  - 1985-86 E/R/SY \$8,153,963/\$527,377/264.0
  - The 1985-86 Budget:
    - Includes 76.00 SY which are assigned to these functions.
      - Crafts and Service crews
      - Grounds Maintenance
    - Continues services at the 1984-85 level.
    - Transfers 14.0 SY to Health Services Department.
2. Maintenance Support Section: Includes Work Control which processes departmental work requests. This unit evaluates, estimates and schedules more than 15,000 requests annually to remodel, repair, and perform emergency repairs. Contract Services administers and manages elevator maintenance, and custodial and trash pickup contracts. Material control operates a warehouse for inventory supporting maintenance and construction crews. Major Maintenance activities include estimating, scheduling and managing non-capital projects to completion.
  - 1985-86 E/R/SY \$1,830,041/\$0/24.0
  - The 1985-86 Budget:
    - Transfers 2.0 SY to the Department Administration Program.
    - Transfers 76.00 SY and associated maintenance functions into Maintenance Operations Activity.

The transferred functions are:

    - Crafts and Service Crews
    - Grounds Maintenance
    - Remaining functions will continue at the 1984-85 level.

3. Resources Management Section: Operates one of the nation's most advanced computerized climate control systems. The Central Automated Building Control System provides five major facilities with near constant building climate control through a network of computerized heating and air-conditioning equipment. This function monitors energy and utility consumption rates, tests and implements conservation measures, and handles the payment of the County's gas, electric and water service charges. In addition, it manages the cogeneration activity that includes fuel to operate heating, cooling and electrical systems at major County facilities. It is designed to reduce the KWH requirements that will, in turn, decrease the need to purchase electricity, steam and other fuels. Cogeneration plants are located at the North, South and East County Regional Centers, Las Colinas Detention Center and the downtown Courthouse.

° 1985-86 E/R/SY \$386,715/\$0/8.0

° The 1985-86 Budget:

- Continues services at 1984-85 levels.

PROGRAM REVENUE BY SOURCE

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Sales & Use Tax (9061)	\$ 785	\$ 0	\$ 0
Vending Machine (9210)	595	1,000	0
State Aid - Health (9411)	4,480	0	0
Employee Housing Rental Fees (9974)	2,662	4,500	3,000
State of CA (Deer Park) (9971)	57,244	0	50,000
Construction Bond Funds (9775)	198,204	60,000	0
Road Fund (9782)	131,602	100,350	104,350
Air Pollution Control (9783)	12,713	7,430	8,000
Capital Outlay Fund (9785)	86,187	0	75,000
Solid Waste (9787)	33,010	21,500	51,500
Liquid Waste (9787)	10,067	5,000	5,000
Airport Enterprise Fund (9787)	24,232	15,160	16,827
Sanitation Districts (9788)	44,236	48,900	43,700
Special Parks District (9788)	2,913	3,800	3,000
Library Fund (9793)	206,766	148,000	163,000
Employee Parking Fines (9978)	0	500	0
Misc. Recovered Revenues (9995)	6,058	4,000	4,000
Work Auth. Excess Cost	(47,268)	0	0
TOTAL	\$ 774,486	\$ 420,140	\$ 527,377

1985-86 OBJECTIVES:

1. To implement custodial work measurement standards to meet minimum health standards.
2. To process 15,000 Work Order Requests.
3. To complete 106 Major Maintenance Projects.
4. To produce 28,382 Megawatt Hours of electricity from cogeneration (100% efficiency).

## STAFFING SCHEDULE

Program: Facilities Services

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3685	Deputy Director, Facilities Services	1.00	1.00	\$ 46,610	\$ 45,773
5915	Chief, Facilities Maintenance Operations	1.00	1.00	41,016	47,265
5916	Chief, Facilities Maintenance Program	1.00	1.00	41,016	43,264
3675	Energy Resources Manager	1.00	1.00	40,865	48,649
2302	Administrative Assistant III	2.00	1.00	65,882	34,764
2331	Loss Prevention Analyst	1.00	0.00	25,670	0
2757	Administrative Secretary II	1.00	1.00	15,678	17,582
2756	Administrative Secretary I	1.00	1.00	13,896	15,657
2730	Senior Clerk	4.00	4.00	63,042	64,884
2403	Accounting Technician	1.00	1.00	15,591	15,288
2700	Intermediate Clerk Typist	1.00	1.50	12,424	26,273
3729	Senior Mechanical Engineer	1.00	1.00	34,454	38,241
3617	Assistant Electrical Engineer	1.00	1.00	25,313	30,110
2525	Senior Systems Analyst	1.00	1.00	37,688	40,132
5919	Bldg. Automation Technician	1.00	1.00	25,957	24,084
2413	Analyst III	2.00	2.00	63,579	72,576
6013	Supv. Planner/Estimator	1.00	1.00	27,393	29,783
6010	Planner/Estimator III	5.00	5.00	119,180	125,861
6011	Planner/Estimator II	3.00	3.00	77,585	74,803
7532	Tool & Equipment Repairer	1.00	1.00	18,217	18,749
2655	Storekeeper III	1.00	1.00	21,172	22,781
2660	Storekeeper I	1.00	1.00	14,766	15,532
7017	Regional Building Supervisor	5.00	5.00	134,795	150,892
5885	Bldg. Maintenance Supv. I	9.00	8.00	234,819	205,088
5884	Bldg. Maintenance Engineer	38.00	35.00	857,365	827,725
6200	Bldg. Maintenance Eng. Asst. II	22.00	22.00	431,898	456,017
5906	Carpenter & Painter Supv.	1.00	1.00	27,248	28,374
5963	Senior Carpenter	1.00	1.00	23,896	24,886
5905	Carpenter	6.00	6.00	136,752	142,440
5970	Sign Painter	1.00	1.00	24,645	25,661
5967	Senior Painter	1.00	1.00	24,645	25,661
5940	Painter	8.00	8.00	187,200	194,074
7535	Construction and Services Supv.	1.00	1.00	19,905	20,485
7539	Construction and Svcs. Worker III	2.00	2.00	41,514	37,164
7540	Construction and Svcs. Worker II	6.00	6.00	95,538	98,792
7541	Construction and Svcs. Worker I	11.00	9.00	157,141	138,719
7533	Fire Extinguisher Svcs. Worker	1.00	1.00	15,616	17,582
5925	Electrician Supervisor	1.00	1.00	29,013	30,216
5923	Senior Electrician	1.00	1.00	25,957	24,235
5920	Electrician	8.00	8.00	205,208	215,867
	Subtotal	156.00	148.50	\$3,520,149	\$3,515,929

STAFFING SCHEDULE

Program: Facilities Services

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 CAO Proposed	1984-85 Budget	1985-86 CAO Proposed
6210	Electrician Assistant	1.00	1.00	\$ 21,238	\$ 19,274
5933	Senior Mason	1.00	1.00	25,399	28,710
5930	Mason	1.00	1.00	25,957	27,041
5955	Plumber & Welder Supervisor	1.00	1.00	29,013	30,216
5953	Senior Plumber	1.00	1.00	26,081	24,235
5950	Plumber	4.00	4.00	105,728	110,176
6230	Plumber Assistant	2.00	2.00	43,058	44,886
6180	Welder	2.00	2.00	51,752	53,914
5960	Air Cond. & Refrig. Mechanic	5.00	5.00	132,160	137,244
6240	Air Cond. & Refrig. Mech. Asst. II	1.00	1.00	21,529	22,443
6315	Gardener Supervisor II	1.00	1.00	19,986	21,838
6310	Gardener Supervisor I	2.00	2.00	36,062	38,792
6305	Gardener II	10.00	9.00	153,583	144,747
5216	Contract Specialist II	1.00	0.00	26,408	0
5217	Contract Specialist I	2.00	0.00	37,008	0
7085	Supervising Custodian	6.00	6.00	94,262	103,353
7030	Senior Custodian	7.00	7.00	101,173	105,488
7031	Custodian	86.00	87.00	1,109,899	1,183,851
6162	Security Coordinator	1.00	1.00	28,163	29,398
6161	Security Alarm Specialist	4.00	4.00	93,272	100,557
7098	Security Guard	8.00	8.00	119,616	127,432
5195	F/S Contract Specialist II	0.00	1.00	0	22,479
5194	F/S Contract Specialist I	0.00	2.00	0	35,998
	Subtotal	147.00	147.00	\$2,301,347	\$2,412,072
	Page 1 Subtotal	156.00	148.50	3,520,149	3,515,929
	TOTAL	303.00	295.50	\$5,821,496	\$5,928,001
Adjustments:					
	County Contributions and Benefits			\$1,653,220	\$1,743,548
	Employee Compensation			137,918	149,258
	Unemployment Insurance			22,547	10,936
	Salary Settlement Costs			238,736	292,270
	Salary Adjustments			0	(1,094)
	Salary Savings			(193,178)	(558,410)
	Total Adjustments			\$1,859,243	\$1,636,508
PROGRAM TOTALS:		303.00	295.50	\$7,680,739	\$7,564,509

PROGRAM: REAL PROPERTY MANAGEMENT

# 82151

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5500

Ref: 1984-85 Final Budget - Pg: 460

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).

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 951,988	\$ 975,334	\$ 1,031,399	\$ 1,215,119	\$ 1,169,253
Services & Supplies	62,472	58,644	65,608	67,400	72,106
Rents and Leases	2,449,454	2,662,722	3,391,222	3,450,389	4,327,842
Fixed Assets	0	0	1,225	0	0
Lease Purchase	0	0	0	0	1,100
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(297,287)	(24,847)	(454,374)	(434,196)	(653,206)
<b>TOTAL DIRECT COSTS</b>	<b>\$ 3,166,627</b>	<b>\$ 3,671,853</b>	<b>\$ 4,035,080</b>	<b>\$ 4,298,712</b>	<b>\$ 4,917,095</b>
<b>FUNDING</b>	<b>\$ (582,311)</b>	<b>\$(1,583,644)</b>	<b>\$(1,691,339)</b>	<b>\$(1,528,589)</b>	<b>\$(1,622,914)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 2,584,316</b>	<b>\$ 2,088,209</b>	<b>\$ 2,343,741</b>	<b>\$ 2,770,123</b>	<b>\$ 3,294,181</b>
<b>STAFF YEARS</b>	<b>30.61</b>	<b>28.50</b>	<b>27.73</b>	<b>34.50</b>	<b>32.00</b>

PERFORMANCE INDICATORS:

# of Leases Managed	303	284	295	310	325
# Parcels Appraised & Estimated	160	195	125	190	150
# Parcels Described	1,220	1,100	860	1,570	1,080

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.

1984-85 ACTUAL:

- Actual Salaries and Benefits are \$183,720 under 1984-85 Budget due to position vacancies specifically related to revenue offset work not being requested by some departments and the filling of positions at a lower salary level than budgeted.
- Services and Supplies are \$1,792 under 1984-85 Budget due to under spending in office supplies because of staff vacancies.

1984-85 ACTUAL (Cont Inued)

3. Overall revenue is \$162,750 higher than budget due to gains in rents and leases revenue leasing. Real Property revenue is under 1984-85 Budget due to less revenue offset work, previously requested in Form RBM-9's.
4. Rents & Leases are under expended by \$59,167. Final lease arrangements required lower rent payments on some facilities, and other leases were not undertaken as anticipated.

1985-86 ADOPTED BUDGET:

The activities of this program are summarized as follows:

1. Administration - 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.
  - ° 1985-86 E/R/SY \$191,812/\$-0-/5.0
  - ° The 1985-86 Budget:
    - Continues services at the 1984-85 level.
    - Increases personnel by 0.25 SY for the position of Deputy Director, Real Property, to allow for full year funding (1.00 SY) in 1985-86.
    - Transfers 1.00 SY (Architecture Project Manager I) to Architecture & Engineering.
    - Transfers 3.00 SY (Space Management Unit) and corresponding revenues to Central Administration.
    - Lease Purchase of copy machine.
2. Property Management - Provides for the leasing of County property including airports, sale and/or demolition of surplus County real property, and provides for the estimates and narrative appraisals of real property considered for lease, acquisition or disposal.
  - ° 1985-86 E/R/SY \$378,089/\$235,623/9.00
  - ° The 1985-86 Budget:
    - Continues services at the 1984-85 level.
    - Reclassifies .75 SY Associate Real Property Agent to 1.00 SY Senior Real Property Agent to provide needed level of expertise in support of increasing workload.
    - Transfers 1.00 SY (Senior Clerk) to Central Administration.
    - Includes salary appropriation for extra-help staff to support revenue offset work requests as received from Public Works Capital Projects and Flood Control Districts.



1985-86 ADOPTED BUDGET: (Continued)

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 maintains index of County real property ownerships.
- ° 1985-86 E/R/SY \$273,885/\$201,420/8.0
  - ° The 1985-86 Budget:
    - Continues services at the 1984-85 level.
    - Increases personnel by 1.00 SY to support additional work requested by Public Work's Capital Projects and Flood Control Districts. The revenue offset position will only be filled when the Program receives the work requests. Position transferred from Space Management.
4. Property Services - 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.
- ° 1985-86 E/R/SY \$398,673/\$271,863/10.0
  - ° The 1985-86 Budget:
    - Continues services at the 1984-85 level.
    - Reclassifies 1.0 SY Associate Real Property Agent to 1.0 SY Senior Real Property Agent to provide needed level of expertise in support of increasing workload.
    - Includes salary appropriations for extra-help staff to support revenue offset work requests as received from Public Works Capital Projects and Flood Control Districts.
5. Rents and Leases - The appropriation from which rents and leases are paid for properties used by various County departments. This budget provides lease payments for 22 County departments and offices. Payments from the Department of Social Services, Public Works, Sanitation Districts, and the Area Agency on Aging are made separately, and not included in this budget.
- ° 1985-86 E/R/SY \$4,327,842/\$1,567,214/-0-
  - ° This budget includes allocations for new leases for the District Attorney, Employee Services, Library, and Sheriff's Departments. These leases increased the budget request by \$637,370.

PROGRAM REVENUE BY SOURCE:

Total revenues of \$1,622,914 are projected in 1985-86 for Real Property Management and Rents and Leases payments.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Air Pollution Control (9783)	\$ 1,524	\$ 4,500	\$ 4,725
Airports (9787)	38,343	25,000	40,000
Capital Projects (9805)	70,837	200,904	122,070
CDBG Block Grant (9683)	10,303	0	0
Flood Control (9788)	154,552	80,000	128,375
Housing & Community Development (9786)	4,545	21,000	104,288
Library (9793)	41,722	20,000	20,000
Road Fund (9782)	201,734	274,250	264,448
Solid Waste (9787)	3,614	10,000	15,000
Spring Valley Sanitation District (9788)	13,088	0	10,000
Other Government-Receiptables (9775)	17,689	0	0
Subtotal (Real Property Mgmt)	\$ 557,951	\$ 635,654	\$ 708,906
General Government (9210)	\$ 235,000	\$ 229,148	\$ 230,473
Sheriff (Interest) (9190)	455	880	880
Sheriff (DEA Grant) (9617)	12,907	12,907	27,655
Fed. Aid for Rain Damage (9624)	1,215		
Lease of General Fund Property (9210)	883,811	650,000	655,000
Subtotal (Rents and Leases)	\$1,133,388	\$ 892,935	\$ 914,008
TOTAL	\$1,437,878	\$1,528,589	\$1,622,914

1. Real Property Management

Discussion: Significant increases in revenue are generated by Housing and Community Development's proposed acquisition of Sweetwater Lane easement rights, and two new flood control projects proposed by the Flood Control Districts.

2. Rents and Leases

Discussion: Revenues from outside sources will remain relatively constant in FY 1985-86 with one exception. The increase in revenue from the Sheriff's Department will offset a tentative new lease on a storage facility.

1985-86 OBJECTIVES:

1. To certify right of way for two major and six minor projects for Department of Public Works.
2. To acquire 35,000 square feet of lease space for Social Services units displaced by the Courts.
3. To continue searching for 200 acres of lease space for Probation Honor Camps.
4. To publish an RFP for commercial development of 4 acres of County-owned land.

PROPERTY MANAGEMENT BUDGET  
SUMMARY OF EXISTING RENTS AND LEASES

DEPARTMENT	1984/85		1984/85	1985/86		1985/86
	ADOPTED	FUNDING	NET COST TO COUNTY	ADOPTED	FUNDING	NET COST TO COUNTY
General Government	\$ 207,923	\$ (229,148)	\$ (21,225)	\$ 227,135	\$ (230,473)	\$ (3,338)
Agriculture	21,905	0	21,905	24,832	0	24,832
Air Pollution Control	111,951	(111,951)	0	159,708	(159,708)	0
Animal Control	128,500	0	128,500	111,436	0	111,436
Assessor	28,887	0	28,887	30,265	0	30,265
Defender Services	178,800	0	178,800	89,976	0	89,976
District Attorney	24,000	0	24,000	209,300	0	209,300
Employee Services	0	0	0	122,400	0	122,400
General Services	159,050	0	159,050	139,209	0	139,209
Health Services	642,367	0	642,367	991,108	0	991,108
Housing & Community Development	125,036	0	125,036	132,172	0	132,172
Library	306,677	(306,677)	0	475,133	(475,133)	0
Marshal	1,440	0	1,440	1,440	0	1,440
Parks and Recreation	2,012	0	2,012	702	0	702
Planning and Land Use	63,140	0	63,140	58,925	0	58,925
Probation	695,024	0	695,024	614,160	0	614,160
Public Works Road Fund	780	(780)	0	780	(780)	0
Public Works Enterprize	14,788	(14,788)	0	17,585	(17,585)	0
Revenue and Recovery	167,593	0	167,593	237,600	0	237,600
Sheriff	508,613	(13,787)	494,826	612,718	(28,535)	584,183
Superior Court	61,903	0	61,903	71,258	0	71,258
Lease/General Fund Prop.	0	(650,000)	(650,000)	0	(655,000)	(655,000)
<b>Budget Unit Total</b>	<b>\$3,450,389</b>	<b>\$(1,327,131)</b>	<b>\$2,123,258</b>	<b>\$4,327,842</b>	<b>\$(1,567,214)</b>	<b>\$2,760,628</b>
(1) Area Agency on Aging	73,254	(31,580)	41,674	96,192	(33,653)	62,539
(1) Public Works Sanitation Dist.	0	0	0	4,153	(4,153)	0
(1) Public Works Solid Waste Recycle Center	0	0	0	3,900	(3,900)	0
(1) Social Services	1,415,638	(1,415,638)	0	2,454,559	(2,454,559)	0
<b>(2) Total Rents and Leases</b>	<b>\$4,939,281</b>	<b>\$(2,774,349)</b>	<b>\$2,164,932</b>	<b>\$6,886,646</b>	<b>\$(4,063,479)</b>	<b>\$2,823,167</b>

(1) Leases Paid Directly by Department  
(2) County Total of Rents and Leases

STAFFING SCHEDULE

Program: Real Property Management

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3680	Deputy Director, Facility and Real Property	0.75	1.00	\$ 37,488	\$ 43,745
3728	Senior Land Surveyor	1.00	1.00	40,681	38,057
5585	Supervising Real Property Agent	2.00	2.00	75,456	78,798
3785	Associate Land Surveyor	1.00	1.00	35,504	38,169
5570	Senior Real Property Agent	2.00	4.00	67,142	133,571
5525	Associate Real Property Agent	11.75	10.00	326,692	297,829
2413	Analyst III	1.00	0.00	30,638	0
3780	Assistant Land Surveyor	1.00	1.00	25,908	28,739
3591	Architectural Project Manager I	2.00	0.00	56,631	0
3812	Engineering Technician III	1.00	1.00	28,001	26,208
3813	Engineering Technician II	3.00	3.00	68,656	67,887
2304	Administrative Assistant I	1.00	0.00	21,921	0
2745	Supervising Clerk	1.00	1.00	19,364	20,420
2757	Administrative Secretary II	1.00	1.00	17,898	17,582
2730	Senior Clerk	1.00	0.00	16,093	0
2756	Administrative Secretary I	1.00	1.00	13,176	14,613
2700	Intermediate Clerk Typist	3.00	3.00	39,593	38,853
9999	Extra Help	0	2.00	0	52,750
TOTAL		34.50	32.00	\$ 920,842	\$ 897,221

Adjustments:

County Contributions and Benefits	\$ 256,284	\$ 235,281
Employment Compensation	10,813	12,315
Unemployment Insurance	2,710	1,048
Salary Settlement Costs	37,600	60,414
Special Payments:		
Premium Pay	1,040	1,092
Salary Adjustment	5,830	17,882
Salary Savings	(20,000)	(56,000)
Total Adjustments	\$ 294,277	\$ 272,032

PROGRAM TOTALS: 34.50 32.00 \$1,215,119 \$1,169,253

PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS # 82303

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5500

REF: 1984-85 Final Budget - Pg: 466

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,583,510	\$ 1,626,786	\$ 1,699,236	\$ 1,689,635	\$ 1,751,327
Services & Supplies	1,435,004	1,293,359	1,205,788	835,158	1,452,000
Vehicle Fuel	1,572,790	1,681,970	1,770,356	1,868,477	1,724,600
Fixed Assets	0	0	4,828	45,750	60,000
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(179,838)	(1,211)	(1,972)	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,411,466</b>	<b>\$ 4,600,904</b>	<b>\$ 4,678,236</b>	<b>\$ 4,439,020</b>	<b>\$ 4,987,927</b>
<b>FUNDING</b>	<b>\$ (283,448)</b>	<b>\$ (436,709)</b>	<b>\$ (511,127)</b>	<b>\$ (433,896)</b>	<b>\$ (933,850)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 4,128,018</b>	<b>\$ 4,164,195</b>	<b>\$ 4,167,109</b>	<b>\$ 4,005,124</b>	<b>\$ 4,054,077</b>
<b>STAFF YEARS</b>	<b>59.00</b>	<b>55.53</b>	<b>58.90</b>	<b>58.00</b>	<b>58.50</b>

PERFORMANCE INDICATORS:

No. of Fleet Vehicles	1,324	1,355	1,472	1,355	1,556
Ratio of Vehicles Per Mechanic	66.20	74.78	81.78	75.27	81.11
Miles Driven Per Year	18,740,270	17,476,002	18,208,000	18,433,963	18,208,000
Gallons of Fuel Used Per Year	1,543,289	1,449,766	1,654,023	1,544,922	1,650,000

PROGRAM DESCRIPTION:

This program consists of vehicle maintenance/repair and fleet management. 1,472 General Fund and 225 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, acquisition and financing, vehicle licensing, management and control of vehicle assignment, monitoring vehicle usage, fuel consumption, preventive maintenance scheduling, fuel management and control of Countywide fuel allocations.

1984-85 ACTUAL:

1. Salaries and Benefits were \$9,601 over 1984-85 Budget due to unrealized salary savings.
2. Services and Supplies were \$327,400 over 1984-85 Budget. This overexpenditure primarily is for auto parts in 1984-85.
3. Revenue was \$77,231 over 1984-85 Budget due to unanticipated higher maintenance activity on Public Works vehicles during the fiscal year.
4. Fuel expense was \$98,121 under 1984-85 Budget due to unanticipated low fuel prices in the first half of the fiscal year.
5. Fleet Operations began testing and certifying fleet vehicles on March 20, 1984 under the State of California Biennial Inspection and Maintenance Program. A total of 511 passenger cars and light trucks were tested and certified in the first twelve months requiring an estimated 1,530 mechanic hours and \$25,000 in replacement vehicle emission control parts.
6. Increase in performance indicators are adjustments in types of vehicles counted (e.g., forklifts), and inclusion of gallons of fuel purchased from Public Works.
7. \$45,750 was budgeted for fixed assets in 1984-85. Of that amount, \$20,342 was transferred to capital for the installation of a vehicle hoist at the Santee garage. Of the remainder, \$4,828 was expended on fixed assets in 1984-85 and \$20,580 was carried over into 1985-86 to pay for fixed assets ordered but not received prior to the close of the fiscal year.

1985-86 ADOPTED BUDGET:

The activities of this program are summarized as follows:

1. Fleet Operations - Accounting and payroll, materials and supplies, equipment specifications, Countywide mileage status report, fuel monitoring and projection, RFP preparation and review, and administration of annual vehicle lease-purchase program.
  - ° 1985-86            E/R/SY            \$216,682/-0-/6.0
  - ° The 1985-86 Adopted Budget:
    - Continues services at the 1984-85 level.
2. Automotive Parts - Parts ordering and issue, parts stocking, inventory control, special parts purchase, and parts delivery to six satellite garages.
  - ° 1985-86            E/R/SY            \$635,418/\$500,000/5.0
  - ° The 1985-86 Adopted Budget:
    - Provides funds for parts below the 1984-85 actual cost based upon anticipated savings due to the acquisition of replacement vehicles.
    - Increases expenditures and revenues by \$500,000 to provide for the purchase of auto parts for Public Works vehicles.

1985-86 ADOPTED BUDGET (Continued)

3. Work Control - Provides records maintenance, bulk fuel and lubricant ordering, Datafleet Fuel Control System, vehicle dispatching, fleet preventive maintenance scheduling, and Fleet Management Information System.
  - ° 1985-86 E/R/SY \$115,778/-0-/4.0
  - ° The 1985-86 Adopted Budget:
    - Provides services at the 1984-85 level.
4. Heavy Equipment - Perform major repairs, maintenance, and overhaul of light medium, heavy trucks, buses, and work equipment.
  - ° 1985-86 E/R/SY \$589,818/\$90,978/9.0
  - ° The 1985-86 Adopted Budget:
    - Provides services at the 1984-85 level.
5. Light Equipment - Perform major maintenance, repair, and overhaul of passenger cars and patrol units.
  - ° 1985-86 E/R/SY \$685,087/\$176,441/15.0
  - ° The 1985-86 Adopted Budget:
    - Provides services at the 1984-85 level.
6. Satellite Garage - Perform light maintenance, repair, servicing, and preventive 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 camps.
  - ° 1985-86 E/R/SY \$960,544/\$51,937/20.0
  - ° The 1985-86 Adopted Budget:
    - Provides services at the 1984-85 level.
    - Increases personnel by 0.5 SY (Equipment Mechanic) to provide adequate coverage at six Satellite Garages.
7. Fuel - Provides fuel for all County-owned vehicles. Fuel formerly was included in Utilities Budget in 1984-85.
  - ° 1985-86 E/R/SY \$1,724,600/\$114,494/-0-
  - ° The 1985-86 Adopted Budget:
    - Reduces the Fuel Budget by 7.7% which is approximately \$100,000 below 1984-85 actual cost.
8. Fixed Assets - The 1985-86 Adopted Budget provides \$60,000 for smog certification testing equipment and other miscellaneous equipment.

PROGRAM REVENUES BY SOURCE:

FY 1984-85 Actual and FY 85-86 Adopted Budget revenues include fuel allowances which were previously in the Utilities Budget. Appropriations and offsetting revenue for Public Works auto parts, which were previously provided through Purchasing's Revolving fund, is also now in the 1985-86 Fleet Adopted Budget.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Air Pollution Control District (9783)	\$ 39,691	\$ 38,000	\$ 38,000
County Library (9793)	21,199	28,046	25,000
Sanitation District (9787)	1,230	3,000	3,000
Public Works Department: (9789)			
Flood Control	11,370	9,290	9,400
Liquid Waste	181,905	149,426	150,000
Road Fund	225,215	184,984	685,450
Solid Waste	25,720	21,150	20,000
Serra Library (9971)	2,768	0	3,000
Miscellaneous (9995)	<u>2,029</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 511,127	\$ 433,896	\$ 933,850

1984-85 Actual Revenue is \$77,231 more than budgeted in 1984-85 due to increased maintenance activity on Public Works vehicles. The 1985-86 Adopted Budget has allocated an additional \$500,000 in revenue for parts supplied Public Works vehicles. This function was formerly provided by Purchasing.

1985-86 OBJECTIVES:

1. To fully implement the FMIS system and provide additional enhancements, i.e., vehicle replacement analysis, equipment utilization, and ISF billing procedures.
2. To provide factory training for 10 Equipment Mechanics on electronic ignition and fuel injection systems.
3. To establish a procedure for vehicle contract repairs directly from six satellite garage locations.
4. To continue development of a vehicle replacement program based on vehicle operation and maintenance costs.



## STAFFING SCHEDULE

Program: Fleet Equipment, Maintenance &amp; Operations

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
6102	Chief, Fleet Operations	1.00	1.00	\$ 37,394	\$ 41,013
2302	Administrative Assistant III	1.00	1.00	32,941	34,764
6155	Road Equipment Specialist	1.00	1.00	31,972	33,052
6180	Welder	1.00	1.00	25,876	26,957
6130	Equipment Shop Supervisor	4.00	4.00	110,844	115,424
2607	Automotive Parts Manager	1.00	1.00	29,225	31,376
6108	Senior Equipment Mechanic	6.00	6.00	151,679	162,246
6110	Equipment Mechanic	18.00	18.50	444,690	471,916
6009	Equipment Maintenance Planner	2.00	2.00	41,928	43,136
6119	Equipment Service Technician III	1.00	1.00	19,905	20,730
2658	Storekeeper II	1.00	1.00	17,871	19,207
2660	Storekeeper I	2.00	2.00	30,627	33,507
2403	Accounting Technician	1.00	1.00	15,591	20,251
2757	Administrative Secretary II	1.00	1.00	18,013	16,851
2510	Senior Account Clerk	1.00	1.00	14,050	17,582
2730	Senior Clerk typist	1.00	1.00	16,661	17,582
6120	Equipment Service Technician II	14.00	14.00	248,866	258,967
2700	Intermediate Clerk Typist	1.00	1.00	12,993	14,884
	TOTAL	58.00	58.50	\$ 1,301,126	\$ 1,379,445

## Adjustments:

County Contributions and Benefits	\$ 361,352	\$ 389,036
Employee Compensation	23,797	22,863
Unemployment Expense	4,213	2,081
Salary Settlement Costs	52,096	43,702
Special Payments:		
Holiday Overtime	8,000	8,800
Salary Adjustment	(24,389)	(1,600)
Salary Savings	(36,560)	(93,000)
Total Adjustments	\$ 388,509	\$ 371,882

PROGRAM TOTALS:	58.00	58.50	\$1,689,635	\$1,751,327
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PROGRAM: CENTRAL PRINTING SERVICES

# 81501

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5500

Ref: 1984-85 Final Budget- Pg: 477

Authority: This program is in support of the Administrative Code Article XXII(b), Section 398.5 (c) directives to establish printing and copying services which provide various forms and brochures for use in County operations and for distribution to the public.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Adopted	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 246,122	\$ 234,769	\$ 258,984	\$ 261,645	\$ 195,759
Services & Supplies	224,872	198,835	261,709	364,349	321,300
Other Costs	261,690	228,054	0	0	0
Fixed Assets	0	0	0	0	4,900
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(634,567)	(519,778)	(520,784)	(543,535)	(563,747)
<b>TOTAL DIRECT COSTS</b>	<b>\$ 98,117</b>	<b>\$ 141,880</b>	<b>\$ (91)</b>	<b>\$ 82,459</b>	<b>\$ (41,788)</b>
<b>FUNDING</b>	<b>\$ (18,468)</b>	<b>\$ (64,253)</b>	<b>\$ (50,683)</b>	<b>\$ (58,425)</b>	<b>\$ (17,900)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 79,649</b>	<b>\$ 77,627</b>	<b>\$ (50,774)</b>	<b>\$ 24,034</b>	<b>\$ (59,668)</b>
<b>STAFF YEARS</b>	<b>12.28</b>	<b>11.70</b>	<b>11.00</b>	<b>11.00</b>	<b>8.50</b>

PERFORMANCE INDICATORS:

# of Forms Printed	30,400,000	31,907,690	33,226,000	32,000,000	32,000,000
# of Impressions Made	15,120,000	19,665,663	20,488,600	26,665,000	26,665,000
# of Copies Made	4,600,000	2,226,800	3,698,957	2,250,000	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 printing and layout composing services.

This program 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.

1984-85 ACTUAL:

1. Salaries and Benefits was \$2,661 under the 1984-85 Budget due to personnel turnover.
2. Services and Supplies was \$102,640 under the 1984-85 Budget due to: (a) outright purchase of a copier machine at 1983-84 year-end meant that \$30,000 intended for copier lease payments was not needed in 1984-85; (b) the maintenance requirements and supply needs for copying equipment was lower than projected, resulting in a savings of \$72,640 in this area.
3. Revenue is \$7,742 less than budgeted due to reductions in work requests from departments.

1985-86 ADOPTED BUDGET:

Central Printing provides a service essential to the functioning of the County at a lower cost than can be provided by contracting printing services. The program is operated on a cost recovery basis, with departments and other agencies being charged for the services they receive.

Staffing decreased by two positions due to an internal re-organization which affected the transfer of: (a) Analyst III position to the Department Administration program; and (b) Senior Clerk position to Communications Services program.

In 1985-86, the program proposes the reclassification of an Intermediate Clerk Typist to Intermediate Account Clerk since the position will be primarily involved with work billings. This change is 100% revenue offset.

PROGRAM REVENUE BY SOURCE:

A decrease in Revenue is projected due to the decrease in work requests through the RBM9 Process. However, Cost Applied is projected to increase considerably, offsetting the decrease in revenue.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Cogeneration Fund (9775)	\$ 0	\$ 300	\$ 0
Road Fund (9782)	1,515	625	900
Solid Waste Enter. Fund (9787)	968	9,000	5,500
JACSD (9787)	490	500	500
Libraries (9793)	16,600	8,000	7,000
APCD (9783)	3,635	8,500	2,500
Engineering SVC (9776)	111	6,500	0
Purchasing/Revolving Fund (9788)	24,098	25,000	200
Capital Outlay Fund (9785)	507	0	1,300
Serra Co-Op (9680)	2,022	0	0
Miscellaneous (9995)	737	0	0
Total	<u>\$ 50,683</u>	<u>\$ 58,425</u>	<u>\$ 17,900</u>

1985-86 OBJECTIVE:

Maintain current service levels at a rate lower than with contracting services.

STAFFING SCHEDULE

Program: CENTRAL PRINTING SERVICES

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2413	Analyst III	1.00	0.00	\$ 31,381	\$ 0
3068	Manager, Printing Services	1.00	1.00	24,982	26,076
3073	Sr. Offset Equipment Operator	3.00	3.00	52,596	54,939
3050	Offset Equipment Operator	3.00	3.00	47,724	49,875
2730	Senior Clerk	1.00	0.00	14,050	0
2493	Intermediate Account Clerk	0	0.50	0	6,522
2700	Intermediate Clerk Typist	1.00	0.00	14,128	0
3054	Print Shop Helper	1.00	1.00	11,083	11,361
Total		11.00	8.50	\$ 195,944	\$ 148,773

Adjustments:

County Contributions and Benefits	\$ 52,872	\$ 46,493
Employee Compensation	3,829	2,667
Unemployment Insurance	846	317
Salary Settlement Cost	8,154	7,865
Salary Adjustment		(356)
Salary Savings	0	(10,000)
Total Adjustments	\$ 65,701	\$ 46,986

PROGRAM TOTALS:

11.00

8.50

\$ 261,645

\$ 195,759

PROGRAM: RECORDS MANAGEMENT

# 82401

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5500

REF: 1984-85 Final Budget - Pg: 480

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".

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 194,764	\$ 210,993	\$ 225,461	\$ 243,133	\$ 259,111
Services & Supplies	30,210	16,953	38,636	17,986	19,185
Contracts	9,335	5,564	6,108	6,000	6,000
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(6,670)	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 227,639</b>	<b>\$ 233,510</b>	<b>\$ 270,205</b>	<b>\$ 267,119</b>	<b>\$ 284,296</b>
<b>FUNDING</b>	<b>\$ (5,730)</b>	<b>\$ (11,920)</b>	<b>\$ (16,931)</b>	<b>\$ (34,603)</b>	<b>\$ (36,719)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 221,909</b>	<b>\$ 221,590</b>	<b>\$ 253,274</b>	<b>\$ 232,516</b>	<b>\$ 247,577</b>
<b>STAFF YEARS</b>	<b>12.00</b>	<b>10.00</b>	<b>11.30</b>	<b>11.75</b>	<b>12.00</b>

PERFORMANCE INDICATORS:

Documents Filmed	3,465,428	2,390,171	2,592,991	3,500,000	3,500,000
Footage Duplicated & Processed	334,050	328,875	303,320	450,000	450,000
Cubic Feet Serviced	32,856	32,862	31,489	33,000	40,000
# of Items Retrieved	19,712	23,463	28,497	22,000	27,000

PROGRAM DESCRIPTION:

Records Management provides effective, efficient and economical records management services for County departments. These services cover three areas: storage, microfilming and consulting. This program provides facilities and staff for storage of active, semi-active and inactive records and a records destruction program. Records Management staff advises, coordinates and consults with all County departments on equipment and systems available for their records storage needs. This program microfilms engineering drawings, permits, case files, accounting, purchasing, Court and historical records. It also provide micrographics lab services and microfilm storage for County departments.

1984-85 ACTUAL:

The 1984-85 estimated actuals for Salaries and Benefits are \$17,672 (7%) less than budgeted because of one vacant Microfilm Operator position. Services and Supplies are \$20,650 (115%) more than budgeted. Records management had a one-time purchase of shelving from funds (\$16,000) transferred from Contingency Reserve by Board action on December 4, 1984 (#8). The increase in expenditure also includes contract help used by the records center to perform additional workload (records retrieved). Equipment service contracts are \$108 (1.8%) more than budgeted because maintenance contract costs increased for aging processing equipment. Estimated actual revenue is \$17,672 (51%) less than budgeted due to reductions in work requests from departments, offset by salary savings above.

1985-86 ADOPTED BUDGET:

The FY85-86 program will provide records storage, retrieval, micrographics and consulting services to County departments and other government agencies. Preliminary results of a 1984-85 survey of County-wide records management practices indicate the need for increased storage space and a records management program standardizing the managing of County records. Records Management intends to introduce a County-wide program in FY85-86. In FY84-85, Records Management increased the storage capacity in the records centers by 5,000 cubic feet.

The activities of this program are:

1. Micrographics - which includes microfilming, lab and microfilm vault storage services.

° 1985-86                    E/R/SY                    \$184,957/\$33,998/8.0

This activity is:

- ° Offset by 19% revenue.
- ° Increasing +.25 SY Photo Reduction Technician (\$4,136) due to increase in lab services.
- ° Able to maintain microfilming services at FY84-85 levels (3.5 million).
- ° Able to provide microfilm vault storage services at FY84-85 levels.

2. Record Center - Includes storage, retrieval and destruction services to County departments.

° 1985-86                    E/R/SY                    \$42,440/\$2,721/2.0

This activity is:

- ° Offset by 4% revenue.
- ° Able to maintain records center at FY84-85 capacity (40,000 cubic feet).
- ° Increasing records serviced by 5,000.

3. Administration Includes records management consulting services to County departments and clerical, fiscal and administration support to program.

° 1985-86                    E/R/SY                    \$56,899/\$-/2.0

This program is:

- ° Able to maintain support services at FY84-85 levels.
- ° Able to maintain consulting services at FY84-85 levels.

PROGRAM REVENUE 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 \$2,116 (6%) over FY84-85 due to increased requests for micrographics services.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Other Governmental Agencies (9971)	\$ 995	\$ 7,766	\$ 7,972
Road Fund (9782)	11,165	7,419	12,000
Prop. Fund (9787)	2,381	16,090	12,394
APCD (9783)	577	828	1,447
Library Fund (9793)	1,071	2,000	2,000
Sale of Silver (9994)	25	500	500
Lighting District (9994)	0	0	245
Transportation Development Act (9061)	0	0	161
Sanitation Serv. to Property Owners (9911)	717	0	0
TOTAL	\$ 16,931	\$ 34,603	\$ 36,719

1985-86 OBJECTIVES:

1. To microfilm 3,500,000 documents.
2. To process & duplicate 450,000 feet of film.
3. To service 40,000 cubic feet of records.
4. To service 27,000 records.

STAFFING SCHEDULE

Program: Records Management

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
3034	Manager, Central Records Service	1.00	1.00	\$ 24,664	\$ 26,013
3045	Microfilm Supervisor	1.00	1.00	19,364	20,420
3053	Photo Reduction Technician	1.75	2.00	30,236	34,611
2730	Senior Clerk Typist	1.00	0.00	16,661	0
8888	Record Center-Specialist	0.00	1.00	0	17,582
3040	Microfilm Operator	5.00	5.00	69,068	73,655
2700	Intermediate Account Clerk	1.00	1.00	12,219	14,884
2710	Junior Clerk/Typist	1.00	0.00	9,870	0
5236	Departmental Clerk	0.00	1.00	0	10,399
Total		11.75	12.00	\$ 182,082	\$ 197,564

Adjustments:

County Contributions and Benefits	\$ 54,575	\$ 58,797
Employment Compensation	2,733	2,643
Unemployment Insurance	846	406
Salary Settlement Cost	7,701	11,842
Salary Savings	(4,804)	(12,141)
Total Adjustments	\$ 61,051	\$ 61,547

PROGRAM TOTALS:

11.75                      12.00                      \$ 243,133                      \$ 259,111



PROGRAM: ADMINISTRATION

# 92101

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5500

Ref: 1984-85 Final Budget - Pg. 484

Authority: Administrative Code Section 398 states the Department of General Services shall design, manage, inspect maintain and protect County facilities; supervise construction, alteration/repair of County facilities, manage the County's Automotive Fleet, Communications, Records Management and Utilities.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 506,834	\$ 544,594	\$ 619,796	\$ 567,750	\$ 956,895
Services & Supplies	20,039	22,708	40,685	12,085	32,085
Fixed Assets	0	0	17,044	20,000	2,095
Lease Purchases	0	0	0	0	3,500
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 526,873</b>	<b>\$ 567,302</b>	<b>\$ 677,525</b>	<b>\$ 599,835</b>	<b>\$ 994,575</b>
<b>FUNDING</b>	<b>\$ (512)</b>	<b>\$ 0</b>	<b>\$ (232)</b>	<b>\$ (500)</b>	<b>\$ 0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 526,361</b>	<b>\$ 567,302</b>	<b>\$ 677,293</b>	<b>\$ 599,335</b>	<b>\$ 994,575</b>
<b>STAFF YEARS</b>	<b>17.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>25.00</b>

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 and Training; Budget Preparation; Fiscal Management; Space Management; and Operations Planning.

The major functions of this program include:

- Plan and manage all departmental programs and services.
- Develop and coordinate the department budget.
- Provide fiscal management and expenditure/inventory control.
- Manage the department's personnel and payroll functions.
- Evaluate and analyze program performance, including quality control factors.
- Provide for County-wide space management.
- Liaison with the Board of Supervisors and other County departments.
- Coordinate the preparation of Board letters and responses to the Board of Supervisors and the CAO.

1984-85 ACTUAL:

The increase in salaries and benefits of \$52,046 is the result of several reclassifications and the unanticipated need for temporary extra help for receptionist duties. The overexpenditure in services and supplies reflects the need for essential department-wide training in computer operations.

1985-86 ADOPTED BUDGET:

In FY 1985-86, a total of \$994,575 is adopted which includes an increase of \$398,240 mainly due to the transfer of 9 staff years from other programs. These transfers reflecting organizational changes which have occurred over the past three years are as follows:

POSITIONS TRANSFERRED FROM OTHER PROGRAMS  
TO ADMINISTRATION PROGRAM

<u>FROM</u>	<u>STAFF YEAR</u>	<u>CLASS</u>	<u>TO</u>
Facilities Services	1	Administrative Assistant III	Director's Office
Real Property	1	Sr. Clerk/Word Processor	Director's Office
Architecture	1	Intermediate Clerk Typist	Director's Office
Facilities Services	1	Loss Prevention Specialist	Operations Planning
Central Printing	1	Analyst III	Operations Planning
Real Property	1	Administrative Assistant I/II	Operations Planning
Real Property	1	Administrative Assistant III	Space Management
Real Property	1	Administrative Assistant II	Space Management
Real Property	1	Arch. Project Manager II	Space Management

The major items included in the total increase are discussed below by activity area.

1. Director's Office - Provides overall department management and direction. This includes management of five operating divisions and three budget units totaling over \$49 million/year and providing coordination of the delivery of support services to all County departments, courts and offices.

The increases in this activity are: 1) reclassification of a Chief, Support Services to Chief, Staff and Support Services; 2) the lease purchase of a replacement photocopier; 3) reclassification of one Senior Clerk to a Supervising Clerk based on the position's supervision of the central administrative clerical section; 4) addition of one Word Processor Operator position offset by the deletion of one Intermediate Clerk position in the Real Property Program; 5) transfer of one Intermediate Clerk Typist position (for clerical workload increases) from the Architecture and Engineering Program; and 6) transfer of one Administrative Assistant III position from Facilities Services as an Assistant to the Director and Assistant Director.

2. Operations Planning - General Services will be a significant user of a computer based information system. The compilation of data for planning, scheduling and controlling operations will provide a level of management information not previously attainable. Financial planning and modeling will be improved as well as inventory control.

The increase in this activity results from the transfer of three positions from the Facilities Services, Central Printing and Real Property Programs (including the upgrade of one of the positions from an Administrative Assistant I to an Administrative Assistant II). All three positions have been working in this area for over a year.

3. Personnel and Payroll - Provides general payroll and personnel functions, including Affirmative Action coordination and training duties.

The increase in this activity includes the reclassification of Administrative Assistant III to Department Personnel and Training Administrator.

4. Fiscal and Budget - Provides for the development, preparation and implementation of the department-wide budget. Also included are fiscal monitoring and auditing functions.

No increases in this activity.

5. Space Management - Provides for coordination of County-wide space needs among requesting departments, offices, courts, central management and servicing activities.

PROGRAM: ADMINISTRATION

# 92101

MANAGER: John B. Sauvajot, Director

PROGRAM REVENUE BY SOURCE:

None.

1985-86 OBJECTIVES:

1. Develop a department data base for use in developing "budget yardsticks."
2. Complete the implementation of computer-based inventory control systems in four remaining divisions.
3. Develop a master space allocation plan for the County Administration Center.

## STAFFING SCHEDULE

Program: Administration

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
<u>Director's Office</u>					
2125	Director, General Services	1.00	1.00	\$ 56,079	\$ 63,198
2219	Assistant Director, General Services	1.00	1.00	48,441	53,718
2728	Administrative Secretary III	1.00	1.00	19,364	21,422
2302	Administrative Assistant III	0.00	1.00	0	34,764
4147	Chief, Support Services	1.00	0.00	38,138	0
2301	Chief, Staff and Support Services	0.00	1.00	0	36,471
2745	Supervising Clerk	0.00	1.00	0	17,227
3009	Word Processing Operator	1.00	2.00	16,526	33,455
2730	Senior Clerk	1.00	0.00	15,846	0
2700	Intermediate Clerk Typist	0.00	1.00	0	\$ 12,560
	Subtotal	6.00	9.00	\$ 194,394	\$ 272,815
<u>Fiscal/Budget Section</u>					
2413	Analyst III	3.00	3.00	96,519	102,462
2405	Assistant Accountant	1.00	1.00	16,268	21,844
2403	Accounting Technician	1.00	1.00	18,252	20,251
2510	Senior Account Clerk	1.00	1.00	15,147	16,799
	Subtotal	6.00	6.00	\$ 146,186	\$ 161,356
<u>Personnel Section</u>					
2312	Departmental Personnel and Training Admin.	0.00	1.00	0	34,764
2302	Administrative Assistant III	1.00	0.00	30,639	0
2511	Senior Payroll Clerk	2.00	2.00	30,322	36,874
	Subtotal	3.00	3.00	\$ 60,961	\$ 71,638
<u>Space Management Section</u>					
2302	Administrative Assistant III	0.00	1.00	\$ 0	\$ 32,324
2303	Administrative Assistant II	0.00	1.00	0	26,299
3592	Arch. Project Manager II	0.00	1.00	0	32,189
	Subtotal	0.00	3.00	\$ 0	\$ 90,812
<u>Operations Planning Unit</u>					
2414	Analyst IV	1.00	1.00	\$ 36,326	\$ 41,201
2413	Analyst III	0.00	1.00	0	34,154
2303	Administrative Assistant II	0.00	1.00	0	26,299
2331	Loss Prevention Analyst	0.00	1.00	0	27,607
	Subtotal	1.00	4.00	\$ 36,326	\$ 129,261
	TOTAL	16.00	25.00	\$ 437,867	\$ 725,882

STAFFING SCHEDULE

Program: Administration

Department: General Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
Adjustments:					
	County Contributions and Benefits			\$ 120,875	\$ 214,859
	Employee Compensation			0	8,280
	Unemployment Insurance			0	882
	Salary Settlement Costs			17,667	53,620
	Salary Adjustment				6,372
Special Payments					
	CRT Pay			1,560	
	Salary Savings			(10,219)	(53,000)
	Total Adjustments			\$ 129,883	\$ 231,013

PROGRAM TOTALS:

16.00

25.00

\$ 567,750

\$ 956,895

EQUIPMENT ACQUISITION

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Vehicular Equipment	\$ 120,718	\$ 335,531	\$ 1,437,477	\$ 1,248,741	\$ 1,450,000
Communications Equipment	<u>\$ 1,576,198</u>	<u>\$ 855,216</u>	<u>1,120,301</u>	<u>\$ 5,841,809</u>	<u>747,700</u>
Total Direct Costs	\$ 1,696,916	\$ 1,190,747	\$ 2,557,778	\$ 7,090,550	\$ 2,197,700
Funding	<u>\$ (93,639)</u>	<u>\$ ( 10,996)</u>	<u>\$ (86,587)</u>	<u>\$ (290,550)</u>	<u>\$ (312,450)</u>
Net Program Cost	\$ 1,603,277	\$ 1,179,751	\$ 2,471,191	\$ 6,800,000	\$ 1,885,250
 Staff Years	 0	 0	 0	 0	 0

PROGRAM: VEHICULAR EQUIPMENT

# 86404

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5600

REF: 1984-85 Final Budget - Pg: 489

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
COSTS					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	0	0	0	0	0
Vehicles	120,718	33,494	900,836	1,248,741	1,365,000
Fixed Assets	0	302,037	536,641	0	85,000
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 120,718	\$ 335,531	\$ 1,437,477	\$ 1,248,741	\$ 1,450,000
FUNDING	(93,639)	0	(62,000)	(130,550)	(216,250)
NET COUNTY COSTS	\$ 27,079	\$ 335,531	\$ 1,375,477	\$ 1,118,191	\$ 1,233,750
STAFF YEARS	0	0	0	0	0

PROGRAM DESCRIPTION:

This program consolidates all County departments' replacement vehicles to be purchased from the General Fund on a lease-purchase basis. Also managed in this program budget are the acquisition of additional new vehicles for which appropriation transfers are made from the individual requesting department budgets. The vehicles selected for replacement are recommended by the Fleet Operations Division. Replacement criteria is based on maximum vehicle usage limits. Costs do not include vehicles purchased through the SANCAL nonprofit corporation on a lease-purchase basis.

1984-85 ACTUAL:

The 1984-85 Actual lease-purchase cost is less than budgeted due to slower than anticipated delivery of vehicles being acquired on a lease-purchase basis. Revenue is also lower for the same reason. Fewer surplus vehicles were sold in 1984-85. However, those not available for sale in 1984-85 will be sold in 1985-86. The \$536,641 in Fixed Assets costs are appropriation transfers made by individual requesting departments to buy additional new equipment plus carryover funds from FY 1983-84 transferred for the same purpose to fund year-end delivery of vehicles.

1985-86 ADOPTED BUDGET:

The 1985-86 Adopted Budget for the lease-purchase of vehicles has increased over FY 1984-85 since additional vehicles already on order will be delivered in FY 1985-86. The various lease-purchase obligations, most of which do not begin until vehicles are actually delivered, are projected at \$1,365,000.

PROGRAM: VEHICULAR EQUIPMENT

# 86404

MANAGER: John B. Sauvajot, Director

PROGRAM REVENUE BY SOURCE:

The anticipated revenue for 1985-86 is based on the sale of vehicles surplus to County needs. This assumes the operation and maintenance of a 1,472 vehicle fleet.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Sale of Fixed Assets (9993)	\$ 62,000	\$ 130,550	\$ 216,250



PROGRAM: COMMUNICATIONS EQUIPMENT

# 86403

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5600

REF: 1984-85 Final Budget - Pg: 491

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	0	0	0	5,000,000	0
Lease-Purchase Payments	1,622,839	857,174	778,090	841,809	747,700
Fixed Assets	0	19,520	342,571	0	0
Less Reimbursements	(46,641)	(21,478)	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,576,198</b>	<b>\$ 855,216</b>	<b>\$ 1,120,301</b>	<b>\$ 5,841,809</b>	<b>\$ 747,700</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ (10,996)</b>	<b>\$ (24,587)</b>	<b>\$ (160,000)</b>	<b>\$ (96,200)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,576,198</b>	<b>\$ 844,220</b>	<b>\$ 1,095,714</b>	<b>\$ 5,681,809</b>	<b>\$ 651,500</b>
<b>STAFF YEARS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

PROGRAM DESCRIPTION:

This program consolidates the requests of all County departments for replacement communications equipment to be purchased from the General Fund on a lease-purchase basis. Also managed in this program budget is the acquisition of additional new communications equipment for which appropriation transfers are made from the individual requesting department budgets. Equipment requests are made by the individual departments based on operational requirements of their programs. The Communications Service Division of the Department of General Services provides maintenance support, technical assistance and review of purchase orders. Costs do not include communications equipment purchased through the SANCAL non-profit corporation on a lease-purchase basis.

1984-85 ACTUAL:

\$5,000,000 budgeted in Services and Supplies for lease payments on the microwave/telephone system was transferred to Central County Administration after the Board of Supervisors took action on January 22, 1985 (36-38), defeasing the original \$33 million Certificates of Participation issue. \$778,090 in Lease-Purchases reflects current year lease-purchase obligations. These decrease in FY 1985-86 due to final payment on two Xerox 9500 copiers, and a lower lease-purchase cost than originally projected for Trauma Care equipment in the 1984-85 adopted budget. The \$342,511 in Fixed Assets costs are appropriation transfers made by individual requesting departments to buy additional new equipment as well as prior year carryover for the same purposes.

PROGRAM: COMMUNICATIONS EQUIPMENT

# 86403

MANAGER: John B. Sauvajot, Director

1985-86 ADOPTED BUDGET:

For FY 1985-86, on-going lease-purchase payments are:

a) Microwave Expansion System (final payment due September, 1991)	224,164
b) Sheriff's UHF System (final payment due July, 1990)	427,336
c) Emergency Medical Service (EMS) Trauma Care Equipment (final payment due February, 1990)	96,200
Total	<u>\$ 747,700</u>

PROGRAM REVENUE BY SOURCE:

The Department expects to receive \$96,200 in revenue for Emergency Medical Services Trauma Care from Health Services, which in turn will collect fees from the hospitals participating in the Trauma Care system. The \$96,200 reflects the actual cost of lease purchasing EMS trauma care equipment. The actual cost is less than FY 1984-85 adopted budget cost of \$160,000.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Health Services Trauma Care (9881)	\$ 24,587	\$160,000	\$96,200

For 1984-85, \$160,000 was budgeted for trauma care lease-purchased equipment, to be offset from revenue from participating hospitals. Equipment resulting in a \$96,200 annual lease payment was acquired with approximately \$50,000 spent outright on minor equipment. \$96,141 in revenue was received; however, \$71,554 of that has been allocated to prior year revenues, resulting in a net 1984-85 revenue of \$24,587.

PROPERTY MANAGEMENT

	<u>1982-83 Actual</u>	<u>1983-84 Actual</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Property Management	\$ <u>924,483</u>	\$ <u>1,473,049</u>	\$ <u>1,701,172</u>	\$ <u>1,804,339</u>	\$ <u>2,610,287</u>
Total Direct Costs	\$ 924,483	\$ 1,473,049	\$ 1,701,172	\$ 1,804,339	\$ 2,610,287
Funding	\$ <u>(295,475)</u>	<u>(462,667)</u>	<u>\$(1,049,451)</u>	<u>\$(1,084,339)</u>	<u>\$(1,725,462)</u>
Net Program Cost	\$ 629,008	\$ 1,010,382	\$ 651,721	\$ 720,000	\$ 884,825
 Staff Years	 0	 0	 0	 0	 0

PROGRAM: MAJOR MAINTENANCE

# 819XX

MANAGER: John B. Sauvajot, Director

Department: General Services

# 5590

REF: 1984-85 Final Budget - Pg: 494

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	924,483	1,473,049	1,701,172	1,804,339	2,610,287
Other Costs	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
<b>TOTAL DIRECT COSTS</b>	<b>\$ 924,483</b>	<b>\$ 1,473,049</b>	<b>\$ 1,701,172</b>	<b>\$ 1,804,339</b>	<b>\$ 2,610,287</b>
<b>FUNDING</b>	<b>\$ (295,475)</b>	<b>\$ (462,667)</b>	<b>\$ (1,049,451)</b>	<b>\$ (1,084,339)</b>	<b>\$ (1,725,462)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 629,008</b>	<b>\$ 1,010,382</b>	<b>\$ 651,721</b>	<b>\$ 720,000</b>	<b>\$ 884,825</b>
<b>STAFF YEARS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

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 that these projects relate to the facilities which they occupy. The staffing required to administer and implement this program is reflected in the Facilities Services Program Budget.

The Form 12 process (i.e. major maintenance requests) begins each October and continues through the budget cycle. The Form 12's identified as Major Maintenance were prioritized using the following General Services program criteria:

Health & Safety (H&S):

Work required to:

1. Correct condition(s) supported by a history of accidents, or a known safety hazard.
2. Correct a hazardous working environment to remove noxious fumes or to separate workers from toxic materials.
3. Remove any circumstance that is security related, and will cause personal harm if corrective action is not taken.

Mandated (M):

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.
2. 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.

Projects were prioritized according to need within each category, with Health and Safety the highest category and Essential to Program as the lowest. The final priority was established by integrating the highest priority projects from the other categories into the Health and Safety list based upon their comparative need and urgency.

1985-86 ADOPTED BUDGET:

The adopted budget reflects a 44.7% increase in appropriations from the 1984-85 budget. A total of 77 projects have been budgeted (See Attachment 1). This compares to 45 projects funded in FY 1984-85. County costs increased by 22.9% over the previous year and revenue for the program increased by 59.1%. In addition to the 77 projects, there were 247 other project requests not included in the budget due to funding limitations. Of these, 160 projects are categorized as Health and Safety, 12 projects as Mandated, 41 projects as Cost Effective, and 34 projects as Essential to Program. The total value of these unfunded projects is estimated to be \$5,700,000.

This program also includes funds for carpet replacement which is identified as a single entry in the prioritized list. Attachment 2 provides a detail of the specific locations recommended for carpeting.

Attachment 3 is a detail listing of project funding by various revenue sources, and Attachment 4 list projects proposed for funding by General Funds.

PROGRAM REVENUE BY SOURCE:

The program continues to utilize new sources of revenue to alleviate the shortage of General Fund allocations. Proposed revenues reflect a 59.1% increase over the FY 1984-85 budgeted level. The table below indicates the various revenue sources.

PROGRAM: MAJOR MAINTENANCE

# 819XX

MANAGER: John B. Sauvajot, Director

PROGRAM REVENUE BY SOURCE (Continued)

<u>Source of Revenue</u>	<u>Revenue Account</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
AB 189/\$ 668	9173	\$ 945,482	\$ 920,000	\$1,451,074
AB 3245	9446	-0-	-0-	96,500
Federal Aid for Construction	9617	12,636	-0-	-0-
FEMA	9624	-0-	59,900	59,900
Other Govt. Agencies	9680	3,256	-0-	-0-
CDB G	9683	90,446	-0-	34,364
Rev. App. Prior Year	9988	(7,302)	-0-	-0-
Other Sales - Taxable	9996	1,153	-0-	-0-
Road Fund	9802	-0-	4,236	25,802
PLDF	9806	3,476	30,000	-0-
Other FDS	9807	304	70,203	57,822
		<hr/>	<hr/>	<hr/>
Total		\$1,049,451	\$1,084,339	\$1,725,462

FY 1985-86 PROPERTY MANAGEMENT BUDGET  
 DETAIL OF MAJOR MAINTENANCE.

Priority Number	Project Number	Category	Project Title	Benefiting Department	Funding Source	Recommended Appropriations	Related Funding	Net Cost to County
1	NB 6318	C/E	So. County Regional Center Erosion Control	So. Bay. Muni. Court	SB 668	\$ 5,210	\$ 5,210	\$ 0
2	NB 6354	H&S	SD Courthouse Centrifugal Air Conditioning Overhaul	Courts	SB 668	14,473	14,473	0
3	NB 6544	H&S	Edgemoor Hosp. Emergency Generator Upgrade	Health Services	GF	22,473	0	22,473
4	NB 6356	H&S	Camp Viejas Elec. Upgrade	Sheriff	AB 189	7,346	7,346	0
5	NB 6113	Man	Descanso Detention Facility Repair/Replace Fresh Water Storage Tank	Sheriff	AB 189	31,374	31,374	0
6	NB 6162	H&S	Las Colinas DF - Remove Stainless Steel Wall and Floor Covering	Sheriff	AB 189	7,710	7,710	0
7	NB 6379	H&S	Las Colinas DF - Hood Extension Over Baker Oven and Steamkettle	Sheriff	AB 189	4,182	4,182	0
8	*ML6461	H&S	Camp West Fork - Upgrade Electricity in Mess Hall	Probation	AB 189	8,301	8,301	0
9	NB 6392	H&S	Edgemoor Hospital - Rebuild Gas Fired Furnaces in Dietary Building	Health Services	GF	4,436	0	4,436
10	NB 6492	H&S	Camp Morena - Installation of Grease Trap in Kitchen	Probation	AB 189	8,492	8,492	0
11	ML6332	H&S	Camp Westfork - Repair or Replace Leach Field	Probation	AB 189	13,061	13,061	0

\* ML projects identify leased County sites

FY 1985-86 PROPERTY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE

Priority Number	Project Number	Category	Project Title	Benefiting Department	Funding Source	Recommended Appropriations	Related Funding	Net Cost to County
12	NB 6338	H&S	Adoption Center - Levant St. - Replacement of Air Handling Systems HVAC	Social Services	GF	39,947	0	39,947
13	NB 6307	C/E	COC Paint Shop - Rebuild Waterfall Work In Spray Booth	General Services	GF	12,929	0	12,929
14	NB 6327	C/E	Edgemoor Hospital - Repair and Parking Lot Resurface	Health Services	GF	35,973	0	35,973
15	ML 6329	H&S	El Cajon ASTREA - Sewer Hookup	Sheriff	AB 189	7,564	7,564	0
16	NB 6527	MAN	Edgemoor Hospital - Sewer Hookup to Metro System	Health Services	GF	27,473	0	27,473
17	NB 6475	H&S	Camp Barrett - Installation of Gray Water System to Relieve the Sewer System	Probation	AB 189	24,132	24,132	0
18	NB 6303	H&S	CAC - Rebuild Sub-Basement Bilge Pumps	Various	GF	9,236	0	9,236
19	NB 6325	C/E	Edgemoor Hospital - Replacement of Landscape Sprinkler System	Health Services	GF	16,836	0	16,836
20	NB 6111	H&S	Central DF - Installation of Ventilation Emergency Shut-Off Switch	Sheriff	AB 189	15,467	15,467	0
21	NB 6112	H&S	Las Colinas DF - Installation of Ventilation Shut-Off System - Emergency Shut-Off Switch	Sheriff	AB 189	7,801	7,801	0
22	NB 6542	H&S	South County DF - Installation of Food Passes in Four Isolation Cells	Sheriff	AB 189	6,148	6,148	0



1985-86 PROPERTY MANAGEMENT BUDGET  
 DETAIL OF MAJOR MAINTENANCE

Priority Number	Project Number	Category	Project Title	Benefiting Department	Funding Source	Recommended Appropriations	Related Funding	Net Cost to County
23	NB 6311	C/E	SD Courthouse - Replacement of Exterior Doors	Courts	SB 668	29,236	29,236	0
24	NB 6004	C/E	COC Annex - Re-roof - Lower West Section	Various	GF	55,836	0	55,836
25	NB 6310	C/E	Edgemoor Hospital - Re-roof A-4	Health Services	GF	9,636	0	9,636
26	NB 6301	C/E	Edgemoor Hospital - Re-roof Rehab Building	Health Services	GF	52,473	0	52,473
27	NB 6330	H&S	SD Courthouse - Repair and Air Balance Blowers and Diffusers	Courts	SB 668	91,955	91,955	0
28	NB 6117	C/E	Santee Substation - Resurface and Restripe Parking Lot	Sheriff	AB 189	11,622	11,622	0
29	NB 6317	C/E	Escondido Office - Re-roof	Social Services	GF	46,236	0	46,236
30	NB 6472	H&S	Work Furlough Center - Repair Overhead of Walkway in Annex and East Wing	Probation	AB 189	6,937	6,937	0
31	NB 6335	H&S	COC - Repair 500 Ton Chiller Unit	Various	GF	14,473	0	14,473
32	NB 6455	E/P	Kearny Mesa Traffic Court Parking Lot Expansion	Marshal/ Municipal Court	SB 668	93,710	93,710	0
33	NB 6543	H&S	South County DF - Remodel Storeroom Access	Sheriff	AB 189	18,425	18,425	0
34	NB 6535	C/E	Ramona Substation - Re-roof	Sheriff	AB 189	8,836	8,836	0
35	NB 6337	C/E	SD Courthouse - Re-roof 5th Floor	Courts	AB 189	8,936	8,936	0

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FY 1985-86 PROPERTY MANAGEMENT BUDGET  
 DETAIL OF MAJOR MAINTENANCE

Priority Number	Project Number	Category	Project Title	Benefiting Department	Funding Source	Recommended Appropriations	Related Funding	Net Cost to County
36	NB 6536	C/E	Las Colinas - Re-roof	Sheriff	AB 189	18,973	18,973	0
37	NB 6199	C/E	Descanso DF - Re-roof Staff Quarters	Sheriff	AB 189	8,036	8,036	0
38	NB 6150	C/E	Descanso DF - Re-roof Maintenance Building	Sheriff	AB 189	5,736	5,736	0
39	ML6503	H&S	Camp San Jose - Replace Insulation In Walk-In Freezer and Refrigerator	Probation	AB 189	3,618	3,618	0
40	NB 6437	H&S	South County DF - Toilet Replacement (185 Steel Toilets - Phase I of IV, Total \$113,473)	Sheriff	AB 189	30,000	30,000	0
41	NB 6456	H&S	Juvenile Hall - Suicide Proof Modifications	Probation	AB 189	24,325	24,325	0
42	NB 6464	H&S	Rancho Del Campo - Replace Dorms and Building	Probation	AB 189	99,184	99,184	0
43	NB 6161	E/P	El Cajon DF - Installation of Security Door In 6th Floor	Sheriff	AB 189	4,559	4,559	0
44	NB 6478	H&S	Rancho Del Campo - Replace Bathroom Fixtures In Staff Housing (Phase I of IV, Total \$116,947)	Probation	AB 189	30,000	30,000	0
45	NB 6143	E/P	Encinitas Substation - Installation of Pipe Chase Door Access	Sheriff	AB 189	2,400	2,400	0
46	ML6324	H&S	Camp San Jose - Install Emergency Generator	Probation	AB 189	18,183	18,183	0

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FY 1985-86 PROPLRITY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE

Priority Number	Project Number	Category	Project Title	Benefiting Department	Funding Source	Recommended Appropriations	Related Funding	Net Cost to County
47	MB 6282	H&S	San Marcos - Replace Obsolete and Unsafe Shop Heaters with Vented Heaters	Public Works	Road Fund	25,802	25,802	0
48	MB 6067	E/P	APCD Chesapeake Dr. - Installation of Soundproofing	Air Pollution Control	EPA & Fed. Clean Air Act	3,254	3,254	0
49	MB 6402	H&S	Edgemoor Hospital - Nutrition Center Handicapped Modification	Health Services	CDBG	19,364	19,364	0
50	MB 6066	E/P	APCD Chesapeake Drive - Installation of Sound Proofing	Air Pollution Control	EPA & Fed. Clean Air Act	2,672	2,672	0
51	MB 6518	E/P	COC - Remodel Office, Bldg. 1	Public Works	Solid Waste Enterprise	11,446	11,446	0
52	MB 6800		Various Major Alterations (VMA)	Various	GF	243,290	0	243,290
53	MB 6900		Criminal Justice VMA	Various	AB 189	200,000	200,000	0
54	MB 6600		Courthouse VMA	Various	SB 668	200,000	200,000	0
55	MB 6500	H&S	Carpet Replacement VMA	Various	AB 189	268,886	104,214	164,672
56	5006	H&S	Municipal Court - Recarpet Main Office	Courts	GF	59,430	-0-	59,430
57	5018	H&S	Traffic Court - Recarpet	Courts	GF	3,936	-0-	3,936
58	5180	H&S	Traffic Court - Marshal Front Office	Marshal	GF	3,118	-0-	3,118

FY 1985-86 PROPERTY MANAGEMENT BUDGET  
 DETAIL OF MAJOR MAINTENANCE

Priority Number	Project Number	Category	Project Title	Benefiting Department	Funding Source	Recommended Appropriations	Related Funding	Net Cost to County
59	5225	H&S	COC Annex - Suite K Recarpet	Social Services	GF	7,436	-0-	7,436
60	5213	H&S	Southeast Office - Recarpet	Social Services	GF	19,236	-0-	19,236
61	1511	H&S	Central Detention Facility - Records Div.	Sheriff	GF	13,873	-0-	13,873
62	5001	H&S	South Shelter - Light & Wiring Replacement	Animal Control	GF	8,249	-0-	8,249
63	5091	H&S	Descanso Detention Facility - Repave Road	Sheriff	AB 189	36,527	36,527	-0-
64	5327	H&S	CAC - Replumb SE Men's Room	Various	GF	11,557	-0-	11,557
65	5307	C/E	S.D. Courthouse & Law Library - Restoration of Marble	Courts	SB 668	30,000	30,000	-0-
66	5314	E/P	S.D. Courthouse - Dept. 34, Alternate Building Noise	Courts	SB 668	60,401	60,401	-0-
67	4029	H&S	S.D. Courthouse - Security Screens	Courts	AB 189	58,000	58,000	-0-
68	4027	E/P	Cactus Park - Earthwork	Parks	FEMA	59,900	59,900	-0-
69	5831	E/P	Imperial Beach Library - Overhaul A/C	Library	Lib. Fund	40,450	40,450	-0-
70	5999	C/E	Vista Regional Center Install Pneumatic Tube in Basement	Courts	AB 189	30,000	30,000	-0-
71	5997	H&S	Rancho Del Campo - Refurbish	Probation	AB 189	56,000	56,000	-0-

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FY 1985-86 PROPERTY MANAGEMENT BUDGET  
 DETAIL OF MAJOR MAINTENANCE

Priority Number	Project Number	Category	Project Title	Benefiting Department	Funding Source	Recommended Appropriations	Related Funding	Net Cost to County
72	6898	H&S	Boulevard Community Center - Reroof	Community	CDBG	4,000	4,000	-0-
73	6899	H&S	Boulevard Community Center - Replacement of Heat Pumps	Community	CDBG	11,000	11,000	-0-
74	6391	H&S	Edgemoor Hospital - Enclosure of Dietary Ramp	Health Services	AB 3245	9,647	9,647	-0-
75	6396	H&S	Edgemoor Hospital - Utility Room Remodel	Health Services	AB 3245	7,451	7,451	-0-
76	6425	H&S	Edgemoor Hospital - Replacement of 24 Fire Hydrants	Health Services	AB 3245	29,473	29,473	-0-
77	6986	H&S	Edgemoor Hospital - Replacement of Autoclave	Health Services	AB 3245	<u>52,000</u>	<u>49,929</u>	<u>2,071</u>
TOTAL						<u>\$2,610,287</u>	<u>\$1,725,462</u>	<u>\$884,825</u>
78*	6281	C/E	Ramona Road Station - Resurface Upper Storage Yard	Public Works	Road Fund	39,518	39,518	-0-

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\* Project costs for work are not reflected in this budget since the work will be done by the Department of Public Works and the project is reflected in the Public Works budget.

MAJOR MAINTENANCE  
 FY 85-86 PRELIMINARY BUDGET  
 CARPET VMA  
 DETAIL

ATTACHMENT 2

Priority Number	Project Number	Project Title/Description	Requiring Department	Category	Amount	Funding	Net Cost to County
1	MB 6011	Social Services, Ruffin Road, Suite "M" - Recarpet	Soc. Services	H&S	\$ 5,200	-	\$ 5,200
2	MB 6415	Registrar of Voters Office, Ruffin Road	Reg. of Voters	H&S	37,700	-	37,700
3	MB 6009	Social Services, Children's Metro Center, Levant Street	Soc. Services	H&S	15,300	-	15,300
4	MB 6372	OES - Room 296 - Recarpet	OES	H&S	3,100	-	3,100
5	MB 6222	San Diego Courthouse, Staff Work Area - Recarpet	Muni. Court	H&S	6,400	\$ 6,400	-
6	MB 6212	San Diego Courthouse, Courtrooms and Chambers - Recarpet	Muni. Court	H&S	27,200	27,200	-
7	MB 6223	San Diego Courthouse, Court Reporters' Office	Muni. Court	H&S	3,200	3,200	-
8	MB 6557	North County Courthouse, Courts and Chambers - Recarpet	Muni. Court	H&S	17,250	17,250	-
9	MB 6411	North County Courthouse, Civil Division - Recarpet	Muni. Court	H&S	1,600	1,600	-
10	MB 6552	North County Courthouse, Division 5 - Recarpet	Muni. Court	H&S	600	600	-
11	MB 6561	County Counsel, CAC, Room 355 - Recarpet	Co. Counsel	H&S	10,836	-	10,836
12	MB 6153	Sheriff's Office in Ramona - Recarpet	Sheriff	H&S	2,650	2,650	-
13	MB 6033	Southeast Social Services - Recarpet	Soc. Services	H&S	17,300	-	17,300
14	MB 6070	Agriculture, COC - Carpet	Agriculture	H&S	4,300	-	4,300
15	ML6104	Sheriff's Office on Kurtz Street - Recarpet	Sheriff	H&S	13,300	13,300	-
16	MB 6058	Superior Court, All locations - Recarpet	Sup. Court	H&S	50,500	32,014	18,486
17	MB 6434	O.I.P.A.	CAO	H&S	5,600	-	5,600
18	MB 6433	CAO Executive Office - Recarpet	CAO	H&S	14,100	-	14,100
19	MB 6504	Rancho Del Rayo, Admn. Area	Probation	H&S	2,800	-	2,800
20	MB 6180	Santee Sheriff, Crime Prevention Office - Carpet	Sheriff	H&S	2,400	-	2,400
21	MB 6167	Santee Sheriff, Traffic Office - Carpet	Sheriff	H&S	2,200	-	2,200
22	MB 6152	Santee Sheriff, Clerical Area - Carpet	Sheriff	H&S	2,200	-	2,200
23	MB 6170	Santee Sheriff, Jail Control Area - Recarpet	Sheriff	H&S	2,500	-	2,500
24	MB 6141	Vista Sheriff Office, Investigation Division - Recarpet	Sheriff	H&S	7,050	-	7,050
25	MB 6156	Vista Sheriff Office, Conference Room, Business Office - Carpet	Sheriff	H&S	4,400	-	4,400
26	MB 6100	Imperial Beach Sheriff, Sec. Office - Recarpet	Sheriff	H&S	1,100	-	1,100
27	MB 6101	Imperial Beach Sheriff, Front Office - Recarpet	Sheriff	H&S	1,400	-	1,400
28	MB 6155	Santee Sheriff, Admn. Area - Recarpet	Sheriff	H&S	2,000	-	2,000
29	MB 6142	West "C" Street Sheriff, Personnel - Recarpet	Sheriff	H&S	2,300	-	2,300
30	MB 6146	West "C" Street Sheriff, Licensing - Recarpet	Sheriff	H&S	2,400	-	2,400
TOTALS					\$ 268,886	\$ 104,214	\$ 164,672

1985-86 ADOPTED PROPERTY MANAGEMENT BUDGET  
 DETAIL OF FUNDING BY REVENUE ACCOUNT

Project Classification	Serial Number	Funding Class	Project Title	Funding Amount
AB 189	6900	9173	Criminal Justice VMA	\$ 200,000
AB 189	6500	9173	Carpet Replacement VMA	104,214
AB 189	6356	9173	Camp Viejas Electrical Upgrade	7,346
AB 189	6113	9173	Descanso Detention Facility - Repair/Replace Water Storage Tank	31,374
AB 189	6162	9173	Las Colinas DF - Remove Stainless Steel Wall & Floor Covering	7,710
AB 189	6379	9173	Las Colinas DF - Hood Extension Over Baker Oven and Steamkettle	4,182
AB 189	6461	9173	Camp Westfork - Electrical Upgrade	8,301
AB 189	6492	9173	Camp Morena - Grease Trap Installation	8,492
AB 189	6332	9173	Camp Westfork - Repair or Replace Leach Field	13,061
AB 189	6329	9173	El Cajon ASTREA - Sewer Hookup	7,564
AB 189	6475	9173	Camp Barrett - Installation of Ventilation System Emergency Shut-Off Switch	24,132
AB 189	6111	9173	Central DF - Installation of Ventilation System Emergency Shut-Off Switch	15,467
AB 189	6112	9173	Las Colinas DF - Installation of A/C Shut Off Switch	7,801
AB 189	6542	9173	South County DF - Installation of Food Passes In Four Isolation Cells	6,148
AB 189	6117	9173	Santee Sheriff's Substation - Resurface and Restripe Parking Lot	11,622
AB 189	6472	9173	Work Furlough Center - Repair Overhead of Walkway	6,937

1985-86 ADOPTED PROPERTY MANAGEMENT BUDGET  
 DETAIL OF FUNDING BY REVENUE ACCOUNT

Project Classification	Serial Number	Funding Class	Project Title	Funding Amount
AB 189	6543	9173	South County Detention Facility - Remodel Storeroom Access	\$ 18,425
AB 189	6535	9173	Ramona Sheriff's Substation - Re-roof	8,836
AB 189	6337	9173	San Diego Courthouse - Re-roof 5th Floor	8,936
AB 189	6536	9173	Las Colinas DF - Re-roof	18,973
AB 189	6199	9173	Descanso DF - Re-roof Staff Quarters	8,036
AB 189	6150	9173	Descanso DF - Re-roof Maintenance Building	5,736
AB 189	6503	9173	Camp San Jose - Replace Insulation in Walk-in Freezer and Refrigerator	3,618
AB 189	6437	9173	South County DF - Toilet Replacement (185) (Phase I of IV, Total \$113,473)	30,000
AB 189	6456	9173	Juvenile Hall - Suicide Proof Modifications	24,325
AB 189	6464	9173	Rancho Del Campo - Refurbish Dorms and Building	99,184
AB 189	6161	9173	El Cajon DF - Installation of Security Door in 6th Floor	4,559
AB 189	6478	9173	Rancho Del Campo - Replace Bathroom Fixtures in Staff House (Phase I of IV), Total \$116,947	30,000
AB 189	6143	9173	Encinitas Sheriff's Substation - Build Pipe Chase Access Door	2,400
AB 189	6324	9173	San Jose Camp - Power Generator Hookup	18,183
AB 189	4029	9173	S.D. Courthouse - Security Screens	58,000
AB 189	5999	9173	Vista Regional Center - Install Pneumatic Tube	30,000
AB 189	5997	9173	Rancho Del Campo - Refurbish	56,000
AB 189	5091	9173	Descanso Detention Facility - Repave Road	<u>36,527</u>
AB 189 Total				<u>\$ 926,089</u>



1985-86 ADOPTED PROPERTY MANAGEMENT BUDGET  
 DETAIL OF FUNDING BY REVENUE ACCOUNT

Project Classification	Serial Number	Funding Class	Project Title	Funding Amount
\$ 668	6600	9173	Courthouse VMA	200,000
\$ 668	6318	9173	South County RC - Erosion Control	5,210
\$ 668	6354	9173	San Diego Courthouse - Centrifugal Air Conditioning Overhaul	\$ 14,473
\$ 668	6311	9173	San Diego Courthouse - Replacement of Exterior Doors	29,236
\$ 668	6330	9173	San Diego Courthouse - Repair and Air Balance Blowers and Diffusers	91,955
\$ 668	6455	9173	Kearny Mesa Traffic Court - Parking Lot Expansion	93,710
\$ 668	5314	9173	S.D. Courthouse - Alternate Bldg. Noise	60,401
\$ 668	5307	9173	S.D. Courthouse - Restoration of Marble	<u>30,000</u>
			\$ 668 TOTAL	<u>\$ 524,985</u>
ROAD FUND	6281	9802	Ramona Road Station - Resurface Upper Storage Yard, Div. 11	<u>\$ 39,518</u>
			ROAD FUND TOTAL	<u>\$ 39,518</u>
SOLID WASTE ENTERPRISE FUND	6518	9807	COC - Remodel Office Bldg. 1	<u>\$ 11,446</u>
			SOLID WASTE ENTERPRISE FUND TOTAL	<u>\$ 11,446</u>
CDBG/CITY OF SANTEE	6402	9683	Edgemoor Hospital - Nutrition Center Handicapped Modification	\$ 19,364
CDBG	6898	9683	Boulevard Community Center - Reroof	4,000
CDBG	6899	9683	Boulevard Community Center - Heat Pumps	<u>11,000</u>
			CDBG total	<u>\$ 34,364</u>
EPA, FED CLEAN ACT AND FEES	6066	9807	APCD Chesapeake Dr. - Installation of Sound Proofing	\$ 2,672
	6067	9807	APCD HQ Chesapeake Dr. - Remodel Offices	<u>3,254</u>
			EPA, FED. CLEAN ACT AND FEES	\$ 5,926

1985-86 ADOPTED PROPERTY MANAGEMENT BUDGET  
 DETAIL OF FUNDING BY REVENUE ACCOUNT

ATTACHMENT 3

Project Classification	Serial Number	Funding Class	Project Title	Funding Amount
AB 3245	6391	9446	Edgemoor Hospital - Enclosure of Dietary Ramp	\$ 9,647
AB 3245	6396	9446	Edgemoor Hospital - Utility Room Remodel	7,451
AB 3245	6425	9446	Edgemoor Hospital - Replacement of Fire Hydrants	29,473
AB 3245	6986	9446	Edgemoor Hospital - Replacement of Autoclave	<u>49,029</u>
				\$ 96,500
Fed. Emergency Association	4027	9424	Parks & Recreation - Cactus Park	<u>\$ 59,900</u>
			FEMA Total	\$ 59,900
Library Fund	5831	9807	Imperial Beach - Overhaul A/C	<u>\$ 40,450</u>
			Library Fund Total	\$ 40,450
			GRAND TOTAL	<u><u>\$1,725,462</u></u>

FY 1985-86 PROPERTY MANAGEMENT BUDGET  
 DETAIL OF GENERAL FUND PROJECTS

ATTACHMENT 4

Project Number	Category	Project Title	Benefiting Department	Net County Cost
NB 6800	E/P	Various Major Alterations (VMA)	Various	\$ 243,290
NB 6500	H&S	Carpet Replacement VMA	Various	164,672
NB 6544	H&S	Edgemoor Hospital - Emergency Generator Upgrade	Health Services	22,473
NB 6392	H&S	Edgemoor Hospital - Rebuild Gas Fired Furnaces	Health Services	4,436
NB 6338	H&S	Adoption Center, Levant St. - Replacement of Air Handling System	Social Services	39,947
NB 6307	C/E	COC Paint Shop - Rebuild Waterfall Work in Spray Booth	General Services	12,929
NB 6327	C/E	Edgemoor Hospital - Road Repair and Parking Lot Resurface	Health Services	35,973
NB 6527	MAN	Edgemoor Hospital - Sewer Hookup to Metro System	Health Services	27,473
NB 6303	H&S	CAC - Rebuild Sub-basement Bilge Pumps	Various	9,236
NB 6325	C/E	Edgemoor Hospital - Replacement of Landscape Sprinkler System	Health Services	16,836
NB 6004	C/E	COC Annex - Re-roof Lower West Section	Various	55,836
NB 6310	C/E	Edgemoor Hospital - Re-roof Bldg. A-4	Health Services	9,636
NB 6301	C/E	Edgemoor Hospital - Re-roof of Rehab. Bldg.	Health Services	52,473
NB 6317	C/E	Escondido Office - Re-roof	Social Services	46,236
NB 6335	H&S	COC - Repair 500 Ton Chiller Unit	General Services	14,236
NB 5006	H&S	Municipal Court - Recarpet Main Office & Provide Office Space Rm-2005	Courts	59,430
NB 5018	H&S	Traffic Court - Carpeting	Courts	3,936
NB 5186	H&S	Traffic Court - Marshal Front Office	Marshal	3,118

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FY 1985-86 PROPERTY MANAGEMENT BUDGET  
 DETAIL OF GENERAL FUND PROJECTS

ATTACHMENT 4

Project Number	Category	Project Title	Benefiting Department	Net County Cost
NB 5225	H&S	COC Annex - Suite K - Carpeting	Social Services	\$ 7,436
NB 5213	H&S	Southeast Office - Carpeting	Social Services	19,236
NB 5110	H&S	Central Detention Facility - Records Division - Carpeting	Sheriff	13,873
NB 5001	H&S	South Shelter - Light & Wiring Replacement	Animal Control	8,249
NB 5327	H&S	CAC - Replumb S.E. Men's Room	Various	11,557
NB 6986	H&S	Edgemoor Hospital - Replacement of Autoclave	Health Services	2,071
GENERAL FUND TOTAL				\$ 884,825

PUBLIC SERVICE UTILITIES

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Public Services Utilities	<u>\$13,693,698</u>	<u>\$14,990,464</u>	<u>\$17,275,527</u>	<u>\$15,399,634</u>	<u>\$16,423,831</u>
Total Direct Costs	\$13,693,698	\$14,990,464	\$17,275,527	\$15,399,634	\$16,423,831
Funding	<u>\$ (337,889)</u>	<u>\$ (788,381)</u>	<u>\$ (282,958)</u>	<u>\$ (380,972)</u>	<u>\$ (436,557)</u>
Net County Cost	\$13,355,809	\$14,202,083	\$16,992,569	\$15,018,662	\$15,987,274
Staff Years	0	0	0	0	0

PROGRAM: PUBLIC SERVICES UTILITIES

# 82104

MANAGER: John B. Sauvajot, Director

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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Utilities	\$ 7,600,454	\$ 8,077,511	\$ 9,204,252	\$ 7,775,703	\$ 8,022,678
Cogeneration Leases	0	0	957,156	600,000	1,177,322
Telephones	4,394,805	4,591,433	5,558,405	4,913,477	5,250,000
Postage	1,851,205	1,922,441	2,047,290	2,100,063	2,300,000
Water & Sewage	395,512	487,718	591,774	825,981	675,000
Bottled Gas	82,252	63,022	107,076	110,000	110,000
Less Reimbursements	(630,530)	(151,661)	(1,190,426)	(925,590)	(1,111,169)
<b>TOTAL DIRECT COSTS</b>	<b>\$13,693,698</b>	<b>\$14,990,464</b>	<b>\$17,275,527</b>	<b>\$15,399,634</b>	<b>\$16,423,831</b>
<b>FUNDING</b>	<b>\$ (337,889)</b>	<b>\$ (788,381)</b>	<b>\$ (282,958)</b>	<b>\$ (380,972)</b>	<b>\$ (436,557)</b>
<b>NET COUNTY COSTS</b>	<b>\$13,355,809</b>	<b>\$14,202,083</b>	<b>\$16,992,569</b>	<b>\$15,018,662</b>	<b>\$15,987,274</b>
<b>STAFF YEARS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

PERFORMANCE INDICATORS:

BTU's/Sq. Ft.

(FY72-73 Base Yr:

172,120 BTU's/Sq. Ft.)

172,120 BTU's/Sq. Ft.)	71,046	72,130	67,268	79,029	96,957
Pcs. of U.S. Mail	9,604,098	9,997,000	10,900,000	10,863,000	11,663,000
Number of Communication Lines (Est. based on Consultant Report)	N/A	9,075	9,100	9,500	9,975

PROGRAM DESCRIPTION:

The Public Services Utilities Program consists of five major categories: (1) gas and electric, (2) telephones, (3) postage, (4) water and sewage, (5) bottled gas.

County utilities, with minor exceptions, are budgeted and paid by the Department of General Services. Conservation efforts have achieved significant results; however, utilities continue to increase, primarily due to rate increases and the acquisition of new facilities. In addition to further conservation efforts, the department will continue its efforts to develop the County's cogeneration energy systems and to evaluate and implement a cost-effective County proprietary telephone system.

1984-85 Actual:

Gas and Electric expenditures were \$1,545,840 over budget due to unanticipated delays in the installation and full operation of cogeneration facilities. These delays also reduced the amount of electricity available for sale to San Diego Gas and Electric. The cogeneration lease payment was to be made by a combination of \$600,000 from the utility budget and \$357,156 from interest earnings on the Certificates of Participation. It was subsequently determined that the earnings could not be used for the lease payment, requiring a transfer of \$357,156 from other budget units to complete payment.

Telephone expenditures were \$644,928 over budget due to rate and service charges caused by the AT&T divestiture.

Water and sewage expenditures were \$234,207 less than budget due to anticipated water rate increases which did not materialize.

1985-86 ADOPTED BUDGET:1. UtilitiesGas and Electric Bills (\$7,812,678)

- payment of gas and electric costs are required to operate County facilities and operations.
- utilities are provided for over 5 million square feet of County owned and leased facilities.
- budget for gas and electric bills includes savings of \$1.3 million from cogeneration.
- savings from the full year operation of cogeneration facilities are projected at 20,739,991 KWH and from the sale of cogeneration electricity to SDG&E at 7,275,947 KWH.

Other Utilities/Maintenance of Equipment (\$210,000)2. Cogeneration Leases (\$1,177,322)

- provides for lease purchase payments for cogeneration operations, including: Vista Regional Center, Las Colinas, and the Downtown Courthouse.
- Cogeneration electricity sales to SDG&E are projected at \$436,557 in 1985-86.

3. Telephones (\$5,250,000)

- payment of telephone costs are required to provide County employees with telephone service.
- telephone expenditure levels in 1985-86 are based primarily on prior year experience, including the impact of the AT&T divestiture.
- marginal increases are included to provide for the impact of ZUM (Zone Unit Message) costs.
- provisions are not included in 1985-86 for the proposed proprietary telephone system. Effect will not be noted until the 1986-76 fiscal year.
- telephone costs are offset by \$283,400 in reimbursements from non-general fund departments.

4. Postage (\$2,300,000)

- provides for the payment of postage meters, bulk mail, and business reply mail required to process County mail.

1985-86 ADOPTED BUDGET: (Continued)

- postage costs are offset by \$34,980 in reimbursements.
- provisions are included for full year funding of the 22¢ rate increase which became effective on 2/17/85.
- includes savings resulting from the scheduled implementation of the zip sort plus four digit plan to be partially implemented in 1985-86.

5. Water and Sewage (\$675,000)

- provides for the water and sewage costs of operating over 5 million square feet of County facilities.
- offset by \$11,516 in reimbursements from non-general fund departments.
- provides for a 4% rate increase for 1985-86.

6. Bottled Gas (\$110,000)

- provides for ongoing requirements for bottled gas.
- bottled gas is required primarily in outlying facilities.

PROGRAM REVENUES BY SOURCE:

Revenue projections for 1985-86 include anticipated cogeneration electricity sales from the County to San Diego Gas and Electric. Variances from prior budgeted levels reflect full year operations of cogeneration installations.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Cogeneration Sales	\$ 152,348	\$ 380,972	\$ 436,557
Pac Bell	128,278	0	0
APCD	<u>2,332</u>	<u>0</u>	<u>0</u>
Total	\$ 282,958	\$ 380,972	\$ 436,557

1985-86 Objectives:

1. Monitor and maintain cogeneration installations to insure operations are functioning at maximum capacity.
2. Evaluate County water usage and implement a water conservation program.
3. Evaluate the County's long distance telephone requirements, and investigate alternative long distance carriers.
4. Develop and implement a Zip-Sort plus four-digit mailing system.

Staffing is not included in the Public Services Utilities Program because the program serves as an accounting mechanism to track utility trends. Staffing in support of objectives are budgeted in the Communications Program for telephone and postage proposals, and Facility Services for gas and electric/water proposals.



CAPITAL ASSET LEASING (SANCAL)

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Capital Asset Leasing Activities	\$ <u>0</u>	\$ <u>0</u>	\$ <u>79,867</u>	\$ <u>1,000,000</u>	\$ <u>2,100,000</u>
Total Direct Costs	\$ 0	\$ 0	\$ 79,867	\$ 1,000,000	\$ 2,100,000
Funding	\$ <u>0</u>	\$ <u>0</u>	<u>0</u>	\$ <u>0</u>	\$ <u>0</u>
Net County Costs	\$ 0	\$ 0	\$ 79,867	\$ 1,000,000	\$ 2,100,000

PROGRAM: Capital Asset Leasing (SANCAL) # MANAGER: Manuel Lopez  
 Department: Chief Administrative Officer # 5200 REF: 1983-84 Final 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.

Mandate: This program and its service level is discretionary. However, included in this program is debt-service on bonds used to finance equipment purchases. The County has entered into Indenture agreements which require such payments.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	0	0	79,867	1,300,000	2,440,747
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	(300,000)	(340,747)
<b>TOTAL DIRECT COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 79,867</b>	<b>\$ 1,000,000</b>	<b>\$ 2,100,000</b>
<b>FUNDING</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 79,867</b>	<b>\$ 1,000,000</b>	<b>\$ 2,100,000</b>
<b>STAFF YEARS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 ACTUAL:

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 provided \$8,634,000 for the purchase of equipment in FY 1984-85.

The 1984-85 annual debt-service was estimated to be \$1,300,000. The first payment made in January 1985 based on equipment acquired by that time was \$79,867. The next payment was July 15, 1985. 1984-85 appropriations were encumbered in order to make this payment.

PROGRAM: Capital Asset Leasing (SANCAL)

#

MANAGER: Manuel Lopez

1985-86 ADOPTED BUDGET:

The 1985-86 debt service amount is \$1,347,747 to cover the cost of equipment acquired in 1984-85. The \$340,747 of reimbursements are the first of five annual payments of Transit Development Act funds to SANCAL for the purchase of nine new buses in 1984-85.

For 1985-86, Departmental budget requests for fixed assets, vehicles and communications equipment and rentals/ leases were again 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 1) enhance productivity, 2) replace obsolete high maintenance equipment, or 3) are necessary to maintain a service level. The estimated cost of the items recommended for acquisition by the non-profit total \$4.8 million. The estimated debt-service for equipment to be acquired in 1985-86 is \$1,000,000.

OFFICE OF EMPLOYEE SERVICES

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Employee Services	<u>\$ 5,335,188</u>	<u>\$ 4,671,267*</u>	<u>\$ 3,228,526</u>	<u>\$ 3,777,245</u>	<u>\$ 4,265,798</u>
Total Direct Costs	\$ 5,335,188	\$ 4,671,267	\$ 3,228,526	\$ 3,777,245	\$ 4,265,798
Less Funding	<u>(125,609)</u>	<u>(684,620)</u>	<u>(958,438)</u>	<u>(713,477)</u>	<u>(1,003,984)</u>
Net County Cost	\$ 5,209,579	\$ 3,986,647	\$ 2,270,088	\$ 3,063,768	\$ 3,261,814
STAFF YEARS	71.25	67.89	77.87	81.58	92.03

\* Reflects \$2,663,699 expenditure for Dana Bigboy liability claim. Auditor's records show this expenditure in County Counsel.

PROGRAM: EMPLOYEE SERVICES

# 81201

MANAGER: ETHEL M. CHASTAIN

Department: OFFICE OF EMPLOYEE SERVICES

# 0500

Ref: 1984-85 Final Budget - Pg. 506

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.

MANDATE: 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 5,982,695	\$ 5,520,373	\$ 6,484,707	\$ 6,444,989	\$ 7,227,728
Services & Supplies	2,622,370	4,762,651*	1,192,387	1,223,586	1,736,718
Other Charges	0	0	0	0	83,967
Fixed Assets	0	0	9,067	8,670	36,750
Vehicles/Comm. Equip.	0	0	0	0	0
Liability Trust Fund		0	0	0	0
Less Reimbursements	(3,269,877)	(5,611,757)	(4,457,635)	(3,900,000)	(4,819,365)
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,335,188</b>	<b>\$ 4,671,267</b>	<b>\$ 3,228,526</b>	<b>\$ 3,777,245</b>	<b>\$ 4,265,798</b>
<b>FUNDING</b>	<b>\$ (125,609)</b>	<b>\$ (684,620)</b>	<b>\$ (958,438)</b>	<b>(713,477)</b>	<b>\$ (1,003,984)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 5,209,579</b>	<b>\$ 3,986,547</b>	<b>\$ 2,270,088</b>	<b>\$ 3,063,768</b>	<b>\$ 3,261,814</b>

STAFF YEARS	71.25	67.89	77.87	81.58	92.03
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PERFORMANCE INDICATORS:

Workers' Compensation	1,298/1,032	1,613/1,700	1,650/1,400	1,300/1,100	1,650/1,400
Claims Investigated/Settled					
Processing Days Per Exam	47	58	62	45	45
After Announcement					
Exams	227	211	368	350	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, Affirmative Action, 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.

\* Reflects \$2,663,699 expenditure for Dana Big Boy liability claim - Auditor's sheets record this expenditure in County Counsel. The public liability claim function was transferred to County Counsel during 1984-85 budget deliberations.

1984-85 ACTUAL:

Actual costs were approximately 15% below budgeted amounts basically due to increased reimbursements for Workers' Compensation costs. Major variances for specific budget items:

- Salaries and benefits costs exceeded budget by 0.6% despite hiring delays specifically created to minimize overcrowding problems, mainly due to increases in Worker's Compensation costs.
- Services and Supplies were 2.5% less than budget due primarily to fewer psychological examinations requested than budgeted.
- Revenue exceeded budget by 34% resulting from increased Workers' Compensation billings to special fund departments and major unanticipated recoveries from third parties for previous liability and Workers' Compensation payments.

1985-86 ADOPTED BUDGET:

The 1985-86 program reflects a total direct cost increase of \$488,553 (12.9%) over 1984-85. The increase is offset for the most part by projected revenue increases of 40.7%. Details of changes in each activity of OES's program follow:

1. Administration/Administrative Services (7.0 SY; \$473,942) includes the director's office, budgeting, facilities management, purchasing, inter/intra-departmental coordination, etc. and is:
  - Discretionary.
  - Offset 9% by revenue from special fund departments.
  - Including approximately \$71,000 to finance salary adjustments, centralized office supply control and inflationary increases.
2. Selection and Classification (43.50 SY, \$1,476,992) is responsible for all County job examinations and classification studies. The services provided by this unit:
  - Are mandated by the San Diego County Charter and the Civil Service Rules.
  - Are offset 9% by revenue from special fund departments.
  - Increased in cost by \$243,594 to fund 6 additional positions for new Affirmative Action program.
  - Increased in cost by \$163,000 to finance .5 additional clerical position, reclassifications, salary and benefit adjustments, and fixed assets for the new position and to replace worn out items.
  - Include 350 exams to establish employment eligibility lists.
  - Include classification studies of 700 positions.
3. Wage and Salary (2.50 SY; \$105,833) completes salary surveys, advises Labor Relations, prepares Salary Ordinance revisions, and maintains the classification and compensation plan. This program:
  - Is mandated by State law (requiring a Salary Ordinance) and the San Diego County Charter (requiring salary surveys).
  - Is offset 9% by revenue.
  - Shows a \$33,358 increase largely to provide needed clerical support (.5 SY) and required salary and benefit adjustments.

1985-86 ADOPTED BUDGET: (Continued)

4. Employee Benefits Management (5 SY; \$629,073) administers employee health insurance, life insurance, the transit bus pass program and related benefit programs. The services provided by this unit:
  - Are mandated by the San Diego County Salary Ordinance.
  - Are offset 9% by revenue.
  - Include processing of 1200 bus pass payments per month and funding.
  - Include manually initiating, updating, and terminating insurance records for approximately 11,000 employees and more than 15,000 dependents.
  - Will require an additional \$27,500 (net) to fund bus pass usage increases.
  
5. Employee Development (4.70 SY; \$250,070) is responsible for all centralized training programs, employee orientation, the service award program and the suggestion awards program, and is:
  - Discretionary.
  - Offset 9% by revenue.
  - Increased .5 SY (\$8,221) to provide needed clerical support and 1.2 sy (\$57,602) to provide video training programs.
  - Increased \$12,000 in services and supplies for additional training in Corporate Culture and Management Development and \$15,298 for video training programs.
  - Able to provide 25,000 hours of training.
  - Predicting \$125,000 County savings from suggestion awards.
  
6. Loss Prevention (4 SY; \$156,762) furnishes safety services for County operations including coordination between departments of Cal-OSHA citation corrections, inspections and training. This function is:
  - Mandated by General Industry Safety Orders (Cal-OSHA regulations).
  - Offset 100% by revenues and reimbursements from general and special fund departments.
  - Funded at a level approximately \$14,000 over 1984-85 to cover increased salary costs for existing staff.
  
7. Claims Management (4 SY; \$1,123,847) oversees all safety, insurance and claims activity, monitors pre-employment physicals and medical standards, and provides the vocational rehabilitation services program. This section is:
  - Mandated by State and Federal regulations for all safety, rehabilitation, Workers' Compensation and Unemployment Insurance programs.
  - Offset 85% by revenues and reimbursements from general and special fund departments.
  - Able to provide 3,000 medical reviews.
  - Increased \$390,000 for increased insurance costs and \$46,000 for employee medical and psychological exams.
  
8. Employee Assistance (1.50 SY; \$57,973) counsels employees experiencing personal problems and refers them to appropriate agencies. Activities of this unit:
  - Are not mandated, but play a significant role in keeping employees productive through averting Workers' Compensation claims, absenteeism and low morale.
  - Include processing 3,000 incoming calls, providing 150 departments consultations and assessing an estimated 340 troubled employees in 1985-86.
  - Are estimated to cost some \$11,000 more in 1985-86 to fund 0.5 SY clerical position and related equipment.

1985-86 ADOPTED BUDGET: (Continued)

9. Workers' Compensation (14 SY; \$4,203,217) processes all Workers' Compensation claims for the County and is:
- Mandated by State laws.
  - Offset 100% by revenues and reimbursements from general and special fund departments.
  - Increasing .5 SY for a Word Processing Operator and .5 SY for a Claims Representative I (\$23,300) to maintain 1984-85 service levels.
  - Increased \$350,000 to fund State mandated payment levels for Workers' Compensation.
  - Able to investigate 1,650 Workers' Compensation claims.
10. Unemployment Insurance (2 SY; \$456,274) oversees all Unemployment Insurance claims activity for the County and is:
- Mandated by State laws.
  - Offset 100% by revenues and reimbursements from general and special fund departments.
  - Reduced \$200,000 due to decreases in Unemployment Insurance claims.
  - Able to process 350 Unemployment Insurance claims, including investigations and appeals.
11. Employee Health and Fitness (3.83 SY; \$151,180) presents programs to help employees understand and practice good nutrition and exercise, which leads to risk-reduction benefits for both the employee and the County. This function is:
- Offset 9% by revenues.
  - Discretionary, since the last year for State funding was FY 1984-85.

PROGRAM REVENUE BY SOURCE:

Estimated 1985-86 revenues are up approximately \$290,000 (34.3%) in spite of the loss of \$100,000 State-funding for the Health and Fitness Program. The increase is due primarily to increased charges to special fund departments for personnel services and Workers' Compensation and related costs. In addition, \$70,000 is expected from recovery from third parties involved in Workers' Compensation cases.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
State Grant	\$ 116,910	\$ 100,000	\$ 0
Interfund Charges	581,400	533,881	845,984
Third Party Revenues	164,798	0	70,000
Bus Passes (Employees)	91,201	79,596	88,000
Miscellaneous	<u>4,129</u>	<u>0</u>	<u>0</u>
TOTAL	\$ 958,438	\$ 713,477	\$1,003,984

1985-86 OBJECTIVES:

1. Implement word processing system to automate production of the employment bulletins and examinations.
2. Establish 15 broad classification bands as the first phase of implementation of the County Career Development Program.
3. Reduce timeframe to complete department requested reclassification studies (5 position or less) from 60 to 30 calendar days.
4. Complete classification studies for 90% of newly budgeted positions by final budget approval.



## STAFFING SCHEDULE

Program: Employee Services

Department: Office of Employee Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2132	Director, Employee Services	1.00	1.00	\$ 54,848	\$ 63,198
2214	Assistant Director, Employee Services	1.00	1.00	50,708	51,524
2303	Administrative Assistant II	1.50	1.00	43,155	31,170
2314	Risk and Benefits Manager	0.00	1.00	0	51,405
2319	Claims Program Manager	1.00	0.00	39,063	0
2321	Claims Representative I	0.00	0.50	0	11,229
2320	Personnel Aide	5.00	6.00	76,865	110,630
2327	Claims Representative II	6.00	6.00	171,792	177,889
2331	Loss Prevention Analyst	2.00	2.00	51,340	55,214
2332	Vocational Medical Services Coordinator	1.00	1.00	27,617	30,788
2333	Claims Representative III	1.00	1.00	29,888	32,943
2341	Wage & Salary Administrator	1.00	1.00	32,941	41,988
2342	Employee Benefits Administrator	1.00	0.00	37,216	0
2344	Insurance Coordinator	1.00	1.00	31,327	33,037
2345	Loss Prevention Manager	1.00	1.00	33,545	36,055
2346	Employee Benefits Manager	0.00	1.00	0	26,832
2365	Staff Development Specialist	0.50	1.00	13,514	26,968
2373	Associate Personnel Analyst	12.00	13.00	324,102	376,123
2374	Senior Personnel Analyst	4.00	6.00	124,038	210,103
2375	Supervising Personnel Analyst	1.00	2.00	39,000	81,024
2377	Chief of Personnel Services	1.00	1.00	37,216	46,192
2380	Staff Development Manager	1.00	1.00	32,497	35,432
2403	Accounting Technician	0.00	1.00	0	17,082
2414	Analyst IV	1.00	1.00	39,063	41,201
2493	Intermediate Account Clerk	1.00	3.00	14,341	43,866
2494	Payroll Clerk	1.00	0.00	12,791	0
2510	Senior Account Clerk	2.00	1.00	31,254	16,897
2700	Intermediate Clerk Typist	16.00	17.00	219,357	243,412
2725	Principal Clerk	0.00	1.00	0	17,777
2730	Senior Clerk	4.00	5.00	65,983	86,659
2745	Supervising Clerk	2.00	1.00	37,751	20,367
2756	Administrative Secretary I	0.00	1.00	0	16,788
2757	Administrative Secretary II	1.00	1.00	15,930	19,381
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
3009	Word Processing Operator	1.00	1.50	16,248	23,520
3017	Remote Job Entry Operator	1.00	1.00	14,641	15,775
3029	Insurance Specialist	1.00	1.00	17,124	20,333
3050	Offset Equipment Operator	1.00	1.00	15,908	16,625
4465	Nutritionist	0.83	1.00	18,423	26,639
4822	Health & Fitness Program Manager	0.92	0.83	24,076	28,770
4823	Health & Fitness Specialist	0.83	1.00	15,872	23,050
5212	Employee Assistance Program Coordinator	1.00	1.00	29,616	30,632
8802	Vocational Medical Clerk	1.00	0.00	17,599	0
8800	Video Training Specialist	0.00	1.20	0	49,538

## STAFFING SCHEDULE

Program: Employee Services

Department: Office of Employee Services

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
0796	Head Proctor	0.33	0.33	4,880	5,318
0797	Assistant Proctor	0.67	0.67	7,100	7,465
	Total	81.58	92.03	\$1,887,993	\$2,322,761

## Adjustments

County Contributions and Benefits	504,914	621,354
Salary Settlement Costs	112,661	149,524
Salary Adjustments	0	44,668
Salary Savings	(75,579)	(75,579)
Special Payments:		
Extraordinary Pay (Suggestions Awards)	15,000	15,000
Worker's Compensation Insurance (Countywide)	3,400,000	3,750,000
Employee Unemployment Insurance (Countywide)	600,000	400,000
Total Adjustments	\$4,556,996	\$4,904,967

PROGRAM TOTALS

81.58

92.03

\$ 6,444,989

\$ 7,227,728

EQUAL OPPORTUNITY MANAGEMENT OFFICE

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Equal Opportunity	\$ 255,429	\$ 256,435	\$ 281,836	\$ 261,433	\$ 325,417
Total Direct Costs	\$ 255,429	\$ 256,435	\$ 281,836	\$ 261,433	\$ 325,417
Less Funding	<u>(1,960)</u>	<u>(17,186)</u>	<u>\$ (40,843)</u>	<u>(24,900)</u>	<u>(44,084)</u>
Net County Cost	\$ 253,469	\$ 239,249	\$ 240,993	\$ 236,533	\$ 281,333
STAFF YEARS	9.00	7.00	6.80	7.00	7.75

PROGRAM: EQUAL OPPORTUNITY MANAGEMENT

# 81206

MANAGER: VICTOR A. NIETO

Department: EQUAL OPPORTUNITY OFFICE

# 0210

Ref: 1984-85 Final Budget; Pg. 512

AUTHORITY: Board Policy C-17 and Administrative Code, Article XVII-C, Section 305 et seq., and Ordinance 4929, as amended by Ordinance 6050 (NS) effective 6-11-81, authorize EOMO to coordinate and direct all County affirmative action/equal opportunity programs and activities.

MANDATE: The Consent Decree (CA 76-1094S) with the U.S Department of Justice mandates the EOMO Director to: carry out specific EEO monitoring activities with regard to hiring, promotions, and transfers; maintain such records; investigate complaints of discrimination; review and concur with department heads in failure to select minorities; and advise minorities and women of the terms of the decree.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 257,500	\$ 223,667	\$ 250,533	\$ 252,212	\$ 300,451
Services & Supplies	5,904	32,768	31,303	9,221	24,966
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	(7,975)	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 255,429</b>	<b>\$ 256,435</b>	<b>\$ 281,836</b>	<b>\$ 261,433</b>	<b>\$ 325,417</b>
<b>FUNDING</b>	<b>\$ (1,960)</b>	<b>\$ (17,186)</b>	<b>(40,843)</b>	<b>\$ (24,900)</b>	<b>(44,084)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 253,469</b>	<b>\$ 239,249</b>	<b>\$ 240,993</b>	<b>\$ 236,533</b>	<b>\$ 281,333</b>
<b>STAFF YEARS</b>	<b>9.00</b>	<b>7.00</b>	<b>6.80</b>	<b>7.00</b>	<b>7.75</b>

KEY PERFORMANCE INDICATORS:

INVESTIGATIONS

Formal Investigations	5	10	27	12	10
Number of Complaints	185	227	245	225	240
Resolution rate	97%	96%	89%	95%	96%

PROGRAM DESCRIPTION:

The Equal Opportunity Management Office is responsible for developing, implementing, maintaining and monitoring all affirmative action/equal opportunity programs and activities related to County departments, to ensure the County's compliance with State/Federal and County equal opportunity laws, mandates, policies and Consent Decree. This assists the County in fulfilling its role as an equal opportunity employer and service provider.

1984-85 ACTUAL:

EOMO was able to obtain additional revenue from its activities in the Affirmative Fair Housing Marketing Plan which encouraged developers to open their housing marketing and sales to all races. The revenue partially offset increased services and supplies over the 1984-85 budget amount which reflect primarily prior year expenditures.

1985-86 ADOPTED BUDGET:

One additional position and services and supplies for training expenses will be required to implement the Affirmative Action Plan submitted to the Board last year. The Ordinance for the Plan was adopted on April 16, 1985. Services and supplies are higher than previously budgeted to cover printing expenses for the Affirmative Action Plan and associated training materials.

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. Additional revenue was realized for 84-85 from EOMO's activities in Fair Housing Marketing Plans (CDBG).

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Road Fund	\$ 15,265	\$ 11,849	\$ 14,482
APCD	1,752	1,752	2,147
Library	5,676	5,676	8,496
Other Funds	4,344	5,623	3,959
Community Development Block Grant	<u>13,806</u>	<u>0</u>	<u>15,000</u>
TOTAL	\$ 40,843	\$ 24,900	\$ 44,084

1985-86 OBJECTIVES:

1. It is anticipated that 2,400 job certifications will be reviewed for equal opportunity hiring.
2. A point seven percent (.7%) gain in parity for minorities and women throughout the County will be achieved.
3. Fifty (50) investigations and responses will be made to State and Federal enforcement agencies. It is EOMO's goal that none of these reach litigation.
4. One hundred ninety (190) internal complaints will be resolved, with a minimum of ten (10) needing formal or lengthy investigations of three or more months.
5. Implement and monitor the County's Affirmative Action Plan.

## STAFFING SCHEDULE

Program: Equal Opportunity Management

Department: Equal Opportunity Management

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2283	Director, Equal Opportunity Management	1.00	1.00	\$ 40,934	\$ 46,557
2401	Equal Opportunity Officer II	4.00	4.00	109,376	122,701
2402	Equal Opportunity Officer I	0.00	0.75	0	16,385
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2700	Intermediate Clerk Typist	1.00	1.00	14,123	14,884
	TOTAL	7.00	7.75	\$ 183,797	\$ 221,949

## Adjustments:

County Contributions and Benefits	\$ 58,352	\$ 67,866
Salary Savings	(5,788)	(5,788)
Salary Settlement Costs	15,851	15,867
Salary Adjustments	0	557

Total Adjustments	\$ 68,415	\$ 78,502
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PROGRAM TOTALS

7.00

7.75

\$ 252,212

\$ 300,451

PURCHASING

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Purchasing	<u>\$ 1,151,225</u>	<u>\$ 1,185,278</u>	<u>\$ 1,355,596</u>	<u>\$ 1,401,857</u>	<u>\$ 1,532,612</u>
Total Direct Costs	\$ 1,151,225	1,185,278	\$ 1,355,596	1,401,857	\$ 1,532,612
Funding	<u>(48,696)</u>	<u>(292,529)</u>	<u>(296,940)</u>	<u>(345,484)</u>	<u>(343,903)</u>
Net County Costs	\$ 1,102,529	\$ 892,749	\$ 1,058,656	\$ 1,056,373	\$ 1,188,709
Staff Years	53.00	53.00	51.00	53.00	53.50

PROGRAM: PURCHASING

# 81301

MANAGER: James G. Tapp

Department: Purchasing

# 1300

Ref: 1984-85 Final Budget: Pg. 516

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 define 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.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 1,098,773	\$ 1,100,196	\$ 1,267,266	\$ 1,326,957	\$ 1,452,862
Services & Supplies	52,452	85,082	88,330	74,900	72,450
Fixed Assets	0	0	0	0	7,300
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,151,225</b>	<b>\$ 1,185,278</b>	<b>\$ 1,355,596</b>	<b>\$ 1,401,857</b>	<b>\$ 1,532,612</b>
<b>FUNDING</b>	<b>\$ (48,696)</b>	<b>\$ (292,529)</b>	<b>(296,940)</b>	<b>\$ (345,484)</b>	<b>(343,903)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 1,102,529</b>	<b>\$ 892,749</b>	<b>\$ 1,058,656</b>	<b>\$ 1,056,373</b>	<b>\$ 1,188,709</b>
<b>STAFF YEARS</b>	<b>53.00</b>	<b>53.00</b>	<b>51.00</b>	<b>53.00</b>	<b>53.50</b>

PERFORMANCE INDICATORS:

Number Purchase Orders	13,454	15,203	17,807	16,000	18,750
Dollar Value Purchases	\$49,473,164	\$50,520,752	\$47,324,245	\$53,000,000	\$59,795,000
Line Item Issued by Stores	64,132	58,202	62,051	65,000	65,000
Dollar Value Issues	\$ 3,047,204	\$ 3,183,263	\$ 3,423,748	\$ 3,400,000	\$ 3,700,000

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.

1984-85 ACTUAL:

The net County cost for 1984-85 is above the adopted budget. Due to inclusion of Prior Year Expenditures, the number of Purchase Orders issued will increase by 11.3 percent over the adopted budget and 13.8 percent over the previous year. Estimated number of Central Stores line items to be issued in FY 1984-85 are somewhat above the 1983-84 actuals but less than the 1984-85 projections. The dollar amount of issues exceeds the 1984-85 budget projections by .7%.



1985-86 ADOPTED BUDGET:

Significant changes in this program include the addition of 0.5 staff year to the Contracting Staff. The activities of this program are summarized as follows:

1. Purchasing and Contracting (39.5 SY; \$1,128,997) Including support personnel, is:

- ° Responsible for all purchases of material and supplies for the County as mandated by State Government Code Section 25501; Section 400 through 424 of the County Administrative Code and Section 705 of the County Charter.
- ° Purchasing over 50 million dollars of goods and services annually.
- ° Presently consummating over 40,000 purchase transactions each year.
- ° Providing centralized contracting support for the County's 150 million dollars in contracts annually.

2. Stores and Property Disposal (14.0 SY; \$394,615) Including support personnel, is:

- ° Responsible for the receipt, storage and issuance of \$3.5 million in commonly used items required to support County departments and offices each year.
- ° Responsible for surplus property management for the County of San Diego.
- ° Responsible for redistribution and disposal of waste and recoverable commodities (i.e., scrap metal; rubber; etc.) for the County of San Diego.
- ° Conducting quarterly cooperative auctions and miscellaneous competitive sales each year, generating over \$1.4 million in revenue for 28 participating municipalities and districts, of which approximately \$500,000 is County revenue.

PROGRAM REVENUE BY SOURCE:

Most of the revenue other than the \$50,000 from Surplus Sales, is derived from charges to non-general fund departments for services provided. Participants in cooperative auctions are charged a one percent surcharge to defray expenses associated with conducting auctions at the County Operations Center. Additional revenue is from sale of surplus/salvage scrap and waste materials, such as oil and kitchen grease, tires, batteries, pallets, scrap metal, used engine oil, Marshal's uniforms, etc.

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budgeted</u>	<u>1985-86 Adopted</u>
Purchasing fees from other gov. agencies	\$ 5,640	\$ 5,000	\$ 8,000
Cost allocated to Road Fund	72,624	123,713	88,635
Cost allocated to Proprietary Funds	96,879	99,633	131,193
Costs allocated to other Governmental Funds	65,731	89,638	66,075
Surcharge on Auction Sales	13,400	0	15,000
Sale of surplus/scrap material - nontaxable	41,006	17,500	34,500
Sale of surplus/scrap material - taxable	443	10,000	500
<b>Total</b>	<b>\$ 296,940</b>	<b>\$ 345,484</b>	<b>\$ 343,903</b>

Actual revenue is less than budget due to a revision in the County method of charging cost recovery to these funds. This is also reflected in the "Adopted" column. Surcharges to auction participants (1% of sales) commenced in September 1984 and was not budgeted for 1984-85. Taxable and non-taxable scrap sales totals are

SOURCE OF PROGRAM REVENUE (Continued)

essentially the same, although individual account comparisons show a variance. This is due to a State of California requirement that auctioneers, collecting proceeds from an auction, are required by law to collect and pay sales tax direct to the State. In previous years, the County conducted the auction sales and collected the proceeds, including tax. In addition to the above revenue, all FY 1984-85 sales revenues (\$465,000) from surplus vehicles and related equipment are either deposited to the Road Fund (Public Works) or the Vehicle Replacement Fund (General Services).

1985-86 OBJECTIVES:

1. Automate the County Personal Property Inventory, Redistribution and Disposal Data Base which is currently an entirely manual operation. Phase I, in FY 1985-86 will convert all data to internal computerized data base, replacing manual records. Phase II, foreseen when EDP resources are available for application, will convert to a Central Stores System format, with centralized records and selected data available to all County departments and offices, providing valuable management information.
2. Test and evaluate the effectiveness of the soon-to-opened CAC Supply Store and Central Receiving facility to determine what enhancements or modifications are required to fully serve the facility's customers. Determine whether further extension of the concept at other "Central" locations is desirable, by continuing the evaluation of the joint Central Receiving project with the Auditor & Controller.
3. Continue development, with the Departments of Data Processing and Auditor/Controller, of the on-line Purchasing & Stores Requisitioning system to a Pilot Test of on-line Purchasing Requisitions. This is a priority EDP workplan item for FY 1985-86.

## STAFFING SCHEDULE

Program: Purchasing

Department: Purchasing and Contracting

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2160	Director, Purchasing & Contracting	1.00	1.00	\$ 44,055	\$ 51,077
2263	Assistant Director, Purchasing & Contracting	1.00	1.00	40,183	43,405
2621	Principal Procurement Contracting Officer	1.00	1.00	26,997	31,376
2622	Procurement Contracting Officer	3.00	3.50	92,346	110,065
2302	Administrative Assistant II	1.00	1.00	28,993	31,170
2640	Buyer III	3.00	3.00	73,465	77,104
2654	Central Stores Supervisor	1.00	1.00	23,757	25,832
2610	Buyer II	4.00	4.00	92,967	94,394
2601	Buyer I	6.00	6.00	110,492	119,735
2758	Administrative Secretary III	1.00	1.00	19,207	21,422
2403	Accounting Technician	1.00	1.00	18,469	20,251
2620	Property & Salvage Coordinator	0.00	1.00	0	17,332
2611	Purchasing Clerk	4.00	4.00	70,094	75,595
2658	Storekeeper II	2.00	2.00	36,890	38,414
3035	Data Entry Supervisor	1.00	1.00	17,847	18,648
2511	Senior Payroll Clerk	1.00	1.00	17,493	18,437
3009	Word Processing Operator	1.00	1.00	16,652	18,147
2660	Storekeeper I	4.00	3.00	64,305	51,282
2730	Senior Clerk	0.00	3.00	0	44,508
8516	Delivery Vehicle Driver	2.00	2.00	30,514	32,536
3030	Data Entry Operator	2.00	2.00	30,696	32,072
2650	Stock Clerk	4.00	4.00	50,436	58,040
2493	Intermediate Account Clerk	2.00	2.00	26,716	29,104
2700	Intermediate Clerk Typist	6.00	3.00	82,682	44,652
	Temporary Extra Help	1.00	1.00	3,000	3,000
	Total	53.00	53.50	\$1,018,956	\$1,107,598
Adjustments:					
	County Contributions and Benefits			\$ 289,038	\$ 302,877
	Salary Settlement Costs			60,873	74,643
Special Payments:					
	Overtime			0	
	Salary Adjustments			(3,500)	7,744
	Salary Savings			(38,410)	(40,000)
	Total Adjustments			\$ 308,001	\$ 345,264
PROGRAM TOTALS		53.00	53.50	\$1,326,957	\$1,452,862

REVENUE AND RECOVERY

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Collection of Accounts Receivable	\$ 4,609,988	\$ 5,026,827	\$ 5,585,926	\$ 5,641,683	\$ 6,358,170
Total Direct Costs	\$ 4,609,988	\$ 5,026,827	\$ 5,585,926	\$ 5,641,683	\$ 6,358,170
Less Funding	<u>(238,338)</u>	<u>(98,333)</u>	<u>\$ (104,179)</u>	<u>(78,000)</u>	<u>(91,500)</u>
Net Program Cost	\$ 4,371,650	\$ 4,928,494	\$ 5,481,747	\$ 5,563,683	\$ 6,266,670
Staff Years	223.90	226.40	237.73	245.50	249.75

PROGRAM: Collection of Accounts Receivable # 81701 MANAGER: M. R. Pion  
 Department: Revenue and Recovery # 2600 Ref: 1984-85 Final Budget - Pg: 521

Authority: This program operates under Administrative Code Section 210 to provide centralized collection efforts for the County, and carries out Public Law 93-647; Civil Code 4700 et seq.; Welfare & Institutions Code 900 et seq., 11350, 17109, and 17403; Penal Code 166, 270, 987 et seq., and 1268 et seq; and Board of Supervisors 12/1/81(47).

Mandate: Both State and Federal law mandate the Child Support Program and the Welfare Fraud Collections and Recovery Program to "adequate" levels. The State mandates the Community Mental Health Collection program as a condition of Short-Doyle funding. Collection of fines, restitutions and probation accounts are operated pursuant to Court orders. Collection of General Fund revenues, and Court Services to reduce jail population and provide financial screening of defendants are discretionary.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
Salaries & Benefits	\$ 4,490,295	\$ 4,890,565	\$ 5,391,849	\$ 5,480,950	\$ 6,160,392
Services & Supplies	119,693	136,262	189,954	148,333	173,753
Fixed Assets	0	0	4,123	12,400	24,025
Vehicles/Comm. Equipment	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,609,988</b>	<b>\$ 5,026,827</b>	<b>\$ 5,585,926</b>	<b>\$ 5,641,683</b>	<b>\$ 6,358,170</b>
<b>FUNDING</b>	<b>\$ (238,338)</b>	<b>\$ (98,333)</b>	<b>\$ (104,179)</b>	<b>\$ (78,000)</b>	<b>\$ (91,500)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 4,371,650</b>	<b>\$ 4,928,494</b>	<b>\$ 5,481,747</b>	<b>\$ 5,563,683</b>	<b>\$ 6,266,670</b>

STAFF YEARS	223.90	226.40	237.73	245.50	249.75
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PERFORMANCE INDICATORS:

Activity A - Collection of Accounts Receivable

Collections	\$48,471,627	\$50,979,819	\$53,027,017	\$50,650,000	\$52,248,000
Unit Cost (Direct County Cost/Collections)	8.3¢	9.1¢	9.9¢	10.1¢	10.4¢

Activity B - Court Services

Inmate Reduction (Central Intake)	63	63	60	63	60
Inmate Reduction (Supervised Release)	N/A	44	46	100	50

Activity C - Indigency Screening

Indigency Financial Reviews	23,675	23,125	23,024	23,000	23,125
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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 Title IV-D of the Social Security Act 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

PROGRAM DESCRIPTION: (Cont'd)

civil litigation, instituting tax refund intercepts, recommending compromise and discharges of accountability, and receipt of, accounting for, and disbursement of payments. In cases of child support non-compliance, referrals are made to the District Attorney, and Municipal and Superior Courts. These activities are accomplished by professional recovery officers supported by clerical staff at five locations throughout the County.

Activity B - Court Services

This activity interviews felony and misdemeanor arrestees 24 hours a day, 7 days a week, to provide information to the 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 Detention Facility in San Diego. These actions respond to a court order to reduce the jail population. This activity also provides bail reviews for all San Diego County judicial districts. This activity is staffed primarily by graduate student workers supervised by 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.

1984-85 BUDGET:

Expenditures for Salaries and Benefits totaled approximately \$89,000 under budget. Services and Supplies ran \$42,000 over budget. This resulted from expenditures of \$29,000 for contract temporary extra help, a billing from the State of California for the tax intercept program that was \$11,500 higher than anticipated, and an unbudgeted mileage allowance resulting from a salary settlement. Contract temporary extra help (3.19 SY) was used on a periodic basis to reduce backlogs and to meet the department's large budgeted salary savings. Indicated savings of \$8,000 in Fixed Assets are partially encumbered, as delivery of the department's microcomputer was not complete at fiscal year end. Funding exceeded the budgeted amount by \$26,000. The department exceeded its collection goal by \$2.4 million at a unit cost less than projected.

1985-86 ADOPTED BUDGET:

The activities of this program are summarized as follows:

Activity A - Collection of Accounts Receivable (222.25 SY; \$5,761,406 expenditures; \$91,500 Revenue.)

- This activity is responsible for:
  - Collection of General Fund Revenues, which is discretionary;
  - Court ordered collection of fines, penalties and restitutions;
  - State and Federal mandated collection activities for Child Support, Welfare Fraud Recovery and Community Mental Health programs.
- Total collections for FY 1985-86 are budgeted at \$52.25 million, a \$1.60 million increase over budgeted FY 1984-85 levels.
- Costs associated with child support, welfare fraud recovery and community mental health programs are reimbursed by State and Federal sources. The reimbursements appear in the budgets of the District Attorney, Health, and Social Services Departments. Other collections contribute directly to General Fund Revenues.

1985-86 ADOPTED BUDGET (Continued):

- The adopted budget includes 4.25 additional staff years (1.25 Revenue and Recovery Officer II, 1.25 Revenue and Recovery Officer I, 1.25 Intermediate Account Clerk and 0.50 Legal Procedures Clerk II, with 3.25 SY assigned to Child Support collection and 1.00 SY to all other collections.) This is .25 less than proposed budget. This additional staff will help reduce case loads and permit collection on accounts current staff cannot adequately work. As a result of this staff increase, FY 1985-86 collections are expected to increase \$255,000 at a salary and benefit cost of \$97,000.

Activity B - Court Services (21.0 SY; \$490,322) This activity provides 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. The service level is not mandated, but helps to fulfill the court order to reduce the jail population.
- This activity reduces the jail population approximately 25,550 inmate days annually.
- Performance indicators for this activity are reduced from FY 84-85 because the decision of the court to release misdemeanants from the Central Detention Facility has reduced actuals in the Central Intake Program and because experience with the Supervised Release program, implemented mid-FY 83-84, indicates that investigative time involved in case load supervision is greater than anticipated, and the number of potential candidates fewer.

Activity C - Indigency Screening (6.5 SY; \$106,866) This activity 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.
- Helps reduce the cost to the County for court-appointed attorneys by providing data to help the court determine defendants' ability to pay for a court appointed attorney.

PROGRAM REVENUE BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Solid Waste Collection Fees	\$ 44,000	\$ 43,000	\$ 46,000
Child Support Collection and Return Check Fees	60,109	35,000	45,500
	\$104,109	\$ 78,000	\$ 91,500

Increases in the Solid Waste Collection fees reflect increased cost of collections. Child Support collection fee revenue has exceeded the budgeted amount as the Tax Intercept program reduced backlogs of unpaid fees. This revenue source is expected to be more stable as backlogs are eliminated.

1985-86 OBJECTIVES:

1. To collect a total of \$52,248,000 at a cost of less than 10.5¢ per dollar collected.
2. To reduce the jail population by 25,550 inmate days annually through Central Intake processing and Supervised Release.
3. To provide 23,125 financial reviews of individuals that request court appointed attorneys.

STAFFING SCHEDULE

Program: Collection of Accounts Receivable

Department: Revenue and Recovery

Class	Title	STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted
2144	Director, Revenue and Recovery	1.00	1.00	\$ 46,824	\$ 55,248
2226	Assistant Director, Revenue and Recovery	1.00	1.00	41,433	46,557
2497	Principal Accountant	1.00	1.00	35,799	38,501
2302	Administrative Assistant III	1.00	1.00	32,941	33,338
2505	Senior Accountant	1.00	1.00	25,304	31,725
2473	Division Chief, Revenue and Recovery	4.00	4.00	125,964	132,808
2412	Analyst II	1.00	1.00	27,176	29,568
2469	Departmental EDP Coordinator	1.00	1.00	29,991	31,168
5717	Senior Field Investigator	1.00	1.00	28,889	30,632
2475	Section Chief, Revenue and Recovery	10.00	10.00	250,873	271,851
5068	Supervising Detention Review Officer	1.00	1.00	25,749	30,755
5067	Detention Review Officer	7.00	7.00	163,403	180,053
5719	Field Investigator	4.00	4.00	103,687	110,428
2477	Revenue and Recovery Officer III	24.00	24.00	498,738	538,331
2906	Legal Procedures Clerk III	3.00	3.00	55,852	58,901
2479	Revenue and Recovery Officer II	33.00	34.25	606,828	670,362
2758	Administrative Secretary III	1.00	1.00	19,364	21,422
2745	Supervising Clerk	1.00	1.00	19,364	20,420
2905	Legal Stenographer	2.00	2.00	34,866	38,401
2907	Legal Procedures Clerk II	2.00	2.50	31,429	43,580
2478	Revenue and Recovery Officer I	13.00	14.25	213,078	249,588
3009	Word Processing Operator	1.00	1.00	15,233	16,971
2513	Senior Cashier	1.00	1.00	17,138	18,080
2510	Senior Account Clerk	7.00	7.00	115,952	120,798
2660	Storekeeper I	1.00	1.00	16,619	17,875
2430	Cashier	7.00	7.00	106,968	114,569
2903	Legal Procedures Clerk I	1.00	1.00	16,018	13,982
2483	Revenue and Recovery Officer Trainee	17.00	17.00	245,858	257,080
2511	Senior Payroll Clerk	1.00	1.00	14,406	17,485
3039	Mail Clerk Driver	1.00	1.00	14,576	15,371
2493	Intermediate Account Clerk	25.00	26.25	353,762	388,070
2700	Intermediate Clerk Typist	52.00	52.00	689,800	740,973
2709	Departmental Clerk	3.00	3.00	33,938	35,374
	Extra Help	15.50	15.50	181,200	195,000
	<b>Total</b>	<b>245.50</b>	<b>249.75</b>	<b>\$ 4,239,020</b>	<b>\$ 4,615,265</b>
Adjustments:					
	County Contributions and Benefits			\$ 1,159,903	\$ 1,317,502
	Salary Settlement Cost			267,783	364,635
Special Payments:					
	Premium			4,400	4,450
	Callback			50	50
	Bilingual			5,100	5,400
	CRT Bonus			9,950	10,850
	Salary Adjustments			32,197	37,240
	Salary Savings			(237,453)	(195,000)
	<b>Total Adjustments</b>			<b>\$ 1,241,930</b>	<b>\$ 1,545,127</b>
PROGRAM TOTALS:		245.50	249.75	\$ 5,480,950	\$ 6,160,392



PROGRAM: Community Enhancement Activities # 80203

MANAGER: Wayne Shipley

Department: Chief Administrative Officer # 0250

Ref: 1984-85 Final Budget - Pg: 527

Authority: Section 26100 of the Government Code allows the County to contract for services and advise in connection with the promotion and advertising of County resources and to increase tourism, trade, and commerce in the County and other services in relation thereto.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other Charges	573,014	692,050	741,550	900,000	1,155,700
Fixed Assets	0	0	0	0	0
Operating Transfers	0	0	39,900	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 573,014</b>	<b>\$ 692,050</b>	<b>\$ 781,450</b>	<b>\$ 900,000</b>	<b>\$ 1,155,700</b>
<b>FUNDING</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>
<b>NET COUNTY COSTS</b>	<b>\$ 573,014</b>	<b>\$ 692,050</b>	<b>\$ 781,450</b>	<b>\$ 900,000</b>	<b>\$ 1,155,700</b>
<b>STAFF YEARS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

PROGRAM DESCRIPTION:

Various cultural activities and local events that attract tourists and County residents are funded in this program through the allocation of the general fund revenues. Organizations in the unincorporated areas of the County and the various cities are funded under Board Policy B-58. This policy has designated 20% of the allocated funds to be utilized by CONVIS for the attraction of tourists to San Diego County.

1984-85 ACTUAL:

Actual expenditures for 1984-85 was less than the 1984-85 budgeted amount due to the encumbrances not yet spent. The Guajome Adobe Park activity continued to expend 1982-83 monies. The completion of the expenditure of the 1982-83 monies is expected during the 1985-86 budget year.

1984-85 BUDGET:

The 1985-86 Adopted Budget reflects a 28% increase over the 1984-85 budget.

PROGRAM: Community Enhancement Activities (con't)

① ?

<u>Organization, Projects or Events</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Alpine Chamber of Commerce	\$ 4,000	\$ 4,000 ✓
Beach Access (Parks and Recreation Department)	70,000	125,000 ✓
Borrego Springs Chamber of Commerce - Borrego Days Desert Festival	6,000	7,200 ✓
Borrego Springs Chamber of Commerce (Improvements around restrooms)	35,000	45,000 ✓
Borrego Spring Community Association	5,000	5,000 ✓
Cabrillo Festival, Inc.	4,000	4,000 ✓
Campo Chamber of Commerce	1,000	0 ✓
Cardiff Chamber of Commerce	2,200	3,500 ✓
Chula Vista Chamber of Commerce	0	1,000 ✓
COMBO	95,092	100,000 ✓
Comite Pro-Fiestas Patrias de San Ysidro	0	1,000 ✓
CONVIS	104,000	225,000 ✓
County Supervisors Association	20,000	0 ✓
East County Economic Development Council	9,000	0(A) ✓
East County Performing Arts Center	10,000	15,000 ✓
Encinitas - Leucadia Chamber of Commerce	5,000	10,000 ✓
Escondido Visitor's Bureau	75,000	0(B) ✓
Fallbrook Art Association	1,000	2,000 ✓
Fallbrook Chamber of Commerce	16,000	20,000 ✓
Fallbrook Historical Society	4,000	0 ✓
Greater San Diego Chamber of Commerce	0	0(A) ✓
Historical Shrine Foundation	0	5,000 ✓
International Aerospace Hall of Fame	5,000	0 ✓
Julian Chamber of Commerce	4,000	5,000 ✓
Julian Pioneer Museum	5,000	0 ✓
Kingdom Day Parade (Alpha Phi Alpha Fraternity, Inc.)	0	1,000 ✓
Lakeside Chamber of Commerce	5,500	5,000 ✓
Lakeside Historical Society	0	1,000 ✓
Maytime Band Review	0	0 ✓
Mingel International Museum of World Folk Art	5,000	0 ✓
Mother Goose Parade	20,000	0 ✓
National City Chamber of Commerce	0	0 ✓
Natural History Museum	20,000	62,000 ✓
Pacific Southwest Railway Museum	20,000	20,000 ✓
Parks & Recreation - Lifeguard Services	82,808	150,000 ✓
Pine Valley Days	1,000	0 ✓
Poway High School Band Boosters	0	500 ✓
Quail Gardens Foundation	50,000	0 ✓
Ramona Chamber of Commerce	4,000	0 ✓
Ramona Pioneer Historical Society	1,000	3,000 ✓
Ramona Town Hall, Inc.	15,000	0 ✓

A = Funded In General Fund

B = Funded from \$75,000 prior year Community Enhancement funds and not included in the total for 1985-86.



LAFCO AGENCY FORMATION COMMISSION

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
LAFCo	\$ <u>236,395</u>	\$ <u>310,275</u>	\$ <u>316,416</u>	\$ <u>357,293</u>	\$ <u>363,544</u>
Total Direct Costs	\$ 236,395	\$ 310,275	\$ 316,416	\$ 357,293	\$ 363,544
Funding	<u>(45,702)</u>	<u>(91,075)</u>	<u>(82,102)</u>	<u>(88,680)</u>	<u>(98,875)</u>
Net Program Cost	\$ 190,694	\$ 219,200	\$ 234,314	\$ 268,613	\$ 264,669
Staff Years	7.50	8.35	7.46	8.35	8.35

PROGRAM: Local Agency Formation Commission # 31007

MANAGER: Jane P. Merrill

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.).

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 206,748	\$ 271,825	\$ 240,995	\$ 284,393	\$ 289,219
Services & Supplies	29,647	38,450	75,421	72,900	74,325
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	0
New Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 236,395</b>	<b>\$ 310,275</b>	<b>\$ 316,416</b>	<b>\$ 357,293</b>	<b>\$ 363,544</b>
<b>FUNDING</b>	<b>\$ (45,702)</b>	<b>\$ (91,075)</b>	<b>\$ (82,102)</b>	<b>\$ (88,680)</b>	<b>\$ (98,875)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 190,693</b>	<b>\$ 219,200</b>	<b>\$ 234,314</b>	<b>\$ 268,613</b>	<b>\$ 264,669</b>
<b>STAFF YEARS</b>	<b>7.50</b>	<b>8.35</b>	<b>7.46</b>	<b>8.35</b>	<b>8.35</b>

PERFORMANCE INDICATORS:

Proposals (annexations, formations, etc.)	139	121	140	120	130
Latent powers requests	2	2	4	2	3
Sphere of influence studies/amendments	17	30	70	40	55

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;
2. 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.

PROGRAM DESCRIPTION (Continued)

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 representatives.

1984-85 ACTUAL:

Actual costs for salaries and benefits were slightly lower than those budgeted due to staffing changes during the year: two analyst positions were vacant for a short time.

1985-86 ADOPTED BUDGET

The 1985-86 Budget represents the same staffing and service levels as 1984-85. The Commission will continue to focus on the requirement that spheres of influence be adopted for every city and special district under its jurisdiction. This is necessary in order to legally consider individual annexations and other proposals affecting those agencies. The Commission will adopt spheres for 5 cities and 50 special districts during 1985-86. Spheres will then be completed for all agencies for which the Commission considers jurisdictional changes. Spheres for the remainder of agencies under LAFCO jurisdiction will be completed the following year. During 1985-86, the Commission will also consider an estimated 165 annexations and other proposals for jurisdictional changes, including two for incorporation. A decrease in net County costs from the 1984-85 budget is due to several factors: salaries and benefits are slightly less than for 1984-85 due to staffing changes, services and supplies has been increased by less than 2%.

PROGRAM REVENUES BY SOURCE:

Program revenues in 1985-86 will be generated by two sources, as summarized below:

	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Processing fees (1)	\$ 81,412	\$ 84,000	\$ 94,195
Reimbursement by (2) City of San Diego	<u>690</u>	<u>4,680</u>	<u>4,680</u>
TOTALS	\$ 82,102	\$ 88,680	\$ 98,875

(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.

1985-86 OBJECTIVES:

The Commission will continue to focus on the requirement that spheres of influence be adopted for every city and district under its jurisdiction. This is necessary in order to legally consider individual annexations and other proposals affecting these agencies. The Commission will adopt spheres for 5 cities and 50 special districts during 1985-86. Spheres will then be completed for all agencies for which the Commission considers jurisdictional changes. During 1985-86, the Commission also will consider an estimated 165 annexations and other proposals for jurisdictional change, including two for incorporation.

STAFFING SCHEDULE

Program: Local Agency Formation Commission

Department: LAFCO

Class	Title	BUDGET STAFF - YEARS		SALARY AND BENEFITS COST	
		1984-85 Budget	1985-86 Adopted	1984-85 Budget	1985-86 Adopted *
	Executive Officer	1.00	1.00	\$ 46,932	\$ 43,892
	Staff Analyst III	2.00	2.00	65,556	65,124
	Staff Analyst II	2.00	2.00	53,816	57,707
	Drafting Technician II	0.35	0.35	8,042	8,212
	Administrative Secretary	1.00	1.00	20,520	22,632
	Senior Typist	1.00	1.00	15,180	16,728
	Intermediate Typist	1.00	1.00	14,952	13,964
	Commissioners	10.00	12.00	7,650	8,460
Adjustments:					
	County Contributions and Benefits			\$ 51,750	\$ 52,500
	Salary Reserve			0	0
Total Adjustments				51,750	\$ 52,500
PROGRAM TOTALS:		8.35	8.35	\$ 284,398	\$ 289,219

\* 1985-86 figures are calculated at salaries authorized for 1984-85 plus merit increases if granted during 1984-85 where applicable (merit increases are granted only after a performance review).

PROGRAM: Contingency Reserve

# 1850

MANAGER: Manuel A. Lopez

Department: Contingency Reserve

# 80000

	1982-83 Actual	1983-84 Actual	1984-85 Budget	1985-86 Adopted
COSTS				
Contingency Reserve	\$	\$	\$ 9,640,027	\$ 8,952,373
TOTAL DIRECT COSTS	\$	\$	\$ 9,640,027	\$ 8,952,373
FUNDING	\$	\$	\$ 0	\$ 0
NET COUNTY COSTS	\$	\$	\$ 9,640,027	\$ 8,952,373

PROGRAM DESCRIPTION:

The Contingency Reserve is a source of funds for any expenditure not specifically contained in other appropriations in this budget.



PROGRAM: CAC Development Fund # 87131 MANAGER: Rich Robinson  
 Department: Chief Administrative Officer # 0200 Ref:  
 Authority: Established by Board action on May 31, 1983 (7), pursuant to State law (Chapter 482, Stats 1982).

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	0	0	0	0	0
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	150,000
Less Reimbursements	0	0	0	0	0
<b>TOTAL DIRECT COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 150,000</b>
<b>FUNDING</b>	0	0	(25,966)	0	(150,000)
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ (25,966)</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>STAFF YEARS</b>	0.00	0.00	0.00	0.00	0.00

PROGRAM DESCRIPTION:

AB 3050 (Chapter 482, Stats 1982), which permits the lease and development of the County Administration Center (CAC) property, requires that all nontax revenues derived from the CAC property be set aside in a separate fund. In order to utilize fund revenues, an appropriation is required. There is no net County cost involved in this program.

PROGRAM: Debt Service/Reserves

# 1080

MANAGER: Rod Calvao

Department: Debt Service/Reserves

# 86000

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
COSTS					
Services & Supplies	\$ 0	\$ 0	\$ 170	\$ 5,000	\$ 5,000
Other Charges	\$ 8,718,550	\$ 8,822,774	\$ 9,735,902	\$ 10,495,000	\$ 12,495,000
Public Liability Reserve	\$ 0	\$ 0	\$ 0	\$ 0	\$ 2,000,000
Program Reserves	0	0	0	0	499,000
TOTAL DIRECT COSTS	\$ 8,718,550	\$ 8,822,774	\$ 9,736,072	\$ 10,500,000	\$ 14,999,000
FUNDING	\$ 0	\$ 0	\$ 0	\$ 0	\$ (2,000,000)
NET COUNTY COSTS	\$ 8,718,550	\$ 8,822,774	\$ 9,736,072	\$ 10,500,000	\$ 12,999,000

PROGRAM DESCRIPTION:

This budget reflects: 1) 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; 2) The County's Public Liability Reserve of \$2,000,000 which is being funded from a like amount of proceeds available from the Regional Center Bond Issues; and 3) two program reserves - one of \$439,000 for Planning and Land Use and one of \$60,000 for Mission Trails Park development.

PROGRAM: Deferred Compensation # 1120  
 Department: Treasurer-Tax Collector # 1120

MANAGER: Richard H. Jarvis

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
COSTS					
Deferred Compensation	\$	\$	\$	\$ 900,000	\$ 900,000
TOTAL DIRECT COSTS	\$	\$	\$	\$ 900,000	\$ 900,000
FUNDING		\$	\$	\$ 900,000	\$ 900,000
NET COUNTY COSTS	\$	\$	\$	\$ 0	\$ 0

PROGRAM DESCRIPTION:

This budget reflects appropriations for the County's Deferred Compensation Plan for County employees' earnings allocations.

PROGRAM: EDGEMOOR DEVELOPMENT FUND

# 5480

MANAGER: F. R. MOREY

Department: PLANNING AND LAND USE

# 5650

Ref: 1984-85 Final Budget - Pg: 345

Authority: Board Policy F-38.

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	0	0	0	0	0
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	0
Vehicles/Comm Equip	0	0	0	0	0
Operating Transfers	0	0	20,000	20,000	45,395
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	\$ 0	\$ 0	\$ 20,000	\$ 20,000	\$ 45,395
FUNDING	\$ 0	\$ 0	\$ (56,957)	\$ (20,000)	\$ (45,395)
NET COUNTY COSTS	\$ 0	\$ 0	\$ (36,957)	\$ 0	\$ 0
STAFF YEARS	0.00	0.00	0.00	0.00	0.00

PERFORMANCE INDICATORS:

N/A.

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.

PROGRAM: Federal Revenue Sharing Fund # MANAGER: Manuel A. Lopez  
 Department: Chief Administrative Officer # 0230 Ref: 1983-84 Final Program Budget - Pg. 535

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Salaries & Benefits	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Services & Supplies	0	0	0	0	0
Other Charges	12,746,033	12,928,012	12,447,445	12,446,359	3,000,000
<b>TOTAL DIRECT COSTS</b>	<b>\$ 12,746,033</b>	<b>\$ 12,928,012</b>	<b>\$ 12,447,445</b>	<b>\$ 12,446,359</b>	<b>\$ 3,000,000</b>
<b>FUNDING</b>	<b>\$(12,746,033)</b>	<b>\$(12,928,012)</b>	<b>\$(12,447,445)</b>	<b>\$(12,446,359)</b>	<b>\$(3,000,000)</b>
<b>NET COUNTY COSTS</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>	<b>0</b>	<b>\$ 0</b>

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 decision making process can determine where to apply these funds.

1984-85 BUDGET:

Revenue Sharing expenditures were effectively equal to the authorized rate.

1985-86 ADOPTED BUDGET:

This budget allocates Revenue Sharing Funds as follows:

Area Agency on Aging	\$ 257,720
Social Services	1,592,574
Health Services	1,149,706
	<u>\$ 3,000,000</u>

In spite of current legislation, the Proposed Federal Budget sent to Congress for the year beginning October 1, 1985, excludes funding for the Revenue Sharing program. The enactment of the Federal Budget will not be accomplished prior to the beginning of the County fiscal year, therefore, the proposed budget for Revenue Sharing is based on the best estimate made on actual proposals, or legislative actions. At this point in time, the Proposed federal budget is the document utilized.

PROGRAM: Federal Revenue Sharing Fund

#

MANAGER: Manuel A. Lopez

FIXED ASSETS:

None

NEW EQUIPMENT JUSTIFICATION:

None

PROGRAM REVENUES BY SOURCE:

Revenue Sharing - entitlement periods 15 and 16.

POLICY ITEMS:

Percentage/dollar split between County-provided services and social/health contracted services through community-based organizations.

CAPITAL IMPROVEMENTS

	<u>1982-83</u> <u>Actual</u>	<u>1983-84</u> <u>Actual</u>	<u>1984-85</u> <u>Actual</u>	<u>1984-85</u> <u>Budget</u>	<u>1985-86</u> <u>Adopted</u>
Capital Improvements	\$ 16,126,560	\$ 35,055,339	\$ 23,745,678	\$ 42,699,700	\$ 24,785,757
Total Direct Costs	\$ 16,126,560	\$ 35,055,339	\$ 23,745,678	\$ 42,699,700	\$ 24,785,757
Less Funding	<u>\$ (9,332,395)</u>	<u>(31,333,590)</u>	<u>\$(12,598,011)</u>	<u>\$(32,699,700)</u>	<u>\$(11,321,045)</u>
Net Program Cost	\$ 6,794,165	\$ 3,721,749	\$ 11,147,667	\$ 10,000,000	\$ 13,464,712
Staff Years	0	0	0	0	0

PROGRAM: CAPITAL IMPROVEMENTS # 86200,86300,86500 MANAGER: Manuel Lopez  
 (Capital Outlay Fund)  
 Department: Chief Administrative Office # 5490/5350/5491 REF: 1984-85 Final Budget - Pg: 536-557  
 Authority: California Government Code #53730-37; Board of Supervisors Policy B-37; Administrative Manual, 0050-02-1.

Mandate:

	1982-83 Actual	1983-84 Actual	1984-85 Actual	1984-85 Budget	1985-86 Adopted
<b>COSTS</b>					
Lease Purchases	\$ 9,705,256	\$ 14,220,763	\$ 15,157,097	\$ 15,253,100	\$ 14,348,475
Capital/Land	6,631,977	7,563,915	8,822,513	27,680,600	10,665,607
General Fund Contribution	6,794,165	13,270,661	13,150,644	13,000,000	13,464,712
Contri. to Other Agencies	593,057	0	0	0	0
Less Reimbursements or Operating Transfers from General Fund	(7,597,895)	0	(13,384,576)	(13,234,000)	(13,693,037)
<b>TOTAL DIRECT COSTS</b>	<b>\$16,126,560</b>	<b>\$ 35,055,339</b>	<b>\$ 23,745,678</b>	<b>\$ 42,699,700</b>	<b>\$ 24,785,757</b>
<b>FUNDING</b>					
Total Revenues	\$(7,851,580)	\$(30,700,590)	(12,206,427)	\$(32,699,700)	(10,721,045)
Fund Balance	(1,480,815)	(633,000)	(391,584)	0	(600,000)
<b>NET COUNTY COSTS</b>	<b>\$ 6,794,165</b>	<b>\$ 3,721,749</b>	<b>\$ 11,147,667</b>	<b>\$ 10,000,000</b>	<b>\$ 13,464,712</b>
<b>STAFF YEARS</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

PERFORMANCE INDICATORS:

N/A

PROGRAM DESCRIPTION:

The Capital Budget (lease purchases, capital and land acquisition) is composed of the three organization units: 5490 (the actual Capital Budget or Capital Outlay Fund), 5350 (showing General Fund contributions to Capital) and 5491 (a separate org. established to show expenditures and revenues for the Health Complex located at the former Fed Mart site on Rosecrans). The Capital Budget (5490) for FY 85-86 totals \$24,785,757. 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.
- Capital Improvements can consist 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.



PROGRAM: CAPITAL IMPROVEMENTS  
(Capital Outlay Fund)

# 86200.86300,86500

MANAGER: Manuel Lopez

1984-85 ACTUAL:

The \$19 million difference between budget and actual is due to the following

- 1) Very little of the \$19.2 million appropriated for the Vista Jail Expansion project has been expended. It should be noted that when the Vista Jail Expansion, or any capital project, is approved by the Board of Supervisors, its appropriations continue year after year until the project is completed or cancelled. Therefore, it is unnecessary to rebudget appropriations for an incomplete project at the end of each fiscal year.
- 2) Several Public Works, Parks and Airport projects have also not been completed because of delayed grant funds or scheduling difficulties.

1985-86 ADOPTED BUDGET:

Changes reflected in the 1985-86 adopted budget compared to the 1984-85 actual budget are as follows:

Lease Purchases: A net decrease of \$808,622 is due to the following lease-purchases.

1. The Las Colinas Women's Detention facility and the El Cajon Library were completely paid off in the 1984-85 budget year.
2. In 1985-86 the County expects to exercise its option to purchase the old FedMart property as the site for the Health Services Complex, rather than continue to make lease purchase payments to the current owners.
3. The Cogeneration payment for 1985-86 increased \$220,350 over the preceding year.

Capital/Land: Compared to the 1984-85 budget, there is an increase in the capital/land appropriations in 1985-86. Following is a comparison for both fiscal years:

<u>Departments</u>	<u>1984-85</u>	<u>1985-86</u>
General Government	\$ 94,000	\$ 108,000
All Courts	1,045,900	908,603
Criminal Justice Departments*	21,031,400	1,329,526
Revenue and Recovery	0	190,000
Office of Disaster Preparedness	0	60,000
Social Services	17,500	167,905
Animal Control	7,400	68,700
Parks & Recreation	426,700	4,195,210
General Services	194,000	1,048,477
Planning & Land Use (Ruffin Road Occupants)	25,000	25,000
Public Works	4,838,700	1,046,886
Health	<u>0</u>	<u>1,517,300</u>
Total Capital/Land	\$ 27,680,600	\$ 10,665,607

\* The Vista Jail Expansion at \$19.2 million comprises the largest portion of their appropriation.

PROGRAM: CAPITAL IMPROVEMENTS  
(Capital Outlay Fund)

# 86200,86300,86500

MANAGER: Manuel Lopez

PROGRAM REVENUES BY SOURCE:

<u>Source of Revenue</u>	<u>1984-85 Actual</u>	<u>1984-85 Budget</u>	<u>1985-86 Adopted</u>
Aid from Governmental/Private Agencies	\$ 4,197,219	\$19,957,200	\$ 4,394,215
Interest	1,980,086	1,757,000	1,600,000
Airport Enterprise Funds	0	385,900	0
Sale of Fixed Assets	33,233	0	0
General Fund Contribution	14,147,701	13,000,000	13,464,712
AB-189/SB-668	1,442,614	2,850,100	2,721,986
Contributions from Other County Agencies/Funds	1,449,500	4,724,500	1,674,344
COF Fund Balance	391,584	0	600,000
Private Donations	<u>103,741</u>	<u>25,000</u>	<u>330,500</u>
<b>Total</b>	<b>\$23,745,678</b>	<b>\$42,699,700</b>	<b>\$ 24,785,757</b>

1985-86 Program Revenue changes from the 1984-85 Budget include the following:

1. As discussed above, the Vista Jail Expansion Project at \$19.2 million was budgeted in 1984-85, but revenue will be realized only as the project begins and expenditures are made.
2. Interest revenue will be reduced due to proposed expenditure of University Hospital proceeds for the Health Services Complex.
3. Beginning with 1985-86 airport projects will be budgeted as part of the Public Works budget, rather than an integral part of the Capital Budget.

1985-86 GOALS:

The General Fund Contribution required for capital is \$13,464,712. The Capital Outlay Fund's (COF) fund balance (\$600,000) is being used to fund general government projects and to reduce the COF's request for general funds. The general fund money is being allocated to two areas of the capital budget:

Lease purchases	- \$ 12,312,800
Capital/Land projects	- <u>1,151,912</u>
<b>Total</b>	<b>\$ 13,464,712</b>

Several general fund capital projects are funded for 1985-86.

- ° Modernization of the elevators and Phase II of ambience improvements at the County Administration Center.
- ° Northside park at the Ruffin Road facility.
- ° Remodeling of the Revenue and Recovery offices.
- ° Roof ventilators at the Operations Center.
- ° Water condenser replacement at the Ramona Branch building.
- ° Enclose patio as quiet room for children at Hillcrest facility.
- ° Install a fire sprinkler system for Hillcrest.
- ° Restrooms and boat launch facilities at Lake Morena.

PROGRAM: CAPITAL IMPROVEMENTS  
(Capital Outlay Fund)

# 86200,86300,86500

MANAGER: Manuel Lopez

1985-86 GOALS: (Continued)

The following capital activities have funding other than General Fund.

1. AB 189 (Criminal Justice Facility Temporary Construction Fund) and SB 668 (Courthouse Temporary Construction Fund) funds are supporting criminal justice and court related projects:
  - Additional courtrooms/hearing rooms at San Diego Municipal Court.
  - Remodel the sixth and seventh floor at the Courthouse for the District Attorney's office.
  - Exterior lighting at Las Colinas and Juvenile Hall.
  - A thirty-two bed dormitory at the work furlough center.
  - Upgrading the holding cells at jail facilities.
  - Fire alarm system at Camp Morena.
  - Two Superior Courts at the El Cajon facility and one for South Bay.
  - Modernization of the Courthouse elevators.
2. Funds are being donated to remodel the medical center at the Central Animal Shelter.
3. Twenty-eight park projects have \$4.2 million of off-setting funds to improve or expand County area parks.
4. Local transportation funds will fund the San Marcos Transit Center.
5. Road funds will be used for borrow pit development and enhancements at road stations.

CAPITAL IMPROVEMENTS BUDGET  
CAPITAL OUTLAY FUND  
ORG. UNIT 5490  
FINAL BUDGET  
1985/86

CAPITAL AND MAJOR MAINTENANCE PROJECTS  
FUNDED BY AB 189 AND SB 668 FUNDS

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SB 668 Funded Projects .....	

RECAP OF EXPENDITURES/REVENUES  
 CAPITAL IMPROVEMENTS BUDGET  
 1985-86

Expenditures

Lease Purchases .....	\$ 14,348,475
Capital/Land .....	<u>10,665,607</u>
 Total Capital Improvements Expenditures	 \$ 25,014,082
Less Cost Applied from Other Departments	<u>(228,325)</u>
	 \$ 24,785,757

Revenues

General Fund .....	\$ 13,464,712
Grants, private donations, etc. ....	4,174,823
Interest .....	1,600,000
Road Fund .....	101,494
Local Transportation Fund .....	945,392
AB 189 .....	1,657,615
SB 668 .....	1,064,371
General Services (G.F) .....	1,177,350
COF Fund Balance .....	<u>600,000</u>
	 \$ 24,785,757

CAPITAL IMPROVEMENTS BUDGET  
 CAPITAL OUTLAY FUND  
 ORG. UNIT 5490  
 1985/86  
 FINAL BUDGET

Summary of Funding Sources

Funding Sources	Lease Purchases	Capital Projects	Land Acquisition	Total
General Fund	\$ 12,312,800	\$ 1,151,912	\$	\$ 13,464,712
AB 189		1,657,615		1,657,615
SB 668		1,064,371		1,064,371
Interest	330,000	1,270,000		1,600,000
State Aid		987,773	225,000	1,212,773
Wildlife Conservation Board		750,000		750,000
Local Transportation Fund		675,392	270,000	945,392
Community Development Block Grant		223,000		223,000
General Services (G.F.)	1,177,350			1,177,350
Social Services (G.F.)	165,600			165,600
Road Fund		81,494	20,000	101,494
Park Land Dedication Fund		395,500		395,500
Land/Water Conservation		120,000		120,000
State Coastal Conservancy		613,050		613,050
Library Fund	62,725			62,725
Private Funds		280,500	50,000	330,500
COF Fund Balance	300,000	267,000	33,000	600,000
Environmental License Plate Fund		500,000		500,000
FEMA Grant		30,000		30,000
	\$ 14,348,475	\$ 10,067,607	\$ 598,000	\$ 25,014,082

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF LEASE PURCHASES

1985-86 FINAL BUDGET

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	\$ 0	\$ 4,246 400
0052	El Cajon Regional Center (Exp. 7-14-07) 0231-5490-E Payment due 7/15	General Fund COF Fund Balance	5,913,800	300,000	5,613,800
0058	Imperial Beach Library (Exp. 11-30-86) 3612-7510E	Library Fund	9,500	9,500	0
0061	Fallbrook Library (Exp. 6-30-88) 4212-7510-E	Library Fund	15,600	15,600	0
0072	Las Colinas Girls' Rehab. (Exp. 10-31-85) 3162-5490-E Monthly Payments	General Fund	24,700	0	24,700
0085	Vista Center JPA (Exp. 6-30-04) 9975-5490-E (Yearly payment due 7/1)	General Fund	2,232,900	0	2,232,900
0105	San Diego Adoptions Center (Exp. 10-30-88) 4379-3912-E	Social Services (G.F.)	97,700	97,700	0
0113	El Cajon Library (Exp. 1-31-86) 3321-7180-E	Library Fund	4,325	4,325	0
0179	El Cajon Branch Welfare (Exp. 5-31-87) 3736-3912-E	Social Services (G.F.)	34,700	34,700	0
0181	Escondido Branch Welfare (Exp. 6-30-87) 3939-3912-E	Social Services (G.F.)	33,200	33,200	0
0344	Juvenile Probation San Diego (Exp. 8-31-86) 3497-5490-E Monthly Payments	General Fund	131,600	0	131,600
0346	Ramona Branch center - JPA 6541-5490-E (Exp. 4-1-92) Yearly Payment due 7/1	General Fund	63,400	0	63,400

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF LEASE PURCHASES

1985-86 FINAL BUDGET

Serial Number	Contract Title and Number	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
1111	Cogeneration (Courthouse, Vista, Las Colinas)	General Services (G.F.)	1,177,350	1,177,350	0
8615	Library Headquarters (Exp. 12-31-91)	Library Fund	33,300	33,300	0
0385	County Health Complex	Interest	330,000	330,000	0
Total Lease Purchases			\$ 14,348,475	\$ 2,035,675	\$ 12,312,800



CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF CAPITAL PROJECTS

1985-86 FINAL BUDGET

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
GENERAL GOVERNMENT					
KK6353	Elevator Controls Modernization Courthouse Install Solid State Microprocessor Control Total Cost \$617,494	SB 668*	\$ 75,000	\$ 75,000	
GENERAL GOVERNMENT TOTAL			\$ 75,000	\$ 75,000	
SUPERIOR COURT					
KK6429	South County Regional Ctr. - Remodel for Superior Court		\$ 201,357	\$ 201,357	
KK6430	East County Regional Ctr. - Remodel for Superior Court	SB 668	\$ 547,059	\$ 547,059	
SUPERIOR COURT TOTAL			\$ 748,416	\$ 748,416	
EAST COUNTY MUNICIPAL COURT					
KK6292	Remodel Department 2 of Municipal Court by expanding seating capacity East County Regional Center	SB 668	\$ 35,955	\$ 35,955	
EAST COUNTY MUNICIPAL COURT TOTAL			\$ 35,955	\$ 35,955	
SAN DIEGO MUNICIPAL COURT					
KK6210	Add 3 Courtrooms and 1 Hearing Room and Chambers Downtown Courthouse Total Cost \$743,500	SB 668	\$ 96,232	\$ 96,232	
SAN DIEGO MUNICIPAL COURT TOTAL			\$ 96,232	\$ 96,232	

\* See page 22 for abbreviation legend.

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF CAPITAL PROJECTS

1985-86 FINAL BUDGET

-599-

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
SHERIFF					
KK6086	Domestic Water well at Descanso Install additional water well and necessary pumps, plumbing, etc.	AB 189	\$ 37,473	\$ 37,473	
KK6087	Relocate and construct sewage sediment tank Descanso	AB 189	\$ 28,433	\$ 28,433	
KK6110	Renovation of Fire Alarm System (CDF) Install new fire alarm Identifier board in control room. Install smoke/heat sensors. Consolidate fire alarm systems.	AB 189	\$ 74,254	\$ 74,254	
KK6115	Modernize passenger elevators (CDF) Upgrade/Modernize elevators	AB 189	\$ 13,423	\$ 13,423	
KK6118	Upgrade holding cells, Sheriff's facilities in outlying substations/stations	AB 189	\$ 113,051	\$ 113,051	
KK6120	Install upper bunks in Vista North house - Vista Jail	AB 189	\$ 30,973	\$ 30,973	
KK6125	Toilet facilities in line-up room, South Bay Jail. Construct toilet/lavatory room inside of existing line-up room/inmate waiting area.	AB 189	\$ 27,977	\$ 27,977	
		SHERIFF TOTAL	\$ 325,584	\$ 325,584	
MARSHAL					
KK6441	El Cajon Court mezzanine holding area alarm - East County Regional Center	SB 668	\$ 28,000	\$ 28,000	
		MARSHAL TOTAL	\$ 28,000	\$ 28,000	

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF CAPITAL PROJECTS

1985-86 FINAL BUDGET

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
OFFICE OF DISASTER PREPAREDNESS					
KK6279	Permanent Emergency Operation Center	FEMA Grant	\$ 60,000	\$ 30,000	
		General Fund			\$ 30,000
		OFFICE OF DISASTER PREPAREDNESS TOTAL	\$ 60,000	\$ 30,000	\$ 30,000
REVENUE AND RECOVERY					
KL6060	Revenue and Recovery remodeling of leased premises. Remodeling to accommodate Revenue and Recovery function.	General Fund	\$ 190,000		\$ 190,000
		REVENUE AND RECOVERY TOTAL	\$ 190,000	\$ 0	\$ 190,000
DISTRICT ATTORNEY					
KK6369	Remodel 6th and 7th Floor clerical area Courthouse Downtown	AB 189	\$ 313,438	\$ 313,438	
		DISTRICT ATTORNEY TOTAL	\$ 313,438	\$ 313,438	
PROBATION					
KL6459	Fire alarm system at Camp Morena	AB 189	\$ 104,311	\$ 104,311	
KK5332	Thirty-two bed dormitory Work Furlough Center	AB 189	\$ 516,586	\$ 516,586	
KK3052	Rancho del Campo/Rayo Kitchen/Dining Room	AB 189	\$ 69,607	\$ 69,607	
		PROBATION TOTAL	\$ 690,504	\$ 690,504	

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF CAPITAL PROJECTS

1985-86 FINAL BUDGET

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
SOCIAL SERVICES					
KK6001	Enclose patio for Children's Quiet Room	General Fund	\$ 17,778		\$ 17,778
KK6572	Fire Sprinkler System for Hillcrest	General Fund	\$ 150,127		\$ 150,127
		SOCIAL SERVICES TOTAL	\$ 167,905	\$ 0	\$ 167,905
ANIMAL CONTROL					
KL6065	Remodel medical center, Central Animal Shelter - remodel existing medical building	Private Funds COF Fund Balance	\$ 68,700	\$ 49,000 19,700	
		ANIMAL CONTROL TOTAL	\$ 68,700	\$ 68,700	
PARKS AND RECREATION					
KN3106	Sweetwater Summit Development Add campsites and additional facilities Sunnyside	State Bond Act	\$ 500,000	\$ 500,000	
KN5905	"D" St. Beach access and viewpoint Improvements	State Coastal Conservancy	\$ 123,650	\$ 123,650	
KN6238	San Elijo Lagoon Water Management Continuation of enhancement to Lagoon at Cardiff	ELPF	\$ 190,000	\$ 190,000	
KN6243	Lincoln Acres Play Area Granger Ave., Lincoln Acres	CDBG	\$ 40,000	\$ 40,000	
KN1330	Renovate Campo Swimming Pool	CDBG	\$ 15,000	\$ 15,000	

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF CAPITAL PROJECTS

1985-86 FINAL BUDGET

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
PARKS AND RECREATION (continued)					
KN6244	Lindo Lake Park Improvements Add tennis and basketball courts and add 100 picnic tables - Lakeside	State Bond Act PLDF	\$ 246,000	\$ 184,500 61,500	
KN6248	Fallbrook Park Improvements add 4 horseshoe pits, 2 shuffleboard courts and shade area.	PLDF	\$ 26,500	\$ 26,500	
KN6250	Felicita upper knoll add group picnic tables, BBQ, irrigation system, etc.	PLDF	\$ 25,000	\$ 25,000	
KN6251	Lauderbach exterior improvements Install ID sign, security light and flagpole - Chula Vista	CDBG	\$ 38,000	\$ 38,000	
KN6253	Otay Community Center Install ID sign, flagpole, alarm and security system - Chula Vista	CDBG	\$ 30,000	\$ 30,000	
KN6259	Lake Morena Boat Dock, etc. Construct fishing and boat dock, service area, etc. - S. Shore - Lake Morena	Wildlife Conservation Board	\$ 500,000	\$ 500,000	
KN6261	Guajome Regional Park Marsh Restoration Restore area, provide siltation basin and viewpoint - Oceanside	ELPF	\$ 310,000	\$ 310,000	
KN6269	Solana Beach Park Improvements Install lamps, build garage, refurbish lifeguard station	Private Funds	\$ 6,500	\$ 6,500	
KN6272	Spring Valley Community Center room addition. Add covered patio area, storeroom, restrooms, etc. 3735 Jamacha Blvd. - Spring Valley	PLDF	\$ 49,000	\$ 49,000	
KK5148	Fallbrook Park Senior Center	CDBG Donations	\$ 200,000	\$ 100,000 \$ 100,000	

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF CAPITAL PROJECTS

1985-86 FINAL BUDGET

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
PARKS AND RECREATION (continued)					
KK6236	Seaside Gardens Rehabilitation	State Coastal Conservancy	\$ 69,400	\$ 69,400	
KN8329	Robert Adams Park Add storage container, landscape, cover drain, etc. - Cole Grade Rd., Valley Center	PLDF	\$ 7,500	\$ 7,500	
KN5904	Seacliff Park access stair replacement	State Coastal Conservancy	\$ 170,000	\$ 170,000	
KK6252	San Elijo Nature Center Construct a Visitor Center at Cardiff	Wildlife Conservation Board State Coastal Conservancy Land/Water Conservation	\$ 620,000	\$ 250,000 250,000 120,000	
KN6509	Temple Beth Israel Phase II Restore interior and exterior of Temple at Heritage Park	State Bond Act Private Funds	\$ 425,000	\$ 300,000 125,000	
KN2924	Spring Valley Fence	State Bond Act PLDF	\$ 9,773	\$ 3,273 6,500	
KN4235	Warner Springs (JPA) - Design & construct prefabricated building for recreational activities	PLDF	\$ 45,000	\$ 45,000	
KN1921	Sun Vista (JPA) - Level and grade site as soccer field	PLDF	\$ 24,500	\$ 24,500	
KN3910	Oakcrest Park - Construct two restrooms	PLDF	\$ 150,000	\$ 150,000	
KN3022	Lake Morena Boat Launch Area - Add restrooms	General Fund	\$ 19,387		\$ 19,387
KN6508	Lake Morena Park - Add restrooms	General Fund	\$ 80,000		\$ 80,000
PARKS AND RECREATION TOTAL			\$ 3,920,210	\$ 3,820,823	\$ 99,387

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF CAPITAL PROJECTS

1985-86 FINAL BUDGET

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
GENERAL SERVICES					
KK6316	NCRC Annex emergency fixtures Install battery powered emergency fixtures	SB 668	\$ 25,768	\$ 25,768	
KK6319	COC roof ventilators Records storage area	General Fund	\$ 4,673		\$ 4,673
KK6331	Ramona Branch Building Water condenser replacement	General Fund	\$ 30,166		\$ 30,166
KK6350	Juvenile Facility exterior lights Replace lights at Juvenile Hall, Juvenile Court, Girls' Rehabilitation and Juvenile Probation	AB 189	\$ 195,614	\$ 195,614	
KK6351	Las Collinas exterior lighting Replace exterior and perimeter lighting Santee	AB 189	\$ 132,475	\$ 132,475	
KK6352	Vista Regional Center lighting modification Replace exterior lighting	SB 668	\$ 55,000	\$ 55,000	
KK6426	CAC elevator controls modernization Install solid state microprocessor control	General Fund	\$ 534,007		\$ 534,007
KK5293	CAC ambience improvements Phase 2 Painting, new lighting, sound control and graphic displays	General Fund	\$ 70,774		\$ 70,774
	GENERAL SERVICES TOTAL		\$ 1,048,477	\$ 408,857	\$ 639,620
PLANNING AND LAND USE					
KK5039	Northside Park at Ruffin Road Extend current Northside Park project	General Fund	\$ 25,000		\$ 25,000
	PLANNING AND LAND USE TOTAL		\$ 25,000	\$ 0	\$ 25,000

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF CAPITAL PROJECTS

1985-86 FINAL BUDGET

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
PUBLIC WORKS					
KH6283	Fence Installation, Buckman Springs Pit Campo	Road Fund	\$ 25,875	\$ 25,875	
KH6284	Station #35 Storage Bay Enclose storage bay for Salt and Sand at Mt. Laguna - Mt. Laguna Road Station	Road Fund	\$ 17,700	\$ 17,700	
KH6285	Station #35 Insulate equipment building and oil shed - Mt. Laguna Road	Road Fund	\$ 12,028	\$ 12,028	
KH6286	Covering for paint storage area, Div. I HQ Provide structure w/roof and side coverage for paint.	Road Fund	\$ 24,100	\$ 24,100	
KH4249	San Marcos Transit Center Bus facility consisting of 3 bus bays, loading platform shelters, etc.	Local Transport Fund	\$ 675,392	\$ 675,392	
KH6290	Anhydrous ammonia shed Construct storage shed for anhydrous ammonia 5201 Ruffin Road	Road Fund	\$ 1,791	\$ 1,791	
		PUBLIC WORKS TOTAL	\$ 756,886	\$ 756,886	
HEALTH SERVICES					
KQ2312	County Health Complex	Interest	\$ 1,270,000	\$ 1,270,000	
KK6562	Edgemoor Hospital Remodel	COF Fund Balance	\$ 247,300	\$ 247,300	
		HEALTH SERVICES TOTAL	\$ 1,517,300	\$ 1,517,300	
		---CAPITAL TOTALS---	\$ 10,067,607	\$ 8,915,695	\$ 1,151,912



CAPITAL IMPROVEMENTS BUDGET  
 DETAIL OF LAND ACQUISITION

1985-86 FINAL BUDGET

Dept./ Project Number	Project Title	Funding Source	Recommended Appropriation	Related Funding	Net Cost to County
PARKS AND RECREATION					
KA5900	Holmwood Canyon Acquisition Acquisition of 15.59 acres for wildlife conservation - South of San Elijo Lagoon	State Bond Act Private Funds	\$ 200,000	\$ 150,000 50,000	
KA6235	Guajome Acquisition Acquire 10 acres for additional development of park Guajome Regional Park, Oceanside	State Bond Act	\$ 75,000	\$ 75,000	
PARKS AND RECREATION TOTAL			\$ 275,000	275,000	
PUBLIC WORKS					
KA4259	Borrow Pit Development County-wide Develop pits at various sites	Road Fund	\$ 20,000	\$ 20,000	
KA4249	San Marcos Transit Center land acquisition	Local Transport Fund	\$ 270,000	\$ 270,000	
PUBLIC WORKS TOTAL			\$ 290,000	\$ 290,000	
GENERAL GOVERNMENT					
KA2750	Relocation Assistance Morrison Property at Sweetwater Park	COF Fund Balance	\$ 33,000	\$ 33,000	
GENERAL GOVERNMENT TOTAL			\$ 33,000	\$ 33,000	
-- LAND TOTALS---			\$ 598,000	\$ 598,000	
TOTAL CAPITAL AND LAND PROJECTS			\$ 10,665,607	\$ 9,513,695	\$ 1,151,912

CAPITAL IMPROVEMENTS BUDGET  
 DETAILS OF FUNDINGS BY FUNDING ACCOUNT

1985-86 FINAL BUDGET

Type of Funding Project Classification	Serial Number	Funding Class	Project Title	Funding Amount
Social Services (G.F.)	0105	5698	San Diego Adoptions Center (Exp. 10-30-88) 4379-	\$ 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	33,200
Social Services (G.F.) Total				\$ 165,600
Library Fund	0058	5698	Imperial Beach Library (Exp. 11-30-86) 3612-7510E	9,500
	0061	5698	Fallbrook Library (Exp. 6-30-88) 4212-7510E	15,600
	0113	5698	El Cajon Library (Exp. 1-31-86) 3321-7180-E	4,325
	8615	5698	Library Headquarters (Exp. 12-31-91)	33,300
Library Fund Total				\$ 62,725
Local Transportation Fund (LTF)	4249	9061	San Marcos Transit Center	675,392
	4249	9061	San Marcos Transit Center Land Acquisition	270,000
Local Transportation Fund Total				\$ 945,392
AB 189	6086	9173	Domestic Water Well at Descanso	37,473
	6087	9173	Relocate and construct sewage sediment tank	28,433
	6110	9173	Renovation of fire alarm system (CDF)	74,254
	6115	9173	Modernize passenger elevators (CDF)	13,423
	6118	9173	Upgrade holding cells, Sheriff's facilities	113,051
	6120	9173	Install upper bunks in Vista North House - Jail	30,973
	6125	9173	Toilet facilities in line-up room, South Bay	27,977
	6350	9173	Juvenile facility exterior lights	195,614
	6351	9173	Las Colinas exterior lighting	132,475
	6369	9173	Remodel 6th and 7th Floor clerical area for District Attorney	313,438
	6459	9173	Fire alarm system at Camp Morena	104,311
	5332	9173	Thirty-two bed dormitory - Work Furlough Center	516,586
	3052	9173	Rancho del Campo/Rayo Kitchen/Dining Facility	69,607
AB 189 Total				\$ 1,657,615

CAPITAL IMPROVEMENTS BUDGET  
DETAILS OF FUNDINGS BY FUNDING ACCOUNT

1985-86 FINAL BUDGET

Type of Funding Project Classification	Serial Number	Funding Class	Project Title	Funding Amount
SB 668	6210	9173	Additional Courtrooms/Hearing Room - S.D. Muni Court	\$ 96,232
	6292	9173	Remodel Department 2 of Municipal Court at El Cajon	35,955
	6352	9173	Vista Regional Center Lighting Modification	55,000
	6429	9173	South County Regional Center - Court Expansion	201,357
	6430	9173	East County Regional Center - Superior Court remodel	547,059
	6441	9173	El Cajon Court mezzanine holding area alarm	28,000
	6316	9173	NCRC Annex Emergency Fixtures	25,768
	6353	9173	Elevator Controls Modernization Courthouse	75,000
			SB 668 Total	\$ 1,064,371
Interest	2312	9190	County Health Complex	\$ 1,270,000
	0385	9190	County Health Complex - Lease Purchase	330,000
			Interest Total	\$ 1,600,000
State Bond Act (SBA)	3106	9444	Sweetwater Summit Development	500,000
	6234	9444	Holmwood Canyon Acquisition	150,000
	6235	9444	Guajome Acquisition	75,000
	6244	9444	Lindo Lake Park Improvements	184,500
	6509	9444	Temple Beth Israel Phase II	300,000
	2924	9444	Spring Valley Fence	3,273
		State Bond Act Total	\$ 1,212,773	
Environmental License Plate Fund (ELPF)	6238	9444	San Elijo Lagoon Water Management Enhancement	\$ 190,000
	6261	9444	Guajome Regional Park Marsh Restoration	310,000
		Environmental License Plate Fund Total	\$ 500,000	
Wildlife Conservation Board (WCB)	6259	9446	Lake Morena Boat Dock	500,000
	6252	9446	San Elijo Nature Center	250,000
		Wildlife Conservation Board Total	\$ 750,000	
State Coastal Conservancy (SCC)	5905	9446	"D" St. Beach Access and Viewpoint Improvements	123,650
	5904	9446	Seacliff Park Access Stair Replacement	170,000
	6252	9446	San Elijo Nature Center	250,000
	6236	9446	Seaside Gardens Rehabilitation	69,400
		State Coastal Conservancy Total	\$ 613,050	

CAPITAL IMPROVEMENTS BUDGET  
DETAILS OF FUNDINGS BY FUNDING ACCOUNT

1985-86 FINAL BUDGET

Type of Funding Project Classification	Serial Number	Funding Class	Project Title	Funding Amount	
Land/Water Conservation (LWC)	6252	9614	San Elijo Nature Center	\$ 120,000	
			Land/Water Conservation Total	\$ 120,000	
FEMA Grant	6279	9624	Permanent Emergency Operation Center Federal Emergency Management Act	\$ 30,000 30,000	
Community Development Block Grant (CDBG)	6243	9683	Lincoln Acres Play Area	\$ 40,000	
	6251	9683	Lauderbach Exterior Improvements	38,000	
	6253	9683	Otay Community Center	30,000	
	1330	9683	Renovate Campo Swimming Pool	15,000	
	5148	9683	Fallbrook Park Senior Center	100,000	
			CDBG Total	\$ 223,000	
General Fund (GF)	0047	9801	South Bay Regional Center	\$ 4,246,400	
	0052	9801	El Cajon Regional Center (Exp. 7-14-07) 0231-5490	5,613,800	
	0072	9801	Las Colinas Girls' Rehabilitation (Exp. 10-31-85) 3162-	24,700	
	0085	9801	Vista Center JPA (Exp. 6-30-04) 9975-5490-E	2,232,900	
	0344	9801	Juvenile Probation San Diego 3497-5490-E (Exp. 8-31-86)	131,600	
	0346	9801	Ramona Branch Center - JPA 6541-5490-E (Exp. 4-01-92)	63,400	
				General Fund-Lease Purchases Total	\$ 12,312,800
General Fund (GF)	6001	9801	Enclose Patio for Children's Quiet Room	17,778	
	6060	9801	Revenue and Recovery Remodeling of Leased Premises	190,000	
	6319	9801	COC Roof Ventilators	4,673	
	6331	9801	Ramona Branch Bldg., Water Condenser Replacement	30,166	
	5039	9801	Northside Park at Ruffin Road	25,000	
	6426	9801	CAC Elevator Controls Modernization	534,007	
	5293	9801	CAC General Services Ambiance Improvements Phase 2	70,774	
	6279	9801	Permanent Emergency Operation Center	30,000	
	6572	9801	Fire Sprinkler System for Hillcrest	150,127	
	3022	9801	Lake Morena Boat Launch	19,387	
	6508	9801	Lake Morena Park - Add Restrooms	80,000	
				General Fund - General Government Total	\$ 1,151,912
	General Services (G.F.)	111	9801	Cogeneration (Courthouse, Vista, Las Colinas)	\$ 1,177,350
			General Services (G.F.) Total	\$ 1,177,350	

CAPITAL IMPROVEMENTS BUDGET  
DETAILS OF FUNDINGS BY FUNDING ACCOUNT

1985-86 FINAL BUDGET

Type of Funding Project Classification	Serial Number	Funding Class	Project Title	Funding Amount
Road Fund (RF)	6284	9802	Station #35 Storage Bay	17,700
	6285	9802	Station #35 Insulate Equipment Bldg. and Oil Shed	12,028
	6286	9802	Covering for Paint Storage Area Div. I Hq.	24,100
	4259	9802	Borrow Pit Development County-wide	20,000
	6290	9802	Anhydrous Ammonia Shed	1,791
	6283	9802	Fence Installation - Buckman Springs Pit	25,875
			Road Fund Total	\$ 101,494
Park Land Dedication Fund (PLDF)	6244	9806	Lindo Lake Park Improvements	\$ 61,500
	6248	9806	Fallbrook Park Improvements	26,500
	6272	9806	Spring Valley Community Center Room Addition	49,000
	6277	9806	Robert Adams Park	7,500
	6250	9806	Felicita Upper Knoll	25,000
	2924	9806	Spring Valley Fence	6,500
	4235	9806	Warner Springs (JPA) Design & Construct Prefabricated Building for Recreational Activities	45,000
	1921	9806	Sun Vista (JPA) - Level & Grade Site as Soccer Field	24,500
	3910	9806	Oakcrest Park - Construct Two Restrooms	150,000
			PLDF Total	\$ 395,500
Private Funds	6065	9995	Remodel Medical Center, Central Animal Center	49,000
	6234	9995	Holmwood Canyon Acquisition	50,000
	6269	9995	Solana Beach Park Improvements	6,500
	6509	9995	Temple Beth Israel Phase II	125,000
	5148	9995	Fallbrook Park Senior Center	100,000
		Private Funds Total	\$ 330,500	
COF Fund Balance	6065	0001	Remodel of Medical Center, Central Animal Shelter	19,700
	2750	0001	Relocation Assistance (Morrison Property at Sweetwater Park)	33,000
	6562	0001	Edgemoor Hospital Remodel	247,300
	0052	0001	El Cajon Regional Center (Exp. 7-14-07) 0231-5490-E	300,000
		COF Fund Balance Total	\$ 600,000	
		GRAND TOTAL	\$ 25,014,082	

1985/86 BUDGET  
CAPITAL AND MAJOR MAINTENANCE PROJECTS  
APPROVED FOR FUNDING BY AB 189

1985-86 Projections Based on 1984-85 Appropriations

\$ 2,620,000

PROJECT #	TITLE	COST	CUMULATIVE TOTAL	TOTALS
	<u>Contributions to Other Agencies</u>			
	ARJIS	\$ 185,800	\$ 185,800	
	SANDAG - Development of Criminal Justice Information Clearinghouse	24,500	210,300	
	Total Contribution to Other Agencies			\$ 210,300
	<u>CAPITAL PROJECTS</u>			
	<u>On-Going Project</u>			
KK5332	32 Bed Dorm - Work Furlough Center	\$ 516,586	\$ 516,586	\$
	<u>New Projects</u>			
KK6086	Domestic Water Well - Descanso	37,473	554,059	
KK6115	Passenger Elevator Modernization (study) CDF	13,423	567,482	
KK6369	D.A. Remodel - 6th and 7th Floor	313,438	880,920	
KK6350	Juvenile Facilities External Lighting	195,614	1,076,534	
KK6118	Upgrade Holding Cells - Countywide	113,051	1,189,585	
KL6459	Fire Alarm System - Morena	104,311	1,293,896	
KK6110	Fire Alarm Renovation, CDF	74,254	1,368,150	
KK6087	Sewage Sediment Tank - Descanso	28,433	1,396,583	
KK6351	Las Colinas - Exterior Lighting	132,475	1,529,058	
KK6120	Upper Bunks, North House, Vista Jall	30,973	1,560,031	
KK6125	Toilet/Lavatory in Line-Up Room, South Bay	27,977	1,588,008	
KK3052	Rancho Del Campo/Rayo Kitchen/Dining Facility	69,607	1,657,615	
	Total Capital Projects			\$ 1,657,615

AB-189 FUNDING

PROJECT #	TITLE	COST	CUMULATIVE TOTAL	TOTALS
APPROVED MAJOR MAINTENANCE PROJECTS				
MB5900	AB 189 VMA*	\$ 200,000	\$ 200,000	\$
MB6356	SRF - Camp Viejas Electrical Source	7,346	207,346	
MB6113	SRF - Descanso Detention Facilities Repair Water Storage Tanks	31,374	238,720	
MB6162	SRF - Las Colinas Remove Stainless Steel Wall and Flooring	7,710	246,430	
MB6379	SRF - Las Colinas - Hood Extension over Oven and Steam Kettle	4,182	250,612	
ML6461	Probation - West Fork Electrical Upgrade	8,301	258,913	
ML6492	Probation - Camp Morena, Grease Trap	8,492	267,405	
ML6332	Probation - Camp West Fork, Leach Field Repair	13,061	280,466	
ML6329	SRF - ASTREA Sewer Hook Up	7,564	288,030	
MB6475	Probation - Camp Barrett, Gray Water System	24,132	312,162	
MB6111	SRF - Central DF. Install Ventilation System Emergency Shut Off Switch	15,467	327,629	
MB6112	SRF - Las Colinas, Install A/C Shut Off Switch	7,801	335,430	
MB6542	SRF - SCDF Isolation Cell Food Pass	6,148	341,578	
MB6117	SRF - Santee, Parking Lot Resurface	11,622	353,200	
MB6472	Probation - Work Furlough Center, Repair Overhead Walkway	6,937	360,137	
MB6543	SRF - SCDF Storeroom Access	18,425	378,562	
ML6535	SRF - Ramona Office Roof Repairs	8,836	387,398	
MB6337	Courts - SD Courthouse, Reroof 5th Floor	8,936	396,334	
MB6536	SRF - Las Colinas Roof Repair	18,973	415,307	
MB6199	SRF - Descanso Detention Reroof Staff Qtrs.	8,036	423,343	
MB6150	SRF - Descanso Detention, Reroof Mainten- ance Bldg.	5,736	429,079	
ML6503	Probation - Camp San Jose, Refrig. & Freezer Insulation	3,618	432,697	
MB6437	SRF - SCDF, Toilet Replacement (Phase I of IV, Total \$113,473)	30,000	462,697	
MB6456	Probation - Juvenile Hall, Suicide Proof Room Modification	24,325	487,022	
MB5997	Probation - Rancho Del Campo, Refurbish Dorms & Buildings	99,184	586,206	

\* Various Major Alterations

AB-189 FUNDING

PROJECT #	TITLE	COST	CUMULATIVE TOTAL	TOTALS
<u>APPROVED MAJOR MAINTENANCE PROJECTS</u>				
MB6161	SRF - El Cajon DF, 6th Floor Security Doors	\$ 4,559	\$ 590,765	\$
MB6478	Probation - Rancho Del Rayo, Remodel Bathroom of Staff Housing (Phase I of IV, Total \$116,947)	30,000	620,765	
MB6143	SRF - Encinitas, Pipe Chase Door Access	2,400	623,165	
ML6324	Probation - San Jose Generator Hook Up	18,183	641,348	
MB5500	Carpeting	104,214	745,562	
	Total Major Maintenance			\$ 745,562
	Total Capital and Major Maintenance Projects			\$ 2,403,177
	Contributions to Other Agencies			\$ 210,300
	Total Approved AB 189 Appropriations for 1985-86			\$ 2,613,477



1985/86 BUDGET  
 CAPITAL AND MAJOR MAINTENANCE PROJECTS  
 APPROVED FOR FUNDING BY SB 668 FUNDS

1985-86 Projections based on 1984-85 Appropriations

\$ 1,495,000

PROJECT #	TITLE	COST	CUMULATIVE TOTAL	TOTALS
<u>CAPITAL PROJECTS</u>				
KK6429	South Bay Superior Court Expansion	\$ 201,357	\$ 201,357	\$
KK6430	El Cajon Superior Court Expansion	547,059	748,416	
KK6353	Modernize Elevators - Courthouse (study & design)	75,000	823,416	
KK6210	Additional Courtrooms - Downtown (design)	96,232	919,648	
KK6441	El Cajon Court - Mezzanine holding area alarm	28,000	947,648	
KK6292	Remodel Dept. 2 by expanding seating capacity (El Cajon Muni)	35,955	983,603	
KK6316	NCRC Annex Emergency Fixtures	25,768	1,009,371	
KK6352	Modify Lighting at Vista	51,045	1,060,416	
	Total Capital Projects			\$ 1,060,416
<u>MAJOR MAINTENANCE PROJECTS</u>				
-	Courts VMA*	\$ 200,000	\$ 200,000	
MB6318	Courts - SCRC - Erosion Control	5,210	205,210	
MB6354	Courts - S.D. Courthouse - Centrifugal Air Conditioning Overhaul	14,473	219,683	
MB6311	Courts - S.D. Courthouse - Replace Doors	29,236	248,919	
MB6330	Courts - S.D. Courthouse - Air Balance Vent System	91,955	340,874	
MB6455	Marshal - S.D. Municipal Court/Kearney Mesa Parking Lot	93,710	434,584	
	Total Major Maintenance Projects			<u>\$ 434,584</u>
	Total Capital and Major Maintenance Projects for SB 668 Funding			\$ 1,495,000

\* Various Major Alterations

FUNDING SOURCE ABBREVIATION LEGEND

Social Services (G.F.) = Social Services - (General Fund)

LTF = Local Transportation Fund

AB 189 = County Criminal Justice Facility Temporary Construction Fund

SB 668 = County Courthouse Temporary Construction Fund

SBA = State Bond Act

ELPF = Environmental License Plate Fund

WCB = Wildlife Conservation Board

SCC = State Coastal Conservancy

LWC = Land/Water Conservation

FEMA = Federal Emergency Management Act

CDBG = Community Development Block Grant

GF = General Fund

General Services (G.F.) = General Services (General Fund)

RF = Road Fund

PLDF = Park Land Dedication Fund

COF Fund Balance = Capital Outlay Fund Fund Balance

1985-86 FINAL PROGRAM BUDGET

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