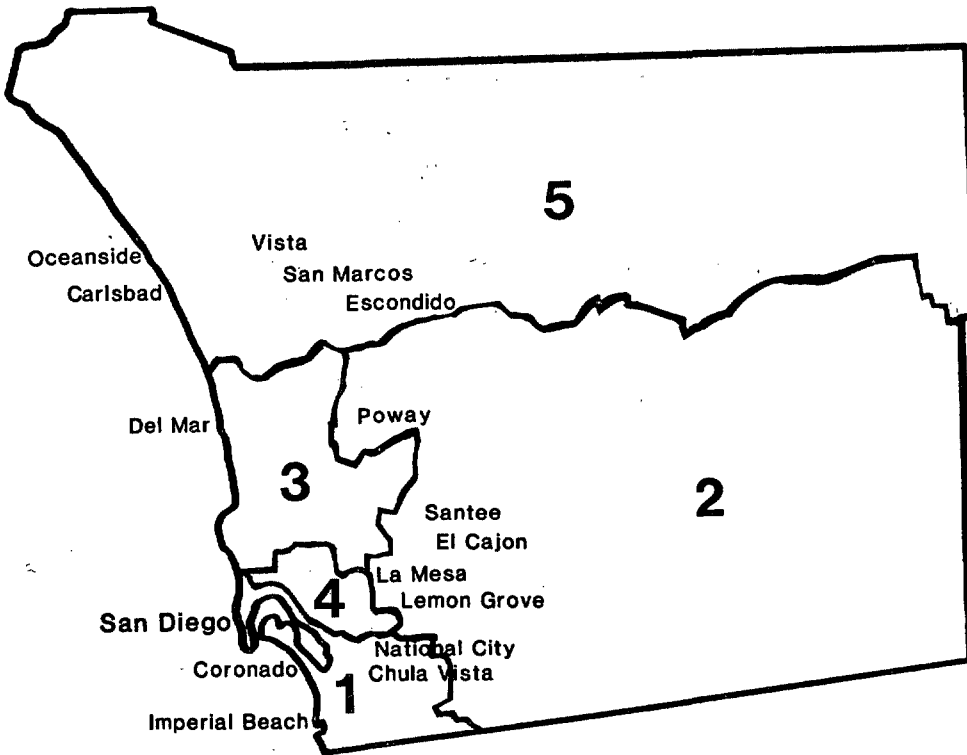


# COUNTY OF SAN DIEGO

*Barlett*



1 of 2

394 794 347

# COUNTY OF SAN DIEGO

## 1986-87 FINAL PROGRAM BUDGET



### BOARD OF SUPERVISORS

Paul Eckert, Chairman

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George F. Bailey

Leon L. Williams

Susan Golding

### CHIEF ADMINISTRATIVE OFFICER

Norman W. Hickey

TABLE OF CONTENTS

|  | <u>PAGE<br/>NUMBER</u> |
|--|------------------------|
| Summary of Total Budget and Staff Years by Department..... | i                      |
| General Revenues Summary.....                              | xvi                    |

Fiscal and Public Protection Departments and Programs

| <u>DEPARTMENT</u>           | <u>PROGRAMS</u>                       |     |
|-----------------------------|---------------------------------------|-----|
| Assessor                    | Property Valuation.....               | 2   |
|                             | Property Identification.....          | 8   |
|                             | Department Overhead.....              | 14  |
| County Clerk                | County Clerk Services.....            | 19  |
| District Attorney           | General Criminal Prosecution.....     | 25  |
|                             | Juvenile Court Services.....          | 30  |
|                             | Specialized Criminal Prosecution..... | 34  |
|                             | Family Support Enforcement.....       | 40  |
|                             | Department Overhead.....              | 45  |
| Grand Jury                  | Grand Jury Proceedings.....           | 49  |
| Marshal                     | Marshal Services.....                 | 51  |
| Municipal Courts            | Municipal Court Services              |     |
|                             | -El Cajon.....                        | 56  |
|                             | -North County.....                    | 63  |
|                             | -San Diego.....                       | 69  |
|                             | -South Bay.....                       | 78  |
| Office of Defender Services | Indigent Defense.....                 | 84  |
| Probation                   | Adult Field Services.....             | 90  |
|                             | Adult Institutional Services .....    | 95  |
|                             | Juvenile Institutional Services.....  | 101 |
|                             | Juvenile Field Services.....          | 106 |
|                             | Department Overhead.....              | 111 |
| Recorder                    | Recording Services.....               | 116 |
|                             | Micrographics.....                    | 122 |
|                             | Modernization.....                    | 126 |
|                             | Department Overhead.....              | 130 |
| Sheriff                     | Detentions Facilities Services.....   | 134 |
|                             | Law Enforcement Services.....         | 143 |
|                             | Administrative Support.....           | 151 |
|                             | Office of the Sheriff.....            | 160 |
| Superior Court              | Superior Court Operations.....        | 165 |
|                             | Conciliation Court.....               | 171 |
|                             | Mental Health Counselor.....          | 176 |
|                             | Department Overhead.....              | 181 |



Fiscal and Public Protection Departments and Programs (Continued)

| <u>DEPARTMENT</u>  | <u>PROGRAMS</u>   | <u>PAGE<br/>NUMBER</u>    |
|--|---|---------------------------|
| Treasurer/Tax Collector                                    | Tax Collection.....   | 186                       |
|  | Treasury.....   | 191                       |
|  | Retirement Administration.....                                | 196                       |
|  | Department Overhead.....                                      | 200                       |
| <u>Health and Social Services Departments and Programs</u> |   |                           |
| Health Services  | Alcohol.....  | 205                       |
|  | County Medical Services.....                                  | 210                       |
|  | Drug.....   | 215                       |
|  | Mental Health.....  | 220                       |
|  | Correctional Facilities Medical Services.....                 | 232                       |
|  | County Patient Services.....                                  | 237                       |
|  | Edgemoor Geriatric Hospital.....                              | 242                       |
|  | Emergency Medical Services.....                               | 250                       |
|  | Primary Care.....   | 256                       |
|  | University Hospital.....                                      | 261                       |
|  | Adult Special Health Services.....                            | 265                       |
|  | California Children Services.....                             | 270                       |
|  | Child Health.....   | 277                       |
|  | Community Disease Control.....                                | 284                       |
|  | County Veterinarian.....                                      | 294                       |
|  | Environmental Health Protection.....                          | 299                       |
|  | Maternal Health.....  | 309                       |
|  | Records and Statistics.....                                   | 318                       |
|  | Support Services.....   | 323                       |
|  | Department Administration.....                                | 332                       |
| Social Services  | Social Services Bureau  |                           |
|  | Adult Social Services.....                                    | 339                       |
|  | Emergency Response Child Protective Services .....            | 346                       |
|  | Continuing Child Protective Services.....                     | 353                       |
|  | Community Action Partnership.....                             | 360                       |
|  | Employment Development Bureau                                 |                           |
|  | Employment Development.....                                   | 365                       |
|  | Workfare/Program.....   | 373                       |
|  | Income Maintenance Bureau                                     |                           |
|  | Aid to Families With Dependent Children.....                  | 379                       |
|  | Aid to Families With Dependent Children<br>- Foster Care..... | 384                       |
|  | Eligibility Review.....                                       | 389                       |
|  | Food Stamp Administration.....                                | 395                       |
|  | General Relief.....   | 399                       |
|  | Medi-Cal Administration.....                                  | 404                       |
|  | Refugee Assistance.....                                       | 409                       |
|  | Management Services Bureau                                    |                           |
|  | Management Services.....                                      | 413                       |
|  | Department Administration.....                                | 424                       |
|  | Area Agency on Aging  | Area Agency on Aging..... |

Community Services Departments and Programs

| <u>DEPARTMENT</u>                 | <u>PROGRAMS</u>                                | <u>PAGE<br/>NUMBER</u> |
|-----------------------------------|--|------------------------|
| Agriculture/Weights and Measures  | Agriculture.....                               | 437                    |
|                                   | Weights and Measures.....                      | 443                    |
|                                   | Watershed Resources Management.....            | 448                    |
|                                   | Department Overhead.....                       | 452                    |
|                                   | Grazing Lands.....                             | 455                    |
| Air Pollution Control             | Air Pollution Control.....                     | 457                    |
| Animal Control                    | Animal Health and Regulation.....              | 459                    |
| Coroner                           | Decedent Investigation.....                    | 467                    |
| Farm and Home Advisor             | Farm and Home Advisor Education Support.....   | 473                    |
| Housing and Community Development | Housing and Community Development.....         | 479                    |
| Library                           | Library Services.....                          | 487                    |
|                                   | Library Contingency Reserve.....               | 493                    |
| Parks and Recreation              | County Parks and Recreation.....               | 495                    |
|                                   | Park Land Dedication Ordinance.....            | 501                    |
| Planning and Land Use             | Codes.....                                     | 503                    |
|                                   | Regulatory Planning.....                       | 512                    |
|                                   | General Planning.....                          | 519                    |
|                                   | Department Administration.....                 | 527                    |
|                                   | Fish and Wildlife Advisory Commission.....     | 533                    |
| Public Administrator              | Fiduciary Services.....                        | 535                    |
| Public Works                      | Roads.....                                     | 542                    |
|                                   | Support to Dependent Entities/Enterprises..... | 549                    |
|                                   | Support to Independent Entities.....           | 558                    |
|                                   | Department Overhead.....                       | 565                    |
| Registrar of Voters               | Registration.....                              | 570                    |
|                                   | Elections.....                                 | 575                    |
|                                   | Department Overhead.....                       | 580                    |

General Government and Support Departments and Programs

| <u>DEPARTMENT</u>                 | <u>PROGRAMS</u>                                 | <u>PAGE<br/>NUMBER</u> |
|-----------------------------------|---|------------------------|
| Auditor and Controller            | Auditing.....                                   | 584                    |
|                                   | Fiscal Control.....                             | 589                    |
|                                   | Department Overhead.....                        | 595                    |
| Board of Supervisors              | District 1.....                                 | 599                    |
|                                   | District 2.....                                 | 601                    |
|                                   | District 3.....                                 | 603                    |
|                                   | District 4.....                                 | 605                    |
|                                   | District 5.....                                 | 607                    |
|                                   | General Office.....                             | 609                    |
| Chief Administrative Officer      | Central County Administration.....              | 612                    |
|                                   | CAO Special Projects.....                       | 618                    |
|                                   | Disaster Preparedness.....                      | 625                    |
|                                   | Memberships, Audits and Other Charges.....      | 630                    |
|                                   | Cable Television .....                          | 632                    |
| Civil Service Commission          | Personnel Services.....                         | 638                    |
| Clerk of the Board of Supervisors | Reporting/Staff Services.....                   | 643                    |
| County Counsel                    | County Counsel.....                             | 649                    |
| Electronic Data Processing        | EDP Services.....                               | 655                    |
| General Services                  | Architecture and Engineering.....               | 668                    |
|                                   | Communications Services.....                    | 673                    |
|                                   | Facilities Services.....                        | 682                    |
|                                   | Real Property Management.....                   | 691                    |
|                                   | Fleet Equipment Maintenance and Operations..... | 711                    |
|                                   | Central Printing Services (Reprographics).....  | 717                    |
|                                   | Records Management.....                         | 722                    |
|                                   | Administration (Overhead).....                  | 728                    |
| Equipment Acquisition             | Vehicular Equipment.....                        | 734                    |
|                                   | Communications Equipment.....                   | 737                    |
| Property Management               | Major Maintenance.....                          | 741                    |
| Public Service Utilities          | Public Service Utilities.....                   | 759                    |

General Government and Support Departments and Programs (cont'd)

| <u>DEPARTMENT</u>                      | <u>PROGRAMS</u>                        | <u>PAGE<br/>NUMBER</u> |
|--|--|------------------------|
| Lease Purchase-Non Profit Corporation  | Capital Asset Leasing.....             | 766                    |
| Office of Employee Services            | Employee Services.....                 | 769                    |
| Office of Equal Opportunity Management | Equal Opportunity Management.....      | 778                    |
| Purchasing and Contracting             | Purchasing and Contracting.....        | 784                    |
| Revenue and Recovery                   | Collection of Accounts Receivable..... | 791                    |
| CAO Projects                           | LAFCo.....                             | 797                    |
|  | Community Enhancement Activities.....  | 802                    |

MISCELLANEOUS SPECIAL PROGRAMS AND CAPITAL PROGRAMS

|                                |   |     |
|--------------------------------|---|-----|
| Miscellaneous Special Programs | Contingency Reserve.....                        | 805 |
|                                | CAC Development Fund.....                       | 806 |
|                                | Debt Service/Reserves.....                      | 807 |
|                                | Reserves/Designations.....                      | 808 |
|                                | Deferred Compensation.....                      | 810 |
|                                | Edgemoor Development Fund.....                  | 811 |
|                                | Federal Revenue Sharing.....                    | 812 |
| Capital and Land Acquisition   | Capital Improvements (Capital Outlay Fund)..... | 815 |

1986-87 FINAL PROGRAM BUDGET

SUMMARY OF TOTAL BUDGET BY DEPARTMENT

|  | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|--|---------------------------------|----------------------------------|---------------------------------------|
| <u>FISCAL AND PUBLIC PROTECTION SERVICES</u> |                                 |                                  |                                       |
| <u>Assessor</u>                              |                                 |                                  |                                       |
| Salaries & Benefits                          | \$ 7,824,752                    | \$ 8,353,324                     | \$ 528,572                            |
| Services & Supplies                          | 459,564                         | 459,035                          | (529)                                 |
| Other Charges                                | 0                               | 13,400                           | 13,400                                |
| Fixed Assets                                 | 8,700                           | 200,040                          | 191,340                               |
| TOTAL  | <u>\$ 8,293,016</u>             | <u>\$ 9,025,799</u>              | <u>\$ 732,783</u>                     |
| Revenue                                      | \$ 58,250                       | \$ 107,500                       | \$ 49,250                             |
| Staff Years                                  | 257.25                          | 272.25                           | 15.00                                 |
| <br>   |                                 |                                  |                                       |
| <u>County Clerk</u>                          |                                 |                                  |                                       |
| Salaries & Benefits                          | \$ 5,747,667                    | \$ 6,150,685                     | \$ 403,018                            |
| Services & Supplies                          | 338,811                         | 332,417                          | (6,394)                               |
| Fixed Assets                                 | 36,750                          | 51,800                           | 15,050                                |
| TOTAL  | <u>\$ 6,123,228</u>             | <u>\$ 6,534,902</u>              | <u>\$ 411,674</u>                     |
| Revenue                                      | \$ 4,871,925                    | \$ 5,717,389                     | \$ 845,464                            |
| Staff Years                                  | 214.75                          | 225.00                           | 10.25                                 |
| <br>   |                                 |                                  |                                       |
| <u>District Attorney</u>                     |                                 |                                  |                                       |
| Salaries & Benefits                          | \$ 19,902,481                   | \$ 21,241,152                    | \$ 1,338,671                          |
| Services & Supplies                          | 1,393,985                       | 1,543,357                        | 149,372                               |
| Other Charges                                | 0                               | 68,655                           | 68,655                                |
| Fixed Assets                                 | 45,690                          | 111,419                          | 65,729                                |
| Vehicles/Communications Equipment            | 0                               | 39,200                           | 39,200                                |
| TOTAL  | <u>\$ 21,342,156</u>            | <u>\$ 23,003,783</u>             | <u>\$ 1,661,627</u>                   |
| Revenue                                      | \$ 8,655,864                    | \$ 9,843,459                     | \$ 1,187,595                          |
| Staff Years                                  | 515.16                          | 556.16                           | 41.00                                 |
| <br>   |                                 |                                  |                                       |
| <u>Grand Jury</u>                            |                                 |                                  |                                       |
| Services & Supplies                          | \$ 115,700                      | \$ 118,700                       | \$ 3,000                              |
| TOTAL  | <u>\$ 115,700</u>               | <u>\$ 118,700</u>                | <u>\$ 3,000</u>                       |
| <br>   |                                 |                                  |                                       |
| <u>Marshal</u>                               |                                 |                                  |                                       |
| Salaries & Benefits                          | \$ 10,341,463                   | \$ 10,998,188                    | \$ 656,725                            |
| Services & Supplies                          | 230,000                         | 288,600                          | 58,600                                |
| Fixed Assets                                 | 14,650                          | 21,500                           | 6,850                                 |
| TOTAL  | <u>\$ 10,586,113</u>            | <u>\$ 11,308,288</u>             | <u>\$ 722,175</u>                     |
| Revenue                                      | \$ 1,100,000                    | 1,194,000                        | 94,000                                |
| Staff Years                                  | 288.00                          | 297.50                           | 9.50                                  |
| <br>   |                                 |                                  |                                       |
| <u>Municipal Court - El Cajon</u>            |                                 |                                  |                                       |
| Salaries & Benefits                          | \$ 2,833,252                    | \$ 2,996,500                     | \$ 163,248                            |
| Services & Supplies                          | 333,700                         | 349,140                          | 15,440                                |
| Fixed Assets                                 | 3,500                           | 10,360                           | 6,860                                 |
| TOTAL  | <u>\$ 3,170,452</u>             | <u>\$ 3,356,000</u>              | <u>\$ 185,548</u>                     |
| Revenue                                      | \$ 822,560                      | 903,000                          | 80,440                                |
| Staff Years                                  | 86.50                           | 87.75                            | 1.25                                  |

|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>FISCAL AND PUBLIC PROTECTION SERVICES (cont'd)</u> |                                 |                                  |                                       |
| <u>Municipal Court - North County</u>                 |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 3,303,111                    | \$ 3,493,077                     | \$ 189,966                            |
| Services & Supplies                                   | 262,000                         | 314,700                          | 52,700                                |
| Other Charges   | 19,500                          | 55,970                           | 36,470                                |
| Fixed Assets  | 12,004                          | 12,900                           | 896                                   |
| TOTAL   | <u>\$ 3,596,615</u>             | <u>\$ 3,876,647</u>              | <u>\$ 280,032</u>                     |
| Revenue   | \$ 1,031,900                    | \$ 1,285,300                     | \$ 253,400                            |
| Staff Years   | 110.00                          | 110.50                           | 0.50                                  |
| <u>Municipal Court - San Diego</u>                    |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 9,369,238                    | \$ 9,115,665                     | \$ (253,573)                          |
| Services & Supplies                                   | 736,670                         | 916,736                          | 180,066                               |
| Other Charges   | 13,800                          | 0                                | (13,800)                              |
| Fixed Assets  | 47,300                          | 21,900                           | (25,400)                              |
| TOTAL   | <u>\$ 10,167,008</u>            | <u>\$ 10,054,301</u>             | <u>\$ (112,707)</u>                   |
| Revenue   | \$ 2,599,000                    | \$ 2,670,500                     | \$ 71,500                             |
| Staff Years   | 308.00                          | 290.75                           | (17.25)                               |
| <u>Municipal Court - South Bay</u>                    |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 2,164,837                    | \$ 2,087,459                     | \$ (77,378)                           |
| Services & Supplies                                   | 283,700                         | 283,700                          | 0                                     |
| Fixed Assets  | 8,400                           | 3,950                            | (4,450)                               |
| TOTAL   | <u>\$ 2,456,937</u>             | <u>\$ 2,375,109</u>              | <u>\$ (81,828)</u>                    |
| Revenue   | \$ 537,850                      | \$ 569,731                       | \$ 31,881                             |
| Staff Years   | 62.00                           | 60.25                            | (1.75)                                |
| <u>Office of Defender Services</u>                    |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 1,887,399                    | \$ 2,000,338                     | \$ 112,939                            |
| Services & Supplies                                   | 8,136,880                       | 9,196,710                        | 1,059,830                             |
| Fixed Assets  | 7,340                           | 6,000                            | (1,340)                               |
| TOTAL   | <u>\$ 10,031,619</u>            | <u>\$ 11,203,048</u>             | <u>\$ 1,171,429</u>                   |
| Revenue   | \$ 675,000                      | \$ 950,000                       | 275,000                               |
| Staff Years   | 46.50                           | 47.50                            | 1.00                                  |
| <u>Probation Department</u>                           |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 31,007,274                   | \$ 32,409,895                    | \$ 1,402,621                          |
| Services & Supplies                                   | 3,004,374                       | 2,964,020                        | (40,354)                              |
| Other Charges   | 172,376                         | 280,777                          | 108,401                               |
| Fixed Assets  | 170,921                         | 125,206                          | (45,715)                              |
| Vehicles/Communication Equipment                      | 39,196                          | 13,659                           | (25,537)                              |
| TOTAL   | <u>\$ 34,394,141</u>            | <u>\$ 35,793,557</u>             | <u>\$ 1,399,416</u>                   |
| Revenue   | \$ 4,795,895                    | 5,264,893                        | 468,998                               |
| Staff Years   | 929.75                          | 961.50                           | 31.75                                 |

|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>FISCAL AND PUBLIC PROTECTION SERVICES (cont'd)</u> |                                 |                                  |                                       |
| <u>Recorder</u>                                       |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 1,537,606                    | \$ 1,599,146                     | \$ 61,540                             |
| Services & Supplies                                   | 132,021                         | 133,375                          | 1,354                                 |
| Fixed Assets  | 394,000                         | 41,500                           | (352,500)                             |
| TOTAL   | \$ 2,063,627                    | \$ 1,774,021                     | \$ (289,606)                          |
| Revenue   | \$ 3,422,620                    | \$ 3,214,008                     | \$ (208,612)                          |
| Staff Years   | 67.00                           | 68.00                            | 1.00                                  |
| <br>  |                                 |                                  |                                       |
| <u>Sheriff</u>  |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 61,650,655                   | \$ 66,274,068                    | \$ 4,623,413                          |
| Services & Supplies                                   | 8,003,969                       | 8,200,954                        | 196,985                               |
| Fixed Assets  | 208,700                         | 327,018                          | 118,318                               |
| Vehicle/Comm. Equip.                                  | 521,978                         | 320,467                          | (201,511)                             |
| TOTAL   | \$ 70,385,302                   | \$ 75,122,507                    | \$ 4,737,205                          |
| Revenue   | \$ 13,171,572                   | \$ 14,884,694                    | \$ 1,713,122                          |
| Staff Years   | 1,635.50                        | 1,689.50                         | 54.00                                 |
| <br>  |                                 |                                  |                                       |
| <u>Superior Court</u>                                 |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 8,662,490                    | \$ 9,183,655                     | \$ 521,165                            |
| Services & Supplies                                   | 2,842,439                       | 3,218,489                        | 376,050                               |
| Other Charges   | 0                               | 65,000                           | 65,000                                |
| Fixed Assets  | 68,993                          | 122,176                          | 53,183                                |
| TOTAL   | \$ 11,573,922                   | \$ 12,589,320                    | \$ 1,015,398                          |
| Revenue   | \$ 3,618,685                    | \$ 3,838,416                     | \$ 219,731                            |
| Staff Years   | 263.50                          | 278.50                           | 15.00                                 |
| <br>  |                                 |                                  |                                       |
| <u>Treasurer-Tax Collector</u>                        |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 2,492,392                    | \$ 2,609,408                     | \$ 117,016                            |
| Services & Supplies                                   | 730,001                         | 992,867                          | 262,866                               |
| Other Charges   | 9,600                           | 0                                | (9,600)                               |
| Fixed Assets  | 41,600                          | 11,400                           | (30,200)                              |
| TOTAL   | \$ 3,273,593                    | \$ 3,613,675                     | \$ 340,082                            |
| Revenue   | \$ 1,203,100                    | \$ 1,562,770                     | \$ 359,670                            |
| Staff Years   | 100.30                          | 103.26                           | 2.96                                  |
| <br>  |                                 |                                  |                                       |
| <u>TOTAL FISCAL AND PUBLIC PROTECTION SERVICES</u>    |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 168,724,617                  | \$ 178,512,560                   | \$ 9,787,943                          |
| Services & Supplies                                   | 27,003,814                      | 29,312,800                       | 2,308,986                             |
| Other Charges   | 215,276                         | 483,802                          | 268,526                               |
| Fixed Assets  | 1,068,548                       | 1,067,169                        | (1,379)                               |
| Vehicle/Comm. Equip.                                  | 561,174                         | 373,326                          | (187,848)                             |
| TOTAL   | \$ 197,573,429                  | \$ 209,749,657                   | \$ 12,176,228                         |
| Revenue   | 46,564,221                      | \$ 52,005,660                    | \$ 5,441,439                          |
| TOTAL STAFF YEARS                                     | 4,884.21                        | 5,048.92                         | 164.71                                |

|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>HEALTH AND SOCIAL SERVICES</u>         |                                 |                                  |                                       |
| <u>Department of Health Services</u>      |                                 |                                  |                                       |
| Salaries & Benefits                       | \$ 55,917,546                   | \$ 61,610,928                    | \$ 5,693,382                          |
| Services & Supplies                       | 63,186,340                      | 68,300,432                       | 5,114,092                             |
| Other Charges                             | 12,200,154                      | 12,460,144                       | 259,990                               |
| Fixed Assets                              | 1,002,131                       | 576,475                          | (425,656)                             |
| TOTAL                                     | <u>\$ 132,306,171</u>           | <u>\$ 142,947,979</u>            | <u>\$ 10,641,808</u>                  |
| Revenue                                   | \$ 115,246,326                  | \$ 122,061,552                   | \$ 6,815,226                          |
| Staff Years                               | 1,829.83                        | 1,989.89                         | 160.06                                |
| <u>Department of Social Services</u>      |                                 |                                  |                                       |
| Salaries & Benefits                       | \$ 62,146,859                   | \$ 66,914,309                    | \$ 4,767,450                          |
| Services & Supplies                       | 19,890,932                      | 21,041,436                       | 1,150,504                             |
| Other Charges                             | 259,313,066                     | 287,129,067                      | 27,816,001                            |
| Fixed Assets                              | 789,862                         | 260,425                          | (529,437)                             |
| TOTAL                                     | <u>\$ 342,140,719</u>           | <u>\$ 375,345,237</u>            | <u>\$ 33,204,518</u>                  |
| Revenue                                   | \$ 312,697,659                  | \$ 339,517,063                   | \$ 26,819,404                         |
| Staff Years                               | 2,240.25                        | 2,336.50                         | 96.25                                 |
| <u>Area Agency on Aging</u>               |                                 |                                  |                                       |
| Salaries & Benefits                       | \$ 2,072,001                    | \$ 2,331,462                     | \$ 259,461                            |
| Services & Supplies                       | 6,629,168                       | 6,207,684                        | (421,484)                             |
| Other Charges                             | 0                               | 6,000                            | 6,000                                 |
| Fixed Assets                              | 0                               | 4,875                            | 4,875                                 |
| TOTAL                                     | <u>\$ 8,701,169</u>             | <u>\$ 8,550,021</u>              | <u>\$ (151,148)</u>                   |
| Revenue                                   | \$ 8,383,343                    | \$ 7,833,762                     | \$ (549,581)                          |
| Staff Years                               | 66.00                           | 68.00                            | 2.00                                  |
| <u>TOTAL HEALTH AND SOCIAL SERVICES</u>   |                                 |                                  |                                       |
| Salaries & Benefits                       | \$ 120,136,406                  | \$ 130,856,699                   | \$ 10,720,293                         |
| Services & Supplies                       | 89,706,440                      | 95,549,552                       | 5,843,112                             |
| Other Charges                             | 271,513,220                     | 299,595,211                      | 28,081,991                            |
| Fixed Assets                              | 1,791,993                       | 841,775                          | (950,218)                             |
| TOTAL                                     | <u>\$ 483,148,059</u>           | <u>\$ 526,843,237</u>            | <u>\$ 43,695,178</u>                  |
| Revenue                                   | \$ 436,327,328                  | \$ 469,412,377                   | \$ 33,085,049                         |
| Staff Years                               | 4,136.08                        | 4,394.39                         | 258.31                                |
| <u>COMMUNITY SERVICES - GENERAL FUND</u>  |                                 |                                  |                                       |
| <u>Agriculture/Weights &amp; Measures</u> |                                 |                                  |                                       |
| Salaries & Benefits                       | \$ 2,902,513                    | \$ 3,128,982                     | \$ 226,469                            |
| Services & Supplies                       | 379,829                         | 403,539                          | 23,710                                |
| Fixed Assets                              | 11,575                          | 11,000                           | (575)                                 |
| TOTAL                                     | <u>\$ 3,293,917</u>             | <u>\$ 3,543,521</u>              | <u>\$ 249,604</u>                     |
| Revenue                                   | \$ 1,518,288                    | \$ 1,580,750                     | \$ 62,462                             |
| Staff Years                               | 95.00                           | 101.00                           | 6.00                                  |



|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>COMMUNITY SERVICES - GENERAL FUND (cont'd)</u> |                                 |                                  |                                       |
| <u>Air Pollution Control</u>                      |                                 |                                  |                                       |
| Operating Transfers                               | \$ 810,552                      | \$ 810,552                       | \$ 0                                  |
| TOTAL   | \$ 810,552                      | \$ 810,552                       | \$ 0                                  |
| Revenue   | \$ 0                            | \$ 0                             | \$ 0                                  |
| Staff Years                                       | 0.00                            | 0.00                             | 0.00                                  |
| <u>Animal Control</u>                             |                                 |                                  |                                       |
| Salaries & Benefits                               | \$ 2,690,556                    | \$ 2,854,289                     | \$ 163,733                            |
| Services & Supplies                               | 182,615                         | 235,815                          | 53,200                                |
| Fixed Assets                                      | 0                               | 15,398                           | 15,398                                |
| TOTAL   | \$ 2,873,171                    | \$ 3,105,502                     | \$ 232,331                            |
| Revenue   | \$ 1,865,929                    | \$ 2,142,320                     | \$ 276,391                            |
| Staff Years                                       | 108.00                          | 113.75                           | 5.75                                  |
| <u>Coroner</u>                                    |                                 |                                  |                                       |
| Salaries & Benefits                               | \$ 1,983,212                    | \$ 2,227,462                     | \$ 244,250                            |
| Services & Supplies                               | 282,300                         | 283,300                          | 1,000                                 |
| Fixed Assets                                      | 0                               | 48,400                           | \$ 48,400                             |
| TOTAL   | \$ 2,265,512                    | \$ 2,559,162                     | \$ 293,650                            |
| Revenue   | \$ 184,000                      | \$ 195,000                       | \$ 11,000                             |
| Staff Years                                       | 46.00                           | 54.00                            | 8.00                                  |
| <u>Farm Advisor</u>                               |                                 |                                  |                                       |
| Salaries & Benefits                               | \$ 197,074                      | \$ 200,475                       | \$ 3,401                              |
| Services & Supplies                               | 20,148                          | 20,148                           | 0                                     |
| Fixed Assets                                      | 0                               | 2,100                            | \$ 2,100                              |
| TOTAL   | \$ 217,222                      | \$ 222,723                       | \$ 5,501                              |
| Revenue   | \$ 0                            | \$ 0                             | \$ 0                                  |
| Staff Years                                       | 9.00                            | 9.00                             | 0.00                                  |
| <u>Housing &amp; Community Development</u>        |                                 |                                  |                                       |
| Salaries & Benefits                               | \$ 2,282,247                    | \$ 2,308,029                     | \$ 25,782                             |
| Services & Supplies                               | 7,356,101                       | 5,619,533                        | (1,736,568)                           |
| Other Charges                                     | 2,314,895                       | 2,268,560                        | (46,335)                              |
| TOTAL   | \$ 11,953,243                   | \$ 10,196,122                    | \$ (1,757,121)                        |
| Revenue   | \$ 12,353,197                   | \$ 10,568,939                    | \$ (1,784,258)                        |
| Staff Years                                       | 72.00                           | 70.00                            | (2.00)                                |
| <u>Parks &amp; Recreation</u>                     |                                 |                                  |                                       |
| Salaries & Benefits                               | \$ 3,544,417                    | \$ 3,789,745                     | \$ 245,328                            |
| Services & Supplies                               | 473,352                         | 469,977                          | (3,375)                               |
| Other Charges                                     | 350,000                         | 363,790                          | 13,790                                |
| Fixed Assets                                      | 48,379                          | 48,600                           | 221                                   |
| Operating Transfers                               | 0                               | 0                                | 0                                     |
| TOTAL   | \$ 4,416,148                    | \$ 4,672,112                     | \$ 255,964                            |
| Revenue   | \$ 2,025,192                    | \$ 2,117,107                     | \$ 91,915                             |
| Staff Years                                       | 121.90                          | 125.00                           | 3.10                                  |

|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>COMMUNITY SERVICES - GENERAL FUND (cont'd)</u> |                                 |                                  |                                       |
| <u>Planning &amp; Land Use</u>                    |                                 |                                  |                                       |
| Salaries & Benefits                               | \$ 7,097,924                    | \$ 7,778,914                     | \$ 680,990                            |
| Services & Supplies                               | 1,202,934                       | 1,562,250                        | 359,316                               |
| Other Charges                                     | 18,900                          | 18,900                           | 0                                     |
| Fixed Assets                                      | 22,500                          | 63,711                           | 41,211                                |
| Vehicles/Communications Equipment                 | <u>34,800</u>                   | <u>44,840</u>                    | <u>10,040</u>                         |
| TOTAL   | \$ 8,377,058                    | \$ 9,468,615                     | \$ 1,091,557                          |
| Revenue   | \$ 6,685,000                    | \$ 7,835,000                     | \$ 1,150,000                          |
| Staff Years                                       | 189.10                          | 206.50                           | 17.40                                 |
| <u>Public Administrator</u>                       |                                 |                                  |                                       |
| Salaries & Benefits                               | \$ 1,209,444                    | \$ 1,267,418                     | \$ 57,974                             |
| Services & Supplies                               | 28,975                          | 50,800                           | 21,825                                |
| Other Charges                                     | 40,000                          | 200,900                          | 160,900                               |
| Fixed Assets                                      | 14,695                          | 0                                | (14,695)                              |
| Vehicles/Communication Equipment                  | <u>9,500</u>                    | <u>0</u>                         | <u>(9,500)</u>                        |
| TOTAL   | \$ 1,302,614                    | \$ 1,519,118                     | \$ 216,504                            |
| Revenue   | \$ 1,246,933                    | \$ 1,504,932                     | \$ 257,999                            |
| Staff Years                                       | 41.25                           | 43.25                            | 2.00                                  |
| <u>Public Works - General Fund</u>                |                                 |                                  |                                       |
| Services & Supplies                               | \$ 2,252,311                    | \$ 1,362,091                     | \$ (890,220)                          |
| Fixed Assets                                      | <u>950</u>                      | <u>19,300</u>                    | <u>18,350</u>                         |
| TOTAL   | \$ 2,253,261                    | \$ 1,381,391                     | \$ (871,870)                          |
| Revenue   | \$ 1,360,831                    | \$ 529,661                       | \$ (831,170)                          |
| Staff Years                                       | 0.00                            | 0.00                             | 0.00                                  |
| <u>Registrar of Voters</u>                        |                                 |                                  |                                       |
| Salaries & Benefits                               | \$ 1,838,035                    | \$ 1,758,118                     | \$ (79,917)                           |
| Services & Supplies                               | 2,876,084                       | 1,735,207                        | (1,140,877)                           |
| Other Charges                                     | 88,600                          | 100,164                          | 11,564                                |
| Fixed Assets                                      | 10,100                          | 23,000                           | 12,900                                |
| Vehicles/Communication Equipment                  | <u>600</u>                      | <u>0</u>                         | <u>(600)</u>                          |
| TOTAL   | \$ 4,813,419                    | \$ 3,616,489                     | \$ (1,196,930)                        |
| Revenue   | \$ 1,885,550                    | 724,940                          | (1,160,610)                           |
| Staff Years                                       | 90.10                           | 85.00                            | (5.10)                                |
| <u>COMMUNITY SERVICES - SPECIAL FUNDS</u>         |                                 |                                  |                                       |
| <u>Cable Television</u>                           |                                 |                                  |                                       |
| Salaries & Benefits                               | \$ 108,321                      | \$ 116,926                       | \$ 8,605                              |
| Services & Supplies                               | 224,600                         | 198,750                          | (25,850)                              |
| Other Charges                                     | 345,019                         | 140,940                          | (204,079)                             |
| Fixed Assets                                      | 0                               | 460,000                          | 460,000                               |
| Operating Transfers                               | <u>439,200</u>                  | <u>321,535</u>                   | <u>(117,665)</u>                      |
| TOTAL   | \$ 1,117,140                    | \$ 1,238,151                     | \$ 121,011                            |
| Revenue   | \$ 270,921                      | \$ 423,000                       | \$ 152,079                            |
| Fund Balance                                      | 846,219                         | 815,151                          | (31,068)                              |
| Staff Years                                       | 3.00                            | 3.00                             | 0.00                                  |

|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>COMMUNITY SERVICES - SPECIAL FUNDS (continued)</u> |                                 |                                  |                                       |
| <u>Fish and Game Commission</u>                       |                                 |                                  |                                       |
| Services & Supplies                                   | \$ 31,100                       | \$ 3,000                         | \$ (28,100)                           |
| Other Charges   | 0                               | 27,000                           | 27,000                                |
| TOTAL   | <u>\$ 31,100</u>                | <u>\$ 30,000</u>                 | <u>\$ (1,100)</u>                     |
| Revenue   | \$ 30,300                       | \$ 30,000                        | \$ (300)                              |
| Fund Balance  | 800                             | 0                                | (800)                                 |
| <br>  |                                 |                                  |                                       |
| <u>Grazing Lands</u>                                  |                                 |                                  |                                       |
| Other Charges   | \$ 101,000                      | \$ 101,000                       | \$ 0                                  |
| TOTAL   | <u>\$ 101,000</u>               | <u>\$ 101,000</u>                | <u>\$ 0</u>                           |
| Revenue   | \$ 13,000                       | \$ 13,000                        | \$ 0                                  |
| Fund Balance  | 88,000                          | 88,000                           | 0                                     |
| <br>  |                                 |                                  |                                       |
| <u>Library</u>  |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 4,287,205                    | \$ 4,478,694                     | \$ 191,489                            |
| Services & Supplies                                   | 3,020,728                       | 3,663,503                        | 642,775                               |
| Other Charges   | 63,000                          | 68,460                           | 5,460                                 |
| Fixed Assets  | 49,010                          | 28,942                           | (20,068)                              |
| Operating Transfers                                   | 15,000                          | 32,800                           | 17,800                                |
| TOTAL   | <u>\$ 7,434,943</u>             | <u>\$ 8,272,399</u>              | <u>\$ 837,456</u>                     |
| Revenue   | \$ 6,775,786                    | \$ 7,825,574                     | \$ 1,049,788                          |
| Fund Balance  | 659,157                         | 446,825                          | (212,332)                             |
| Staff Years   | 189.25                          | 197.58                           | 8.33                                  |
| <br>  |                                 |                                  |                                       |
| <u>Library - Contingency Reserve</u>                  |                                 |                                  |                                       |
| Revenue   | \$ 1,460,373                    | \$ 1,230,000                     | \$ (230,373)                          |
|   | 1,460,373                       | 1,230,000                        | (230,373)                             |
| <br>  |                                 |                                  |                                       |
| <u>Park Land Dedication - Local Park Development</u>  |                                 |                                  |                                       |
| Other Charges   | \$ 3,177,167                    | \$ 4,279,581                     | \$ 1,102,414                          |
| Operating Transfers                                   | 519,500                         | 869,000                          | 349,500                               |
| TOTAL   | <u>\$ 3,696,667</u>             | <u>\$ 5,148,581</u>              | <u>\$ 1,451,914</u>                   |
| Revenue   | \$ 902,949                      | \$ 1,278,037                     | \$ 375,088                            |
| Fund Balance  | 2,793,718                       | 3,870,544                        | 1,076,826                             |
| <br>  |                                 |                                  |                                       |
| <u>Public Works - Road Fund</u>                       |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 21,558,166                   | \$ 21,674,975                    | \$ 116,809                            |
| Services & Supplies                                   | 21,965,565                      | 31,417,919                       | 9,452,354                             |
| Other Charges   | 1,764,195                       | 1,736,695                        | (27,500)                              |
| Fixed Assets  | 250,760                         | 68,227                           | (182,533)                             |
| Operating Transfers                                   | 166,814                         | 119,202                          | (47,612)                              |
| TOTAL   | <u>\$ 45,705,500</u>            | <u>\$ 55,017,018</u>             | <u>\$ 9,311,518</u>                   |
| Revenue   | 42,717,046                      | \$ 50,332,329                    | \$ 7,615,283                          |
| Fund Balance  | 2,988,454                       | 4,684,689                        | 1,696,235                             |
| Staff Years   | 557.75                          | 558.25                           | 0.50                                  |

|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>COMMUNITY SERVICES - SPECIAL FUNDS (continued)</u> |                                 |                                  |                                       |
| <u>Special Aviation</u>                               |                                 |                                  |                                       |
| Services & Supplies                                   | \$ 861,370                      | \$ 201,947                       | \$ (659,423)                          |
| Operating Transfers                                   | 0                               | 120,635                          | 120,635                               |
| TOTAL   | \$ 861,370                      | \$ 322,582                       | \$ (538,788)                          |
| Revenue   | \$ 716,283                      | \$ 188,415                       | \$ (527,868)                          |
| Fund Balance  | 145,087                         | 134,167                          | (10,920)                              |
| <br>  |                                 |                                  |                                       |
| <u>Survey Monument Preservation</u>                   |                                 |                                  |                                       |
| Services & Supplies                                   | \$ 95,737                       | \$ 116,018                       | \$ 20,281                             |
| Operating Transfers                                   | 143,722                         | 124,021                          | (19,701)                              |
| TOTAL   | \$ 239,459                      | \$ 240,039                       | \$ 580                                |
| Revenue   | \$ 120,000                      | \$ 120,000                       | \$ 0                                  |
| Fund Balance  | 119,459                         | 120,039                          | 580                                   |
| <br>  |                                 |                                  |                                       |
| <u>TOTAL COMMUNITY SERVICES</u>                       |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 49,699,114                   | \$ 51,584,027                    | \$ 1,884,913                          |
| Services & Supplies                                   | 41,253,749                      | 47,343,797                       | 6,090,048                             |
| Other Charges   | 8,262,776                       | 9,305,990                        | 1,043,214                             |
| Fixed Assets  | 407,969                         | 788,678                          | 380,709                               |
| Vehicles/Communications Equipment                     | 44,900                          | 44,840                           | (60)                                  |
| Contingency Reserve (Library)                         | 1,460,373                       | 1,230,000                        | (230,373)                             |
| Operating Transfers                                   | 2,094,788                       | 2,397,745                        | 302,957                               |
| TOTAL   | \$ 103,223,669                  | \$ 112,695,077                   | \$ 9,471,408                          |
| Revenue   | \$ 82,131,578                   | 88,639,004                       | 6,507,426                             |
| Fund Balance  | 7,640,894                       | 10,159,415                       | 2,518,521                             |
| Staff Years   | 1,522.35                        | 1,566.33                         | 43.98                                 |
| <br>  |                                 |                                  |                                       |
| <u>GENERAL GOVERNMENT AND SUPPORT SERVICES</u>        |                                 |                                  |                                       |
| <u>Auditor &amp; Controller</u>                       |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 5,574,824                    | \$ 5,935,815                     | \$ 360,991                            |
| Services & Supplies                                   | 230,405                         | 249,878                          | 19,473                                |
| Other Charges   | 37,800                          | 10,146                           | (27,654)                              |
| Fixed Assets  | 34,300                          | 89,066                           | 54,766                                |
| TOTAL   | \$ 5,877,329                    | \$ 6,284,905                     | \$ 407,576                            |
| Revenue   | \$ 1,105,495                    | \$ 1,282,498                     | \$ 177,003                            |
| Staff Years   | 183.50                          | 189.00                           | 5.50                                  |
| <br>  |                                 |                                  |                                       |
| <u>Board of Supervisors</u>                           |                                 |                                  |                                       |
| <u>- District 1</u>                                   |                                 |                                  |                                       |
| Salaries & Benefits                                   | \$ 337,897                      | \$ 321,776                       | \$ (16,121)                           |
| Services & Supplies                                   | 12,170                          | 12,170                           | 0                                     |
| TOTAL   | \$ 350,067                      | \$ 333,946                       | \$ (16,121)                           |
| Staff Years   | 9.00                            | 8.50                             | (0.50)                                |

|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>GENERAL GOVERNMENT AND SUPPORT SERVICES (cont'd)</u> |                                 |                                  |                                       |
| <u>Board of Supervisors (cont'd)</u>                    |                                 |                                  |                                       |
| - District 2  |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 374,411                      | \$ 387,673                       | \$ 13,262                             |
| Services & Supplies                                     | 11,055                          | 11,055                           | 0                                     |
| TOTAL   | <u>\$ 385,466</u>               | <u>\$ 398,728</u>                | <u>\$ 13,262</u>                      |
| Staff Years   | 10.67                           | 10.67                            | 0.00                                  |
| - District 3  |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 363,596                      | \$ 370,449                       | \$ 6,853                              |
| Services & Supplies                                     | 12,500                          | 10,000                           | (2,500)                               |
| TOTAL   | <u>\$ 376,096</u>               | <u>\$ 380,449</u>                | <u>\$ 4,353</u>                       |
| Staff Years   | 10.50                           | 10.50                            | 0.00                                  |
| - District 4  |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 357,106                      | \$ 360,009                       | \$ 2,903                              |
| Services & Supplies                                     | 17,000                          | 21,050                           | 4,050                                 |
| Other Charges   | 3,765                           | 0                                | (3,765)                               |
| TOTAL   | <u>\$ 377,871</u>               | <u>\$ 381,059</u>                | <u>\$ 3,188</u>                       |
| Staff Years   | 10.00                           | 10.00                            | 0.00                                  |
| - District 5  |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 371,338                      | \$ 382,054                       | \$ 10,716                             |
| Services & Supplies                                     | 12,440                          | 13,440                           | 1,000                                 |
| TOTAL   | <u>\$ 383,778</u>               | <u>\$ 395,494</u>                | <u>\$ 11,716</u>                      |
| Staff Years   | 10.00                           | 10.00                            | 0.00                                  |
| - General Office  |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 74,050                       | \$ 74,201                        | \$ 151                                |
| Services & Supplies                                     | 15,630                          | 15,630                           | 0                                     |
| Fixed Assets  | 0                               | 13,000                           | 13,000                                |
| TOTAL   | <u>\$ 89,680</u>                | <u>\$ 102,831</u>                | <u>\$ 13,151</u>                      |
| Staff Years   | 3.00                            | 3.00                             | 0.00                                  |
| <u>Chief Administrative Officer</u>                     |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 5,138,885                    | \$ 5,455,966                     | \$ 317,081                            |
| Services & Supplies                                     | 1,702,579                       | 2,136,354                        | 433,775                               |
| Other Charges   | 65,600                          | 1,011,055                        | 945,455                               |
| Fixed Assets  | 138,400                         | 36,160                           | (102,240)                             |
| TOTAL   | <u>\$ 7,045,464</u>             | <u>\$ 8,639,535</u>              | <u>\$ 1,594,071</u>                   |
| Revenue   | \$ 1,249,901                    | \$ 1,480,028                     | \$ 230,127                            |
| Staff Years   | 118.10                          | 122.25                           | 4.15                                  |
| <u>Civil Service Commission</u>                         |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 191,495                      | \$ 219,306                       | \$ 27,811                             |
| Services & Supplies                                     | 9,744                           | 8,644                            | (1,100)                               |
| Fixed Assets  | 0                               | 1,100                            | 1,100                                 |
| TOTAL   | <u>\$ 201,239</u>               | <u>\$ 229,050</u>                | <u>\$ 27,811</u>                      |
| Revenue   | \$ 23,242                       | \$ 23,510                        | \$ 268                                |
| Staff Years   | 4.00                            | 4.50                             | 0.50                                  |

|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>GENERAL GOVERNMENT AND SUPPORT SERVICES (cont'd)</u> |                                 |                                  |                                       |
| <u>Clerk of the Board</u>                               |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 1,195,092                    | \$ 1,196,572                     | \$ 1,480                              |
| Services & Supplies                                     | 112,925                         | 107,454                          | (5,471)                               |
| Other Charges   | 14,550                          | 13,327                           | (1,223)                               |
| Fixed Assets  | 16,500                          | 10,000                           | (6,500)                               |
| TOTAL   | <u>\$ 1,339,067</u>             | <u>\$ 1,327,353</u>              | <u>\$ (11,714)</u>                    |
| Revenue   | \$ 100,000                      | \$ 90,000                        | \$ (10,000)                           |
| Staff Years   | 43.20                           | 41.70                            | (1.50)                                |
| <u>County Counsel</u>                                   |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 3,126,760                    | \$ 3,406,680                     | \$ 279,920                            |
| Services & Supplies                                     | 1,253,400                       | 1,391,550                        | 138,150                               |
| Other Charges   | 7,000                           | 0                                | (7,000)                               |
| Fixed Assets  | 16,000                          | 15,700                           | (300)                                 |
| TOTAL   | <u>\$ 4,403,160</u>             | <u>\$ 4,813,930</u>              | <u>\$ 410,770</u>                     |
| Revenue   | \$ 957,449                      | \$ 1,364,924                     | \$ 407,475                            |
| Staff Years   | 66.75                           | 78.00                            | 11.25                                 |
| <u>EDP Services</u>                                     |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 8,018,675                    | \$ 8,342,940                     | \$ 324,265                            |
| Services & Supplies                                     | 2,253,637                       | 2,393,793                        | 140,156                               |
| Other Charges   | 1,448,021                       | 698,628                          | (749,393)                             |
| Fixed Assets  | 79,685                          | 649,203                          | 569,518                               |
| TOTAL   | <u>\$ 11,800,018</u>            | <u>\$ 12,084,564</u>             | <u>\$ 284,546</u>                     |
| Revenue   | \$ 322,600                      | \$ 443,483                       | \$ 120,883                            |
| Staff Years   | 230.00                          | 230.50                           | 0.50                                  |
| <u>General Services</u>                                 |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 15,003,462                   | \$ 15,864,333                    | \$ 860,871                            |
| Services & Supplies                                     | 11,467,888                      | 12,354,098                       | 886,210                               |
| Other Charges   | 4,600                           | 116,923                          | 112,323                               |
| Fixed Assets  | 131,765                         | 245,600                          | 113,835                               |
| Vehicles/Communications Equipment                       | 0                               | 12,815                           | 12,815                                |
| Reimbursements  | (1,461,778)                     | (1,849,704)                      | (387,926)                             |
| TOTAL   | <u>\$ 25,145,937</u>            | <u>\$ 26,744,065</u>             | <u>\$ 1,598,128</u>                   |
| Revenue   | \$ 4,790,984                    | \$ 4,067,765                     | \$ (723,219)                          |
| Staff Years   | 525.50                          | 529.50                           | 4.00                                  |
| <u>Lease Purchase - Non Profit Corporation</u>          |                                 |                                  |                                       |
| Other Charges   | \$ 2,440,747                    | \$ 2,193,000                     | \$ (247,747)                          |
| Reimbursement   | (340,747)                       | (313,464)                        | 27,283                                |
| TOTAL   | <u>\$ 2,100,000</u>             | <u>\$ 1,879,536</u>              | <u>\$ (220,464)</u>                   |

|   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---|---------------------------------|----------------------------------|---------------------------------------|
| <u>GENERAL GOVERNMENT AND SUPPORT SERVICES (Cont'd)</u> |                                 |                                  |                                       |
| <u>Equipment Acquisition</u>                            |                                 |                                  |                                       |
| Equipment Lease Purchases                               | \$ 2,112,700                    | \$ 5,077,315                     | \$ 2,964,615                          |
| Fixed Assets  | 85,000                          | 1,164,130                        | 1,079,130                             |
| TOTAL   | <u>\$ 2,197,700</u>             | <u>\$ 6,241,445</u>              | <u>\$ 4,043,745</u>                   |
| Revenue   | \$ 312,450                      | 246,141                          | (66,309)                              |
| <br>  |                                 |                                  |                                       |
| <u>Property Management (Major Maintenance only)</u>     |                                 |                                  |                                       |
| Services & Supplies                                     | \$ 2,610,287                    | \$ 4,849,421                     | \$ 2,239,134                          |
| TOTAL   | <u>\$ 2,610,287</u>             | <u>\$ 4,849,421</u>              | <u>\$ 2,239,134</u>                   |
| Revenue   | \$ 1,725,462                    | \$ 2,477,230                     | \$ 751,768                            |
| <br>  |                                 |                                  |                                       |
| <u>LAFCo</u>  |                                 |                                  |                                       |
| Other Charges   | \$ 363,544                      | \$ 365,114                       | \$ 1,570                              |
| TOTAL   | <u>\$ 363,544</u>               | <u>\$ 365,114</u>                | <u>\$ 1,570</u>                       |
| Revenue   | \$ 98,875                       | 90,000                           | \$ (8,875)                            |
| Staff Years   | 8.35                            | 8.35                             | 0                                     |
| <br>  |                                 |                                  |                                       |
| <u>Office of Employee Services</u>                      |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 7,227,728                    | \$ 7,541,535                     | \$ 313,807                            |
| Services & Supplies                                     | 1,736,718                       | 1,673,715                        | (63,003)                              |
| Other Charges   | 83,967                          | 22,100                           | (61,867)                              |
| Fixed Assets  | 36,750                          | 1,100                            | (35,650)                              |
| Reimbursements  | (4,819,365)                     | (5,048,115)                      | (228,750)                             |
| TOTAL   | <u>\$ 4,265,798</u>             | <u>\$ 4,190,335</u>              | <u>\$ (75,463)</u>                    |
| Revenue   | \$ 1,003,984                    | 937,087                          | \$ (66,897)                           |
| Staff Years   | 92.03                           | 94.83                            | 2.80                                  |
| <br>  |                                 |                                  |                                       |
| <u>Equal Opportunity Management</u>                     |                                 |                                  |                                       |
| Salaries & Benefits                                     | \$ 300,451                      | \$ 302,341                       | \$ 1,890                              |
| Services & Supplies                                     | 24,966                          | 10,966                           | (14,000)                              |
| TOTAL   | <u>\$ 325,417</u>               | <u>\$ 313,307</u>                | <u>\$ (12,110)</u>                    |
| Revenue   | \$ 44,084                       | \$ 45,947                        | \$ 1,863                              |
| Staff Years   | 7.75                            | 8.00                             | .25                                   |
| <br>  |                                 |                                  |                                       |
| <u>Public Services Utilities</u>                        |                                 |                                  |                                       |
| Services and Supplies                                   | \$ 16,357,678                   | \$ 17,963,421                    | \$ 1,605,743                          |
| Reimbursements  | (1,111,169)                     | (1,122,704)                      | (11,535)                              |
| Operating Transfers                                     | 1,177,322                       | 1,177,322                        | 0                                     |
| TOTAL   | <u>\$ 16,423,831</u>            | <u>\$ 18,018,039</u>             | <u>\$ 1,594,208</u>                   |
| Revenue   | \$ 436,557                      | \$ 349,646                       | \$ (86,911)                           |

|  | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|--|---------------------------------|----------------------------------|---------------------------------------|
| <u>GENERAL GOVERNMENT AND SUPPORT SERVICES (Continued)</u> |                                 |                                  |                                       |
| <u>Purchasing</u>  |                                 |                                  |                                       |
| Salaries & Benefits  | \$ 1,452,862                    | \$ 1,474,955                     | \$ 22,093                             |
| Services & Supplies  | 72,450                          | 83,950                           | 11,500                                |
| Fixed Assets   | 7,300                           | 13,550                           | 6,250                                 |
| TOTAL  | <u>\$ 1,532,612</u>             | <u>\$ 1,572,455</u>              | <u>\$ 39,843</u>                      |
| Revenue  | \$ 343,903                      | 318,324                          | \$ (25,579)                           |
| Staff Years  | 53.50                           | 54.00                            | .50                                   |
| <u>Revenue &amp; Recovery</u>                              |                                 |                                  |                                       |
| Salaries & Benefits  | \$ 6,160,392                    | \$ 6,427,878                     | \$ 267,486                            |
| Services & Supplies  | 173,753                         | 171,637                          | (2,116)                               |
| Other Charges  | 0                               | 25,554                           | 25,554                                |
| Fixed Assets   | 24,025                          | 14,400                           | (9,625)                               |
| TOTAL  | <u>\$ 6,358,170</u>             | <u>\$ 6,639,469</u>              | <u>\$ 281,299</u>                     |
| Revenue  | \$ 91,500                       | 105,000                          | \$ 13,500                             |
| Staff Years  | 249.75                          | 261.50                           | 11.75                                 |
| <u>CAO - Community Enhancement</u>                         |                                 |                                  |                                       |
| TOTAL (Other Charges)                                      | \$ 1,155,700                    | \$ 1,272,000                     | \$ 116,300                            |
| <u>General Fund Contribution to COF</u>                    |                                 |                                  |                                       |
| Operating Transfers  | <u>\$ 13,464,712</u>            | <u>\$ 14,604,434</u>             | <u>\$ 1,139,722</u>                   |
| TOTAL  | <u>\$ 13,464,712</u>            | <u>\$ 14,604,434</u>             | <u>\$ 1,139,722</u>                   |
| <u>TOTAL GENERAL GOVERNMENT AND SUPPORT SERVICES</u>       |                                 |                                  |                                       |
| Salaries & Benefits  | \$ 55,269,024                   | \$ 58,064,483                    | \$ 2,795,459                          |
| Services & Supplies  | 38,087,225                      | 43,478,226                       | 5,391,001                             |
| Other Charges  | 7,737,994                       | 10,805,162                       | 3,067,168                             |
| Fixed Assets   | 569,725                         | 2,253,009                        | 1,683,284                             |
| Vehicle/Comm. Equip.                                       | 0                               | 12,815                           | 12,815                                |
| Reimbursements   | (7,733,059)                     | (8,333,987)                      | (600,928)                             |
| Operating Transfers  | 14,642,034                      | 15,781,756                       | 1,139,722                             |
| TOTAL  | <u>\$ 108,572,943</u>           | <u>\$ 122,061,464</u>            | <u>\$13,488,521</u>                   |
| Revenue  | \$ 12,606,486                   | \$ 13,321,583                    | \$ 715,097                            |
| Staff Years  | 1,635.60                        | 1,674.80                         | 39.20                                 |
| <u>MISCELLANEOUS - GENERAL FUND</u>                        |                                 |                                  |                                       |
| <u>Contingency Reserve</u>                                 |                                 |                                  |                                       |
| TOTAL  | \$ 7,884,215                    | \$ 20,010,770                    | \$12,126,555                          |
| <u>Salary Settlement Adjustment - General Fund</u>         |                                 |                                  |                                       |
| Reimbursements   | <u>\$ (1,257,656)</u>           | <u>\$ 0</u>                      | <u>\$ 1,257,656</u>                   |
| TOTAL  | <u>\$ (1,257,656)</u>           | <u>\$ 0</u>                      | <u>\$ 1,257,656</u>                   |
| Revenue  | (1,257,656)                     | \$ 0                             | \$ 1,257,656                          |



|   | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Increase/<br/>(Decrease)</u> |
|---|---------------------------|----------------------------|---------------------------------|
| <u>MISCELLANEOUS - SPECIAL FUNDS</u>                |                           |                            |                                 |
| <u>Debt Service</u>                                 |                           |                            |                                 |
| Services and Supplies                               | \$ 5,000                  | \$ 5,000                   | \$ 0                            |
| Other Charges                                       | <u>12,495,000</u>         | <u>\$ 10,795,000</u>       | <u>\$ (1,700,000)</u>           |
| TOTAL   | \$ 12,500,000             | \$ 10,800,000              | \$ (1,700,000)                  |
| <u>Capital Outlay Fund</u>                          |                           |                            |                                 |
| Lease Purchases                                     | \$ 14,018,475             | \$ 14,887,000              | \$ 868,525                      |
| Capital & Land (Fixed Assets)                       | 9,395,607                 | 9,343,473                  | (52,134)                        |
| Reimbursements                                      | <u>(228,325)</u>          | <u>(215,568)</u>           | <u>12,757</u>                   |
| TOTAL   | \$ 23,185,757             | \$ 24,014,905              | \$ 829,148                      |
| Revenue   | \$ 22,585,757             | \$ 24,014,905              | \$ 1,429,148                    |
| COF Fund Balance                                    | 600,000                   | 0                          | (600,000)                       |
| <u>Total Federal Revenue Sharing</u>                |                           |                            |                                 |
| Operating Transfer                                  | \$ 3,000,000              | \$ 2,000,000               | \$ (1,000,000)                  |
| TOTAL   | \$ 3,000,000              | \$ 2,000,000               | \$ (1,000,000)                  |
| Revenue   | \$ 3,000,000              | \$ 2,000,000               | \$ (1,000,000)                  |
| <u>Investment - Deferred Compensation</u>           |                           |                            |                                 |
| Other Charges                                       | \$ 900,000                | \$ 900,000                 | \$ 0                            |
| TOTAL   | \$ 900,000                | \$ 900,000                 | \$ 0                            |
| Revenue   | \$ 900,000                | \$ 900,000                 | \$ 0                            |
| <u>Edgemoor Development Fund</u>                    |                           |                            |                                 |
| Operating Transfers                                 | \$ 45,395                 | \$ 120,200                 | \$ 74,805                       |
| TOTAL   | \$ 45,395                 | \$ 120,200                 | \$ 74,805                       |
| Revenue   | \$ 0                      | \$ 70,700                  | \$ 70,700                       |
| Fund Balance  | \$ 45,395                 | \$ 49,500                  | \$ 4,105                        |
| <u>CAC Development Fund</u>                         |                           |                            |                                 |
| Operating Transfer                                  | \$ 150,000                | \$ 0                       | \$ (150,000)                    |
| TOTAL   | \$ 150,000                | \$ 0                       | \$ (150,000)                    |
| Revenue   | \$ 150,000                | \$ 0                       | \$ (150,000)                    |
| <u>County Health Complex</u>                        |                           |                            |                                 |
| Other Charges                                       | \$ 330,000                | \$ 1,400,000               | \$ 1,070,000                    |
| Fixed Assets  | <u>1,270,000</u>          | <u>0</u>                   | <u>(1,270,000)</u>              |
| TOTAL   | \$ 1,600,000              | \$ 1,400,000               | \$ (200,000)                    |
| Revenue   | \$ 1,600,000              | \$ 1,400,000               | \$ (200,000)                    |
| <u>Salary Settlement Adjustment - Special Funds</u> |                           |                            |                                 |
| Reimbursements                                      | \$ (60,237)               | \$ 0                       | \$ 60,237                       |
| TOTAL   | \$ (60,237)               | \$ 0                       | \$ 60,237                       |
| Revenue   | (60,237)                  | 0                          | 60,237                          |
| <u>Reserves/Designations</u>                        |                           |                            |                                 |
| Operating Transfers                                 | \$ 2,499,000              | \$ 140,000                 | \$ (2,359,000)                  |
| TOTAL   | \$ 2,499,000              | \$ 140,000                 | \$ (2,359,000)                  |
| Revenue   | \$ 2,000,000              | \$ 0                       | \$ (2,000,000)                  |

|                                   | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|-----------------------------------|---------------------------------|----------------------------------|---------------------------------------|
| <b><u>TOTAL MISCELLANEOUS</u></b> |                                 |                                  |                                       |
| Services & Supplies               | \$ 5,000                        | \$ 5,000                         | \$ 0                                  |
| Other Charges                     | 27,743,475                      | 27,982,000                       | 238,525                               |
| Fixed Assets                      | 10,665,607                      | 9,343,473                        | (1,322,134)                           |
| Reimbursements                    | (1,546,218)                     | (215,568)                        | 1,330,650                             |
| Contingency Reserves              | 7,884,215                       | 20,010,770                       | 12,126,555                            |
| Operating Transfers               | <u>5,694,395</u>                | <u>2,260,200</u>                 | <u>(3,434,195)</u>                    |
| TOTAL                             | \$ 50,446,474                   | \$ 59,385,875                    | \$ 8,939,401                          |
| Revenues                          | \$ 28,917,864                   | \$ 28,385,605                    | \$ (532,259)                          |
| Fund Balance                      | \$ 20,928,203                   | \$ 23,351,666                    | \$ 2,423,463                          |
| <br>                              |                                 |                                  |                                       |
| <b><u>TOTAL GENERAL FUND</u></b>  |                                 |                                  |                                       |
| Salaries & Benefits               | \$ 367,875,469                  | \$ 392,747,174                   | \$ 24,871,705                         |
| Services & Supplies               | 169,857,128                     | 180,088,238                      | 10,231,110                            |
| Other Charges                     | 294,773,885                     | 324,631,489                      | 29,857,604                            |
| Fixed Assets                      | 3,538,465                       | 4,393,462                        | 854,997                               |
| Vehicles/Communications Equipment | 606,074                         | 430,981                          | (175,093)                             |
| Reimbursements                    | (8,990,715)                     | (8,333,987)                      | 656,728                               |
| Contingency Reserves              | 7,884,215                       | 20,010,770                       | 12,126,555                            |
| Operating Transfers               | <u>17,951,586</u>               | <u>16,732,308</u>                | <u>(1,219,278)</u>                    |
| TOTAL                             | \$ 853,496,107                  | \$ 930,700,435                   | \$ 77,204,328                         |
| TOTAL PROGRAM REVENUE             | 525,365,299                     | 561,938,269                      | 36,572,970                            |
| TOTAL FUND BALANCE                | 20,282,808                      | 23,302,166                       | 3,019,358                             |
| TOTAL GENERAL REVENUE             | 307,848,000                     | 345,460,000                      | 37,612,000                            |
| TOTAL FUNDING                     | \$ 853,496,107                  | \$ 930,700,435                   | \$ 77,204,328                         |
| <br>                              |                                 |                                  |                                       |
| <b><u>TOTAL SPECIAL FUNDS</u></b> |                                 |                                  |                                       |
| Salaries & Benefits               | \$ 25,953,692                   | \$ 26,270,595                    | \$ 316,903                            |
| Services & Supplies               | 26,199,100                      | 35,601,137                       | 9,402,037                             |
| Other Charges                     | 20,698,856                      | 23,540,676                       | 2,841,820                             |
| Fixed Assets (Capital and Land)   | 10,965,377                      | 9,900,642                        | (1,064,735)                           |
| Reimbursements                    | (288,562)                       | (215,568)                        | 72,994                                |
| Contingency Reserves (Library)    | 1,460,373                       | 1,230,000                        | (230,373)                             |
| Operating Transfers               | <u>4,479,631</u>                | <u>3,707,393</u>                 | <u>(772,238)</u>                      |
| TOTAL                             | \$ 89,468,467                   | \$ 100,034,875                   | \$ 10,566,408                         |
| TOTAL PROGRAM REVENUE             | 81,182,178                      | 89,825,960                       | 8,643,782                             |
| TOTAL FUND BALANCE                | 8,286,289                       | 10,208,915                       | 1,922,626                             |
| TOTAL FUNDING                     | \$ 89,468,467                   | \$ 100,034,875                   | \$ 10,566,408                         |

|                                 | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|---------------------------------|---------------------------------|----------------------------------|---------------------------------------|
| <u>TOTAL COUNTY BUDGET</u>      |                                 |                                  |                                       |
| Salaries & Benefits             | \$ 393,829,161                  | \$ 419,017,769                   | \$ 25,188,608                         |
| Services & Supplies             | 196,056,228                     | 215,689,375                      | 19,633,147                            |
| Other Charges                   | 315,472,741                     | 348,172,165                      | 32,699,424                            |
| Fixed Assets (Capital and Land) | 14,503,842                      | 14,294,104                       | (209,738)                             |
| Vehicle/Comm. Equip.            | 606,074                         | 425,891                          | (180,183)                             |
| Reimbursements                  | (9,279,277)                     | (8,549,555)                      | 729,722                               |
| Contingency Reserves            | 9,344,588                       | 21,240,770                       | 11,896,182                            |
| Operating Transfers             | <u>22,431,217</u>               | <u>20,444,791</u>                | <u>(1,986,426)</u>                    |
| TOTAL                           | \$ 942,964,574                  | \$ 1,030,735,310                 | \$ 87,770,736                         |
| TOTAL PROGRAM REVENUE           | \$ 606,547,477                  | 651,764,229                      | 45,216,752                            |
| TOTAL FUND BALANCE              | 28,569,097                      | 33,511,081                       | 4,941,984                             |
| → TOTAL GENERAL REVENUE         | <u>307,848,000</u>              | <u>345,460,000</u>               | <u>37,612,000</u>                     |
| TOTAL FUNDING                   | \$ 942,964,574                  | \$ 1,030,735,310                 | \$ 87,770,736                         |
| <br>Total Staff Years           | <br>12,178.24                   | <br>12,684.44                    | <br>506.20                            |

COUNTY OF SAN DIEGO  
GENERAL REVENUES (In Thousands of \$)

|  | <u>1985-86</u><br><u>Adopted</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Increase/</u><br><u>(Decrease)</u> |
|--|----------------------------------|----------------------------------|---------------------------------------|
| <u>GENERAL REVENUES</u>                  |                                  |                                  |                                       |
| <u>Current Property Taxes</u>            |                                  |                                  |                                       |
| Secured                                  | \$ 171,000                       | \$ 191,775                       | \$ 20,775                             |
| Unsecured                                | 8,000                            | 8,700                            | 700                                   |
| Supplemental Roll (SB 813)               | <u>7,000</u>                     | <u>8,500</u>                     | <u>1,500</u>                          |
| Subtotal Current Prop. Taxes             | \$ 186,000                       | \$ 208,975                       | \$ 22,975                             |
| <u>Other Local Taxes</u>                 |                                  |                                  |                                       |
| Prior Year Taxes Secured & Unsecured     | \$ 7,300                         | \$ 8,000                         | \$ 700                                |
| Penalties & Cost of Del.                 | 5,100                            | 5,900                            | 800                                   |
| Other Tax - Aircraft                     | 350                              | 400                              | 50                                    |
| Sales & Use Tax                          | 14,500                           | 12,450                           | (2,050)                               |
| Transient Occupancy Tax                  | 1,250                            | 1,400                            | 150                                   |
| Real Property Transfer Tax               | 5,900                            | 6,700                            | 800                                   |
| Franchises                               | <u>2,800</u>                     | <u>2,670</u>                     | <u>(130)</u>                          |
| Subtotal Other Local Taxes               | \$ 37,200                        | \$ 37,520                        | \$ 320                                |
| <u>Other General Revenues</u>            |                                  |                                  |                                       |
| Homeowners' Property Tax Redemption      | \$ 5,800                         | \$ 5,960                         | \$ 160                                |
| State Mandate Cost (SB-90) Reimbursement | 2,100                            | 1,560                            | (540)                                 |
| Federal In-Lieu Tax                      | 300                              | 300                              | 0                                     |
| Open Space Land                          | 100                              | 100                              | 0                                     |
| Motor Vehicle In-Lieu Tax                | 50,500                           | 65,325                           | 14,825                                |
| Trailer-In-Lieu                          | 1,000                            | 1,100                            | 100                                   |
| Cigarette Taxes                          | 550                              | 515                              | (35)                                  |
| Court Fines & Forfeitures                | 6,365                            | 6,000                            | (365)                                 |
| Interest on Deposits                     | 16,100                           | 14,580                           | (1,520)                               |
| Interfund Transfers                      | 332                              | 400                              | 68                                    |
| Recovered Cost SB-813                    | 1,500                            | 0                                | (1,500)                               |
| Court Settlements                        | <u>0</u>                         | <u>1,125</u>                     | <u>1,125</u>                          |
| Sub-Total Other General Revenues         | \$ 84,647                        | \$ 96,965                        | \$ 12,318                             |
| Total General Revenues                   | \$ 307,847                       | \$ 343,460                       | \$ 35,613                             |
| <u>OTHER ADJUSTMENTS</u>                 |                                  |                                  |                                       |
| Fund Balance                             | \$ 20,282                        | \$ 23,300*                       | \$ 3,018                              |
| Federal Revenue Sharing                  | <u>**</u>                        | <u>2,000</u>                     | <u>2,000</u>                          |
| Sub-total Other Adjustments              | \$ 20,282                        | \$ 25,300                        | \$ 5,018                              |
| TOTAL GENERAL REVENUES & ADJUSTMENTS     | <u>\$ 328,129</u>                | <u>\$ 368,760</u>                | <u>\$ 40,631</u>                      |

\* \$1.3 million of rebudgeted projects in Major Maintenance reflected as Fund Balance.

\*\* Originally shown as Program Revenue.

# **FISCAL & PUBLIC PROTECTION SERVICES**

ASSESSOR

|  | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Property Valuation                     | \$ 4,608,029                    | \$ 5,194,999                    | \$ 5,551,613                    | \$ 5,813,924                    | \$ 6,117,427                     | \$ 303,503  | 5.2                       |
| Property Identification                | 1,711,553                       | 2,087,744                       | 2,232,524                       | 2,121,331                       | 2,545,453                        | 424,122   | 20.0                      |
| Department Overhead                    | <u>263,317</u>                  | <u>353,132</u>                  | <u>416,281</u>                  | <u>357,761</u>                  | <u>362,919</u>                   | <u>5,158</u>  | <u>1.4</u>                |
| Total Direct Costs                     | \$ 6,582,899                    | \$ 7,635,875                    | \$ 8,200,418                    | \$ 8,293,016                    | \$ 9,025,799                     | \$ 732,783  | 8.8                       |
| Funding                                | \$ (77,393)                     | \$ (83,013)                     | \$ (91,229)                     | \$ (58,250)                     | \$ (107,500)                     | \$ (49,250)   | 84.5                      |
| Net County Cost<br>(Without Externals) | <u>\$ 6,505,506</u>             | <u>\$ 7,552,862</u>             | <u>\$ 8,109,189</u>             | <u>\$ 8,234,766</u>             | <u>\$ 8,918,299</u>              | <u>\$ 683,533</u>                                     | <u>8.3</u>                |
| Staff Years                            | 195.15                          | 235.31                          | 244.59                          | 257.25                          | 272.25                           | 15.00   | 5.8                       |

PROGRAM: PROPERTY VALUATION

# 07104

MANAGER: ROBERT W. FRAZIER

Department: ASSESSOR

# 1150

Ref: 1985-86 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.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS               |                   |                   |                   |                   |                    |
| Salaries & Benefits | \$ 4,367,511      | \$ 4,800,674      | \$ 5,278,786      | \$ 5,487,634      | \$ 5,741,894       |
| Services & Supplies | 240,518           | 393,147           | 246,433           | 326,290           | 282,315            |
| Other Charges       | 0                 | 0                 | 0                 | 0                 | 13,400             |
| Fixed Assets        | 0                 | 1,178             | 26,394            | 0                 | 79,818             |
| Less Reimbursement  | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS  | \$ 4,608,029      | \$ 5,194,999      | \$ 5,551,613      | \$ 5,813,924      | \$ 6,117,427       |
| FUNDING             | (55,722)          | (46,320)          | (14,401)          | (43,105)          | (25,000)           |
| NET COUNTY COSTS    | \$ 4,552,307      | \$ 5,148,679      | \$ 5,537,212      | \$ 5,770,819      | \$ 6,092,427       |
| STAFF YEARS         | 127.90            | 151.46            | 155.10            | 169.90            | 171.50             |

PROGRAM DESCRIPTION:

In accordance with state law, the Property Valuation Program, through its Residential and Commercial/Business Property Divisions, annually determines and enrolls the market value of all assessable business 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 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 Business Property Valuation System is designed to maintain personal property assessments at market value. The key systems employed are: (1) A detailed analysis of the State mandated property statements returned by owners of businesses are used to establish current value of all taxable fixtures, furniture, and equipment; (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.

1985-86 BUDGET:

1985-86 Actual Net County Costs are lower than 1985-86 Budget due to staff turnover and the loss of highly skilled journey level staff to the private sector and other County Departments for higher salaries. They are also lower as a result of budgeting differences between the program and line item budgets and the accrual of costs. 1985-86 Actual Staff Years include .7 SY of contract temporary extra help to handle the cyclical workload associated with the development of the annual Assessment Roll. Not included in the 1985-86 Actual Staff Years are approximately 3.28 SY of compensatory time worked due to increased workloads.

1986-87 OBJECTIVES:RESIDENTIAL PROPERTY DIVISION

1. Begin the computerization of property appraisals.
2. Implement a system of aging sales and permits in order to reduce errors caused by subsequent sales.
3. Reduce appraiser time needed for Assessment Appeals presentations.

COMMERCIAL/BUSINESS DIVISION

1. Expand the Direct Billing Program for small business accounts.
2. Reduce appraiser time required for both the escape and field update program.
3. Increase the number of audits performed by Auditor Appraisers by expanding the in-house audit program.

1986-87 ADOPTED BUDGET:

The Assessor, under the California State Constitution and State Revenue and Taxation Code, is mandated to prepare and submit annual and supplemental assessment rolls for all taxable property in San Diego County. The preparation efforts and associated activities of the Assessor's Office will generate nearly \$900 million in property tax revenue in 1986-87. This revenue is distributed to 260 separate taxing jurisdictions Countywide.

The County of San Diego's share is approximately 25% and is estimated to be \$221 million and represents the most significant source and amount of discretionary funds available to the Board of Supervisors for General Fund Net County Cost Programs.

The Property Valuation Program maintains the Assessment Rolls by annually determining and enrolling the market value of all assessable business property, newly constructed real property, real property undergoing a change of ownership and increase, based on inflation, all other real property by a maximum 2%, as governed by law. The effectiveness of the appraisal and assessment activities of this program is dependent upon the timeliness and precision of document processing and mapping work done by Property Identification Program.

The responsibilities of this program are State mandated and exclusive to the Assessor as confirmed by Attorney General Opinion No. 67-47, September 19, 1967: "A county may not contract with a private organization to appraise property for tax assessment purposes."

Property Valuation (171.50 SY; E \$6,117,427; R \$25,000) including but not limited to real estate appraisal, business post audits, institutional exemptions, marine and aircraft appraisal and County representation before the Assessment Appeals Board.



## Significant changes from the 1985-86 Budget Include:

- ° The addition of the following staff years to keep up with increased workloads and to generate additional property tax revenues:
  1. Appraiser Technician (8.00 SY, \$142,896).
  2. Senior Clerk (1.00 SY, \$24,400).
  3. Intermediate Clerk (2.00 SY, \$37,150).
  4. Shared Associate Systems Analyst (.50 SY, \$19,705).
- ° The reclassification of the following shared position to accurately reflect the duties and responsibilities related to the work performed.
  1. Departmental EDP Coordinator to EDP Distributed Network Coordinator - Assessor Option (.50 SY, \$2,075).

At present, professional appraisal staff estimate building costs, draw up floor plans, measure buildings, update field books, and have scheduled telephone duty related to questions regarding property appraisals. These appraisal-related activities will be more cost effectively performed by Appraiser Technicians. In addition, the Appraiser Technicians can conduct boat dock and boat building yard checks, airport checks, and storage yard checks.

With the additional Appraiser Technicians, professional appraisal staff will have sufficient time to complete more appraisals, spend more time on complex appraisals, and conduct additional compliance business audits. Also, they will have time available to conduct the proposed canvassing activities, assisted by Appraisal Technicians, to identify unassessed properties.

The additional clerical positions will provide the necessary clerical support to keep up with the increased workloads generated by the above activities.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>                     | 1985-86          | 1985-86          | 1986-87          | Change From                     |
|--|------------------|------------------|------------------|---------------------------------|
|  | <u>Actual</u>    | <u>Budgeted</u>  | <u>Adopted</u>   | <u>1985-86</u><br><u>Budget</u> |
| Sale of Computer Tapes                       | \$ 0             | \$ 15,500        | \$ 0             | (100%)                          |
| Witness Fees                                 | 0                | 250              | 200              | (20%)                           |
| Audit Fees from Other<br>Government Agencies | 1,180            | 1,000            | 1,300            | 30%                             |
| Recorder's Modernization Fund                | 0                | 0                | 9,500            | 100%                            |
| Sale of Records                              | 13,221           | 26,355           | 14,000           | (47%)                           |
| <b>Total</b>                                 | <b>\$ 14,401</b> | <b>\$ 43,105</b> | <b>\$ 25,000</b> | <b>(42%)</b>                    |

Explanation/Comments: The decreases and changes in revenue are primarily due to adjustments between programs to accurately reflect where the revenue is being earned. Department wide, program revenue in 1986-87 is up 85% from the 1985-86 Adopted Budget due to increased real estate and construction activity, and actual revenue for 1985-86 was 56.7% or \$32,979 higher than budget.

PROGRAM: PROPERTY VALUATION

# 07104

MANAGER: ROBERT W. FRAZIER

FIXED ASSETS:

| <u>Item</u>   | <u>Quantity</u> | <u>Cost</u>  |
|---|-----------------|--------------|
| Shared Computer Equipment<br>Includes: Allocated share of<br>System 38 CPU upgrade,<br>computer terminals,<br>printer, controller<br>and modem. | 13              | \$ 70,278    |
| Shared Microfilm Reader Copier  | N/A             | <u>9,540</u> |
| Total   |                 | \$ 79,818    |

The key to holding down the cost of labor intensive activities as found in the Assessor's Office is to automate. The computer equipment requested for 1986-87 will enable us to continue our automation efforts through the County's commitment to Phase II of the Shared Property Tax System, the proposed on-line appraisal process, computerized mapping, and future participation in the proposed Regional Urban Information System.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None requested.

PERFORMANCE INDICATORS

Program: Property Valuation

Department: Assessor

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|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

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ACTIVITY A: PROPERTY VALUATION

% of Resources  
100%

Workload

|  |               |               |               |               |               |
|--|---------------|---------------|---------------|---------------|---------------|
| Reappraisals of Transferred Properties         | 76,277        | 81,000        | 84,196        | 77,000        | 88,000        |
| New Construction Appraisals                    | 37,646        | 41,500        | 51,093        | 40,000        | 45,000        |
| Business Accounts                              | 83,580        | 92,500        | 97,963        | 84,000        | 92,000        |
| Assessment Appeals Cases                       | 1,959         | 1,885         | 1,892         | 1,950         | 2,400         |
| Business Audits                                | 693           | 627           | 534           | 630           | 670           |
| Boat & Aircraft Accounts on<br>Assessment Roll | 23,756        | 24,500        | 24,102        | 24,000        | 27,000        |
| Leasing Accounts                               | 15,800        | 15,000        | 14,291        | 16,000        | 21,000        |
| Mobilehomes                                    | 2,471         | 2,805         | 3,582         | 3,100         | 3,600         |
| Total Additional Assessed<br>Value From Audits | \$123,838,100 | \$120,000,000 | \$120,000,000 | \$120,000,000 | \$130,000,000 |

STAFFING SCHEDULE

Program: Property Valuation

Department: Assessor

| Class                             | Title                     | STAFF YEARS    |               |                 |               | SALARY AND BENEFIT COSTS |                    |
|-----------------------------------|---------------------------|----------------|---------------|-----------------|---------------|--------------------------|--------------------|
|                                   |                           | 1985-86 Budget |               | 1986-87 Adopted |               | 1985-86                  | 1986-87            |
|                                   |                           | Positions      | S.Y.          | Positions       | S.Y.          | Budget                   | Adopted            |
| 5533                              | Asst. Assessor-Valuation  | 1              | 1.00          | 1               | 1.00          | \$ 46,311                | \$ 47,961          |
| 5514                              | Assessor Div. Chief II    | 3              | 2.50          | 2               | 2.00          | 109,828                  | 91,374             |
| 5515*                             | Assessor Div. Chief I     | 3              | 3.00          | 2               | 2.50          | 119,201                  | 105,648            |
| 2427*                             | Associate Systems Analyst | 0              | 0.00          | 0               | 0.50          | 0                        | 16,225             |
| 8800*                             | EDP Dist. Network Coord.  | 0              | 0.00          | 0               | 0.50          | 0                        | 20,529             |
| 5529                              | Supv. Audit - Appraiser   | 2              | 2.00          | 2               | 2.00          | 72,708                   | 75,829             |
| 5512                              | Supervising Appraiser     | 11             | 11.00         | 11              | 11.00         | 369,896                  | 409,761            |
| 2469*                             | Departmental EDP Coord.   | 2              | 2.00          | 1               | 1.50          | 68,993                   | 55,437             |
| 5526                              | Audit Appraiser III       | 9              | 9.00          | 9               | 9.00          | 290,529                  | 304,974            |
| 5503*                             | Appraiser III             | 22             | 22.00         | 21              | 21.50         | 688,524                  | 709,654            |
| 5527                              | Audit Appraiser II        | 4              | 4.00          | 4               | 4.00          | 113,542                  | 120,012            |
| 5504                              | Appraiser II              | 64             | 64.00         | 64              | 64.00         | 1,586,416                | 1,737,063          |
| 2745                              | Supervising Clerk         | 3              | 3.00          | 3               | 3.00          | 59,077                   | 64,617             |
| 3020*                             | Computer Operator         | 1              | 1.00          | 0               | 0.50          | 16,509                   | 9,047              |
| 3035                              | Data Entry Supervisor     | 1              | 0.40          | 0               | 0.00          | 7,460                    | 0                  |
| 2508                              | Sr. Assessment Clerk      | 1              | 1.00          | 1               | 1.00          | 17,030                   | 19,147             |
| 2730*                             | Senior Clerk              | 8              | 8.00          | 9               | 9.50          | 137,072                  | 173,177            |
| 3069                              | Sr. Data Entry Operator   | 1              | 1.00          | 0               | 0.00          | 17,265                   | 0                  |
| 5511                              | Appraiser Technician      | 0              | 0.00          | 8               | 8.00          | 0                        | 115,256            |
| 2509                              | Assessment Clerk          | 8              | 8.00          | 6               | 6.00          | 116,190                  | 100,052            |
| 3030                              | Data Entry Operator       | 3              | 3.00          | 0               | 0.00          | 45,810                   | 0                  |
| 2700                              | Intermediate Clerk        | 19             | 19.00         | 20              | 19.00         | 264,176                  | 278,264            |
| 9999                              | Seasonal - Extra Help     | 26             | 5.00          | 26              | 5.00          | 39,001                   | 33,000             |
|                                   | <b>Total</b>              | <b>192</b>     | <b>169.90</b> | <b>190</b>      | <b>171.50</b> | <b>\$4,185,538</b>       | <b>\$4,487,027</b> |
| Adjustments:                      |                           |                |               |                 |               |                          |                    |
| County Contributions and Benefits |                           |                |               |                 |               | \$1,303,993              | \$1,419,440        |
| Salary Settlements                |                           |                |               |                 |               | 280,850                  | 0                  |
| Bilingual Pay                     |                           |                |               |                 |               | 6,500                    | 6,000              |
| Salary Savings                    |                           |                |               |                 |               | <u>(289,247)</u>         | <u>(170,573)</u>   |
| Total Adjustments                 |                           |                |               |                 |               | \$1,302,096              | \$1,254,867        |
| PROGRAM TOTALS:                   |                           | 192            | 169.90        | 190             | 171.50        | \$5,487,634              | \$5,741,894        |

\* Several staff share their time between Property Valuation and Property Identification. Their staff years and salary have been pro-rated between programs. However, positions are reflected only in the Property Identification Program.

PROGRAM: PROPERTY IDENTIFICATION

# 07106

MANAGER: KAREN E. SIMMONS

Department: ASSESSOR

# 1150

Ref: 1985-86 Final Budget, Pg. 6

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.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS               |                   |                   |                   |                   |                    |
| Salaries & Benefits | \$ 1,622,218      | \$ 1,857,793      | \$ 2,074,946      | \$ 2,002,336      | \$ 2,275,280       |
| Services & Supplies | 89,335            | 225,312           | 148,189           | 110,295           | 150,305            |
| Other Charges       | 0                 | 0                 | 0                 | 0                 | 0                  |
| Fixed Assets        | 0                 | 4,639             | 9,389             | 8,700             | 119,868            |
| Less Reimbursements | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS  | \$ 1,711,553      | \$ 2,087,744      | \$ 2,232,524      | \$ 2,121,331      | \$ 2,545,453       |
| FUNDING             | (21,671)          | (36,693)          | (76,828)          | (15,145)          | (82,500)           |
| NET COUNTY COSTS    | \$ 1,689,882      | \$ 2,051,051      | \$ 2,155,696      | \$ 2,106,186      | \$ 2,462,953       |
| STAFF YEARS         | 61.00             | 76.37             | 81.51             | 80.35             | 92.75              |

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 \$700,000 annual property assessments must be illustrated on the Assessment Roll. Identification and location functions must be completed prior to our revenue-producing valuation process.

Description - The Property Identification Program, through its Records and Mapping Divisions, reflects changes annually made to the Assessment Rolls 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. This program also does all mapping for the Local Action Formation Committee (LAFCo).

1985-86 BUDGET:

1985-86 Actual Net County Costs are higher than 1985-86 Budget due to underfunded costs related to the preparation of the annual Assessment Roll. This includes unbudgeted overtime, and underbudgeted seasonal help including 1.2 SY of contract temporary extra help to meet peak workload demands. Also reflected are costs associated with the Fair Labor Standards Act, higher than anticipated equipment maintenance costs and budgeting differences between the program and line item budgets and the accrual of costs. However, department-wide 1985-86 Actual Net County Costs were \$125,577 less than budget. Not included in the 1985-86 Actual Staff Years is approximately 1.00 SY of compensatory time worked due to increased workloads.

1986-87 OBJECTIVES:

1. Begin to automate the mapping of subdivisions, condominiums, mobilehomes, and possessory interests.
2. Implement module 1 of the integrated "Shared Property System" (Phase II) multi-year redesign of Assessor's secured property data base including "on-line" deed processing.
3. Document the attribute data and base mapping functional requirements which will be utilized in the implementation of RUIS, the City-County Regional Urban Information System.
4. Begin a comprehensive analysis of the data elements required to implement Module II (Property Identification/Mapping) of the Shared Property System.

1986-87 ADOPTED BUDGET:

The Assessor, under the California State Constitution and State Revenue and Taxation Code, is mandated to prepare and submit annual and supplemental assessment rolls for all taxable property in San Diego County. The preparation efforts and associated activities of the Assessor's Office will generate nearly \$900 million in property tax revenue in 1986-87. This revenue is distributed to 260 separate taxing jurisdictions Countywide.

The County of San Diego's share is approximately 25% and is estimated to be \$221 million and represents the most significant source and amount of discretionary funds available to the Board of Supervisors for General Fund Net County Cost Programs.

The Property Identification Program maintains the Assessment Rolls by processing "roll changes" resulting from changes in ownership, addresses, parcel numbers, legal descriptions, exemption status and Assessor maps. The activities of the Property Identification Program are the front end of the appraisal process upon which appraisals and assessment activities of the Valuation Program are dependent.

The responsibilities of this program are State mandated and exclusive to the Assessor as confirmed by Attorney General Opinion No. 67-47, September 19, 1967: "A county may not contract with a private organization to appraise property for tax assessment purposes."

Property Identification (92.75 SY; E \$2,545,453; R \$82,500) including but not limited to mapping, property description, public information, document/records processing, homeowners/veterans exemptions, data entry and an allocated share of data processing.

## Significant changes from the 1985-86 Budget are:

- ° The addition of the following staff years to reduce document processing time and provide the necessary clerical support to keep up with increased workloads, thereby increasing general property tax revenues derived from the regular and supplemental Assessment Rolls:
  1. Index Clerk (1.00 SY, \$16,900).
  2. Intermediate Clerk Typist (2.00 SY, \$37,150). This includes 1.00 SY transferred from the Recorder's Record Services Program.
  3. Shared Associate Systems Analyst (0.50 SY, \$19,705).
- ° The reclassification of the following positions to accurately reflect the duties and responsibilities related to the work performed.
  1. Data Entry Operator to Index Clerk (5.00 SY, \$6,695).
  2. Senior Data Entry Operator to Senior Index Clerk (2.00 SY, \$7,065).
  3. Data Entry Supervisor to Index Clerk Supervisor (1.00 SY, \$3,595).
  4. Intermediate Clerk Typist to Assessment Clerk (6.00 SY, \$10,055).
  5. Departmental EDP Coordinator to EDP Distributed Network Coordinator - Assessor Option (0.50 SY, \$2,075).

REVENUE BY SOURCE:

| <u>Source of Revenue</u>      | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>1985-86<br/>Budget</u> |
|-------------------------------|---------------------------|-----------------------------|----------------------------|---------------------------|
| Sales of Maps and Records     | \$ 76,828                 | \$ 15,145                   | \$ 73,000                  | 382%                      |
| Recorder's Modernization Fund | 0                         | 0                           | 9,500                      | 100%                      |
| Total                         | \$ 76,828                 | \$ 15,145                   | \$ 82,500                  | 445%                      |

Explanation/Comments: The increase in revenue is primarily due to adjustments between programs to accurately reflect where the revenue is being earned. Department-wide, program revenue in 1986-87 is up 85% from the 1985-86 Adopted Budget due to increased real estate and construction activity, and actual revenue for 1985-86 was 56.7% or \$32,979 higher than budget.

FIXED ASSETS:

| <u>Item</u>  | <u>Quantity</u> | <u>Cost</u>    |
|--|-----------------|----------------|
| Computer Assisted Drafting System  | 5               | \$ 15,000      |
| Plotter  | 1               | 3,800          |
| Drafting Machine   | 1               | 350            |
| Dual Computer Work Station   | 3               | 2,100          |
| Microfilm Roll Cartridge Holder  | 1               | 3,000          |
| Microfilm Cartridge Carrier  | 1               | 2,000          |
| Shared Computer Equipment  | 13              | 70,278         |
| Includes: Allocated share of<br>System 38 CPU upgrade,<br>computer terminals and<br>printer. |                 |                |
| Mid Volume Copier  | 1               | 13,800         |
| Shared Microfilm Reader Copier   | 1               | <u>9,540</u>   |
| <br>Total  |                 | <br>\$ 119,868 |

The key to holding down the cost of labor intensive activities, as found in the Assessor's Office, is to automate. The computer equipment requested for 1986-87 will enable us to continue our automation efforts through the County's commitment to Phase II of the Shared Property Tax System, the proposed on-line appraisal process, computerized mapping, and future participation in the proposed Regional Urban Information System.



PERFORMANCE INDICATORS

Program: Property Identification

Department: Assessor

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A:  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  |                   |                   |                   |                   |                    |
| 100%   |                   |                   |                   |                   |                    |
| <br><u>Workload</u>  |                   |                   |                   |                   |                    |
| Deeds Processed  | 81,721            | 85,514            | 91,325            | 80,000            | 90,000             |
| Exemptions   | 316,710           | 323,801           | 336,951           | 318,000           | 328,000            |
| Property Segregations,<br>New Subs and Condos                                    | 24,073            | 27,796            | 24,579            | 26,700            | 26,000             |
| Changes in Ownership to MPR  | 134,002           | 139,172           | 135,527           | 130,000           | 130,000            |
| Total Taxable Parcels  | 641,483           | 662,028           | 679,236           | 678,000           | 694,000            |
| TRA Boundary<br>LAFCo and Board Reports  | 601               | 670               | 677               | 750               | 670                |
| Homeowners' Claims Processed<br>by Board Action in Lieu of<br>Routine Processing | 1,686             | 3,865             | 3,098             | 4,000             | 3,000              |

STAFFING SCHEDULE

Program: Property Identification

Department: Assessor

| Class                             | Title                     | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |              |
|-----------------------------------|---------------------------|----------------|-------|-----------------|-------|--------------------------|--------------|
|                                   |                           | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87      |
|                                   |                           | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted      |
| 5514                              | Assessor Div. Chief II    | 1              | 0.50  | 1               | 1.00  | \$ 21,966                | \$ 45,687    |
| 5515*                             | Assessor Div. Chief I     | 2              | 2.00  | 3               | 2.50  | 79,466                   | 102,417      |
| 2427*                             | Associate Systems Analyst | 0              | 0.00  | 1               | 0.50  | 0                        | 16,226       |
| 8800*                             | EDP Dist. Network Coord.  | 0              | 0.00  | 1               | 0.50  | 0                        | 20,528       |
| 2469*                             | Departmental EDP Coord.   | 2              | 2.00  | 2               | 1.50  | 68,993                   | 55,437       |
| 5503*                             | Appraiser III             | 0              | 0.00  | 1               | 0.50  | 0                        | 16,537       |
| 3820                              | Cadastral Supervisor      | 3              | 3.00  | 3               | 3.00  | 90,402                   | 93,584       |
| 3800                              | Drafting Technician III   | 5              | 5.00  | 5               | 5.00  | 129,750                  | 136,501      |
| 3801                              | Drafting Technician II    | 14             | 14.00 | 14              | 14.00 | 313,974                  | 326,462      |
| 3023                              | Index Clerk Supervisor    | 0              | 0.00  | 1               | 1.00  | 0                        | 19,860       |
| 2745                              | Supervising Clerk         | 3              | 3.00  | 3               | 3.00  | 59,077                   | 64,953       |
| 3020*                             | Computer Operator         | 0              | 0.00  | 1               | 0.50  | 0                        | 9,048        |
| 3071                              | Sr. Index Clerk           | 0              | 0.00  | 2               | 2.00  | 0                        | 35,584       |
| 3035                              | Data Entry Supervisor     | 1              | 0.60  | 0               | 0.00  | 11,188                   | 0            |
| 2508                              | Sr. Assessment Clerk      | 4              | 4.00  | 4               | 4.00  | 68,121                   | 74,732       |
| 2730*                             | Senior Clerk              | 8              | 8.00  | 7               | 6.50  | 137,077                  | 118,304      |
| 3069                              | Sr. Data Entry Operator   | 1              | 1.00  | 0               | 0.00  | 17,265                   | 0            |
| 3024                              | Index Clerk               | 0              | 0.00  | 6               | 6.00  | 0                        | 92,673       |
| 2509                              | Assessment Clerk          | 9              | 9.00  | 17              | 17.00 | 131,191                  | 264,714      |
| 3030                              | Data Entry Operator       | 2              | 2.00  | 0               | 0.00  | 30,810                   | 0            |
| 2700                              | Intermediate Clerk        | 17             | 17.00 | 15              | 15.00 | 236,379                  | 225,465      |
| 9999                              | Seasonal - Extra Help     | 50             | 9.25  | 50              | 9.25  | 59,993                   | 66,000       |
|                                   | Subtotal                  | 122            | 80.35 | 137             | 92.75 | \$1,455,652              | \$ 1,784,712 |
| Adjustments:                      |                           |                |       |                 |       |                          |              |
| County Contributions and Benefits |                           |                |       |                 |       | \$ 440,786               | \$ 531,854   |
| Salary Settlement Costs           |                           |                |       |                 |       | 102,398                  | 0            |
| Bilingual Pay                     |                           |                |       |                 |       | 3,500                    | 3,000        |
| Salary Savings                    |                           |                |       |                 |       | 0                        | (44,286)     |
| Total Adjustments                 |                           |                |       |                 |       | \$ 546,684               | \$ 490,568   |

PROGRAM TOTALS: 122 80.35 137 92.75 \$2,002,336 \$ 2,275,280

\* Several staff share their time between Property Valuation and Property Identification. Their staff years and salary have been pro-rated between programs. However, positions are reflected only in the Property Identification Program.

PROGRAM: OVERHEAD

# 92101

MANAGER: ALLEN L. BOND

Department: ASSESSOR

# 1150

REF: 1985-86 Final Budget Pg: 10

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.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 249,573        | \$ 328,069        | \$ 387,651        | \$ 334,782        | \$ 336,150         |
| Services & Supplies       | 13,744            | 25,063            | 28,630            | 22,979            | 26,415             |
| Other Charges             | 0                 | 0                 | 0                 | 0                 | 0                  |
| Fixed Assets              | 0                 | 0                 | 0                 | 0                 | 354                |
| Less Reimbursements       | 0                 | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 263,317</b> | <b>\$ 353,132</b> | <b>\$ 416,281</b> | <b>\$ 357,761</b> | <b>\$ 362,919</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>\$ 263,317</b> | <b>\$ 353,132</b> | <b>\$ 416,281</b> | <b>\$ 357,761</b> | <b>\$ 362,919</b>  |
| <b>STAFF YEARS</b>        | <b>6.75</b>       | <b>7.48</b>       | <b>7.98</b>       | <b>7.00</b>       | <b>8.00</b>        |

#### PROGRAM DESCRIPTION

The Overhead Program provides overall management, administrative services, and planning for the Assessor. Included in this program are the office of the Assessor and the Administrative Services Section.

The major functions and responsibilities of the program are:

- Ensure that the constitutional and legislated responsibilities for preparing and submitting the annual and supplemental assessment rolls are carried out in compliance with the State Constitution, California Administrative Code and property tax laws as prescribed in the State Revenue and Taxation Code.
- Plan and manage all departmental programs and services.
- Develop, prepare and administer the department's three programs and seven line item budgets.
- Provide financial management and maintain expenditure and inventory controls.
- Manage and provide the departmental support services associated with personnel, payroll (including LAFCO's 9 employees and 13 commissioners) and procurement.
- Analyze and evaluate program performance including monthly production goals and the quality of work output.

PROGRAM DESCRIPTION (Continued)

- Coordinate legislative analysis.
- Maintain training records associated with the State Board of Equalization's required certification of appraisal staff.
- Prepare Board letters and liaison with the Board of Supervisors, CAO, and other County departments.
- Respond to constituent complaints and inquiries.

1985-86 BUDGET:

1985-86 Actual Net County Costs are higher than 1985-86 Budget due to budgeting differences between the program budget and line item budget, and the accrual of costs. However, department-wide 1985-86 Actual Net County Costs were \$125,577 less than budget.

1986-87 OBJECTIVES:

1. Review accounting procedures to assure that expenditures and revenues are accrued to appropriate accounts and divisions.
2. Automate the departmental position control.
3. Improve legislative analysis turn around time.

1986-87 ADOPTED BUDGET:

The Assessor, under the California State Constitution and State Revenue and Taxation Code, is mandated to prepare and submit annual and supplemental assessment rolls for all taxable property in San Diego County. The preparation efforts and associated activities of the Assessor's Office will generate nearly \$900 million in property tax revenue in 1986-87. This revenue is distributed to 272 separate taxing jurisdictions Countywide.

The County of San Diego's share is approximately 25% and is estimated to be \$221 million and represents the most significant source and amount of discretionary funds available to the Board of Supervisors for General Fund Net County Cost Programs.

The Overhead Program provides administrative management and support to the Property Valuation and Property Identification Programs which fulfill the State mandated responsibilities. These responsibilities are exclusive to the Assessor as confirmed by Attorney General Opinion No. 67-47, September 19, 1967: "A County may not contract with a private organization to appraise property for tax assessment purposes."

Administrative Management and Support (8.00 SY; E \$362,919; R \$-0-) including but not limited to policy, accounting, budgeting, payroll, personnel and secretarial support.

- ° Significant changes from 985-86 budget is the transfer and reclassification of 1 Senior Clerk to Administrative Secretary III from the Property Identification Program (+ \$2,500) and 1 Payroll Clerk to Personnel Aid (+ \$1,720) to accurately reflect the duties and responsibilities required of the position.

PERFORMANCE INDICATORS

At present, there are no performance indicators for this program.

PROGRAM: OVERHEAD

# 92101

MANAGER: ALLEN L. BOND

REVENUE BY SOURCE:

There is no revenue normally associated with this program.

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>Cost</u> |
|-------------|-----------------|-------------|
| Transcriber | 1               | \$ 354      |

This equipment will replace the worn-out transcriber sent to salvage three years ago. It will be used by the Department's only two secretarial support staff as a labor savings means of transcribing memos, letters to constituents and minutes of various meetings.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT

None requested.

STAFFING SCHEDULE

Program: Overhead

Department: Assessor

| Class | Title                  | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |            |
|-------|------------------------|----------------|------|-----------------|------|--------------------------|------------|
|       |                        | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86                  | 1986-87    |
|       |                        | Positions      | S.Y. | Positions       | S.Y. | Budget                   | Adopted    |
| 0110  | Assessor               | 1              | 1.00 | 1               | 1.00 | \$ 61,493                | \$ 64,810  |
| 0210  | Chief Deputy Assessor  | 1              | 1.00 | 1               | 1.00 | 52,911                   | 57,775     |
| 2305  | Chief, Admin. Services | 1              | 1.00 | 1               | 1.00 | 38,308                   | 41,400     |
| 2759  | Admin. Secretary IV    | 1              | 1.00 | 1               | 1.00 | 23,265                   | 24,829     |
| 2758  | Admin. Secretary III   | 0              | 0.00 | 1               | 1.00 | 0                        | 16,748     |
| 2320  | Personnel Aid          | 0              | 0.00 | 0               | 0.00 | 0                        | 0          |
| 2511  | Senior Payroll Clerk   | 1              | 1.00 | 1               | 1.00 | 18,437                   | 19,541     |
| 2494  | Payroll Clerk          | 2              | 2.00 | 2               | 2.00 | 31,992                   | 31,248     |
| Total |                        | 7              | 7.00 | 8               | 8.00 | \$ 226,406               | \$ 256,351 |

Adjustments:

|                                   |            |           |
|-----------------------------------|------------|-----------|
| County Contributions and Benefits | \$ 91,556  | \$ 79,799 |
| Salary Settlement Costs           | 16,820     | 0         |
| Salary Savings                    | 0          | 0         |
| Total Adjustments                 | \$ 108,376 | \$ 79,799 |

PROGRAM TOTALS: 7 7.00 8 8.00 \$ 334,782 \$ 336,150

COUNTY CLERK

|   | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| County Clerk Services                   | \$ 5,004,880                    | \$ 5,376,394                    | \$ 6,144,498                    | \$ 6,123,228                    | \$ 6,534,902                     | \$ 411,674  | 6.7                       |
| Total Direct Costs                      | \$ 5,004,880                    | \$ 5,376,394                    | \$ 6,144,498                    | \$ 6,123,228                    | \$ 6,534,902                     | \$ 411,674  | 6.7                       |
| Funding                                 | <u>\$(4,139,066)</u>            | <u>\$(4,612,242)</u>            | <u>\$(5,066,455)</u>            | <u>\$(4,871,925)</u>            | <u>\$(5,717,389)</u>             | <u>\$(845,464)</u>                                    | <u>17.4</u>               |
| Net Program Cost<br>(Without Externals) | \$ 865,814                      | \$ 764,152                      | \$ 1,078,043                    | \$ 1,251,303                    | \$ 817,513                       | \$ (433,790)  | (34.7)                    |
| Staff Years                             | 193.70                          | 195.80                          | 207.64                          | 214.75                          | 225.00                           | 10.25   | 4.8                       |

PROGRAM: County Clerk Services # 13038 MANAGER: Robert D. Zumwalt  
 Department: County Clerk # 2800 REF: 1985-86 Final Budget - Pg: 14  
 Authority: California Government Code Section 2688 ET SEQ. Mandates all activities of the County Clerk.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                      |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 4,672,094         | \$ 5,071,449         | \$ 5,811,022         | \$ 5,747,667         | \$ 6,150,685         |
| Services & Supplies       | 332,786              | 304,945              | 312,132              | 338,811              | 332,417              |
| Fixed Assets              | 10,630               | 5,200                | 21,344               | 36,750               | 51,800               |
| Vehicles/Comm. Equip.     | 0                    | 0                    | 0                    | 0                    | 0                    |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 5,015,510</b>  | <b>\$ 5,381,594</b>  | <b>\$ 6,144,498</b>  | <b>\$ 6,123,228</b>  | <b>\$ 6,534,902</b>  |
| <b>FUNDING</b>            | <b>\$(4,139,066)</b> | <b>\$(4,612,242)</b> | <b>\$(5,066,455)</b> | <b>\$(4,871,925)</b> | <b>\$(5,717,389)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 876,444</b>    | <b>\$ 769,352</b>    | <b>\$ 1,078,043</b>  | <b>\$ 1,251,303</b>  | <b>\$ 817,513</b>    |
| <b>STAFF YEARS</b>        | <b>193.70</b>        | <b>195.81</b>        | <b>207.64</b>        | <b>214.75</b>        | <b>225.00</b>        |

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.



PROGRAM DESCRIPTION:1985-86 ACTUALS:

The difference between budgeted salaries and benefits and actual salaries and benefits is due to salary savings being lower than estimated. The higher than anticipated revenue is due to an increase in Superior Court filings.

1986-87 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.

1986-87 ADOPTED BUDGET:

1. The Administration Division (5.00 SY; E - \$260,972) gives general direction to the department and is:
  - Mandated/Discretionary Service Level
  - Not changing staffing this year.
2. The Accounting Division (14.00 SY; E - \$378,315) is:
  - Mandated/Discretionary Service Level
  - Requesting two reclassifications to better reflect the responsibilities of supervisors within the division.
  - Expanding its Messenger Service (One Mail Clerk Driver) to serve the East County.
3. The Business Office (18.00 SY; E - \$496,584) receives all new cases at the downtown courthouse and issues Marriage Licenses. It is:
  - Mandated/Discretionary Service Level
  - Responsible for issuing temporary restraining orders in domestic violence matters
  - Able to handle over 350,000 documents per year.
4. The Records Division (54.00 SY; E - \$1,262,457) maintains the files for the Superior Court and is:
  - Mandated/Discretionary Service Level
  - Microfilming 23,000 case files per year to save valuable space in the courthouse
  - Increasing 2.00 staff years to support new Superior Court Departments that have already been established.
5. The Courts Division (71.5 SY; E - \$2,392,185) contains the Superior Court Clerks who actually work in the courtrooms and other clerks who work closely with the courts. It is:
  - Mandated/Discretionary Service Level
  - Increasing by one staff year to support existing courts.
6. The Juvenile Division (32.00 SY; E - \$863,434) supports the Juvenile Court. It is:
  - Mandated/Discretionary Service Level
  - Increasing by two staff years to staff a new courtroom.

7. The East County Division (1.00 SY; E - \$26,176) is a newly established division which will support the East County Branch of the Superior Court. It is:

- Mandated/Discretionary Service Level
- Increasing by one staff year to support the Judge assigned there.
- Going to be a full service branch when the volume of work justifies it.

8. The North County Division (29.50 SY; E - \$854,779) works with the Superior Court Branch in Vista. It is:

- Mandated/Discretionary Service Level
- Establishing a microfilm operation
- Supporting an additional court.

REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|---------------------------|----------------------------|---|
| Filing Fees              | \$ 4,746,822              | \$ 4,515,781              | \$ 5,422,840               | \$ 907,059                                |
| Marriage Licenses        | 214,155                   | 239,329                   | 220,393                    | (18,936)                                  |
| Transcript Fees          | 67,768                    | 79,663                    | 30,964                     | (48,699)                                  |
| Sale of Forms            | 37,710                    | 37,152                    | 43,192                     | 6,040                                     |
| Total                    | \$ 5,066,455              | \$ 4,871,925              | \$ 5,717,389               | \$ 845,464                                |

Explanation/Comments: The overall increase in revenue is primarily due to the increase in the number of Superior Court filings.

FIXED ASSETS:

| <u>Item</u>          | <u>Quantity</u> | <u>Cost</u> |
|----------------------|-----------------|-------------|
| Microfilmer          | 2               | 34,000      |
| Microfilm Camera     | 1               | 3,000       |
| Reader Printer       | 1               | 1,200       |
| Microfiche Viewers   | 8               | 3,600       |
| Video Tape Player    | 2               | 1,000       |
| Video Tape Monitor   | 2               | 1,000       |
| Typewriter, Electric | 10              | 8,000       |

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT

None

PERFORMANCE INDICATORS

Program: County Clerk Services

Department: County Clerk

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|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

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ACTIVITY A: Court Support Services

% of Resources

97%

Workload

|           |        |        |        |        |        |
|-----------|--------|--------|--------|--------|--------|
| New Cases | 52,456 | 55,303 | 59,656 | 56,000 | 62,788 |
|-----------|--------|--------|--------|--------|--------|

|                            |         |         |         |         |         |
|----------------------------|---------|---------|---------|---------|---------|
| Clerical Weighted Caseload | 385,872 | 409,661 | 445,305 | 402,892 | 475,055 |
|----------------------------|---------|---------|---------|---------|---------|

Efficiency

|                       |     |     |     |     |     |
|-----------------------|-----|-----|-----|-----|-----|
| New Cases/Staff Years | 281 | 293 | 297 | 258 | 288 |
|-----------------------|-----|-----|-----|-----|-----|

|                      |       |       |       |       |       |
|----------------------|-------|-------|-------|-------|-------|
| Caseload/Staff Years | 2,067 | 2,170 | 2,219 | 1,939 | 2,179 |
|----------------------|-------|-------|-------|-------|-------|

|                   |          |          |           |           |           |
|-------------------|----------|----------|-----------|-----------|-----------|
| Cost Per New Case | \$ 92.75 | \$ 97.31 | \$ 103.00 | \$ 114.14 | \$ 104.08 |
|-------------------|----------|----------|-----------|-----------|-----------|

ACTIVITY B: General Support Services

% of Resources

3%

Workload

|                   |        |        |        |        |        |
|-------------------|--------|--------|--------|--------|--------|
| Marriage Licenses | 22,198 | 22,258 | 22,170 | 22,407 | 22,703 |
|-------------------|--------|--------|--------|--------|--------|

Efficiency

|                      |       |       |       |       |       |
|----------------------|-------|-------|-------|-------|-------|
| Licenses/Staff Years | 3,171 | 3,180 | 3,167 | 3,201 | 3,243 |
|----------------------|-------|-------|-------|-------|-------|

## STAFFING SCHEDULE

Program: County Clerk Services

Department: County Clerk

| Class                             | Title                                    | STAFF YEARS    |        |                 |        | SALARY AND BENEFIT COSTS |              |
|-----------------------------------|--|----------------|--------|-----------------|--------|--------------------------|--------------|
|                                   |  | 1985-86 Budget |        | 1986-87 Adopted |        | 1985-86                  | 1986-87      |
|                                   |  | Positions      | S.Y.   | Positions       | S.Y.   | Budget                   | Adopted      |
| 0130                              | County Clerk                             | 1              | 1.00   | 1               | 1.00   | \$ 54,331                | \$ 57,275    |
| 0230                              | Chief Deputy County Clerk                | 1              | 1.00   | 1               | 1.00   | 46,791                   | 51,112       |
| 2302                              | Administrative Assistant III             | 1              | 1.00   | 1               | 1.00   | 34,764                   | 35,791       |
| 2505                              | Senior Accountant                        | 1              | 1.00   | 1               | 1.00   | 32,890                   | 34,911       |
| 2897                              | Division Chief - Br. Oper.               | 2              | 2.00   | 2               | 2.00   | 66,074                   | 68,150       |
| 2935                              | Supervising Superior Ct. Clk.            | 1              | 1.00   | 1               | 1.00   | 33,037                   | 34,075       |
| 2901                              | Division Chief - Records                 | 1              | 1.00   | 1               | 1.00   | 30,754                   | 31,675       |
| 2909                              | Division Chief - Business                | 1              | 1.00   | 1               | 1.00   | 30,754                   | 31,675       |
| 2898                              | Asst. Supervising Superior Court Clerk   | 2              | 2.00   | 2               | 2.00   | 56,309                   | 58,884       |
| 2894                              | Asst. Division Chief - Branch Operations | 2              | 2.00   | 2               | 2.00   | 57,166                   | 58,386       |
| 2891                              | Asst. Div. Chief - Business              | 1              | 1.00   | 2               | 2.00   | 26,559                   | 51,890       |
| 2895                              | Asst. Div. Chief - Records               | 1              | 1.00   | 1               | 1.00   | 26,559                   | 27,354       |
| 2916                              | Superior Court Clerk                     | 74             | 74.00  | 78              | 75.50  | 1,698,601                | 1,849,583    |
| 2906                              | Legal Procedures Clerk III               | 5              | 5.00   | 5               | 5.00   | 98,324                   | 103,119      |
| 2758                              | Administrative Secretary III             | 1              | 1.00   | 1               | 1.00   | 21,422                   | 23,050       |
| 2403                              | Accounting Technician                    | 3              | 3.00   | 2               | 2.00   | 60,753                   | 42,138       |
| 2904                              | Interpreter Clerk                        | 1              | 1.00   | 1               | 1.00   | 19,544                   | 20,713       |
| 2757                              | Administrative Secretary II              | 2              | 2.00   | 2               | 2.00   | 38,762                   | 41,094       |
| 2660                              | Storekeeper I                            | 1              | 1.00   | 1               | 1.00   | 17,875                   | 18,768       |
| 2907                              | Legal Procedures Clerk II                | 40             | 38.50  | 42              | 41.50  | 671,568                  | 780,166      |
| 2511                              | Senior Payroll Clerk                     | 1              | 1.00   | 1               | 1.00   | 18,437                   | 19,541       |
| 2510                              | Senior Account Clerk                     | 3              | 3.00   | 3               | 3.00   | 50,470                   | 55,759       |
| 2708                              | CRT Operator                             | 1              | 1.00   | 1               | 1.00   | 15,616                   | 15,788       |
| 2430                              | Cashier                                  | 4              | 4.00   | 4               | 4.00   | 63,148                   | 67,840       |
| 2903                              | Legal Procedures Clerk I                 | 30             | 30.00  | 33              | 33.00  | 469,712                  | 542,731      |
| 3040                              | Microfilm Operator                       | 1              | 1.00   | 2               | 2.00   | 14,884                   | 29,098       |
| 2650                              | Stock Clerk                              | 2              | 2.00   | 1               | 1.00   | 31,448                   | 16,515       |
| 2700                              | Intermediate Clerk Typist                | 15             | 15.00  | 15              | 15.00  | 207,538                  | 221,676      |
| 3074                              | Senior Mail Clerk Driver                 | 0              | 0.00   | 1               | 1.00   | 0                        | 15,774       |
| 3039                              | Mail Clerk Driver                        | 0              | 0.00   | 1               | 1.00   | 0                        | 14,643       |
| 2709                              | Department Clerk                         | 5              | 5.00   | 5               | 5.00   | 56,935                   | 61,997       |
| 2710                              | Junior Clerk Typist                      | 10             | 9.25   | 10              | 10.00  | 102,506                  | 125,260      |
| 5788                              | Exhibits Custodian                       | 3              | 3.00   | 3               | 3.00   | 48,549                   | 60,507       |
|                                   | Total                                    | 217            | 214.75 | 228             | 225.00 | \$ 4,202,080             | \$ 4,666,938 |
| Adjustments:                      |  |                |        |                 |        |                          |              |
| County Contributions and Benefits |  |                |        |                 |        | \$ 1,407,912             | \$ 1,611,207 |
| Salary Settlement Costs           |  |                |        |                 |        | 311,114                  |              |
| Special Payments:                 |  |                |        |                 |        |                          |              |
| Premium Pay                       |  |                |        |                 |        | 10,900                   | 14,100       |
| Bilingual Pay                     |  |                |        |                 |        | 4,200                    | 4,200        |
| Salary Savings                    |  |                |        |                 |        | (189,539)                | (145,760)    |
| Total Adjustments                 |  |                |        |                 |        | \$ 1,545,587             | \$ 1,483,747 |
| PROGRAM TOTALS:                   |  | 217            | 214.75 | 228             | 225.00 | \$ 5,747,667             | \$ 6,150,685 |

DISTRICT ATTORNEY

|                               | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|-------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| General Criminal Prosecution  | \$ 9,281,444                    | \$10,244,462                    | \$ 11,416,147                   | \$ 11,994,869                   | \$ 12,473,567                    | \$ 478,698                                     | 4.0                       |
| Juvenile Court Services       | 1,004,375                       | 1,116,927                       | 1,256,867                       | 1,176,818                       | 1,388,095                        | 211,277  | 18.0                      |
| Specialized Criminal          | 3,052,818                       | 3,591,762                       | 4,626,852                       | 3,709,239                       | 4,159,868                        | 450,629  | 12.1                      |
| Family Support Enforcement    | 2,576,557                       | 2,744,633                       | 2,988,041                       | 3,267,278                       | 3,705,281                        | 438,003  | 13.4                      |
| Department Overhead           | <u>916,023</u>                  | <u>1,090,652</u>                | <u>1,261,480</u>                | <u>1,193,952</u>                | <u>1,276,972</u>                 | <u>83,020</u>                                  | 7.0                       |
| Total Direct Costs            | \$16,831,187                    | \$18,788,436                    | \$ 21,549,387                   | \$ 21,342,156                   | \$ 23,003,783                    | \$ 1,661,627                                   | 7.8                       |
| Less Funding                  | (7,535,842)                     | (7,486,495)                     | (8,997,400)                     | (8,655,864)                     | (9,715,312)                      | (1,059,448)                                    | 12.0                      |
| Less Reduction in Designation | 0                               | 0                               | 0                               | 0                               | (128,147)                        | (128,147)                                      |                           |
| Net County Cost               | <u>\$ 9,295,345</u>             | <u>\$11,301,941</u>             | <u>\$ 12,551,987</u>            | <u>\$ 12,686,292</u>            | <u>\$ 13,160,324</u>             | <u>\$ 474,032</u>                              | 4.0                       |
| Staff Years                   | 461.28                          | 490.70                          | 505.48                          | 515.16                          | 556.16                           | 41.0   | 8.0                       |

PROGRAM: GENERAL CRIMINAL PROSECUTION

# 13033

MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

# 2900

REF: 1985-86 Final Budget - Pg: 19

Authority: Mandates Prosecution of Criminal Cases; Govt. Code 26500-26502; Mandates Processing of Criminal Fugitives; Penal Code Section 1548-1558; Mandates Investigation and Prosecution of Child Stealing Cases: CAL Civil Code 4604-4605, Penal Code 278 et. seq. Government Code 26500-26502. The District Attorney is the public prosecutor and shall attend to the courts and conduct on behalf of the people all prosecutions for public offenses.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                     |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 8,409,650        | \$ 9,304,549         | \$ 10,361,261        | \$ 11,132,132        | \$ 11,459,229        |
| Services & Supplies       | 846,757             | 916,113              | 1,029,890            | 823,947              | 958,226              |
| Other Charges             | 0                   | 0                    | 0                    | 0                    | 34,593               |
| Fixed Assets              | 25,037              | 23,800               | 24,996               | 38,790               | 21,519               |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 9,281,444</b> | <b>\$ 10,244,462</b> | <b>\$ 11,416,147</b> | <b>\$ 11,994,869</b> | <b>\$ 12,473,567</b> |
| <b>FUNDING</b>            | <b>(169,446)</b>    | <b>(236,571)</b>     | <b>(180,879)</b>     | <b>(290,806)</b>     | <b>(190,000)</b>     |
| <b>NET COUNTY COSTS</b>   | <b>\$ 9,111,998</b> | <b>\$ 10,007,891</b> | <b>\$ 11,235,268</b> | <b>\$ 11,704,063</b> | <b>\$ 12,283,567</b> |
| <b>STAFF YEARS</b>        | <b>239.02</b>       | <b>255.55</b>        | <b>260.23</b>        | <b>275.66</b>        | <b>280.16</b>        |

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:

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.

PROGRAM DESCRIPTION: (Continued)

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.

The 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.

1985-86 ACTUALS:

Expenditures for FY 1985-86 were under budget by \$578,722 due to the transfer of the Narcotics and Child Abuse units from General Criminal to Specialized Criminal Prosecution and to delays in filling vacancies which occurred in mid-year.

Workload indicators for General Criminal were within the budget estimates except for the number of Superior Court trials. This indicator was up by 12% from budget. This can be attributed to an improved calendaring process that has made more courtrooms available to hear criminal matters.

1986-87 OBJECTIVES:

1. To adequately represent the People in the increased number of Municipal and Superior Courts anticipated for FY 1986-87.
2. To continue to manage the demands in the issuing of 79,028 felony and misdemeanor cases projected for the San Diego, El Cajon, North County and South Bay Judicial Districts during FY 1986-87.
3. To continue to manage the increasing demands of representing the People in 10,200 projected defendant cases set for preliminary hearing during FY 1986-87.
4. To continue to provide an adequate level of service in representing the People in the 280 Superior Court jury trials projected for FY 1986-87.

1986-87 OBJECTIVES: (Continued)

5. To represent the People in the 4,000 contested hearings and motions projected for FY 1986-87.
6. To adequately represent the People in the estimated 250 cases presented associated with the new prison. We can expect 10 to 20% of cases presented to be issued and all issued cases to go through preliminary hearing in Municipal Court with some going to trial in Superior Court.
7. It will not be possible to achieve the above objectives without increased staff as proposed in the District Attorney's FY 1986-87 Budget proposal.

1986-87 ADOPTED:

Expenditures for FY 1986-87 increased by 3.9% from FY 1985-86 Budget. These changes are attributed to eight new positions authorized for the branches, four in North County and four in El Cajon; one additional investigative position and full-year funding of two DDA positions that were quarter-year funded during 1985-86.

Projections for FY 1986-87 reflect a slight increase in the number of misdemeanor and felony cases issued and in the number of Superior Court cases tried. A slight decrease in preliminary hearings set and contested hearings and motions is projected for FY 1986-87. These projections reflect the effect of the transfer of the Narcotics and Child Abuse units to Specialized Criminal.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>              | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|---------------------------------------|---------------------------|---------------------------|----------------------------|---------------------------------------|
| Recovered Revenue                     |                           |                           |                            |                                       |
| Narcotic Prosecution Grant            | \$ *                      | \$ 75,006                 | \$ -0-*                    | \$ (75,006)*                          |
| Extradition of Prisoners              | 133,831                   | 194,800                   | 160,000                    | (34,800)                              |
| POST (Training of Police<br>Officers) | 19,392                    | 14,000                    | 14,000                     | 0                                     |
| Miscellaneous                         | <u>27,656</u>             | <u>7,000</u>              | <u>16,000</u>              | <u>9,000</u>                          |
|                                       | \$ 180,879                | \$ 290,806                | \$ 190,000                 | \$ (100,806)                          |

\* Narcotic Prosecution Grant revenue shown in Specialized Criminal Prosecution.

FY 1985-86 revenue derived from Extradition of Prisoners was \$60,969 lower than budgeted due to reduced activity in this area. Because of significant increase in requests for discovery material, \$27,656 was collected in FY 1985-86.

FIXED ASSETS

| <u>Item</u>             | <u>Quantity</u> | <u>Cost</u>  |
|-------------------------|-----------------|--------------|
| Desk, Wood              | 9               | \$ 7,200     |
| Dictating Units         | 4               | 1,200        |
| Transcribers            | 2               | 403          |
| Draze Copier            | 1               | 1,585        |
| Camera, Still           | 3               | 826          |
| Fiber Optics            | 1               | 493          |
| Micro Cassette Recorder | 5               | 503          |
| Recording System        | 1               | 2,109        |
| Typewriter, Electric    | 9               | <u>7,200</u> |
| Total                   |                 | \$21,519     |



PERFORMANCE INDICATORS

Program: General Criminal Prosecution

Department: District Attorney

|                                | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>% of Resources</u>          |                   |                   |                   |                   |                    |
| 100%                           |                   |                   |                   |                   |                    |
| <u>Workload</u>                |                   |                   |                   |                   |                    |
| Misdemeanor Cases:             |                   |                   |                   |                   |                    |
| Issued                         | 57,369            | 67,105            | 66,207            | 66,360            | 67,028             |
| Felony Cases:                  |                   |                   |                   |                   |                    |
| Issued                         | 10,940            | 11,457            | 11,901            | 12,077            | 12,000             |
| Preliminary Hearing Set        | 9,809             | 10,191            | 10,393            | 10,662            | 10,200             |
| Superior Court                 |                   |                   |                   |                   |                    |
| Jury Trials                    | 309               | 248               | 282               | 252               | 280                |
| Contested Hearings and Motions | 5,813             | 4,447             | 4,194             | 4,603             | 4,000              |

## STAFFING SCHEDULE

Program: General Criminal Prosecution

Department: District Attorney

| Class               | Title                                   | STAFF YEARS |        |         |        | SALARY AND BENEFIT COSTS |              |
|---------------------|---|-------------|--------|---------|--------|--------------------------|--------------|
|                     |   | 1985-86     |        | 1986-87 |        | 1985-86                  | 1986-87      |
|                     |   | Pos.        | S.Y.   | Pos.    | S.Y.   | Budget                   | Adopted      |
| 3925                | Deputy DA V                             | 19          | 19.00  | 18      | 18.00  | \$ 1,111,462             | \$ 1,092,756 |
| 3926                | Deputy DA IV                            | 16          | 16.00  | 17      | 17.00  | 825,103                  | 949,842      |
| 3927                | Deputy DA III                           | 55          | 53.50  | 55      | 55.00  | 2,358,015                | 2,558,650    |
| 5760                | DA Invest. Forensic                     | 1           | 1.00   | 1       | 1.00   | 40,906                   | 43,430       |
| 3928                | Deputy DA II                            | 14          | 14.00  | 14      | 14.00  | 451,229                  | 530,451      |
| 5721                | Documents Examiner                      | 1           | 1.00   | 1       | 1.00   | 33,994                   | 36,042       |
| 2302                | Admin. Assist. III                      | 1           | 1.00   | 1       | 1.00   | 32,324                   | 34,457       |
| 5753                | DA Investigator IV                      | 6           | 6.00   | 6       | 6.00   | 213,288                  | 226,984      |
| 5753                | DA Investigator III                     | 22          | 22.00  | 23      | 23.00  | 726,556                  | 780,189      |
| 5756                | DA Investigator I                       | 2           | 2.00   | 2       | 2.00   | 56,338                   | 52,276       |
| 2337                | Public Information Spec.                | 1           | 1.00   | 1       | 1.00   | 25,037                   | 27,669       |
| 3929                | Deputy DA I                             | 17          | 15.50  | 16      | 15.50  | 390,161                  | 464,045      |
| 2899                | Principal Legal Supp.<br>Services Clerk | 3           | 3.00   | 3       | 3.00   | 74,487                   | 80,971       |
| 5751                | Investigator Spec. II                   | 15          | 15.00  | 17      | 16.75  | 335,150                  | 389,881      |
| 3935                | Legal Assistant                         | 3           | 3.00   | 3       | 3.00   | 57,069                   | 69,002       |
| 2765                | Legal Secretary III                     | 3           | 3.00   | 3       | 3.00   | 55,281                   | 65,513       |
| 2763                | Legal Secretary II                      | 3           | 3.00   | 3       | 3.00   | 57,741                   | 63,267       |
| 2906                | Legal Procedure Clerk III               | 11          | 11.00  | 11      | 11.00  | 207,665                  | 231,911      |
| 2705                | Legal Stenographer                      | 1           | 1.00   | 1       | 1.00   | 19,456                   | 18,011       |
| 2762                | Legal Secretary I                       | 1           | 1.00   | 1       | 1.00   | 17,477                   | 18,383       |
| 2907                | Legal Procedure Clerk II                | 36          | 34.50  | 35      | 34.75  | 586,419                  | 638,908      |
| 2808                | Sr. Radio/Tele. Operator                | 1           | 1.00   | 1       | 1.00   | 17,878                   | 18,582       |
| 2730                | Senior Clerk                            | 1           | 1.00   | 1       | 1.00   | 16,461                   | 17,162       |
| 2800                | Radio/Tele. Operator                    | 1           | 1.00   | 1       | 1.00   | 13,991                   | 15,455       |
| 2760                | Stenographer                            | 1           | 1.00   | 1       | 1.00   | 14,613                   | 15,519       |
| 2903                | Legal Procedure Clerk I                 | 44          | 44.00  | 44      | 44.00  | 674,086                  | 705,063      |
|                     | Temporary Extra Help                    | 5           | 1.16   | 5       | 1.16   | 40,000                   | 40,000       |
|                     | Total                                   | 284         | 275.66 | 285     | 280.16 | \$ 8,452,187             | \$ 9,184,419 |
| Adjustments:        |   |             |        |         |        |                          |              |
|                     | County Contributions and Benefits       |             |        |         |        | \$ 2,255,768             | \$ 2,420,522 |
|                     | Salary Settlement Costs                 |             |        |         |        | 600,740                  | 0            |
| Special Payments:   |   |             |        |         |        |                          |              |
|                     | Premium Pay                             |             |        |         |        | 41,755                   | 41,755       |
|                     | Unemp. Expense                          |             |        |         |        | 9,685                    | 9,656        |
|                     | Work Compensation                       |             |        |         |        | 50,804                   | 50,441       |
| Salary Adjustments: |   |             |        |         |        |                          |              |
|                     | Promo. Costs                            |             |        |         |        | 53,890                   | 0            |
|                     | Salary Savings                          |             |        |         |        | (332,697)                | (247,564)    |
| Total Adjustments:  |   |             |        |         |        | \$ 2,679,945             | \$ 2,274,810 |
| PROGRAM TOTALS:     |   | 284         | 275.66 | 285     | 280.16 | \$11,132,132             | \$11,459,229 |

PROGRAM: JUVENILE COURT SERVICES

# 13012

MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

# 2900

REF: 1985-86 Final Budget - Pg: 23

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 952,843          | \$ 1,066,798        | \$ 1,199,930        | \$ 1,127,193        | \$ 1,314,712        |
| Services & Supplies       | 48,683              | 47,760              | 53,953              | 48,825              | 57,452              |
| Other Charges             | 0                   | 0                   | 0                   | 0                   | 6,531               |
| Fixed Assets              | 2,819               | 2,369               | 2,984               | 800                 | 9,400               |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,004,345</b> | <b>\$ 1,116,927</b> | <b>\$ 1,256,867</b> | <b>\$ 1,176,818</b> | <b>\$ 1,388,095</b> |
| <b>FUNDING</b>            | <b>(431,362)</b>    | <b>(431,375)</b>    | <b>(427,579)</b>    | <b>(431,362)</b>    | <b>(431,362)</b>    |
| <b>NET COUNTY COSTS</b>   | <b>\$ 572,983</b>   | <b>\$ 685,552</b>   | <b>\$ 829,288</b>   | <b>\$ 745,456</b>   | <b>\$ 956,733</b>   |
| <b>STAFF YEARS</b>        | <b>27.45</b>        | <b>28.90</b>        | <b>29.78</b>        | <b>28.00</b>        | <b>35.00</b>        |

PROGRAM DESCRIPTION:

This program and its 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).

1985-86 ACTUALS:

In FY 1985-86 actual direct costs in the Juvenile Program exceeded budget by \$80,049. This represents an increase in expenditures of 6%. Actual staff years exceeded budgeted figures by 1.78 (29.78 vs. 28.00) attributing to an increased expenditure of \$72,737. The increased staffing resulted from reassignment of staff to meet workload demands in the areas of dependency and delinquency. Workload indicators show an increase in both actual W & I 300 referrals (2,054 vs. 1,800) representing a 14% increase over budgeted. W & I 300 cases prepared for trial increased 46% over estimated figures (1,463 vs. 1,000). In addition, hearings attended were actually higher than estimated by 530 hearings (29,530 vs. 29,000).

1986-87 OBJECTIVES:

1. To review and process increased referrals within the due process guidelines as required by law, which are projected at 11,490 in FY 1986-87 for both delinquency (W & I 602 and dependency (W & I 300) cases.
2. To continue to effectively enforce the standards outlined in SB 14, which mandated additional and lengthier hearings in order to expedite the permanent placement of minors declared a ward of the Court.
3. To manage a projected increase of fifty (50) trial hours per month due to the Third Appellate District Decision of In re Amanda I and Sara M. (1985), which requires an increase in the number of witnesses who must be put on the stand in order to prove a dependency case.
4. To maintain increased demands upon staff for attendance in both W & I 300 and 602 hearings projected at 29,900 for FY 1986-87.
5. To implement integrated juvenile criminal information system authorized by the Board in FY 1985-86.

1986-87 ADOPTED BUDGET:

Direct costs in the FY 1986-87 Adopted Budget exceed the FY 1985-86 Budget by \$211,277. This is primarily due to the addition of four Deputy District Attorneys and three Legal Procedures Clerks authorized to meet increased workload demands imposed by the addition of a sixth and seventh court assigned in FY 1985-86 to hear juvenile matters.

REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|--------------------------|---------------------------|---------------------------|----------------------------|---------------------------------------|
| State - AB 90            | \$ 425,182                | \$ 431,362                | \$ 431,362                 | \$ 0                                  |
| Other Revenue            | <u>2,397</u>              | <u>0</u>                  | <u>0</u>                   | <u>0</u>                              |
| TOTAL                    | \$ 427,579                | \$ 431,362                | \$ 431,362                 | \$ 0                                  |

There is no change in funding for FY 1986-87.

FIXED ASSETS

| <u>Item</u>          | <u>Quantity</u> | <u>Cost</u> |
|----------------------|-----------------|-------------|
| Desks, Wood          | 7               | \$ 5,600    |
| Typewriter, Electric | 4               | 3,200       |
| Dictating Equipment  | 2               | <u>600</u>  |
| TOTAL                |                 | \$ 9,400    |

PERFORMANCE INDICATORS

Program: Juvenile Court Services

Department: District Attorney

|                      | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload</u>      |                   |                   |                   |                   |                    |
| W & I 602 Referrals  |                   |                   |                   |                   |                    |
| Submitted for Review | 8,265             | 8,453             | 8,673             | 9,200             | 9,490              |
| W & I 602 Cases      |                   |                   |                   |                   |                    |
| Prepared for Trial   | 1,719             | 1,942             | 1,562             | 2,500             | 2,770              |
| W & I 300 Referrals  |                   |                   |                   |                   |                    |
| Submitted for Review | 1,812             | 1,826             | 2,054             | 1,800             | 2,000              |
| W & I 300 Cases      |                   |                   |                   |                   |                    |
| Prepared for Trial   | 679               | 1,160             | 1,463             | 1,000             | 1,140              |
| Hearings Attended    | 24,502            | 27,409            | 29,530            | 29,000            | 29,900             |

STAFFING SCHEDULE

Program: Juvenile Court Services

Department: District Attorney

| Class | Title                                   | STAFF YEARS |       |         |       | SALARY AND BENEFIT COSTS |              |
|-------|---|-------------|-------|---------|-------|--------------------------|--------------|
|       |   | 1985-86     |       | 1986-87 |       | 1985-86                  | 1986-87      |
|       |   | Pos.        | S.Y.  | Pos.    | S.Y.  | Budget                   | Adopted      |
| 3926  | Deputy DA IV                            | 2           | 2.00  | 2       | 2.00  | \$ 106,698               | \$ 107,075   |
| 3927  | Deputy DA III                           | 9           | 9.00  | 9       | 9.00  | 405,845                  | 430,224      |
| 5754  | DA Investigator III                     | 2           | 2.00  | 2       | 2.00  | 64,842                   | 71,118       |
| 3929  | Deputy DA I                             | 0           | 0.00  | 4       | 4.00  | 0                        | 135,238      |
| 2899  | Principal Legal Supp.<br>Services Clerk | 1           | 1.00  | 1       | 1.00  | 24,829                   | 27,046       |
| 5751  | Investigator Spec. II                   | 1           | 1.00  | 1       | 1.00  | 22,612                   | 23,968       |
| 2763  | Legal Secretary II                      | 1           | 1.00  | 1       | 1.00  | 18,086                   | 19,918       |
| 2906  | Legal Procedure Clerk III               | 1           | 1.00  | 1       | 1.00  | 20,067                   | 21,365       |
| 2907  | Legal Procedure Clerk II                | 4           | 4.00  | 7       | 7.00  | 65,698                   | 133,404      |
| 2903  | Legal Procedure Clerk I                 | 7           | 7.00  | 7       | 7.00  | 107,174                  | 110,136      |
| Total |   | 28          | 28.00 | 35      | 35.00 | \$ 835,851               | \$ 1,079,492 |

Adjustments:

|                                   |            |            |
|-----------------------------------|------------|------------|
| County Contributions and Benefits | \$ 232,117 | \$ 264,768 |
| Salary Settlement Costs           | 60,794     | 0          |
| Special Payments:                 |            |            |
| Premium Pay                       | 4,159      | 4,159      |
| Unemp. Expense                    | 988        | 1,003      |
| Work Compensation                 | 4,505      | 4,557      |
| Salary Adjustments:               |            |            |
| Promo. Costs                      | 6,970      | 0          |
| Salary Savings                    | (18,191)   | (39,267)   |
| Total Adjustments:                | \$ 291,342 | \$ 235,220 |

PROGRAM TOTALS: 28 28.00 35 35.00 \$ 1,127,193 \$ 1,314,712

PROGRAM: SPECIALIZED CRIMINAL PROSECUTION # 13032 MANAGER: DISTRICT ATTORNEY MILLER  
 Department: DISTRICT ATTORNEY # 2900 REF: 1985-86 Final Budget - Pg: 26

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

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 2,967,273        | \$ 3,439,036        | \$ 4,409,700        | \$ 3,502,869        | \$ 3,929,431        |
| Services & Supplies       | 80,471              | 152,053             | 205,933             | 204,870             | 196,137             |
| Other Charges             | 0                   | 0                   | 5,390               | 0                   | 0                   |
| Fixed Assets              | 5,074               | 673                 | 5,829               | 1,500               | 4,900               |
| Vehicles/Comm. Equip.     | 0                   | 0                   | 0                   | 0                   | 29,400              |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 3,052,818</b> | <b>\$ 3,591,762</b> | <b>\$ 4,626,852</b> | <b>\$ 3,709,239</b> | <b>\$ 4,159,868</b> |
| <b>FUNDING</b>            | <b>(814,882)</b>    | <b>(1,104,516)</b>  | <b>(1,285,468)</b>  | <b>(927,450)</b>    | <b>(1,210,925)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 2,237,936</b> | <b>\$ 2,487,246</b> | <b>\$ 3,341,384</b> | <b>\$ 2,781,789</b> | <b>\$ 2,948,943</b> |
| <b>STAFF YEARS</b>        | <b>76.70</b>        | <b>82.76</b>        | <b>92.93</b>        | <b>79.50</b>        | <b>94.00</b>        |

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:

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.

PROGRAM DESCRIPTION: (Continued)

3. The Major Violators Unit (MVU) focuses its attention on those repeat offenders. The staff prepares and presents each case from its issuance through final sentencing in Superior Court.
4. The Gang Prosecution Unit vertically prosecutes and concentrates on gang related crimes in an effort to curb increased gang crimes and violence. Prosecution of these cases is lengthy and is complicated by multiple defendants and unwilling witnesses usually associated with each case.
5. The Major Narcotic Vendor Prosecution Unit vertically prosecutes major drug offenders. Enhanced techniques in the prosecution of such cases is expected to result in fewer pretrial releases on bail, reduced plea bargains, greater forfeiture of assets and more prison commitments.
6. The Child Abuse Prosecution Unit vigorously prosecutes child abusers in an effort to curb and reduce child abuse. Prosecution of such cases by one specialized unit will provide a more pro-active approach to child abuse, greater uniformity in case processing, improved coordination between dependency cases and criminal cases and will minimize trauma to child victims.

1985-86 ACTUALS:

Important differences between the 1985-86 budget and 1985-86 actuals are as follows:

- ° Total expenditures increased by \$917,613, mainly due to transfer of the Child Abuse (3 Deputy District Attorneys I and 3 Legal Procedures Clerks II) and Narcotics units (2 Deputy District Attorneys I) from the General Criminal Prosecution Program, and the mid-year addition of two positions (one DA Investigator I for Narcotics and one DA Investigator III for Hazardous Materials.)
- ° Fixed assets costs increased due to the purchase of office equipment related to new positions added mid-year (\$5,829). Cases investigated/legal opinions were 18.5% below budgeted (8,637 vs. 10,600). This is attributed to a difference in the method of keeping track of the number of opinions given. Preliminary hearing bindovers were 40% over budget, jury trials were 64% over budget and contested hearings and motions were 5% over budget. These three indicators reflect the addition of the Narcotics and Child Abuse units to Specialized Criminal.

1986-87 OBJECTIVES:

1. To maintain a proactive role in consumer protection and to continue to maintain the present level of response to the 12,000 requests for investigative assistance and intervention anticipated in FY 1986-87.
2. To vigorously prosecute violators of newly enacted hazardous waste regulations.
3. To continue the present level of services needed to adequately represent the People in the 274 preliminary hearings projected for FY 1986-87.
4. To represent the People in 101 jury and 28 court trials in Superior Court anticipated for FY 1986-87.
5. To expand the scope and effectiveness of the Child Abuse Unit in the vertical prosecution of all child-victim molest, abuse and homicide cases.
6. To increase the number of cases issued under the Major Narcotics Vendor Program by 25% from current levels and to obtain greater penalties for major narcotics vendors as provided by Assembly Bill 2320 which became effective on January 1, 1986.
7. To continue to make significant progress in the vertical prosecution of gang related criminal activity.
8. To continue to assist and protect victims and witnesses under the Victim/Witness Protection Program.



1986-87 OBJECTIVES: (Continued)

9. To successfully represent the People in the 1,800 contested hearings and motions anticipated for FY 1986-87.
10. It will not be possible to achieve objectives 2, 5, 6 and 7 without increased staff as proposed in the District Attorney's FY 1986-87 Budget proposal.

1986-87 ADOPTED:

In this program the important changes from the 1985-86 Budget include:

- ° \$426,562 in salaries and benefits reflecting
  - \$280,223 due to the transfer of the Child Abuse and Major Narcotics division in 1985-86 from General Criminal Prosecution (5.0 SY) and the mid-year addition of 3 Deputy District Attorneys I and 1 D.A. Investigator II to augment the new Child Abuse Prosecution Unit (4.0 SY).
  - Addition of 1 D.A. Investigator I to the newly created Major Narcotics Vendor Prosecution Unit (\$32,806, 1.0 SY).
  - Full year funding of two positions added mid-year 1985-86. One D.A. Investigator I for Narcotics and one D.A. Investigator III for Hazardous Materials (1.0 SY).
- ° \$4,900 in Fixed Assets providing for equipment related to new positions (desks, typewriters).
- ° \$29,400 in vehicles/communication equipment to purchase 3 cars equipped with mobile radios for new D.A. Investigator positions.

Note: Discrepancies appear to be as a result of appropriations still being budgeted in General and expenditures being charged to Specialized for Narcotics, Child Abuse, and Hazardous Waste (DDA I).

Projections for FY 1986-87 reflect an increase in all indicators. Cases Investigated/legal opinions are expected to increase slightly over 1985-86 Budget. The other three indicators were adjusted upward to reflect the increased workload brought about by the addition of the Narcotics and Child Abuse units to Specialized Criminal.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>  | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|---------------------------|---------------------------|---------------------------|----------------------------|---------------------------------------|
| Damages for Fraud         | \$ 282,500                | \$ 70,000                 | \$ 70,000                  | \$ 0                                  |
| Gang Prosecution Grant    | 95,282                    | 100,000                   | 95,282                     | (4,718)                               |
| Major Violator Unit       | 268,960                   | 268,960                   | 268,960                    | 0                                     |
| Victim/Witness Assistance | 486,267                   | 488,490                   | 488,490                    | 0                                     |
| Narcotic Prosecution      | 151,386                   | 0                         | 137,304*                   | 137,304                               |
| Child Abuse Unit          | 0                         | 0                         | 150,889                    | 150,889                               |
| Other Revenue             | <u>1,073</u>              | <u>0</u>                  | <u>0</u>                   | <u>0</u>                              |
|                           | \$ 1,285,468              | \$ 927,450                | \$ 1,210,925               | \$ 283,475                            |

\* Narcotic Prosecution Grant of \$75,006 was budgeted in General Criminal Prosecution Unit for 1985-86.

REVENUE BY SOURCE: (Continued)

FY 1985-86 actual revenue was higher than budgeted because of the delay in implementing the program in FY 1984-85. Greater costs, which are offset by revenues, were incurred in 1985-86. Additional grant funds were awarded in the amount of \$61,746 for 1985-86 and \$137,304 for 1986-87.

State funds of \$150,889 are available for 1986-87 to offset costs of additional staff in the Child Abuse Unit. Damages for fraud revenues were significantly higher than budgeted due to partial settlement in the Telink case.

FIXED ASSETS:

| <u>Item</u>         | <u>Quantity</u> | <u>Cost</u> |
|---------------------|-----------------|-------------|
| Desk, Wood          | 5               | \$ 4,000    |
| Dictating Equipment | 3               | <u>900</u>  |
| TOTALS              |                 | \$ 4,900    |

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

| <u>Item</u>  | <u>Quantity</u> | <u>Cost</u>  |
|--------------|-----------------|--------------|
| Vehicle      | 3               | \$ 27,000    |
| Mobile Radio | 3               | <u>2,400</u> |
| TOTALS       |                 | \$ 29,400    |

PERFORMANCE INDICATORS

Program: Specialized Criminal Prosecution

Department: District Attorney

|                                | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>% of Resources</u>          |                   |                   |                   |                   |                    |
|                                | 100%              |                   |                   |                   |                    |
| <u>Workload</u>                |                   |                   |                   |                   |                    |
| Case Inv./Legal Opinions       | 12,044            | 10,936            | 8,637             | 10,600            | 12,000             |
| Preliminary Hearing Bindover   | 116               | 149               | 231               | 165               | 274                |
| Court/Jury Trials              | 6/38              | 12/50             | 4/72              | 11/44             | 28/101             |
| Contested Hearings and Motions | 1,513             | 1,574             | 1,528             | 1,450             | 1,800              |

## STAFFING SCHEDULE

Program: Specialized Criminal Prosecution

Department: District Attorney

| Class | Title                    | STAFF YEARS |       |         |       | SALARY AND BENEFIT COSTS |              |
|-------|--------------------------|-------------|-------|---------|-------|--------------------------|--------------|
|       |                          | 1985-86     |       | 1986-87 |       | 1985-86                  | 1986-87      |
|       |                          | Pos.        | S.Y.  | Pos.    | S.Y.  | Budget                   | Adopted      |
| 3925  | Deputy DA V              | 9           | 9.00  | 9       | 9.00  | \$ 542,983               | \$ 562,692   |
| 3926  | Deputy DA IV             | 4           | 4.00  | 4       | 4.00  | 194,279                  | 221,369      |
| 3927  | Deputy DA III            | 8           | 8.00  | 8       | 8.00  | 372,486                  | 402,408      |
| 5756  | DA Investigator I        | 0           | 0.00  | 2       | 2.00  | 0                        | 64,696       |
| 5753  | DA Investigator IV       | 4           | 4.00  | 4       | 4.00  | 148,504                  | 152,683      |
| 2413  | Analyst III              | 1           | 1.00  | 1       | 1.00  | 34,764                   | 34,457       |
| 5754  | DA Investigator III      | 13          | 13.00 | 14      | 14.00 | 412,933                  | 476,621      |
| 2425  | Associate Accountant     | 2           | 2.00  | 2       | 2.00  | 52,722                   | 55,458       |
| 3931  | VW Program Manager       | 1           | 1.00  | 1       | 1.00  | 31,047                   | 29,051       |
| 3929  | Deputy DA I              | 1           | 1.00  | 9       | 9.00  | 27,061                   | 268,062      |
| 5751  | Investigator Spec. II    | 19          | 18.50 | 19      | 19.00 | 415,161                  | 431,032      |
| 2765  | Legal Secretary III      | 1           | 1.00  | 1       | 1.00  | 18,427                   | 23,845       |
| 2763  | Legal Secretary II       | 2           | 2.00  | 2       | 2.00  | 40,264                   | 41,307       |
| 2905  | Legal Stenographer       | 2           | 2.00  | 2       | 2.00  | 37,603                   | 41,262       |
| 2907  | Legal Procedure Clerk II | 0           | 0.00  | 3       | 3.00  | 0                        | 52,397       |
| 2762  | Legal Secretary I        | 3           | 3.00  | 3       | 3.00  | 53,904                   | 57,025       |
| 2903  | Legal Procedure Clerk I  | 10          | 10.00 | 10      | 10.00 | 148,400                  | 157,003      |
| Total |                          | 80          | 79.50 | 94      | 94.00 | \$ 2,530,538             | \$ 3,071,368 |

## Adjustments:

|                                   |            |            |
|-----------------------------------|------------|------------|
| County Contributions and Benefits | \$ 781,610 | \$ 933,764 |
| Salary Settlement Costs           | 189,040    | 0          |
| Special Payments:                 |            |            |
| Premium Pay                       | 6,118      | 6,118      |
| Unemp. Expense                    | 2,733      | 2,991      |
| Work Compensation                 | 19,324     | 20,109     |
| Salary Adjustments:               |            |            |
| Promo. Costs                      | 8,756      | 0          |
| Salary Savings                    | (35,250)   | (104,919)  |
| Total Adjustments:                | \$ 972,331 | \$ 858,063 |

PROGRAM TOTALS: 80 79.50 94 94.00 \$ 3,502,869 \$ 3,929,431

PROGRAM: FAMILY SUPPORT ENFORCEMENT

# 13017

MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

# 2900

REF: 1985-86 Final Budget - Pg: 30

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.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                      |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 2,439,554         | \$ 2,642,244         | \$ 2,862,672         | \$ 3,095,097         | \$ 3,395,144         |
| Services & Supplies       | 112,913              | 100,020              | 122,210              | 172,181              | 234,537              |
| Fixed Assets              | 24,090               | 2,369                | 3,159                | 0                    | 75,600               |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 2,576,557</b>  | <b>\$ 2,744,633</b>  | <b>\$ 2,988,041</b>  | <b>\$ 3,267,278</b>  | <b>\$ 3,705,281</b>  |
| <b>FUNDING</b>            |                      |                      |                      |                      |                      |
| Reduction in Designation  | 0                    | 0                    | 0                    | 0                    | (128,147)            |
| <b>NET COUNTY COSTS</b>   | <b>\$(3,513,418)</b> | <b>\$(2,969,390)</b> | <b>\$(4,115,433)</b> | <b>\$(3,709,968)</b> | <b>\$(4,305,891)</b> |
| <b>STAFF YEARS</b>        | <b>105.42</b>        | <b>102.09</b>        | <b>100.49</b>        | <b>106.00</b>        | <b>121.00</b>        |

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 non-supporting 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.

1985-86 ACTUALS:

Actual versus budgeted expenditures for FY 1985-86 were down by \$279,237 primarily due to delays in filling vacancies in the division and underspending in some services and supplies categories. An amount of \$40,000 was transferred mid-year to comply with AB 2849, which provides that "any funds paid to the County over and above County costs of administering child support program shall be used to support child support enforcement services of the district attorney." This amount, unspent in 1985-86, is included in the designation to be expended in 1986-87.

1986-87 OBJECTIVES:

1. To increase the percent of absent parents making child support payments.
2. To attempt to increase the average dollar payment/parent/month.
3. To attempt to reduce the backlog of cases awaiting action and to reduce the time for processing all cases in the Family Support Division.

1986-87 ADOPTED BUDGET:

The District Attorney's Adopted Budget includes staff augmentation to the Family Support Division and to the Department of Revenue and Recovery that will be entirely paid for by Federal and State revenues.

The staffing component consists of 14 enforcement personnel and one Associate Systems Analyst for the District Attorney and eight personnel for the Department of Revenue and Recovery. The fourteen (14) enforcement personnel include: two (2) Sr. Investigative Specialists; eight (8) I.S. IIs; and four (4) LPC IIs who would be assigned to Complaints, Skip/Trace and Reciprocal Units in the downtown office and also in the field offices where there is presently a significant backlog of cases.

This approved increase in staff will reduce the backlog of cases and provide immediate relief to families who are entitled to more timely enforcement of child support obligations.

FY 1986-87 total direct costs for this necessary staff is \$394,318, including \$12,000 for fifteen (15) desks and \$3,200 for four (4) typewriters. These direct costs and associated indirect costs are 68% reimbursable by the Federal government and would generate \$573,565 in revenues. This amount will entirely offset the direct costs and also fund the eight (8) requested Revenue and Recovery staff. In addition, estimated Child Support collections generated by added staff will allow this office to receive support enforcement incentives (SEIF) from both the State and Federal governments.

Additional funds of \$128,147 were designated to comply with AB 2849 which requires that excess incentives in the Title IV-D program be used to support child support enforcement services. This amount will be used for automation equipment and related services and supplies.

REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|--------------------------|---------------------------|---------------------------|----------------------------|---------------------------------------|
| State SEIF               | \$ 1,059,128              | \$ 782,850                | \$ 850,839                 | \$ 67,989                             |
| Federal SEIF             | 1,456,386                 | 1,160,505                 | 1,237,707                  | 77,202                                |
| FSD Recovered Costs      | 539,283                   | 521,900                   | 567,226                    | 45,326                                |
| IV-D Admin. Claim        | 3,964,351                 | 4,481,991                 | 5,177,253                  | 695,262                               |
| Food Stamp Fraud         | 50,000                    | 30,000                    | 50,000                     | 20,000                                |
| Other Revenue            | <u>34,326</u>             | <u>0</u>                  | <u>0</u>                   | <u>0</u>                              |
| TOTAL                    | \$ 7,103,474              | \$ 6,977,246              | \$ 7,883,025               | \$ 905,779                            |

All budgeted revenues were realized except for revenue for the IV-D Child Support Program which was expected to be below the budgeted figure. More staff effort was directed toward food stamp fraud prosecution, costs of which are not reimbursed under the IV-D program. The Gramm-Rudman-Hollings Act reduced the Federal reimbursement rate by 3.35%, thus reducing IV-D revenues. Overall FSD revenues were overrealized by \$128,226.

REVENUE BY SOURCE: (Continued)

State SEIF, Federal SEIF and FSD Recovered Costs, which are all based upon child support collections are expected to increase in 1986-87. With present staffing, it is anticipated that collections will increase from \$22,755,000 (estimated) in FY 1985-86 to \$24,268,750 in FY 1986-87. The UIB (Unemployment Insurance Benefits) Intercept program brought in higher collections in the early part of 1985-86 and this trend will probably continue in 1986-87. Base collections, that is collections from activities other than tax and UIB Intercept programs, can be expected to grow at an annual rate of 4%.

The 1985-86 budgeted revenue for IV-D Administrative Claim was adjusted by Financial Management to include a \$61,800 increase. Because of several factors, including (1) lower approved provisional indirect cost rate, and (2) shift of staff effort into non-child support related activities which are not reimbursable under the IV-D program, \$3,964,351 was realized in 1985-86. Projection for 1986-87 is higher primarily due to higher projected salaries and benefits with added staff and greater positive "roll-forward" as indicated in the preliminary 1986-87 cost allocation plan. With the passage of the Gramm-Rudman-Hollings Act, the reimbursement rate will be reduced from the present 70%.

The amended plan of cooperation with the Department of Social Services allows up to \$50,000 reimbursement of food stamp prosecution costs. It is expected that maximum reimbursement will be received this year.

FIXED ASSETS:

| <u>Item</u>          | <u>Quantity</u> | <u>Cost</u>  |
|----------------------|-----------------|--------------|
| Computer Equipment   | 22              | \$ 58,800    |
| Desk, Wood           | 15              | 12,000       |
| Typewriter, Electric | 6               | <u>4,800</u> |
|                      |                 | \$ 75,600    |

PERFORMANCE INDICATORS

Program: Family Support Enforcement

Department: District Attorney

|                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>% of Resources</u> |                   |                   |                   |                   |                    |
|                       | 100%              |                   |                   |                   |                    |
| <u>Workload</u>       |                   |                   |                   |                   |                    |
| Cases Referred        | 27,299            | 33,299            | 33,666            | 30,400            | 37,500             |
| Legal Actions Filed   | 7,387             | 8,159             | 9,659             | 9,500             | 10,000             |
| Cases on Calendar     | 7,782             | 7,090             | 7,144             | 8,500             | 7,500              |
| Welfare Fraud:        |                   |                   |                   |                   |                    |
| Referred From DSS     | 719               | 730               | 712               | 850               | 800                |
| Complaints Filed      | 330               | 557               | 801               | 350               | 550                |



## STAFFING SCHEDULE

Program: Family Support Enforcement

Department: District Attorney

| Class           | Title                             | STAFF YEARS |        |         |        | SALARY AND BENEFIT COSTS |             |
|-----------------|-----------------------------------|-------------|--------|---------|--------|--------------------------|-------------|
|                 |                                   | 1985-86     |        | 1986-87 |        | 1985-86                  | 1986-87     |
|                 |                                   | Pos.        | S.Y.   | Pos.    | S.Y.   | Budget                   | Adopted     |
| 3925            | Deputy DA V                       | 0           | 0.00   | 1       | 1.00   | \$ 0                     | \$ 54,240   |
| 3926            | Deputy DA IV                      | 0           | 1.00   | 0       | 0.00   | 53,810                   | 0           |
| 3927            | Deputy DA III                     | 5           | 5.00   | 5       | 5.00   | 206,025                  | 219,680     |
| 3928            | Deputy DA II                      | 2           | 2.00   | 2       | 2.00   | 70,170                   | 74,525      |
| 3929            | Deputy DA I                       | 2           | 2.00   | 2       | 2.00   | 54,122                   | 59,556      |
| 5753            | DA Investigator IV                | 1           | 1.00   | 1       | 1.00   | 37,126                   | 34,414      |
| 2427            | Assoc. Systems Analyst            | 0           | 0.00   | 1       | 1.00   | 0                        | 44,272      |
| 5754            | DA Investigator III               | 3           | 3.00   | 3       | 3.00   | 89,830                   | 106,677     |
| 5717            | Sr. Field Investigator            | 1           | 1.00   | 1       | 1.00   | 30,610                   | 32,154      |
| 5719            | Field Investigator                | 1           | 1.00   | 1       | 1.00   | 27,607                   | 28,983      |
| 2405            | Asst. Accountant                  | 1           | 1.00   | 1       | 1.00   | 19,426                   | 23,305      |
| 5767            | Sr. Invest. Specialist            | 7           | 7.00   | 9       | 9.00   | 173,787                  | 236,678     |
| 2896            | Superv. Legal Sup.<br>Serv. Clk.  | 2           | 2.00   | 2       | 2.00   | 45,184                   | 43,098      |
| 5751            | Investigator Spec. II             | 22          | 22.00  | 30      | 30.00  | 491,670                  | 723,413     |
| 5752            | Investigator Spec. I              | 10          | 10.00  | 10      | 10.00  | 205,870                  | 214,907     |
| 2906            | Legal Proced. Clerk III           | 3           | 3.00   | 3       | 3.00   | 58,240                   | 61,935      |
| 3008            | Sr. Word Processor                | 1           | 1.00   | 1       | 1.00   | 18,761                   | 18,115      |
| 3009            | Word Processor Operator           | 1           | 1.00   | 1       | 1.00   | 17,831                   | 19,218      |
| 2907            | Legal Procedure Clerk II          | 7           | 7.00   | 11      | 11.00  | 124,887                  | 206,444     |
| 2660            | Storekeeper                       | 1           | 1.00   | 1       | 1.00   | 17,565                   | 17,291      |
| 2800            | Radio Telephone Oper.             | 1           | 1.00   | 1       | 1.00   | 16,997                   | 17,685      |
| 2760            | Stenographer                      | 1           | 1.00   | 1       | 1.00   | 16,788                   | 17,792      |
| 2494            | Payroll Clerk                     | 1           | 1.00   | 1       | 1.00   | 13,009                   | 15,508      |
| 2903            | Legal Procedure Clerk I           | 22          | 22.00  | 22      | 22.00  | 340,552                  | 353,608     |
| 2700            | Intermediate Clerk                | 10          | 10.00  | 10      | 10.00  | 145,059                  | 157,880     |
|                 | Total                             | 106         | 106.00 | 121     | 121.00 | \$ 2,274,926             | \$2,781,378 |
| Adjustments:    |                                   |             |        |         |        |                          |             |
|                 | County Contributions and Benefits |             |        |         |        | \$ 656,064               | \$ 682,790  |
|                 | Salary Settlement Costs           |             |        |         |        | 167,129                  | 0           |
|                 | Special Payments:                 |             |        |         |        |                          |             |
|                 | Premium Pay                       |             |        |         |        | 13,238                   | 13,238      |
|                 | Unemp. Expense                    |             |        |         |        | 3,739                    | 3,726       |
|                 | Work Compensation                 |             |        |         |        | 17,529                   | 17,500      |
|                 | Salary Adjustments:               |             |        |         |        |                          |             |
|                 | Promo. Costs                      |             |        |         |        | 11,964                   | 0           |
|                 | Salary Savings                    |             |        |         |        | (49,492)                 | (103,488)   |
|                 | Total Adjustments:                |             |        |         |        | \$ 820,171               | \$ 613,766  |
| PROGRAM TOTALS: |                                   | 106         | 106.00 | 121     | 121.00 | \$ 3,095,097             | \$3,395,144 |

PROGRAM: DEPARTMENT OVERHEAD COSTS

# 92101

MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

# 2900

REF: 1985-86 Final Budget - Pg: 34

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.

|                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS                 |                   |                   |                   |                   |                    |
| Salaries & Benefits   | \$ 828,040        | \$ 965,157        | \$ 1,068,628      | \$ 1,045,190      | \$ 1,142,636       |
| Services & Supplies   | 81,483            | 125,495           | 161,498           | 144,162           | 97,005             |
| Other Charges         | 0                 | 0                 | 0                 | 0                 | 27,531             |
| Fixed Assets          | 6,500             | 0                 | 31,354            | 4,600             | 0                  |
| Vehicles/Comm. Equip. | 0                 | 0                 | 0                 | 0                 | 9,800              |
| TOTAL DIRECT COSTS    | \$ 916,023        | \$ 1,090,652      | \$ 1,261,480      | \$ 1,193,952      | \$ 1,276,972       |
| FUNDING               | (30,177)          | (10)              | 0                 | (29,000)          | 0                  |
| NET COUNTY COSTS      | \$ 885,846        | \$ 1,090,642      | \$ 1,261,480      | \$ 1,164,952      | \$ 1,276,972       |
| STAFF YEARS           | 22.22             | 21.40             | 22.04             | 26.00             | 26.00              |

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 monitoring, budget formulation, public information, and citizen liaison.

1985-86 ACTUALS:

Actual direct costs in the Overhead program exceed budgeted figures by \$65,528 in FY 1985-86. The movement of this program's personnel in FY 1985-86 from the Courthouse to its present location in the Wells Fargo Building necessitated the acquisition of furniture for reception areas and staff which contributed to the overage.

1986-87 OBJECTIVES:

To continue to meet increasingly complex and stringent requirements imposed by case law; to devise more effective programs to ensure public safety as, for example, in the areas of child abuse and hazardous waste; to continue vigorous representation of the People in criminal matters and at life term parole hearings; to maintain an effective investigative capability.

1986-87 ADOPTED BUDGET:

Direct costs in the Overhead program are up by 6%. Both Services and Supplies and Fixed Assets were reduced in FY 1986-87 as proposed by Financial Management. The Board of Supervisors did approve one vehicle for an investigator authorized mid FY 1985-86. Salaries and Benefits were increased in FY 1986-87 due to step and benefit increases as no new positions were requested.

REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|--------------------------|---------------------------|---------------------------|----------------------------|---------------------------------------|
| Miscellaneous            | \$ 0                      | \$ 29,000                 | \$ 0                       | \$ (29,000)                           |
| TOTAL                    | \$ 0                      | \$ 29,000                 | \$ 0                       | \$ (29,000)                           |

The contract with the University of San Diego will not be renewed in FY 1986-87.

VEHICLE AND COMMUNICATIONS EQUIPMENT:

| <u>Item</u>  | <u>Quantity</u> | <u>Cost</u> |
|--------------|-----------------|-------------|
| Vehicle      | 1               | \$ 9,000    |
| Mobile Radio | 1               | 800         |
| TOTAL        |                 | \$ 9,800    |

## STAFFING SCHEDULE

Program: District Attorney Overhead

Department: District Attorney

| Class                             | Title                       | STAFF YEARS |       |         |       | SALARY AND BENEFIT COSTS |              |
|-----------------------------------|-----------------------------|-------------|-------|---------|-------|--------------------------|--------------|
|                                   |                             | 1985-86     |       | 1986-87 |       | 1985-86                  | 1986-87      |
|                                   |                             | Pos.        | S.Y.  | Pos.    | S.Y.  | Budget                   | Adopted      |
| 0140                              | District Attorney           | 1           | 1.00  | 1       | 1.00  | \$ 80,139                | \$ 84,482    |
| 0240                              | Assistant District Attorney | 1           | 1.00  | 1       | 1.00  | 70,324                   | 76,797       |
| 0245                              | Chief Deputy DA             | 1           | 1.00  | 1       | 1.00  | 68,026                   | 74,269       |
| 0343                              | Special Assistant           | 3           | 3.00  | 3       | 3.00  | 95,134                   | 95,422       |
| 5715                              | Chief Investigator          | 1           | 1.00  | 1       | 1.00  | 45,829                   | 48,674       |
| 2301                              | Chief, Staff & Supt. Serv.  | 1           | 1.00  | 1       | 1.00  | 45,248                   | 46,813       |
| 5707                              | Asst. Chief Investigator    | 1           | 1.00  | 1       | 1.00  | 40,906                   | 43,430       |
| 5753                              | DA Investigator IV          | 1           | 1.00  | 1       | 1.00  | 37,126                   | 39,423       |
| 5754                              | DA Investigator III         | 2           | 2.00  | 2       | 2.00  | 54,608                   | 62,120       |
| 2302                              | Admin. Assistant III        | 1           | 1.00  | 1       | 1.00  | 34,764                   | 35,791       |
| 2469                              | EDP Coordinator             | 1           | 1.00  | 1       | 1.00  | 30,112                   | 36,958       |
| 2303                              | Admin. Assistant II         | 1           | 1.00  | 1       | 1.00  | 27,134                   | 34,075       |
| 2899                              | Principal Legal Svc. Clk.   | 0           | 1.00  | 1       | 1.00  | 0                        | 26,543       |
| 0346                              | Confidential Secretary      | 1           | 1.00  | 1       | 1.00  | 22,885                   | 25,851       |
| 0608                              | Supervising Deputy Clerk    | 1           | 1.00  | 0       | 0.00  | 24,829                   | 0            |
| 2725                              | Principal Clerk             | 1           | 1.00  | 1       | 1.00  | 20,420                   | 24,452       |
| 2759                              | Admin. Secretary IV         | 1           | 1.00  | 1       | 1.00  | 23,265                   | 21,682       |
| 2765                              | Legal Secretary III         | 1           | 1.00  | 1       | 1.00  | 18,427                   | 20,834       |
| 2403                              | Accounting Technician       | 1           | 1.00  | 1       | 1.00  | 17,582                   | 21,069       |
| 2762                              | Legal Secretary I           | 2           | 2.00  | 2       | 2.00  | 32,650                   | 36,822       |
| 2511                              | Senior Payroll Clerk        | 1           | 1.00  | 1       | 1.00  | 18,437                   | 19,541       |
| 2660                              | Storekeeper I               | 1           | 1.00  | 1       | 1.00  | 17,168                   | 16,997       |
| 2730                              | Senior Clerk                | 1           | 1.00  | 1       | 1.00  | 14,836                   | 16,282       |
| Total                             |                             | 26          | 26.00 | 26      | 26.00 | \$ 839,849               | \$ 908,327   |
| Adjustments:                      |                             |             |       |         |       |                          |              |
| County Contributions and Benefits |                             |             |       |         |       | \$ 218,687               | \$ 277,424   |
| Salary Settlement Costs           |                             |             |       |         |       | 56,390                   | 0            |
| Special Payments:                 |                             |             |       |         |       |                          |              |
| Premium Pay                       |                             |             |       |         |       | 240                      | 240          |
| Unemp. Expense                    |                             |             |       |         |       | 900                      | 896          |
| Work Compensation                 |                             |             |       |         |       | 5,510                    | 5,593        |
| Salary Adjustments:               |                             |             |       |         |       |                          |              |
| Promo. Costs                      |                             |             |       |         |       | 18,420                   | 0            |
| Salary Savings                    |                             |             |       |         |       | (94,806)                 | (49,844)     |
| Total Adjustments:                |                             |             |       |         |       | \$ 205,341               | \$ 234,309   |
| PROGRAM TOTALS:                   |                             | 26          | 26.00 | 26      | 26.00 | \$ 1,045,190             | \$ 1,142,636 |

GRAND JURY

|                        | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | %<br><u>Change</u> |
|------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|--------------------|
| Grand Jury Proceedings | <u>\$ 96,819</u>                | <u>\$115,321</u>                | <u>\$133,927</u>                | <u>\$115,700</u>                | <u>\$118,700</u>                 | <u>\$ 3,000</u>                                | <u>2.6</u>         |
| Total Direct Costs     | \$ 96,819                       | \$115,321                       | \$133,927                       | \$115,700                       | \$118,700                        | \$ 3,000                                       | 2.6                |
| Funding                | <u>0</u>                        | <u>0</u>                        | <u>0</u>                        | <u>0</u>                        | <u>0</u>                         | <u>0</u>                                       | <u>0</u>           |
| Net County Costs       | \$ 96,819                       | \$115,321                       | \$133,927                       | \$115,700                       | \$118,700                        | \$ 3,000                                       | 2.6                |
| Staff Years            | 0                               | 0                               | 0                               | 0                               | 0                                | 0  | 0                  |

PROGRAM: GRAND JURY PROCEEDINGS

# 13003

MANAGER: GRAND JURY FOREMAN

Department: GRAND JURY

# 2700

Ref: 1985-86 Final Budget - Pg: 38

Authority: Penal Code Section 888, et seq.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 0               |
| Services & Supplies       | 96,819            | 115,321           | 133,927           | 115,700           | 118,700            |
| Fixed Assets              | <u>0</u>          | <u>0</u>          | <u>0</u>          | <u>0</u>          | <u>0</u>           |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 96,819</b>  | <b>\$115,321</b>  | <b>\$133,927</b>  | <b>\$115,700</b>  | <b>\$118,700</b>   |
| Funding                   | <u>0</u>          | <u>0</u>          | <u>0</u>          | <u>0</u>          | <u>0</u>           |
| <b>NET COUNTY COSTS</b>   | <b>\$ 96,819</b>  | <b>\$115,321</b>  | <b>\$133,927</b>  | <b>\$115,700</b>  | <b>\$118,700</b>   |
| <br>                      |                   |                   |                   |                   |                    |
| <b>STAFF YEARS</b>        | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>           |

PROGRAM DESCRIPTION:

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

1985-86 ACTUALS:

The difference between the 1985-86 Budget and 1985-86 Actual was higher due to an increase in hearings.

1986-87 ADOPTED BUDGET:

The appropriations are anticipated to provide sufficient resources for Grand Jury operations in 1986-87.

MARSHAL

|  | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Marshal Services                       | \$ 8,962,116                    | \$ 9,582,878                    | \$10,976,412                    | \$10,586,113                    | \$11,308,288                     | \$ 722,175  | 6.8%                      |
| Total Direct Costs                     | \$ 8,962,116                    | \$ 9,582,878                    | \$10,976,412                    | \$10,586,113                    | \$11,308,288                     | \$ 722,175  | 6.8%                      |
| Funding                                | <u>(1,146,962)</u>              | <u>(1,095,500)</u>              | <u>\$(1,113,524)</u>            | <u>\$(1,100,000)</u>            | <u>(1,194,000)</u>               | <u>(94,000)</u>                                       | <u>8.5%</u>               |
| Net Program Cost<br>(Without External) | \$ 7,815,154                    | \$ 8,487,378                    | \$ 9,862,888                    | \$ 9,486,113                    | \$10,114,288                     | \$ 628,175  | 6.6%                      |
| Staff Years                            | 275.00                          | 287.00                          | 302.00                          | 288.00                          | 297.50                           | 9.50  | 3.3                       |

PROGRAM: MARSHAL SERVICES

# 1000

MANAGER: MICHAEL SGOBBA, MARSHAL

Department: MARSHAL

# 2500

REF: 1985-86 Final Budget - Pg: 40

Authority: This is a mandated program developed in compliance with California's Government Code Sections 71264-71266, 72114 and 74361, requiring that the Marshal shall attend the Superior and Municipal Courts and provide for the safety and security of the Courts.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                      |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 8,777,875         | \$ 9,368,860         | \$10,750,306         | \$10,341,463         | \$10,998,188         |
| Services & Supplies       | 184,241              | 207,758              | 220,303              | 230,000              | 288,600              |
| Fixed Assets              | 0                    | 6,260                | 5,803                | 14,650               | 21,500               |
| Vehicles & Comm. Equip.   | 0                    | 0                    | 0                    | 0                    | 0                    |
| Less Reimbursements       | 0                    | 0                    | 0                    | 0                    | 0                    |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 8,962,116</b>  | <b>\$ 9,582,878</b>  | <b>\$10,976,412</b>  | <b>\$10,586,113</b>  | <b>\$11,308,288</b>  |
| <b>FUNDING</b>            | <b>\$(1,146,962)</b> | <b>\$(1,095,500)</b> | <b>\$(1,113,524)</b> | <b>\$(1,100,000)</b> | <b>\$(1,194,000)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 7,815,154</b>  | <b>\$ 8,487,378</b>  | <b>\$ 9,862,888</b>  | <b>\$ 9,486,113</b>  | <b>\$10,114,288</b>  |
| <b>STAFF YEARS</b>        | <b>275.00</b>        | <b>287.00</b>        | <b>302.00</b>        | <b>288.00</b>        | <b>297.50</b>        |

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 Warrant System, transporting in-custody defendants for trial, and acting as bailiff and security officer for the 109 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, Escondido, and Vista.

1985-86 ACTUALS:

As a result of the addition of seven (7) new judicial positions during the 1985-86 fiscal year, 6.5 deputies were added to the budgeted positions for the Department. This accounted for more than half of the \$400,000 over-expended in salaries and benefits. Department savings totalling \$15,500 in services and supplies and fixed assets and \$13,500 in overrealized revenue reduced the over-expenditure to approximately \$370,000.



1986-87 ADOPTED BUDGET:

All sub-programs are mandated with mandated service levels.

1. Court Services (157.5 SY) Includes bailiff duties, court security, and prisoner control.
2. Field Services (79 SY) Includes enforcement of warrants of arrest, temporary restraining orders, mental health protection orders and execution of civil process, including subpoenas, levies, wage garnishments, etc.
3. Office Services (51 SY) Includes clerical and technical processing support for field activities for warrants, civil, and criminal process.
4. Administrative Services (10 SY) Includes Marshal, Assistant Marshal, payroll, personnel, and budgeting.

Major Changes from the 1985-86 Budget include:

- an increase of \$656,000 in salaries and benefits reflecting the addition of 6.5 Marshal Deputies required for new and additional judges, but not funded; and,
- an increase of \$58,000 in services and supplies reflecting an addition of \$22,000 for postage for the anticipated rise in the number of civil process served, and \$28,500 for maintenance of the newly purchased alarm systems in the San Diego and Vista courthouses.

It should be noted that new and additional judicial positions filled in FY 1986-87 will require additional staff. Also, proposed salary savings of \$216,365 may not be realized due to limited vacancies and additional overtime requirements.

PROGRAM REVENUE BY SOURCE:

It is anticipated that revenues for FY 1986-87 will increase \$94,000 due to an increase in certain civil process service fees.

|                                       | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------------------------------|---------------------------|---------------------------|----------------------------|---|
| Civil Process Service                 | \$ 1,052,391              | \$ 1,057,000              | \$ 1,147,000               | \$ 90,000                                 |
| Welfare "Failure to Provide" Warrants | 7,143                     | 10,000                    | 8,000                      | (2,000)                                   |
| Federal Warrant Service               | 1,429                     | 1,500                     | 1,500                      | 0   |
| State: P.O.S.T. Reimbursement         | 48,072                    | 30,000                    | 35,000                     | 5,000                                     |
| Vehicle Code Fines                    | <u>4,489</u>              | <u>1,500</u>              | <u>2,500</u>               | <u>1,000</u>                              |
| Total                                 | \$ 1,113,524              | \$ 1,100,000              | \$ 1,194,000               | \$ 94,000                                 |

FIXED ASSETS:

| <u>ITEM</u>               | <u>QUANTITY</u> | <u>COST</u> |
|---------------------------|-----------------|-------------|
| Walkie Talkie             | 6               | \$ 7,200    |
| Computer Equipment        | 1               | \$ 300      |
| Camera, Still I.D.        | 1               | \$ 800      |
| Security Screening Device | 2               | \$ 8,000    |
| Typewriters               | 8               | \$ 5,200    |

PERFORMANCE INDICATORS

Program: Marshal Services

Department: Marshal

|                              | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Marshal Services |                   |                   |                   |                   |                    |
| <u>% of Resources</u>        |                   |                   |                   |                   |                    |
| 100%                         |                   |                   |                   |                   |                    |
| <u>Workload</u>              |                   |                   |                   |                   |                    |
| Number of Courts             | 99                | 99                | 109               | 105               | 109                |
| Prisoners Handled            | 86,128            | 87,245            | 89,000            | 89,000            | 91,225             |
| Process Served               | 157,566           | 179,652           | 183,762           | 183,762           | 192,950            |
| Warrants Cleared             | 188,180           | 222,788           | 223,000           | 223,000           | 225,000            |
| Active Warrant File          | 299,191           | 322,376           | 328,000           | 328,000           | 230,280            |
| Extraditions                 | 341               | 396               | 556               | 556               | 570                |

STAFFING SCHEDULE

Program: Marshal Services

Department: Marshal

| Class           | Title                             | STAFF YEARS    |        |                 |        | SALARY AND BENEFIT COSTS |              |
|-----------------|-----------------------------------|----------------|--------|-----------------|--------|--------------------------|--------------|
|                 |                                   | 1985-86 Budget |        | 1986-87 Adopted |        | 1985-86                  | 1986-87      |
|                 |                                   | Positions      | S.Y.   | Positions       | S.Y.   | Budget                   | Adopted      |
| 0621            | Marshal                           | 1              | 1.00   | 1               | 1.00   | \$ 61,014                | \$ 66,318    |
| 0622            | Assistant Marshal                 | 1              | 1.00   | 1               | 1.00   | 50,845                   | 55,269       |
| 0623            | Captain                           | 4              | 4.00   | 4               | 4.00   | 173,692                  | 193,516      |
| 0641            | Lieutenant                        | 4              | 4.00   | 4               | 4.00   | 158,152                  | 171,884      |
| 0643            | Sergeant                          | 17             | 17.00  | 17              | 17.00  | 599,422                  | 655,315      |
| 0631            | Deputy Marshal                    | 131            | 131.00 | 142             | 141.50 | 3,789,939                | 4,337,333    |
| 0629            | Court Service Officer             | 42             | 42.00  | 41              | 41.00  | 785,532                  | 838,862      |
| 0628            | Marshal Cadet                     | 27             | 27.00  | 27              | 27.00  | 391,729                  | 417,417      |
| 0638            | Communications Dispatcher         | 2              | 2.00   | 2               | 2.00   | 32,696                   | 34,156       |
| 0644            | Chief, Administrative Services    | 1              | 1.00   | 1               | 1.00   | 41,201                   | 42,449       |
| 0646            | Administrative Assistant II       | 1              | 1.00   | 1               | 1.00   | 22,910                   | 23,074       |
| 0624            | Principal Clerk                   | 2              | 2.00   | 2               | 2.00   | 46,268                   | 49,020       |
| 0633            | Legal Procedures Clerk III        | 5              | 5.00   | 5               | 5.00   | 101,860                  | 108,009      |
| 0632            | Legal Procedures Clerk II         | 17             | 17.00  | 17              | 17.00  | 306,949                  | 324,537      |
| 0634            | Legal Procedures Clerk I          | 7              | 7.00   | 7               | 7.00   | 102,371                  | 118,671      |
| 0630            | Senior Clerk                      | 4              | 4.00   | 4               | 4.00   | 73,944                   | 79,603       |
| 0636            | Intermediate Typist               | 18             | 18.00  | 18              | 18.00  | 251,594                  | 274,370      |
| 0626            | Junior Clerk                      | 1              | 1.00   | 1               | 1.00   | 12,338                   | 13,074       |
| 0656            | Assistant Systems Analyst         | 1              | 1.00   | 1               | 1.00   | 25,832                   | 32,446       |
|                 | Temporary Help                    | 2              | 2.00   | 2               | 2.00   | 40,000                   | 40,000       |
|                 | Subtotal                          | 288            | 288.00 | 298             | 297.50 | \$ 7,068,288             | \$ 7,875,323 |
| Adjustments:    |                                   |                |        |                 |        |                          |              |
|                 | County Contributions and Benefits |                |        |                 |        | 2,674,080                | 3,051,056    |
|                 | Holiday Overtime                  |                |        |                 |        | 60,000                   | 60,000       |
|                 | Uniform Allowance                 |                |        |                 |        | 85,000                   | 120,000      |
|                 | Salary Increases                  |                |        |                 |        | 654,456                  | 0            |
|                 | Salary Savings                    |                |        |                 |        | (200,361)                | (216,365)    |
|                 | P.O.S.T. Bonuses                  |                |        |                 |        | 0                        | 108,174      |
|                 | Subtotal                          |                |        |                 |        | \$ 3,273,175             | \$ 3,122,865 |
| PROGRAM TOTALS: |                                   | 288            | 288.00 | 298             | 297.50 | \$10,341,463             | \$10,998,188 |

EL CAJON MUNICIPAL COURT

|   | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>Change</u> |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------|
| Municipal Court Services                | \$ 2,470,964                    | \$ 2,821,144                    | \$ 3,119,657                    | \$ 3,170,452                    | \$ 3,356,000                     | \$ 185,548  | 5.9           |
| Total Direct Costs                      | \$ 2,470,964                    | \$ 2,821,144                    | 3,119,657                       | \$ 3,170,452                    | 3,356,000                        | 185,548   | 5.9           |
| Funding                                 | <u>(645,147)</u>                | <u>(825,626)</u>                | <u>(1,054,400)</u>              | <u>(822,560)</u>                | <u>(903,000)</u>                 | <u>(80,440)</u>                                       | 9.8           |
| Net Program Cost<br>(Without Externals) | \$ 1,825,817                    | \$ 1,995,518                    | \$ 2,065,257                    | \$ 2,347,892                    | \$ 2,453,000                     | \$ 105,108  | 4.5           |
| <br>Staff Years                         | <br>84.00                       | <br>85.00                       | <br>86.50                       | <br>86.50                       | <br>87.75                        | <br>1.25  | <br>1.4       |

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

MANAGER: FREDERICK W. LEAR  
 Ref: 1985-86 Final Budget; Pg. 44

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.

|                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Salaries & Benefits   | \$ 2,276,770      | \$ 2,534,252      | \$ 2,785,256      | \$ 2,833,252      | \$ 2,996,500       |
| Services & Supplies   | 194,194           | 285,387           | 326,382           | 333,700           | 349,140            |
| Fixed Assets          | 0                 | 1,505             | 8,019             | 3,500             | 10,360             |
| Vehicles/Comm. Equip. | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements   | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS    | \$ 2,470,964      | \$ 2,821,144      | \$ 3,119,657      | \$ 3,170,452      | \$ 3,356,000       |
| FUNDING               | \$ (645,147)      | \$ (825,626)      | (1,054,400)       | (822,560)         | \$ (903,000)       |
| NET COUNTY COSTS      | \$ 1,825,817      | \$ 1,995,518      | \$ 2,065,257      | \$ 2,347,892      | \$ 2,453,000       |
| STAFF YEARS           | 84.00             | 85.00             | 86.50             | 86.50             | 87.75              |

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 \$25,000 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.

1985-86 ACTUALS:

The El Cajon Municipal Court completed the 1985-86 fiscal year with a \$282,635 decrease in overall net County costs. This decrease is comprised of a \$47,996 surplus in salaries, a surplus of \$7,318 in services and supplies, an over-expenditure of \$4,579 in fixed assets, and \$231,840 in over-realized program revenue. A portion of this over-realized revenue (\$145,340) was utilized to purchase an automated traffic/minor offense system. We operated throughout the fiscal year within our budgeted staffing level of 86.5 years. Total municipal court filings were 8% below projections due to a decrease in traffic filings. Superior court filings were 14% above projections. The court did not utilize contract extra help during the fiscal year.

1986-87 ADOPTED BUDGET:

The 1986-87 adopted budget contains the addition of four new positions and the deletion of six positions. The added positions are: one judgeship and one deputy clerk IV at 1/2 staff year each; one court reporter and one law clerk at full year funding. This increase in positions is necessary to cope with existing workload requirements.

During fiscal year 1986-87 two automated systems are scheduled for implementation. (The municipal court fiscal system scheduled for implementation during the first quarter of fiscal year 1986-87 and the traffic/minor offense system scheduled for implementation during the third quarter.) The court voluntarily reduced five deputy clerk II positions (2.25 staff years) with the understanding that these systems would be fully operational as stated above.

During fiscal year 1985-86 we lowered the administrative overhead of our organization by management restructuring. As a result, we eliminated one position and staff year at the division manager III level.

The 1986-87 adopted budget also reflects a modest increase of \$15,440 in services and supplies predicated largely upon the mandated increase in interpreter usage.

PROGRAM REVENUE BY SOURCE:

The El Cajon Municipal Court completed the 1985-86 fiscal year with \$231,840 in over-realized program revenue, due in large part to the financial responsibility law which was operational only during the first 5 1/2 months of the fiscal year. The constitutionality of the law is currently under review by the California Supreme Court. Additionally, revenue associated with filing fees, other administrative fees, and jury fees was well above the budgeted amount. Night court assessment revenue was \$12,773 below projections due to a decrease in traffic filings. The Court also collected \$880,993 in criminal justice construction funds and superior court filing fees throughout fiscal year 1985-86.

| <u>Program Revenue</u>      | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|-----------------------------|---------------------------|-----------------------------|----------------------------|---|
| 9162 Night Court Assessment | \$ 52,227                 | \$ 65,000                   | \$ 55,000                  | \$ (10,000)                               |
| 9713 Returned Check Fee     | 6,002                     | 5,000                       | 6,000                      | 1,000                                     |
| 9821 Filing Documents       | 356,462                   | 325,000                     | 350,000                    | 25,000                                    |
| 9822 Court Costs - Jury     | 12,223                    | 5,500                       | 7,000                      | 1,500                                     |
| 9827 Costs for Courts       | 502                       | 500                         | 1,000                      | 500                                       |
| 9831 Court Costs - Other    | 3,755                     | 4,000                       | 4,000                      | 0   |
| 9832 Traffic School         | 122,039                   | 110,000                     | 120,000                    | 10,000                                    |
| 9833 Administrative Fee     | 249,712                   | 62,000                      | 102,000                    | 40,000                                    |
| 9834 Micro Automation       | 8,179                     | 7,000                       | 8,000                      | 1,000                                     |

PROGRAM REVENUES BY SOURCE: (cont'd)

| <u>Program Revenue</u>     | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-85<br/>Budget</u> |
|----------------------------|---------------------------|-----------------------------|----------------------------|---|
| 9967 Duplicating Documents | 5,466                     | 5,500                       | 5,500                      | 0   |
| 9979 Other Miscellaneous   | 232,797                   | 230,060                     | 240,000                    | 9,940                                     |
| 9996 Sales of Forms        | 4,814                     | 3,000                       | 4,500                      | 1,500                                     |
| 9989 Recovered Expenditure | <u>222</u>                | <u>0</u>                    | <u>0</u>                   | <u>0</u>                                  |
| TOTAL                      | \$ 1,054,400              | \$ 822,560                  | \$ 903,000                 | \$ 80,440                                 |

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

|                                     |               |              |
|-------------------------------------|---------------|--------------|
| 9161 General Vehicle Code           | \$ 376,699    | \$ 400,000   |
| 9163 Cities Arrest (County Portion) | 118,723       | 125,000      |
| 9173 General Court                  | 454,440       | 500,000      |
| 9174 Littering                      | 1,160         | 1,000        |
| 9182 Summary Judgements             | 19,764        | 35,000       |
| 9185 10% Trust                      | <u>4,000*</u> | <u>0</u>     |
| Total                               | \$ 974,786    | \$ 1,061,000 |

\* This amount represents actual revenues collected on 10% bail postings. The law authorizing 10% bail expired December 31, 1985. Therefore, we anticipate no additional revenue in this account.

Other Revenue Collections

|  | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> |
|--|---------------------------|----------------------------|
| Superior Court Filing Fees             | \$ 333,127                | \$ 325,000                 |
| Criminal Justice Construction (AB-189) | 259,138                   | 250,000                    |
| Courthouse Construction (SB-668)       | <u>288,728</u>            | <u>300,000</u>             |
| TOTAL                                  | \$ 880,993                | \$ 875,000                 |

FIXED ASSETS

| <u>Item</u>                        | <u>Quantity</u> | <u>Total<br/>Cost</u> |
|------------------------------------|-----------------|-----------------------|
| Desk                               | 1               | \$ 1,520              |
| Credenza                           | 1               | 1,520                 |
| Sofa                               | 1               | 900                   |
| Lanier Courtroom Recording Device  | 1               | 2,050                 |
| IBM Electric Typewriter            | 4               | 3,200                 |
| Automatic Date/Time Stamp Machines | 3               | <u>1,170</u>          |
|                                    |                 | \$ 10,360             |

PERFORMANCE INDICATORS

Program: Municipal Court Services - El Cajon

Department: El Cajon Municipal Court

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>CAO<br>Proposed |
|---|-------------------|-------------------|-------------------|-------------------|----------------------------|
| ACTIVITY A: Municipal Court Services - El Cajon |                   |                   |                   |                   |                            |
| <u>% of Resources</u>                           |                   |                   |                   |                   |                            |
| 100%  |                   |                   |                   |                   |                            |
| <u>Workload</u>                                 |                   |                   |                   |                   |                            |
| Filings (Municipal Court):                      |                   |                   |                   |                   |                            |
| Felonies  | 1,621             | 2,082             | 2,096             | 1,950             | 2,100                      |
| Non-Traffic                                     |                   |                   |                   |                   |                            |
| Group A Misdemeanors                            | 5,932             | 5,572             | 5,971             | 5,300             | 5,800                      |
| Group B Misdemeanors                            | 767               | 730               | 621               | 800               | 800                        |
| Infractions                                     | 553               | 566               | 633               | 600               | 600                        |
| Traffic:  |                   |                   |                   |                   |                            |
| Group C Misdemeanors                            | 6,048             | 5,752             | 5,341             | 6,000             | 5,800                      |
| Group D Misdemeanors                            | 11,839            | 14,726            | 12,849            | 14,000            | 14,000                     |
| Infractions                                     | 102,995           | 100,757           | 90,725            | 102,000           | 95,000                     |
| Parking   | 290               | 198               | 354               | 300               | 300                        |
| Small Claims                                    | 7,149             | 6,810             | 7,822             | 7,500             | 7,800                      |
| Civil   | 5,682             | 5,945             | 6,420             | 6,200             | 6,500                      |
| Total Municipal Court Filings                   | 142,876           | 143,138           | 132,832           | 144,650           | 138,700                    |
| Municipal Court Clerical                        |                   |                   |                   |                   |                            |
| Weighted Caseload                               | 7,172,671         | 7,367,585         | 7,096,870         | 7,402,000         | 7,381,400                  |
| Municipal Court Judicial                        |                   |                   |                   |                   |                            |
| Weighted Caseload                               | 750,600           | 773,195           | 769,773           | 769,659           | 789,009                    |
| Filings (Superior Court):                       |                   |                   |                   |                   |                            |
| Criminal  | 560               | 589               | 816               | 600               | 800                        |
| Personal Injury                                 | 236               | 334               | 367               | 320               | 375                        |
| Other Civil                                     | 357               | 399               | 630               | 400               | 600                        |
| Family Law                                      | 1,203             | 1,394             | 1,413             | 1,500             | 1,500                      |
| Total Superior Court Filings (1)                | 2,356             | 2,716             | 3,226             | 2,820             | 3,275                      |
| Clerical Staff Years                            |                   |                   |                   |                   |                            |
| (Excluding Courtroom Staff)                     | 4.0               | 4.0               | 4.0               | 4.0               | 4.0                        |

(1) All Superior Court matters are filed and processed through disposition at this court.

Efficiency  
Unit Costs(2)

|  |     |     |     |     |     |
|--|-----|-----|-----|-----|-----|
| Direct Cost per Clerical<br>Weighted Caseload Unit     | .32 | .35 | .41 | .38 | .42 |
| Net Direct Cost per Clerical<br>Weighted Caseload Unit | .23 | .24 | .26 | .26 | .30 |

(2) Superior Court work units, costs and staff are excluded.



PERFORMANCE INDICATORS

Program: Municipal Court Services - El Cajon

Department: El Cajon Municipal Court

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Productivity Indices (1)</u>                               |                   |                   |                   |                   |                    |
| Clerical Weighted Caseload<br>per Non-Judicial Staff Year (2) | 110,349           | 106,777           | 101,747           | 105,743           | 107,758            |
| Judicial Weighted Caseload<br>per Non-Judicial Staff          | 11,548            | 11,206            | 11,036            | 10,995            | 11,518             |
| Judicial Weighted Caseload/<br>Judicial Staff Year            | 93,825            | 96,649            | 93,305            | 90,548            | 83,054             |
| <u>Staffing Ratio</u>   |                   |                   |                   |                   |                    |
| Clerical Staff/Judicial Position                              | 8.1               | 8.6               | 8.2               | 8.0               | 7.0                |

(1) Superior Court work units, costs, and staff are excluded.

(2) Judicial Council standard is 97,000 work units per clerical position.

Note: Judicial and clerical weighted caseloads reflect municipal court work only.

STAFFING SCHEDULE

PROGRAM: Municipal Court Services - El Cajon

DEPT: El Cajon Municipal Court

| Class                             | Title                               | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |             |
|-----------------------------------|-------------------------------------|----------------|-------|-----------------|-------|--------------------------|-------------|
|                                   |                                     | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87     |
|                                   |                                     | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted     |
| 0580                              | Judge                               | 9              | 8.50  | 10              | 9.50  | \$ 560,957               | \$ 668,832  |
| 0679                              | Deputy Clerk - Law Clerk            | 0              | 0.00  | 1               | 1.00  | 0                        | 15,984      |
| 0650                              | Court Administrator                 | 1              | 1.00  | 1               | 1.00  | 53,842                   | 56,854      |
| 0609                              | Asst. Court Administrator           | 1              | 1.00  | 1               | 1.00  | 40,479                   | 42,741      |
| 0545                              | Court Reporter                      | 2              | 2.00  | 3               | 3.00  | 74,802                   | 113,928     |
| 0668                              | Division Manager III                | 1              | 1.00  | 0               | 0.00  | 32,367                   | 0           |
| 0663                              | Deputy Clerk-Adm. Assistant III     | 0              | 0.00  | 1               | 1.00  | 0                        | 34,457      |
| 0664                              | Deputy Clerk - Adm. Assistant II    | 1              | 1.00  | 0               | 0.00  | 30,133                   | 0           |
| 0670                              | Division Manager I                  | 5              | 5.00  | 5               | 5.00  | 143,765                  | 151,790     |
| 0610                              | Deputy Clerk IV                     | 15             | 14.50 | 16              | 15.50 | 336,288                  | 376,307     |
| 0614                              | Judicial Secretary                  | 2              | 2.00  | 2               | 2.00  | 46,530                   | 49,658      |
| 0617                              | Deputy Clerk - Admin. Secretary IV  | 1              | 1.00  | 1               | 1.00  | 23,265                   | 24,829      |
| 0596                              | Deputy Clerk - Admin. Secretary III | 0              | 0.00  | 0               | 0.00  | 0                        | 0           |
| 0611                              | Deputy Clerk III                    | 23             | 23.00 | 23              | 23.00 | 433,081                  | 466,169     |
| 0615                              | Deputy Clerk - Interpreter          | 1              | 1.00  | 1               | 1.00  | 18,290                   | 18,029      |
| 0612                              | Deputy Clerk II                     | 24             | 23.50 | 24              | 21.75 | 379,955                  | 379,668     |
| 0613                              | Deputy Clerk I                      | 2              | 2.00  | 2               | 2.00  | 29,236                   | 28,366      |
|                                   | Temporary Extra Help                | 0              | 0.00  | 0               | 0.00  | 11,000                   | 5,000       |
| Total                             |                                     | 88             | 86.50 | 91              | 87.75 | \$2,213,990              | \$2,432,612 |
| Adjustments:                      |                                     |                |       |                 |       |                          |             |
| County Contributions and Benefits |                                     |                |       |                 |       | \$ 536,461               | \$ 588,573  |
| Salary Settlement Costs           |                                     |                |       |                 |       | 142,372                  |             |
| Special Payments:                 |                                     |                |       |                 |       |                          |             |
| Salary Adjustments                |                                     |                |       |                 |       | (6,452)                  | 10,818      |
| Salary Savings                    |                                     |                |       |                 |       | (53,119)                 | (35,503)    |
| Total Adjustments                 |                                     |                |       |                 |       | 619,262                  | \$ 563,888  |
| PROGRAM TOTALS:                   |                                     | 88             | 86.50 | 91              | 87.75 | \$2,833,252              | \$2,996,500 |

NORTH COUNTY MUNICIPAL COURT

|   | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Municipal Court Services                | \$ <u>2,829,818</u>             | \$ <u>3,270,246</u>             | \$ <u>3,654,727</u>             | \$ <u>3,596,615</u>             | \$ <u>3,876,647</u>              | \$ <u>280,032</u>                              | <u>7.8%</u>               |
| Total Direct Costs                      | \$ 2,829,818                    | \$ 3,270,246                    | 3,654,727                       | \$ 3,596,615                    | 3,876,647                        | 280,032  | 7.8%                      |
| Funding                                 | <u>(747,006)</u>                | <u>(1,104,185)</u>              | <u>(1,279,240)</u>              | <u>(1,031,900)</u>              | <u>(1,285,300)</u>               | <u>(253,400)</u>                               | <u>25%</u>                |
| Net Program Cost<br>(Without Externals) | \$ 2,082,812                    | \$ 2,256,061                    | 2,375,487                       | \$ 2,564,715                    | \$ 2,591,347                     | 26,632   | 1%                        |
| Staff Years                             | 107.00                          | 105.48                          | 98.3                            | 110.0                           | 110.50                           | .5   | .5                        |

PROGRAM: NORTH COUNTY MUNICIPAL COURT # 13034

MANAGER: Patricia M. Johns

Department: NORTH COUNTY MUNICIPAL COURT # 2200

Ref: 1985-86 Final Budget; Pg. 49

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual    | 1985-86<br>Actual   | 1985-86<br>Budget    | 1986-87<br>Adopted  |
|---------------------------|---------------------|----------------------|---------------------|----------------------|---------------------|
| <b>COSTS</b>              |                     |                      |                     |                      |                     |
| Salaries & Benefits       | \$ 2,579,437        | \$ 2,970,214         | \$ 3,325,638        | \$ 3,303,111         | \$ 3,493,077        |
| Services & Supplies       | 250,381             | 293,278              | 294,207             | 262,000              | 314,700             |
| Other Charges             | 0                   | 0                    | 24,582              | 19,500               | 55,970              |
| Fixed Assets              | 0                   | 6,754                | 10,300              | 12,004               | 12,900              |
| Vehicles/Comm. Equip.     | 0                   | 0                    | 0                   | 0                    | 0                   |
| Less Reimbursements       | 0                   | 0                    | 0                   | 0                    | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 2,829,818</b> | <b>\$ 3,270,246</b>  | <b>\$ 3,654,727</b> | <b>\$ 3,596,615</b>  | <b>\$ 3,876,647</b> |
| <b>FUNDING</b>            | <b>(747,006)</b>    | <b>\$(1,014,185)</b> | <b>(1,279,240)</b>  | <b>\$(1,031,900)</b> | <b>(1,285,300)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 2,082,812</b> | <b>\$ 2,256,061</b>  | <b>\$ 2,375,487</b> | <b>\$ 2,564,715</b>  | <b>\$ 2,591,347</b> |
| <b>STAFF YEARS</b>        | <b>107.00</b>       | <b>105.48</b>        | <b>98.30</b>        | <b>110.00</b>        | <b>110.50</b>       |

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, Del Mar, Oceanside, Carlsbad, 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 bind over to Superior Court.

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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

The difference between 1985-86 Budget and 1985-86 Actual for:

Salaries and Benefits is due to excessive budgeted salary savings.

Services and Supplies is mostly due to over budget expenses in Witness, Interpreter, Court Reporter Per Diem and Transcript fees and un-budgeted expenses for books and contracted services.

Funding because of new legislation which increased or added fees and a reassessment of how fees are collected and disbursed.

1986-87 Objectives

1. Process an additional 10,000 filings from the new Interstate 15 Inspection station without an addition of personnel.
2. Eliminate all backlog in mandated activities while maintaining and improving public contact services without additional clerical staff years.

1986-87 ADOPTED BUDGET:

1. CIVIL/SMALL CLAIMS ACTIONS (15.5 SY; E-456,559; R-180,152)
  - Mandated/Mandated Service Level
  - Offset 39.46% by program revenue
  - 17,500 claims processed annually
2. CATEGORY A MISDEMEANORS (11.8 SY; E-347,122; R-136,969)
  - Mandated/Mandated Service Level
  - Offset 39.46% by program revenue
  - 8,000 person accused
3. CATEGORY B MISDEMEANORS (1.1 SY; E-32,405; R-12,787)
  - Mandated/Mandated Service Level
  - Offset 39.46% by program revenue
  - 1,000 persons accused
4. NON-TRAFFIC INFRACTIONS (3.7 SY; E-109,986; R-43,399)
  - Mandated/Mandated Service Level
  - Offset 39.46% by program revenue
  - 4,500 persons accused
5. CATEGORY C MISDEMEANORS (12.1 SY; E-355,223; R-140,166)
  - Mandated/Mandated Service Level
  - Offset 39.46% by program revenue
  - 6,500 persons accused
6. CATEGORY D MISDEMEANORS (11.2 SY; E-330,645; R-130,468)
  - Mandated/Mandated Service Level
  - Offset 39.46% by program revenue
  - 14,000 persons accused
7. TRAFFIC INFRACTIONS (23.6 SY; E-694,793; R-274,156)
  - Mandated/Mandated Service Level
  - Offset 39.46% by program revenue
  - 115,000 persons accused
8. PARKING TICKETS (.03 SY; E-1,071; R-423)
  - Mandated/Mandated Service Level
  - Offset 39.49% by program revenue
  - 1,300 persons accused

## SUPPORTING DOCUMENTATION CONT.

9. FELONY CASE PROCESSING (4.0 SY; E-118,884; R-46,910)  
 - Mandated/Mandated Service Level  
 - Offset 39.46% by program revenue  
 - 1,850 persons accused
10. JUDICIAL POSITIONS (17.5 SY; E-1,070,988; R-203,554)  
 - Mandated/Mandated Service Level  
 - Offset 19.00% by program revenue  
 - 169,650 filings. Responsible for that portion of total filings which require court reporting and Judicial response to inquiries.
11. ACCOUNTING (5 SY; E-138,294; R-58,158)  
 - Mandated/Mandated Service Level  
 - Offset 42.05% by program revenue  
 - 169,650 filings. Responsible for that portion of the total that has fees, fines and/or bail applied to them and for distributing these monies as required by law.
12. ADMINISTRATION (5 SY; E-220,677; R-58,158)  
 - Mandated/Mandated Service Level  
 - Offset 26.35% by program revenue  
 - Responsible for administering court system as required by law, maintaining staff levels, implement new legislation, provide fiscal services such as budget, payroll, service, supplies.

REVENUE BY SOURCE

| <u>Source of Revenue</u>  | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change from<br/>1985-86<br/>Budget</u> |
|---------------------------|---------------------------|---------------------------|----------------------------|---|
| 9162 Night Court          | \$ 64,419                 | \$ 67,000                 | \$ 70,000                  | \$ 3,000                                  |
| 9713 Return Check Fee     | 4,556                     | 4,500                     | 7,400                      | 2,900                                     |
| 9821 Filing Fees          | 396,452                   | 340,000                   | 412,700                    | 72,700                                    |
| 9822 Jury Fees            | 3,404                     | 3,500                     | 4,500                      | 1,000                                     |
| 9832 Traffic School       | 271,095                   | 242,400                   | 322,000                    | 79,600                                    |
| 9833 Court Fees & Costs   | 230,296                   | 74,400                    | 125,000                    | 50,600                                    |
| 9834 Micro-Automation Fee | 8,938                     | 11,000                    | 9,700                      | (1,300)                                   |
| 9967 Copying Fees         | 3,473                     | 4,100                     | 4,000                      | (100)                                     |
| 9979 Other Miscellaneous  | 287,114                   | 285,000                   | 330,000                    | 45,000                                    |
| Other Revenue             | <u>9,493</u>              | <u>0</u>                  | <u>0</u>                   | <u>0</u>                                  |
| Total Program Revenue     | \$ 1,279,240              | \$ 1,031,900              | \$ 1,285,300               | \$ 253,400                                |

Explanation/Comment:

9833 revenues down due to "limbo" status of financial responsibility law dealing with mandatory insurance, Vehicle Code 16028

FIXED ASSETS:

| <u>Item</u>                 | <u>Quantity</u> | <u>New/Replace</u> | <u>Cost</u> | <u>Revenue</u> |
|-----------------------------|-----------------|--------------------|-------------|----------------|
| Recorder, Playback, 4-track | 1               | N                  | 900.00      | 0              |
| Tape Reproducing Equipment  | 1               | N                  | 2,000.00    | 0              |
| Typewriter, Electric        | 10              | R                  | 10,000.00   | 0              |

The first two items will be used in reproducing court transcripts. These will help defray some of the per diem and transcribing cost incurred in this court. The typewriters will replace typewriters that are over 10 years old and beyond repair.

PERFORMANCE INDICATORS

Program: North County Municipal Court

Department: North County Municipal Court

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A:</b>                                     |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                  |                   |                   |                   |                   |                    |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Clerical Weighted Case Load                            | 7,838,806         | 8,244,118         | 8,228,529         | 8,508,935         | 8,909,300          |
| Judicial Weighted Case Load                            | 818,689           | 846,542           | 872,268           | 880,280           | 923,089            |
| Felonies   | 1,669             | 1,698             | 1,908             | 1,675             | 1,850              |
| Misdemeanors: Group A                                  | 6,388             | 6,678             | 7,388             | 6,655             | 8,000              |
| Group B  | 954               | 680               | 573               | 982               | 1,000              |
| Group C  | 6,719             | 6,686             | 6,139             | 7,632             | 6,500              |
| Group D  | 9,371             | 14,451            | 11,751            | 10,099            | 14,000             |
| Criminal Infractions                                   | 3,259             | 3,469             | 3,887             | 3,905             | 4,500              |
| Traffic Infractions                                    | 112,164           | 107,583           | 106,436           | 121,193           | 115,000            |
| Parking  | 7,184             | 7,795             | 835               | 10,212            | 1,300              |
| Civil  | 5,664             | 6,080             | 7,224             | 6,150             | 7,500              |
| Small Claims   | 9,561             | 9,335             | 9,950             | 10,290            | 10,000             |
| Total Filings  | 162,933           | 164,635           | 156,091           | 178,793           | 169,650            |
| <b>EFFICIENCY</b>                                      |                   |                   |                   |                   |                    |
| Direct Cost per Clerical<br>Weighted Case Load Unit    | 0.36              | 0.40              | 0.44              | 0.40              | 0.44               |
| Net Cost per Clerical<br>Weighted Case Load Unit       | 0.27              | 0.27              | 0.29              | 0.30              | 0.29               |
| <b>PRODUCTIVITY</b>                                    |                   |                   |                   |                   |                    |
| Clerical Weighted Case Load<br>Per Non-Judicial Staff* | 83,837            | 86,326            | 98,193            | 89,099            | 95,798             |
| Judicial Weighted Case Load<br>Per Judicial Staff      | 74,426            | 76,958            | 87,227            | 80,025            | 83,917             |
| <b>STAFFING RATIO</b>                                  |                   |                   |                   |                   |                    |
| Clerical/Judicial                                      | 6.93              | 6.81              | 5.55              | 6.59              | 5.31               |

\* Excludes Judges, Commissioners, judicial secretaries, court reporters and interpreters.

STAFFING SCHEDULE

PROGRAM: North County Municipal Court

DEPT: North County Municipal Court

| Class                             | Title                           | STAFF YEARS    |               |                 |               | SALARY AND BENEFIT COSTS |                    |
|-----------------------------------|---------------------------------|----------------|---------------|-----------------|---------------|--------------------------|--------------------|
|                                   |                                 | 1985-86 Budget |               | 1986-87 Adopted |               | 1985-86                  | 1986-87            |
|                                   |                                 | Positions      | S.Y.          | Positions       | S.Y.          | Budget                   | Adopted            |
| 0580                              | Judges, Municipal Court         | 10             | 10.00         | 10              | 10.00         | \$ 661,029               | \$ 704,460         |
| 0591                              | Commissioner                    | 1              | 1.00          | 1               | 1.00          | 45,960                   | 52,850             |
| 0653                              | Court Administrator             | 1              | 1.00          | 1               | 1.00          | 53,842                   | 56,854             |
| 0606                              | Assistant Court Administrator   | 1              | 1.00          | 1               | 1.00          | 37,833                   | 41,894             |
| 0546                              | Court Reporter                  | 3              | 2.50          | 3               | 3.00          | 86,956                   | 105,012            |
| 0602                              | Judicial Secretary              | 1              | 1.00          | 2               | 1.50          | 22,865                   | 35,415             |
| 0617                              | D/C Admin. Secretary IV         | 1              | 1.00          | 1               | 1.00          | 23,265                   | 21,682             |
| 0668                              | Division Manager III            | 1              | 1.00          | 0               | 0.00          | 34,821                   | 0                  |
| 0670                              | Division Manager I              | 4              | 4.00          | 5               | 5.00          | 110,656                  | 149,700            |
| 0610                              | Deputy Clerk IV                 | 19             | 17.50         | 19              | 19.00         | 398,237                  | 462,550            |
| 0611                              | Deputy Clerk III                | 34             | 34.00         | 33              | 33.00         | 629,538                  | 663,988            |
| 0612                              | Deputy Clerk II                 | 21             | 21.00         | 22              | 21.00         | 342,523                  | 362,717            |
| 0613                              | Deputy Clerk I                  | 9              | 9.00          | 9               | 9.00          | 127,229                  | 134,501            |
| 0615                              | Deputy Clerk Interpreter        | 2              | 2.00          | 2               | 2.00          | 33,541                   | 38,619             |
| 0619                              | Key Punch Operator              | 2              | 2.00          | 0               | 0.00          | 30,155                   | 0                  |
| 0592                              | Deputy Administrative Clerk III | .5             | .50           | 1               | 1.00          | 9,587                    | 23,363             |
| 0593                              | Deputy Administrative Clerk II  | .5             | .50           | 1               | 1.00          | 8,976                    | 18,478             |
| 0672                              | Associate Accountant            | 1              | 1.00          | 1               | 1.00          | 23,336                   | 25,125             |
|                                   | <b>Total</b>                    | <b>112</b>     | <b>110.00</b> | <b>112</b>      | <b>110.50</b> | <b>\$2,680,349</b>       | <b>\$2,897,208</b> |
| Adjustments:                      |                                 |                |               |                 |               |                          |                    |
| Salary Adjustments                |                                 |                |               |                 |               | \$ 0                     | \$ 5,402           |
| County Contributions and Benefits |                                 |                |               |                 |               | 601,143                  | 667,508            |
| Salary Savings                    |                                 |                |               |                 |               | (179,685)                | (110,741)          |
| Salary Settlement Costs           |                                 |                |               |                 |               | 167,604                  |                    |
| Premium Pay                       |                                 |                |               |                 |               | 8,500                    | 8,500              |
| Regular Overtime                  |                                 |                |               |                 |               | 25,200                   | 25,200             |
| <b>Total Adjustments</b>          |                                 |                |               |                 |               | <b>\$ 622,762</b>        | <b>\$ 595,869</b>  |
| PROGRAM TOTALS:                   |                                 | 112            | 110.00        | 112             | 110.50        | \$3,303,111              | \$3,493,077        |



SAN DIEGO MUNICIPAL COURT

|                          | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Municipal Court Services | \$ 8,298,888                    | \$ 9,228,425                    | \$ 9,888,551                    | \$10,167,008                    | \$10,054,301                     | (112,707)                                      | (1.1)                     |
| Total Direct Costs       | \$ 8,298,888                    | \$ 9,228,425                    | \$ 9,888,551                    | \$10,167,008                    | \$10,054,301                     | (112,707)                                      | (1.1)                     |
| Funding                  | (1,719,782)                     | (2,407,098)                     | (2,644,667)                     | (2,599,000)                     | (2,670,500)                      | (71,500)                                       | 2.75                      |
| Net Program Cost         | \$ 6,579,106                    | \$ 6,821,327                    | \$ 7,243,884                    | \$ 7,568,008                    | \$ 7,383,801                     | (184,207)                                      | (2.4)                     |
| <br>Staff Years          | <br>265.74                      | <br>295.50                      | <br>293.00                      | <br>308.00                      | <br>290.75                       | <br>(17.25)                                    | <br>(5.6)                 |

PROGRAM: MUNICIPAL COURT SERVICES

# 13036

MANAGER: D. KENT PEDERSEN

Department: SAN DIEGO MUNICIPAL COURT

# 2300

REF: 1985-86 Final Budget - Pg: 53

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.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted  |
|---------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| <b>COSTS</b>              |                      |                      |                      |                      |                     |
| Salaries & Benefits       | \$ 7,612,187         | \$ 8,409,754         | \$ 9,072,587         | \$ 9,369,238         | \$ 9,115,665        |
| Services & Supplies       | 686,701              | 788,493              | 784,796              | 736,670              | 916,736             |
| Other Charges             |                      | 0                    | 6,462                | 13,800               | 0                   |
| Fixed Assets              | 0                    | 30,178               | 24,706               | 47,300               | 21,900              |
| Vehicles/Comm. Equip      | 0                    | 0                    | 0                    | 0                    | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 8,298,888</b>  | <b>\$ 9,228,425</b>  | <b>\$ 9,888,551</b>  | <b>\$10,167,008</b>  | <b>\$10,054,301</b> |
| <b>FUNDING</b>            | <b>\$(1,719,782)</b> | <b>\$(2,407,098)</b> | <b>\$(2,644,667)</b> | <b>\$(2,599,000)</b> | <b>(2,670,500)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 6,579,106</b>  | <b>\$ 6,821,327</b>  | <b>\$ 7,243,884</b>  | <b>\$ 7,568,008</b>  | <b>\$ 7,383,801</b> |
| <b>STAFF YEARS</b>        | <b>265.74</b>        | <b>295.50</b>        | <b>293.00</b>        | <b>308.00</b>        | <b>290.75</b>       |

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 \$25,000, 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 bail.

Municipal Court judges, under a blanket assignment by the Chief Justice of the California Supreme Court, handle some Superior Court matters. The judges of the San Diego Municipal Court function in the dual capacity of a Superior Court judge. In this capacity, the San Diego Municipal Court retains many of the felony cases for final adjudication which traditionally have been bound over to the Superior Court.

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.

1985-86 ACTUALS:

Direct costs are 2.7 percent below budget. This is primarily the result of procedural changes in the use of pre-printed dockets in the courts and judicial and related positions being unfilled for a portion of the fiscal year. Net County cost is 4.3 percent below adopted budget.

1986-87 OBJECTIVES:

1. To increase by 5 percent the felony cases retained by the San Diego Municipal Court which traditionally have been bound over to the Superior Court.
2. To increase civil cases processed by 15 percent.
3. To install, test and implement an Automated Fiscal System by January 1, 1987.
4. To install, test and implement an Automated Minor Offense System by April 1, 1987.

1986-87 ADOPTED BUDGET:

1. Judiciary (45.00 SY; E = \$2,874,256) responsible for the adjudication of all cases filed with this Court. Includes Municipal Court Judges, Commissioners, Court Reporters, Judicial Secretaries and Research Attorney; Is:
  - Mandated/Mandated Service Level
2. Administrative Services (9.50 SY; E - \$277,509) provides administrative support to judges and the Court's operating divisions, including budgeting, payroll, personnel and purchasing service, Is:
  - Mandated/Discretionary Service Level
3. Accounting/Cashiering (24.25 SY; E - \$708,520) provides accounting, bookkeeping and cashiering services to the Court's operating divisions, Is:
  - Mandated/Mandated Service Level
  - Responsible for establishing and maintaining accounts receivable for deferred fines, processing bad checks, allocation of funds and preparing refund requisitions on all cases.
4. Automated Services (32.50 SY; E - \$949,561) provides design, development and maintenance of the Court's automation projects Is:
  - Mandated/Mandated Service Level
  - Responsible for development and implementation of the Automated Fiscal System and Automated Minor Offense System for the four Municipal Courts (San Diego Municipal Court, South Bay Municipal Court, El Cajon Municipal Court and North County Municipal Court).
  - Responsible for all computer data entry of case information.
  - Increasing (.50 SY DP Systems Manager, .50 SY Systems Analyst Trainee; \$40,720) to provide full-year funding for positions approved in the Fiscal Year 1985-86 budget.
5. Civil/Small Claims (31.50 SY; E - \$920,338; R - \$1,139,500) non-judicial functions associated with the filing of civil and small claims cases, Is:
  - Mandated/Mandated Service Level
  - Able to process 48,240 civil (less than \$25,000) and small claims filings annually.
  - Offset 124% by revenue.

1986-87 PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

6. Categories A and B Misdemeanors (46.75 SY; E - \$1,365,868; R - \$298,333) non-judicial functions associated with the filing and processing of non-traffic misdemeanors, is:
- Mandated/Mandated Service Level
  - Able to process 41,200 cases of non-traffic misdemeanors pursuant to California Penal Code.
  - Offset 22% by revenue.
7. Parking/Traffic Infractions (69.00 SY; E - \$2,015,941; R - \$580,000) non-judicial functions associated with the filing and processing of traffic and parking citations in the San Diego Judicial District, is:
- Mandated/Mandated Service Level
  - Able to process 275,000 persons charged with traffic infractions and 12,500 parking citations in the San Diego Judicial District.
  - Offset 29% by revenue.
8. Felony Case Processing (4.0 SY; E - \$116,891; R - \$258,333) non-judicial functions associated with the filing and processing of felony complaints, is:
- Mandated/Mandated Service Level
  - Able to process 3,500 defendants accused of felony offenses
  - Offset 221% by revenue.
9. Categories C and D Misdemeanors (24.50 SY; E - \$715,850; R - \$298,334) non-judicial functions associated with the filing and processing of traffic misdemeanors, is:
- Mandated/Mandated Service Level
  - Able to process 39,500 cases of traffic misdemeanors pursuant to the California Penal Code.
  - Offset 42% by revenue.
10. Criminal Infractions (3.75 SY; E - \$109,567; R - \$96,000) non-judicial functions associated with the filing and processing of criminal infractions, is:
- Mandated/Mandated Service Level
  - Able to process 13,500 infractions annually.
  - Offset 88% by revenue.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>      | <u>1985/86<br/>Budgeted</u> | <u>1985/86<br/>Actual</u> | <u>1986/87<br/>Adopted</u> | <u>Change From<br/>1985/86<br/>Budget</u> |
|-------------------------------|-----------------------------|---------------------------|----------------------------|---|
| Vehicle Code Fines:           |                             |                           |                            |   |
| Penalty Assessment            | \$ 147,000                  | \$ 124,789                | \$ 125,000                 | \$ (22,000)                               |
| Charges for Current Services: |                             |                           |                            |   |
| Civil Filing Fees             | 1,065,000                   | 1,083,746                 | 1,105,500                  | 40,500                                    |
| Traffic School Fees           | 300,000                     | 380,799                   | 395,000                    | 95,000                                    |
| Administrative Fees           | 287,000                     | 303,221                   | 270,000                    | (17,000)                                  |
| Assessment and Fees           | <u>800,000</u>              | <u>752,112</u>            | <u>775,000</u>             | <u>(25,000)</u>                           |
| TOTAL                         | \$ 2,599,000                | \$ 2,644,667              | \$ 2,670,500               | \$ 71,500                                 |

PROGRAM: MUNICIPAL COURT SERVICES - SAN DIEGO #

MANAGER: D. KENT PEDERSEN

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

| <u>Agency/Fund</u>                                    | <u>1986/87<br/>Projected</u> |
|---|------------------------------|
| City of San Diego                                     | \$ 4,780,000                 |
| State of California                                   | 3,750,000                    |
| Other Public Agencies                                 | 300,000                      |
| County Departments                                    | 300,000                      |
| Criminal Justice Temporary Construction Fund (AB-189) | 745,000                      |
| Courthouse Construction Fund (SB-668)                 | 695,000                      |
| County General Fund                                   | <u>3,500,000</u>             |
| TOTAL REVENUE COLLECTED                               | \$14,070,000                 |

FIXED ASSETS:

| <u>Item</u>               | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u>  | <u>Revenue</u> |
|---------------------------|-----------------|------------------------|--------------|----------------|
| Copiers                   | 1               | R                      | 2,500        | 0              |
| Courtroom Recorders       | 3               | 3-N                    | 9,000        | 0              |
| Typewriters, Electric     | 10              | R                      | 6,000        | 0              |
| Videotape TV Monitor      | 4               | N                      | 2,000        | 0              |
| Videotape Player/Recorder | 4               | N                      | <u>2,400</u> | <u>0</u>       |
| TOTAL                     |                 |                        | \$21,900     | 0              |

PERFORMANCE INDICATORS

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

|                            | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|----------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>% of Resources</u>      |                   |                   |                   |                   |                    |
| 100%                       |                   |                   |                   |                   |                    |
| <u>Workload</u>            |                   |                   |                   |                   |                    |
| Judicial Weighted Caseload | 2,487,126         | 2,498,155         | 2,625,020         | 2,956,505         | 2,611,020          |
| Clerical Weighted Caseload | 22,395,368        | 23,856,939        | 23,772,380        | 25,412,500        | 22,433,000         |
| Felonies                   | 6,512             | 6,764             | 7,467             | 7,900             | 7,250              |
| Non-Traffic                |                   |                   |                   |                   |                    |
| Group A                    | 27,634            | 30,090            | 29,576            | 34,000            | 30,500             |
| Group B                    | 9,603             | 9,131             | 11,403            | 9,200             | 10,500             |
| Criminal Infraction        | 8,114             | 12,519            | 13,480            | 13,800            | 13,000             |
| Traffic:                   |                   |                   |                   |                   |                    |
| Group C                    | 11,473            | 12,281            | 11,524            | 15,000            | 11,000             |
| Group D                    | 20,140            | 23,511            | 20,213            | 30,000            | 20,000             |
| Traffic Infractions        | 310,029           | 259,269           | 246,253           | 280,000           | 250,000            |
| Parking                    | 15,962            | 11,902            | 8,924             | 13,500            | 9,000              |
| Small Claims               | 21,718            | 21,663            | 21,143            | 22,000            | 20,000             |
| Civil                      | 17,555            | 19,498            | 21,160            | 20,200            | 21,500             |
| TOTAL FILINGS              | 448,740           | 406,628           | 391,143           | 445,600           | 392,750            |
| Superior Court Cases*      | 1,907             | 3,469             | 3,388             | 2,700             |                    |

Superior Court cases with the County Clerk, but heard by a San Diego Municipal Court judge.

Efficiency

Units Costs:

|  |     |     |     |     |
|--|-----|-----|-----|-----|
| Direct Costs/Clerical Weighted Caseload Unit | .37 | .42 | .38 | .43 |
| Net Direct Costs                             | .21 | .31 | .29 | .32 |

PERFORMANCE INDICATORS

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Productivity Indices*</u>                             |                   |                   |                   |                   |                    |
| Clerical Weighted<br>Caseload/Non-Judicial<br>Staff Year | 100,998           | 95,619            | 95,856            | 96,626            | 93,568             |
| Judicial Weighted<br>Caseload/Non-Judicial<br>Staff Year | 11,216            | 10,013            | 10,585            | 11,242            | 11,222             |
| Judicial Weighted<br>Caseload/Judicial<br>Staff Year     | 92,116            | 92,524            | 97,223            | 109,500           | 96,704             |
| <u>Staffing Ratio</u>                                    |                   |                   |                   |                   |                    |
| Clerical Staff/<br>Judicial Position                     |                   | 8.8               | 9.9               | 9.4               | 9.2                |

\* Superior Court work units are excluded.

## STAFFING SCHEDULE

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

| Class                       | Title  | STAFF YEARS    |        |                 |        | SALARY AND BENEFIT COSTS |             |
|-----------------------------|--|----------------|--------|-----------------|--------|--------------------------|-------------|
|                             |  | 1985-86 Budget |        | 1986-87 Adopted |        | 1985-86                  | 1986-87     |
|                             |  | Positions      | S.Y.   | Positions       | S.Y.   | Budget                   | Adopted     |
| <u>Judicial</u>             |  |                |        |                 |        |                          |             |
| 0580                        | Municipal Court Judge                        | 23             | 23.00  | 23              | 23.00  | \$1,528,580              | \$1,621,074 |
| 0590                        | Commissioner                                 | 4              | 4.00   | 4               | 4.00   | 199,452                  | 211,400     |
| 0530                        | Legal Research Associate                     | 1              | 1.00   | 1               | 1.00   | 23,888                   | 25,102      |
| <u>Clerk's Office</u>       |  |                |        |                 |        |                          |             |
| 0601                        | Court Administrator                          | 1              | 1.00   | 1               | 1.00   | 61,533                   | 70,366      |
| 0600                        | Ass't Court Administrator                    | 1              | 1.00   | 1               | 1.00   | 45,580                   | 50,661      |
| 0662                        | Chief, Management Services                   | 1              | 1.00   | 1               | 1.00   | 38,308                   | 40,872      |
| 0616                        | DP Systems Manager                           | 1              | .50    | 1               | 1.00   | 22,116                   | 46,830      |
| 0668                        | Division Manager                             | 4              | 4.00   | 3               | 3.00   | 139,284                  | 113,862     |
| 0669                        | Assistant Division Manager                   | 5              | 5.00   | 5               | 5.00   | 151,060                  | 158,240     |
| 0608                        | Deputy Clerk V                               | 7              | 6.50   | 6               | 6.00   | 164,732                  | 158,630     |
| 0610                        | Deputy Clerk IV                              | 46             | 46.00  | 45              | 45.00  | 1,069,205                | 1,102,224   |
| 0617                        | Deputy Clerk, Administrative<br>Secretary IV | 1              | 1.00   | 1               | 1.00   | 23,265                   | 24,829      |
| 0611                        | Deputy Clerk III                             | 80             | 75.50  | 71              | 71.00  | 1,410,470                | 1,417,696   |
| 0615                        | Deputy Clerk Interpreter                     | 5              | 5.00   | 5               | 5.00   | 91,707                   | 98,017      |
| 0607                        | Deputy Clerk Data Entry Supervisor           | 1              | 1.00   | 1               | 1.00   | 18,648                   | 19,860      |
| 0612                        | Deputy Clerk II                              | 78             | 78.00  | 74              | 67.75  | 1,276,464                | 1,181,248   |
| 0613                        | Deputy Clerk I                               | 28             | 28.00  | 26              | 26.00  | 382,575                  | 380,226     |
| 0659                        | Deputy Clerk - Printer                       | 1              | 1.00   | 1               | 1.00   | 17,214                   | 19,190      |
| 0620                        | Deputy Clerk - Trainee                       | 4              | 2.50   | 3               | 3.00   | 26,191                   | 34,263      |
| 0673                        | Deputy Clerk - Assistant Accountant          | 1              | 0.50   | 1               | 1.00   | 10,701                   | 24,099      |
| 0657                        | Deputy Clerk - EDP Coordinator               | 1              | 1.00   | 1               | 1.00   | 29,256                   | 31,188      |
| 0658                        | Deputy Clerk - Systems Analyst<br>Trainee    | 1              | 0.50   | 1               | 1.00   | 10,515                   | 20,936      |
| 9999                        | Extra Help                                   | 4              | 4.00   | 4               | 4.00   | 48,000                   | 48,000      |
| <u>Reporters</u>            |  |                |        |                 |        |                          |             |
| 0543                        | Chief Court Reporter                         | 1              | 1.00   | 1               | 1.00   | 41,760                   | 46,081      |
| 0544                        | Court Reporter                               | 10             | 10.00  | 10              | 10.00  | 374,010                  | 400,660     |
| <u>Judicial Secretaries</u> |  |                |        |                 |        |                          |             |
| 0661                        | Chief Judicial Secretary                     | 1              | 1.00   | 1               | 1.00   | 29,089                   | 31,025      |
| 0614                        | Judicial Secretary                           | 5              | 5.00   | 5               | 5.00   | 116,325                  | 124,145     |
| TOTAL                       |  | 316            | 308.00 | 303             | 290.75 | \$7,349,928              | \$7,500,724 |



STAFFING SCHEDULE

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

| Class | Title                             | STAFF YEARS                        |                               | SALARY AND BENEFIT COSTS            |                                |                   |                    |
|-------|-----------------------------------|------------------------------------|-------------------------------|-------------------------------------|--------------------------------|-------------------|--------------------|
|       |                                   | <u>1985-86 Budget</u><br>Positions | <u>1985-86 Budget</u><br>S.Y. | <u>1986-87 Adopted</u><br>Positions | <u>1986-87 Adopted</u><br>S.Y. | 1985-86<br>Budget | 1986-87<br>Adopted |
|       | Adjustments:                      |                                    |                               |                                     |                                |                   |                    |
|       | County Contributions and Benefits |                                    |                               |                                     |                                | \$1,763,147       | \$1,867,032        |
|       | Salary Settlement Costs           |                                    |                               |                                     |                                | 454,957           | 0                  |
|       | Special Payments:                 |                                    |                               |                                     |                                |                   |                    |
|       | Premiums                          |                                    |                               |                                     |                                | 31,500            | 31,500             |
|       | Overtime                          |                                    |                               |                                     |                                | 80,000            | 80,000             |
|       | Salary Adjustments                |                                    |                               |                                     |                                | (8,227)           | 0                  |
|       | Salary Savings                    |                                    |                               |                                     |                                | (302,067)         | (363,591)          |
|       | Total Adjustments                 |                                    |                               |                                     |                                | \$ 2,019,310      | \$1,614,941        |

|               |     |        |     |        |             |             |
|---------------|-----|--------|-----|--------|-------------|-------------|
| PROGRAM TOTAL | 316 | 308.00 | 303 | 290.75 | \$9,369,238 | \$9,115,665 |
|---------------|-----|--------|-----|--------|-------------|-------------|

SOUTH BAY MUNICIPAL COURT

|  | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Municipal Court Services               | \$ <u>1,888,143</u>             | \$ <u>2,139,261</u>             | \$ <u>2,379,108</u>             | \$ <u>2,456,937</u>             | \$ <u>2,375,109</u>              | \$ <u>(81,828)</u>                             | <u>(3.3)</u>              |
| Total Direct Costs                     | \$ 1,888,143                    | \$ 2,139,261                    | \$ 2,379,108                    | \$ 2,456,937                    | 2,375,109                        | (81,828)                                       | (3.3)                     |
| Funding                                | <u>(417,602)</u>                | <u>(508,678)</u>                | <u>(556,544)</u>                | <u>(537,850)</u>                | <u>(569,731)</u>                 | <u>31,881</u>                                  | <u>5.9</u>                |
| Net Program Cost<br>(Without External) | \$ 1,470,541                    | \$ 1,630,583                    | \$ 1,822,564                    | \$ 1,919,087                    | \$ 1,805,378                     | \$ (113,709)                                   | (5.9)                     |
| <br>Staff Years                        | <br>57.90                       | <br>60.20                       | <br>61.00                       | <br>62.00                       | <br>60.25                        | <br>(1.75)                                     | <br>(2.8)                 |

PROGRAM: MUNICIPAL COURT SERVICES-SOUTH BAY # 13037

MANAGER: STEPHEN THUNBERG

Department: SOUTH BAY MUNICIPAL COURT # 2250

Ref: 1985-86 Final Budget - Pg: 59

Authority: Acticle 6 Sections I & V 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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 1,642,632        | \$ 1,875,675        | \$ 2,089,229        | \$ 2,164,837        | \$ 2,087,459        |
| Services & Supplies       | 236,359             | 254,631             | 282,964             | 283,700             | 283,700             |
| Other Charges             | 0                   | 0                   | 0                   | 0                   | 0                   |
| Fixed Assets              | 9,152               | 8,955               | 6,845               | 8,400               | 3,950               |
| 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>\$ 1,888,143</b> | <b>\$ 2,139,261</b> | <b>\$ 2,379,038</b> | <b>\$ 2,456,937</b> | <b>\$ 2,375,109</b> |
| <b>FUNDING</b>            | <b>(417,602)</b>    | <b>\$ (508,678)</b> | <b>\$ (565,851)</b> | <b>\$ (537,850)</b> | <b>\$ (569,731)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 1,470,541</b> | <b>\$ 1,630,593</b> | <b>\$ 1,813,187</b> | <b>\$ 1,919,087</b> | <b>\$ 1,805,378</b> |
| <b>STAFF YEARS</b>        | <b>57.90</b>        | <b>60.20</b>        | <b>61.00</b>        | <b>62.00</b>        | <b>60.25</b>        |

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 \$25,000 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. 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.

1985-86 ACTUAL:

The estimated net County cost for this year is approximately \$60,000 less than budgeted primarily as the result of greater than expected salary savings associated with the increased use of part-time employees, and increased program revenues associated with the processing of financial responsibility cases (VC 16028). One Deputy Clerk I position has remained vacant during the last half of the year in response to reduced traffic filings and in anticipation of the benefits expected from the implementation of the Automated Accounting System in May, 1986.

1986-87 ADOPTED BUDGET:

Proposed changes include the deletion of 1.75 staff years as the result of the Automated Accounting and Minor Offense Record Systems and the purchase of cameras and monitors to permanently implement a misdemeanor video arraignment program.

1. JUDICIARY (7.00 SY; \$545,648)

- Mandated/Mandated Service Level
- Responsible for the adjudication of all cases filed with the court

2. ADMINISTRATIVE SERVICES (7.00 SY; \$269,873) including accounting, budgeting, payroll, personnel, purchasing services, and administrative support to the Judiciary.

- Mandated/Mandated Service Level.
- Decreasing one permanent staff year resulting from the implementation of the Municipal Courts' Automated Accounting System.
- Provides part-time clerical support to other operating divisions.

3. PUBLIC OFFENSES (41.25 SY; \$1,406,772) provides all case processing support and reporting services for public offenses and is responsible for two major case classifications.A. CRIMINAL (19.0 SY; \$698,214)

- Mandated/Mandated Service Level
- Reporting services provided on felony cases only
- Felony and the more serious misdemeanor cases including driving under the influence

B. TRAFFIC/MINOR OFFENSES (22.25 SY; \$708,558)

- Mandated/Mandated Service Level
- Bail Forfeitable misdemeanor cases and both criminal and traffic infractions
- Decreasing .75 staff year in anticipation of the Automated Minor Offense Record System in December, 1985.

4. CIVIL/SMALL CLAIMS (5.0 SY; \$152,816)

- Mandated/Mandated Service Level
- All case processing is done manually making this program a prime target for automation upon completion of the Automated Minor Offense Record System.

PROGRAM REVENUES BY SOURCES:

| <u>Program Revenue</u>                            | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|-----------------------------|----------------------------|---|
| Fines and Forfeitures                             | \$ 540,639                | \$ 649,000                  | \$ 605,000                 | \$ (44,000)                               |
| Fees  | 503,634                   | 537,850                     | 569,731                    | 31,881                                    |
| Criminal Justice/Courthouse<br>Construction Funds | 516,601                   | 475,000                     | 500,000                    | 25,000                                    |
| County Alcohol Program                            | 108,333                   | 110,000                     | 140,000                    | 30,000                                    |
| Sheriff's Crime Lab                               | 82,744                    | 100,000                     | 140,000                    | 40,000                                    |
| County Road Fund                                  | 50,921                    | 75,000                      | 50,000                     | (25,000)                                  |
| Law Library                                       | 51,571                    | 48,200                      | 56,000                     | 7,800                                     |

Explanation/Comments: Fines and forfeitures and those associated with criminal and traffic filings are generally lower than budgeted as the result of the following factors:

- ° Fines and forfeitures: traffic infraction filings are much lower than budgeted, the incorporation of the Montgomery areas has transferred revenue to the City of Chula Vista, and assessments associated with financial responsibility filings served to transfer revenue from fines and forfeitures accounts to fees.
- ° County Alcohol Program/Sheriff's Crime Lab: While driving under the influence cases are being filed at a rate 12% less than budgeted, this is more than offset by a change in statute directing that the allocation of the fee be on each conviction whether or not a fine is imposed.

FIXED ASSETS

Two video cameras and three monitors are needed to permanently implement a misdemeanor video arraignment program that has been in operation since August, 1985 using equipment on a loan from the Department of General Services.

| <u>Item</u>   | <u>Quantity</u> | <u>Cost</u> | <u>Revenue</u> |
|---------------|-----------------|-------------|----------------|
| Video Camera  | 2               | \$2,450     | Ø              |
| Video Monitor | 3               | 1,500       | Ø              |

PERFORMANCE INDICATORS

Program: Municipal Court Services - South Bay

Department: South Bay Municipal Court

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY: Municipal Court Services-South Bay |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                        |                   |                   |                   |                   |                    |
| 100%   |                   |                   |                   |                   |                    |
| <u>Workload</u>                              |                   |                   |                   |                   |                    |
| Filings:                                     |                   |                   |                   |                   |                    |
| Felonies                                     | 1,448             | 1,373             | 1,498             | 1,450             | 1,450              |
| Non-Traffic                                  |                   |                   |                   |                   |                    |
| Group A Misdemeanors                         | 4,886             | 5,777             | 4,986             | 5,600             | 5,500              |
| Group B Misdemeanors                         | 399               | 339               | 310               | 325               | 350                |
| Infractions                                  | 6,510             | 6,315             | 10,581            | 5,800             | 11,000             |
| Traffic                                      |                   |                   |                   |                   |                    |
| Group C Misdemeanors                         | 3,947             | 3,594             | 3,448             | 3,800             | 3,400              |
| Group D Misdemeanors                         | 7,985             | 9,293             | 7,205             | 9,200             | 7,200              |
| Infractions                                  | 57,404            | 51,003            | 43,552            | 57,000            | 45,000             |
| Parking                                      | 7,458             | 6,680             | 7,292             | 7,200             | 6,000              |
| Small Claims                                 | 4,341             | 5,168             | 4,987             | 5,000             | 5,400              |
| Civil  | 3,166             | 3,382             | 3,729             | 3,500             | 3,750              |
| Total Filings                                | 97,544            | 92,924            | 87,588            | 98,725            | 88,650             |
| Clerical Weighted Csid                       | 5,205,369         | 5,291,013         | 5,230,116         | 5,383,700         | 5,363,650          |
| Judicial Weighted Csid                       | 558,176           | 576,433           | 560,414           | 584,216           | 574,830            |
| Sup. Ct. Criminal Filings                    | 468               | 412               | 215               | 425               | 0                  |
| Clerical Staff Years                         | .25               | .25               | .12               | .25               | 0                  |
| <u>Efficiency</u>                            |                   |                   |                   |                   |                    |
| <u>Unit Costs: (1)</u>                       |                   |                   |                   |                   |                    |
| Direct cost per clerical wcsid               | .34               | .39               | .40               | .41               | .42                |
| Net direct cost per clerical wcsid           | .26               | .29               | .32               | .31               | .31                |
| <u>Productivity Indices: (2)</u>             |                   |                   |                   |                   |                    |
| Clerical wcsid per non-Jud. Staff            | 110,400           | 109,206           | 105,659           | 107,138           | 112,328            |
| Judicial wcsid per non-Jud. Staff            | 11,838            | 11,847            | 11,321            | 11,629            | 12,038             |
| Judicial wcsid per Judicial Staff            | 79,739            | 82,348            | 80,060            | 83,459            | 82,119             |
| Clerical staff/Judicial Position             | 6.7:1             | 7.0:1             | 7.1:1             | 7.2:1             | 6.8:1              |

(1) Unit Costs exclude: Juror pay and Superior Court clerical costs

(2) Excludes: Judges, Reporters, Judicial Secretaries, Superior Court clerical cost and two interpreters

STAFFING SCHEDULE

Program: Municipal Court Services - South Bay

Department: South Bay Municipal Court

| Class | Title                              | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |             |
|-------|------------------------------------|----------------|-------|-----------------|-------|--------------------------|-------------|
|       |                                    | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87     |
|       |                                    | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted     |
| 0580  | Municipal Court Judge              | 7              | 7.00  | 7               | 7.00  | \$ 465,220               | \$ 493,122  |
| 0651  | Court Administrator                | 1              | 1.00  | 1               | 1.00  | 53,849                   | 56,854      |
| 0547  | Court Reporter                     | 2              | 2.00  | 2               | 2.00  | 74,802                   | 79,965      |
| 0663  | Deputy Clerk, Admin. Ass't. III    | 1              | 1.00  | 1               | 1.00  | 34,857                   | 35,791      |
| 0668  | Division Manager III               | 1              | 1.00  | 1               | 1.00  | 34,849                   | 36,729      |
| 0610  | Deputy Clerk IV                    | 9              | 9.00  | 10              | 10.00 | 208,671                  | 243,188     |
| 0617  | Deputy Clerk, Admin. Sec. IV       | 1              | 1.00  | 1               | 1.00  | 23,265                   | 24,829      |
| 0611  | Deputy Clerk III                   | 15             | 15.00 | 14              | 14.00 | 281,752                  | 284,220     |
| 0615  | Deputy Clerk Interpreter           | 2              | 2.00  | 2               | 2.00  | 34,617                   | 38,279      |
| 0612  | Deputy Clerk II                    | 17             | 17.00 | 16              | 15.25 | 282,421                  | 263,275     |
| 0613  | Deputy Clerk I                     | 1              | 1.00  | 1               | 1.00  | 14,884                   | 13,788      |
| 0670  | Division Manager I                 | 3              | 3.00  | 3               | 3.00  | 93,538                   | 91,074      |
| 0672  | Deputy Clerk, Associate Accountant | 1              | 1.00  | 1               | 1.00  | 23,573                   | 24,867      |
|       | Extra Help                         | 1              | 1.00  | 1               | 1.00  | 15,000                   | 15,000      |
|       | TOTAL                              | 62             | 62.00 | 61              | 60.25 | \$1,641,298              | \$1,700,981 |

Adjustments:

County Contributions and Benefits  
Salary Settlement Costs

\$ 393,896  
103,241

\$ 416,144

Special Payments:

CRT/bilingual premiums  
Overtime  
Salary Adjustment

7,639  
9,000  
59,013

2,520

9,000

4,200

Salary Savings

(49,250)

(45,386)

Total Adjustments

\$ 523,539

\$ 386,084

PROGRAM TOTALS:

62 62.00 61 60.25 \$2,164,837 \$2,087,459

OFFICE OF DEFENDER SERVICES

|                    | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Indigent Defense   | <u>\$ 9,767,601</u>             | <u>\$10,839,662</u>             | <u>\$13,369,663</u>             | <u>\$10,031,619</u>             | <u>\$11,203,048</u>              | <u>\$ 1,171,429</u>                            | <u>11.7</u>               |
| Total Direct Costs | 9,767,601                       | \$10,839,662                    | \$13,369,663                    | \$10,031,619                    | \$11,203,048                     | \$ 1,171,429                                   | 11.7                      |
| Funding            | <u>(756,048)</u>                | <u>(824,968)</u>                | <u>\$ (888,688)</u>             | <u>(675,000)</u>                | <u>(950,000)</u>                 | <u>(275,000)</u>                               | <u>40.7</u>               |
| Net Program Cost   | <u>\$ 9,011,553</u>             | <u>\$10,014,694</u>             | <u>\$12,480,975</u>             | <u>\$ 9,356,619</u>             | <u>\$10,253,048</u>              | <u>\$ 896,429</u>                              | <u>9.6</u>                |
| Staff Years        | 6.90                            | 34.00                           | 46.50                           | 46.50                           | 47.50                            | 1.00   | 2.2                       |



PROGRAM: INDIGENT DEFENSE

# 13023

MANAGER: MELVIN W. NITZ

Department: OFFICE OF DEFENDER SERVICES

# 2950

REF: 1985-86 Final Budget - Pg: 65

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. The Small Claims Advisory component is mandated by the California Code of Civil Procedure, Section 117.18.

|  | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>                                 |                     |                     |                     |                     |                     |
| Salaries & Benefits                          | \$ 234,193          | \$ 1,164,454        | \$ 1,873,328        | \$ 1,887,399        | \$ 2,000,338        |
| Services & Supplies                          | 47,641              | 280,420             | 640,889             | 238,273             | 250,000             |
| Attorney Services and<br>Other Related Costs | 9,485,767           | 9,383,524           | 10,835,310          | 7,898,607           | 8,946,710           |
| Operating Transfers                          | 0                   | 0                   | 0                   | 0                   | 0                   |
| Fixed Assets                                 |                     |                     | 20,136              | 7,340               | 6,000               |
| Less Reimbursements                          | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b>                    | <b>\$ 9,767,601</b> | <b>\$10,839,662</b> | <b>\$13,369,663</b> | <b>\$10,031,619</b> | <b>\$11,203,048</b> |
| <b>FUNDING</b>                               | <b>\$ (756,048)</b> | <b>(824,968)</b>    | <b>\$ (888,688)</b> | <b>\$ (675,000)</b> | <b>(950,000)</b>    |
| <b>NET COUNTY COSTS</b>                      | <b>\$ 9,011,553</b> | <b>\$10,014,694</b> | <b>\$12,480,975</b> | <b>\$ 9,356,619</b> | <b>\$10,253,048</b> |
| <b>STAFF YEARS</b>                           | <b>6.90</b>         | <b>34.00</b>        | <b>46.50</b>        | <b>46.50</b>        | <b>47.50</b>        |

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.

1985-86 ACTUALS:

Payment of claims for cases assigned in prior years have placed significant demands on this program's budget. For the past two years, these payments have reached at least \$2 million per year. The majority of these payments have been for serious felony cases. There was a shortfall of approximately \$2.6 million in the appropriation for Attorney Services and Other Related Costs due to insufficient funding for prior year cases. Prior year cases include non-murder, murder, and special circumstance (death penalty).

Revenue increased by \$213,688 over the budgeted amount due to an increased resource pool resulting from a larger case load and due to the efforts of the Department of Revenue and Recovery. Salaries and Benefits were within budget. Due to a change in accounting allocations, certain legal expenses in the amount of \$402,613 formerly charged by the Public Defender to Attorney Services are now charged to Services and Supplies.

The \$14,608 increase in fixed assets is due to acquisition of computers begun in the prior year but culminated and charged against FY 1985-86.

1986-87 OBJECTIVES:

1. Continue to provide adequate level of defense to all indigent clients.
2. Develop and apply specifically designed programs for case management and cost tracking systems using micro-computers.
3. Maintain the caseload of 70% of the serious felonies in the Public Defender function for cost avoidance purposes.

1986-87 ADOPTED BUDGET:

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

Serious felonies (Class IV, V and VI death penalty cases) require mandatory State prison or death as punishment. One hundred percent of the service level is mandated by law. The case load for these cases has continued to increase and the disruptive effect of Proposition 8 continues 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 these cases, including conflicts, are being handled by private attorneys or attorney groups under contract to the County.

A significant element in prior year case costs in FY 1986-87 concerns serious felonies, particularly special circumstance (death penalty) cases. Claims for legal services rendered for prior year assigned cases are estimated to run as high as \$2.0 million or more in attorney fees and extraordinary costs. These costs are incorporated in this budget to the extent that they can be predicted. So far this fiscal year, there are seventeen defendants being tried under special circumstances (death penalty), and each is represented by two contract attorneys except for Lucas, who has four because of multiple special circumstance charges, and Samaoya, who is represented through the public defender program. Except for one case (Walden), all were assigned prior to 1986-87.

Less serious felonies (Class III cases) may be punished by fine and/or incarceration, locally or in State prison, with no significant increase in cost 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.

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.

The Board of Supervisors has decided to pursue implementation of a community based public defender program, as recommended by the Indigent Defense Advisory Board. In the meanwhile, this Office will continue to provide indigent defense services through some form of a modified County public defender program. At the time of budget adoption the modified public defender function was fully staffed and 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. Transition circumstances may impact this capability.

The important increases from the 1985-86 budget include:

- \$112,939 for salaries and benefits reflecting
  - full year funding for one Intermediate Account Clerk and one Legal Secretary II (\$21,453, 1.0 SY), which were added due to the increased legal workload but were funded half-year in 1985-86, and
  - additional cost (\$91,486) due to step increases and salary settlements.
- \$11,724 in services and supplies because of increased cost of materials purchased.
- \$1.1 million in Attorney Services and Other Related Costs for additional estimated prior year case costs.

PROGRAM REVENUE BY SOURCE:

The A.B. 90 funds are allocated exclusively to cover increased costs resulting from passage of A.B. 3121, which created increased need in Juvenile Court proceedings.

The Court Fees and Costs - Court Appointed results from Court ordered reimbursement pursuant to Penal Code 987.8 where hearings are held by the Court to determine client ability to repay the cost of defense.

Due to the improved economic situation and increased efforts by the Department of Revenue and Recovery, a greater amount of recovered revenue was realized in 1985-86 over that budgeted.

| <u>Source of Revenue</u>            | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|-------------------------------------|---------------------------|---------------------------|----------------------------|---|
| AB 90 Subvention Funds              | \$ 66,612                 | \$ 66,612                 | \$ 66,612                  | \$ 0                                      |
| Court Fees and Cost-<br>Court Appt. | 821,211                   | 608,241                   | 883,241                    | 275,000                                   |
| Other Revenue                       | <u>865</u>                | <u>147</u>                | <u>147</u>                 | <u>0</u>                                  |
|                                     | \$ 888,688                | \$ 675,000                | \$ 950,000                 | \$ 275,000                                |

FIXED ASSETS

| <u>Item</u> | <u>Quantity</u> | <u>Cost</u> |
|-------------|-----------------|-------------|
| Computer    | 1               | \$ 6,000    |

This equipment will be used to prepare correspondence for the Director, Deputy Director and Administrative Assistant; develop and print statistical information for special reports; produce material for Board and CAO projects; serve as a master index for the office filing system; produce budget documents and fiscal reports; and, for the many varied office word processing needs other than legal documents.

The benefit is that one position will be able to handle all of the secretarial and special needs of the three top management positions which is possible only through the use of such office automation equipment.

PERFORMANCE INDICATORS

Program: INDIGENT DEFENSE

Department: Office of Defender Services

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>ACTIVITY A: Client Representation</u>      |                   |                   |                   |                   |                    |
| Total Caseload Assigned                       | 32,435            | 34,613            | 34,837            | 30,599            | 34,837             |
| <u>Cases by Category - Contract Attorneys</u> |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                         |                   |                   |                   |                   |                    |
| 81%   |                   |                   |                   |                   |                    |
| Serious Felonies                              | 1,558             | 1,090             | 495               | 495               | 495                |
| % of Total Cases                              | 4.8               | 3.2               | 1.4               | 1.6               | 1.4                |
| Other Felonies                                | 7,782             | 8,628             | 7,472             | 7,012             | 7,472              |
| % of Total Cases                              | 24.0              | 25.0              | 21.4              | 22.9              | 21.4               |
| Misdemeanors                                  | 14,353            | 15,205            | 14,574            | 13,675            | 14,574             |
| % of Total Cases                              | 44.3              | 44.0              | 42.0              | 44.7              | 42.0               |
| Juvenile                                      | 6,201             | 6,654             | 8,500             | 5,884             | 8,500              |
| % of Total Cases                              | 19.1              | 19.0              | 24.3              | 19.2              | 24.3               |
| Mental Health                                 | 2,541             | 2,516             | 2,641             | 2,478             | 2,641              |
| % of Total Cases                              | 7.8               | 7.0               | 7.6               | 8.1               | 7.6                |
| <u>Cases by Category - Public Defender</u>    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                         |                   |                   |                   |                   |                    |
| 16%   |                   |                   |                   |                   |                    |
| Serious Felonies                              | --                | 520               | 1155              | 1155              | 1155               |
| % of Total Cases                              | --                | 1.5               | 3.3               | 3.8               | 3.3                |

## STAFFING SCHEDULE

Program: Indigent Defense

Department: Office of Defender Services

| Class           | Title                             | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |             |
|-----------------|-----------------------------------|----------------|-------|-----------------|-------|--------------------------|-------------|
|                 |                                   | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87     |
|                 |                                   | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted     |
| 2124            | Director, Defender Services       | 1              | 1.00  | 1               | 1.00  | \$ 64,816                | \$ 72,476   |
| 2201            | Deputy Director, Defender Svcs.   | 1              | 1.00  | 1               | 1.00  | 51,077                   | 63,034      |
| 2302            | Administrative Asst. III          | 1              | 1.00  | 1               | 1.00  | 34,764                   | 35,791      |
| 2493            | Intermediate Account Clerk        | 1              | 0.50  | 1               | 1.00  | 9,963                    | 18,011      |
| 2700            | Intermediate Clerk Typist         | 2              | 2.00  | 2               | 2.00  | 28,461                   | 30,491      |
| 2763            | Legal Secretary II                | 1              | 0.50  | 1               | 1.00  | 7,322                    | 20,727      |
| 2903            | Legal Procedures Clerk III        | 1              | 1.00  | 1               | 1.00  | 19,516                   | 16,786      |
| 2905            | Legal Procedures Clerk I          | 4              | 4.00  | 4               | 4.00  | 57,313                   | 67,731      |
| 2906            | Legal Stenographer                | 0              | 0.00  | 0               | 0.00  | 0                        | 0           |
| 2907            | Legal Procedures Clerk II         | 1              | 1.00  | 1               | 1.00  | 17,284                   | 15,282      |
| 3009            | Word Processing Operator          | 0              | 0.00  | 0               | 0.00  | 0                        | 0           |
| 3912            | Defense Attorney III              | 8              | 8.00  | 8               | 8.00  | 333,400                  | 356,720     |
| 3913            | Defense Attorney IV               | 11             | 11.00 | 11              | 11.00 | 531,991                  | 580,235     |
| 3914            | Defense Attorney V                | 2              | 2.00  | 2               | 2.00  | 112,310                  | 119,063     |
| 3934            | Small Claims Advisory Attorney    | 1              | 1.00  | 1               | 1.00  | 26,298                   | 26,159      |
| 5765            | Defense Investigator II           | 7              | 7.00  | 7               | 7.00  | 177,219                  | 196,933     |
| 5766            | Defense Investigator III          | 1              | 1.00  | 1               | 1.00  | 29,971                   | 33,047      |
| 9999            | Extra Help                        | 5              | 4.50  | 5               | 4.50  | 42,446                   | 37,750      |
|                 | TOTAL                             | 48             | 46.50 | 48              | 47.50 | \$1,544,151              | \$1,690,236 |
| Adjustments:    |                                   |                |       |                 |       |                          |             |
|                 | County Contributions and Benefits |                |       |                 |       | \$ 280,847               | \$ 322,619  |
|                 | Salary Settlement Costs           |                |       |                 |       | 99,312                   | 0           |
|                 | Salary Adjustments                |                |       |                 |       | 0                        | 28,306      |
|                 | Savings                           |                |       |                 |       | \$ (36,911)              | (40,823)    |
|                 | Total Adjustments                 |                |       |                 |       | \$ 343,248               | \$ 310,102  |
| PROGRAM TOTALS: |                                   | 48             | 46.50 | 48              | 47.50 | \$1,887,399              | \$2,000,338 |

PROBATION

|                                 | 1983-84            | 1984-85            | 1985-86          | 1985-86          | 1986-87          | Chg. From     | % Change     |
|---------------------------------|--------------------|--------------------|------------------|------------------|------------------|---------------|--------------|
|                                 | Actual             | Actual             | Actuals          | Budget           | Adopted          | 1985-86       | From 1985-86 |
|                                 |                    |                    |                  |                  |                  | Budget        | Budget       |
| Adult Field Services            | \$ 9,160,490       | \$10,006,028       | \$11,106,837     | \$10,882,022     | \$11,631,986     | \$ 746,991    | 6.8%         |
| Adult Institutional Services    | 6,249,563          | 6,919,277          | 7,632,018        | 8,012,244        | 7,928,748        | (100,822)     | (1.2%)       |
| Juvenile Field Services         | 4,971,902          | 5,553,246          | 6,190,614        | 5,968,516        | 6,009,642        | 38,282        | .6%          |
| Juvenile Institutional Services | 6,059,911          | 6,816,905          | 8,050,140        | 7,801,705        | 8,469,249        | 667,544       | 8.5%         |
| Overhead                        | <u>1,282,426</u>   | <u>1,321,328</u>   | <u>1,508,843</u> | <u>1,729,654</u> | <u>1,753,932</u> | <u>24,278</u> | 1.4%         |
| TOTAL DIRECT COSTS              | \$27,724,292       | \$30,616,784       | \$34,488,452     | \$34,394,141     | \$35,793,557     | \$ 1,376,273  | 3.9%         |
| Program Funding                 | (4,231,271)        | (4,628,187)        | \$ 5,342,879     | (4,795,895)      | (5,264,893)      | (468,998)     | 9.7%         |
| Other Financing Costs           | <u>(6,359,326)</u> | <u>(5,417,822)</u> | <u>-0-</u>       | <u>-0-</u>       | <u>-0-</u>       | <u>-0-</u>    |              |
| NET PROGRAM COSTS               | \$17,133,695       | \$20,570,775       | \$29,145,573     | \$29,598,246     | \$30,528,664     | \$ 907,275    | 3.0%         |
| Staff Years                     | 872.47             | 904.60             | 944.74           | 929.75           | 961.50           | 31.75         | 3.4%         |

PROGRAM: Adult Field Services

#17009

MANAGER: Gerard A. Williams

Department: Probation

#3600

Ref: 1985-86 Final Budget - Pg.: 70

Authority: Penal Code Sections 1000 et seq., 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.

|                          | 1983-84<br>Actual    | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|--------------------------|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>             |                      |                       |                       |                       |                       |
| Salaries & Benefits      | \$ 8,941,762         | \$ 9,734,970          | \$ 10,804,367         | \$ 10,556,520         | \$ 11,331,305         |
| Services & Supplies      | 218,728              | 249,861               | 277,386               | 228,454               | 228,454               |
| Other Charges            | 0                    | - 0 -                 | - 0 -                 | 66,293                | 52,327                |
| Fixed Assets             | <u>0</u>             | <u>21,197</u>         | <u>25,084</u>         | <u>30,755</u>         | <u>19,900</u>         |
| <b>TOTAL DIRECT COST</b> | <b>\$ 9,160,490</b>  | <b>\$ 10,006,028</b>  | <b>\$ 11,106,837</b>  | <b>\$ 10,882,022</b>  | <b>\$ 11,631,986</b>  |
|                          |                      |                       |                       |                       | 6.86%                 |
| <b>FUNDING</b>           | <b>\$(1,257,844)</b> | <b>\$ (1,306,535)</b> | <b>\$ (1,407,052)</b> | <b>\$ (1,252,999)</b> | <b>\$ (1,370,732)</b> |
|                          |                      |                       |                       |                       | 9.39%                 |
| <b>NET COUNTY COSTS</b>  | <b>\$ 7,902,646</b>  | <b>\$ 8,699,493</b>   | <b>\$ 9,699,785</b>   | <b>\$ 9,629,023</b>   | <b>\$ 10,261,254</b>  |
|                          |                      |                       |                       |                       | 6.53%                 |
| <hr/>                    |                      |                       |                       |                       |                       |
| <b>STAFF YEARS</b>       | <b>304.36</b>        | <b>321.45</b>         | <b>316.29</b>         | <b>326.5</b>          | <b>345.5</b>          |

PROGRAM DESCRIPTION:

This program provides investigation services to the County's Adult Criminal Courts. Officers will conduct approximately 19,414 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 15,866 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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Overall expenditures exceeded budgeted appropriations by \$221,842 or 2% . This overexpenditure occurs primarily in Salaries & Benefits and is caused by the inability to meet Salary Savings. It is partly offset by an increase of \$125,578 or 57% in revenues from cost of probation services.

Superior Court investigations are 175 cases or 2.5% more than budgeted due to an increase in Superior Court referrals. This actual is lower than initially projected due to the transfer of 199 Welfare Fraud felony cases to the Resident Court Officer program in March 1986. The increase in Superior Court investigations resulted in an increase of 518 cases or 22% in high risk felonies. High risk misdemeanors are 202 cases or 44.9% more than budgeted due to the influx of more serious misdemeanants into the system.

1986-87 OBJECTIVES:

1. To maintain a minimum success rate of 51% for probationers in completing their periods of probation.
2. To return failing probationers to court with recommendations aimed at maintaining a revocation rate of 49%.
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 22%.

1986-87 ADOPTED BUDGET:

This program includes an adopted increase of 19 staff years which will result in the investigation of 2,528 more felony and misdemeanor referrals and the supervision of 1,365 more felony and misdemeanor cases. A projected increase of \$117,733 in revenues collected for cost of investigation and supervision services will partially offset the cost of staff increases required to accommodate a 15% increase in total investigation and 9% increase in total supervision workloads.

The Adult Services Program includes two activities:

1. Investigation (179 SY; E-\$5,802,277; R-\$337,733) includes investigation of Superior and Municipal Court referrals. This activity is:
  - Mandated/Mandated Service Level for felony referrals.
  - Mandated/Discretionary Service Level for misdemeanor referrals.
  - Offset 5.8% by an estimated \$337,733 in revenue from charges for investigation and supervision services.
  - Expected to conduct 19,414 investigations in FY 1986-87.
  - Increased by 9 SY (7 P.O.'s, 2 Clerks) to accommodate a 17% increase in Superior Court investigations.
2. Supervision (166.5 SY; E-\$5,829,709; R-\$1,032,999) includes supervision of all offenders placed on formal probation/diversion by the Superior Courts. This activity is:
  - Mandated/Discretionary Service Level.
  - Offset 18% by \$1,032,999 in AB 90 revenues for intensive supervision of high-risk offenders.
  - Expected to supervise 15,866 adult offenders in 1986-87.
  - Increased by 10 SY (6 P.O.'s, 4 Clerks) to accommodate a 23.5% increase in high-risk felonies and misdemeanors.



REVENUE BY SOURCE:

Total revenues will increase by \$117,733 (9.4%) due to an increase of \$117,733 in collections from cost of investigation and supervision.

| <u>Source of Revenue</u>                   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---------------------------------------|
| AB90-Supervision of High Risk<br>Offenders | \$1,061,474               | \$1,032,999                 | \$ 1,032,999               | \$ -0-                                |
| Cost of Investigations/Supervisions        | <u>345,578</u>            | <u>220,000</u>              | <u>337,733</u>             | <u>117,733</u>                        |
| TOTAL                                      | \$1,407,052               | \$1,252,999                 | \$ 1,370,732               | \$ 117,733                            |

FIXED ASSETS:

Sixteen (16) dictating/transcribing machines will replace current machines that are over 10 years old. Replacement parts for these machines are not available and repair is not cost effective. The remaining 12 machines will be provided to additional staff requested. Ten (10) typewriters will replace machines that are 5-10 years old and require frequent and costly repairs. The probation officer desks are 14-25 years old; repair for these items is not cost effective.

| <u>Item</u>                         | <u>Quantity</u> | <u>Cost</u>  |
|-------------------------------------|-----------------|--------------|
| Dictating/Transcribing<br>Equipment | 28              | \$ 5,600     |
| Typewriter, Electric                | 10              | 8,000        |
| Desks, Metal                        | 9               | <u>6,300</u> |
| TOTAL                               |                 | \$ 19,900    |

PERFORMANCE INDICATORS

PROGRAM: Adult Field Services

DEPARTMENT: Probation

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: INVESTIGATION</b>   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  | 45%               | 48%               | 49%               | 50%               | 50%                |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Superior Ct. Investigations Conducted  | 6,050             | 6,725             | 7,231             | 7,056             | 8,286              |
| Other Investigations Conducted   | 10,085            | 9,914             | 12,287            | 9,830             | 11,128             |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Unit Cost (Direct Cost/Workload)   |                   |                   |                   |                   |                    |
| Cost/Superior Ct. Investigation  | \$ 495            | \$554             | \$ 613            | \$603             | \$ 578             |
| Cost/Other Investigation   | \$ 114            | \$107             | \$ 81             | \$118             | \$ 91              |
| Productivity (Workload/Staff Years)  |                   |                   |                   |                   |                    |
| Superior Ct. Investigations/Staff Year   | 57                | 51                | 54                | 53                | 56                 |
| Other Investigations/Staff Year  | 250               | 263               | 408               | 271               | 355                |
| <u>Effectiveness:</u>  |                   |                   |                   |                   |                    |
| A. Meetings with Superior and Municipal Ct. Judges to determine effectiveness of Pre-Sentence Investigations |                   |                   |                   |                   |                    |
|  | 20                | 20                | 15                | 12                | 12                 |
| B. Amount Collected from Cost of Investigation/Supervision   |                   |                   |                   |                   |                    |
|  | \$ 194,399        | \$ 239,461        | \$ 345,578        | \$ 220,000        | \$ 337,733         |
| <b>ACTIVITY B: SUPERVISION</b>   |                   |                   |                   |                   |                    |
| <u>% Resources</u>   | 55%               | 52%               | 51%               | 50%               | 50%                |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| High Risk Felonies Supervised  | 2,117             | 2,350             | 2,871             | 2,353             | 2,778              |
| High Risk Misdemeanors Supervised  | 356               | 533               | 652               | 450               | 685                |
| Other Cases Supervised   | 11,873            | 11,632            | 11,952            | 11,698            | 12,403             |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Unit Cost (Direct Cost/Workload)   |                   |                   |                   |                   |                    |
| Cost/High Risk Felony Supervised   | \$ 848            | \$ 898            | \$ 872            | \$ 946            | \$ 943             |
| Cost/High Risk Misdemeanor Supervised  | \$ 454            | \$ 488            | \$ 459            | \$ 503            | \$ 511             |
| Cost/Other Case Supervised   | \$ 258            | \$ 245            | \$ 241            | \$ 259            | \$ 231             |
| Productivity (Workload/Staff Years)  |                   |                   |                   |                   |                    |
| High Risk Felonies/Staff Year  | 37                | 38                | 43                | 37                | 37                 |
| High Risk Misdemeanors/Staff Year  | 70                | 70                | 82                | 70                | 69                 |
| Other Cases/Staff Year   | 123               | 140               | 155               | 135               | 152                |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| A. Supervision Cases Closed  |                   |                   |                   |                   |                    |
|  | 6,828             | 6,643             | 7,361             | 6,000             | 7,000              |
| % of Successful Completions  | 55%               | 51%               | 51%               | 53%               | 51%                |
| % of Early Completions   | 21%               | 22%               | 21%               | 23%               | 22%                |
| % of Revocations   | 45%               | 49%               | 49%               | 47%               | 49%                |
| B. Amount Collected for Victim Restitution   |                   |                   |                   |                   |                    |
|  | \$1,441,639       | \$1,265,586       | \$1,354,329       | \$1,352,404       | \$1,352,404        |

STAFFING SCHEDULE

PROGRAM: Adult Field Services

DEPARTMENT: Probation

| Class             | Title                           | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |               |
|-------------------|---------------------------------|---------------|--------|-----------|--------|--------------------------|---------------|
|                   |                                 | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87       |
|                   |                                 | Positions     | SY     | Positions | SY     | Budget                   | Adopted       |
| 5081              | Deputy Chief P.O.               | 1             | 1.00   | 1         | 1.00   | \$ 43,683                | \$45,687      |
| 5084              | Prob. Director                  | 5             | 5.00   | 5         | 5.00   | 186,852                  | 195,427       |
| 5115              | Supervising P.O.                | 18            | 18.00  | 19        | 19.00  | 607,224                  | 669,325       |
| 5090              | Senior P.O.                     | 45            | 44.00  | 45        | 44.00  | 1,333,566                | 1,418,448     |
| 5065              | Deputy P.O.                     | 139           | 134.50 | 149       | 146.50 | 3,702,640                | 4,177,470     |
| 2725              | Principal Clerk                 | 1             | 1.00   | 1         | 1.00   | 23,134                   | 24,510        |
| 2745              | Supervising Clerk               | 5             | 5.00   | 6         | 6.00   | 102,100                  | 125,763       |
| 3008              | Senior Work Proc. Oper.         | 1             | 1.00   | 1         | 1.00   | 17,002                   | 20,735        |
| 2757              | Admin. Sec. II                  | 2             | 2.00   | 2         | 2.00   | 38,762                   | 41,094        |
| 3009              | Word Proc. Oper.                | 10            | 10.00  | 10        | 10.00  | 157,877                  | 183,901       |
| 3010              | Word Proc. Center Supv.         | 0             | 0.00   | 1         | 1.00   | 0                        | 20,099        |
| 2730              | Senior Clerk                    | 13            | 13.00  | 13        | 13.00  | 228,566                  | 230,710       |
| 2760              | Stenographer                    | 1             | 1.00   | 1         | 1.00   | 14,613                   | 16,385        |
| 2715              | Records Clerk                   | 16            | 16.00  | 20        | 20.00  | 243,323                  | 318,789       |
| 2700              | Int. Clerk Typist               | 68            | 68.00  | 68        | 68.00  | 989,013                  | 1,042,330     |
| 3039              | Mail Clerk Driver               | 3             | 3.00   | 3         | 3.00   | 45,130                   | 46,464        |
| 2709              | Dept. Clerk                     | 4             | 4.00   | 4         | 4.00   | 44,993                   | 47,857        |
|                   | TOTAL                           | 332           | 326.50 | 349       | 345.50 | \$ 7,778,478             | \$ 8,624,994  |
| Adjustments:      |                                 |               |        |           |        |                          |               |
|                   | County Contributions & Benefits |               |        |           |        | \$ 2,592,505             | \$ 2,926,602  |
|                   | Salary Settlement Costs         |               |        |           |        | 464,475                  |               |
| Special Payments: |                                 |               |        |           |        |                          |               |
|                   | Bilingual Pay                   |               |        |           |        | 8,430                    | 10,959        |
|                   | Salary Savings                  |               |        |           |        | ( 287,368)               | (231,250)     |
|                   | Total Adjustments               |               |        |           |        | \$ 2,778,042             | \$ 2,706,311  |
|                   | PROGRAM TOTALS:                 | 332.00        | 326.50 | 349.00    | 345.50 | \$ 10,556,520            | \$ 11,331,305 |

PROGRAM: ADULT INSTITUTIONAL SERVICES

# 17007

MANAGER: VICKI K. MARKEY

DEPARTMENT: PROBATION

# 3600

Ref: 1985-86 Final Budget - Pg.: 74

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 of the custody facility.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual     | 1985-86<br>Actuals    | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                     |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 5,214,513        | \$ 5,732,700          | \$ 6,395,170          | \$ 6,534,005          | \$ 6,511,904          |
| Services & Supplies       | 992,930             | 1,058,952             | 1,109,281             | 1,292,569             | 1,265,569             |
| Other Charges             | 42,120              | 45,964                | 53,005                | 96,702                | 85,648                |
| Fixed Assets              | 0                   | 81,661                | 74,562                | 58,968                | 61,916                |
| Communications Equip.     | <u>0</u>            | <u>0</u>              | <u>0</u>              | <u>30,000</u>         | <u>3,711</u>          |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 6,249,563</b> | <b>\$ 6,919,277</b>   | <b>\$ 7,632,018</b>   | <b>\$ 8,012,244</b>   | <b>\$ 7,928,748</b>   |
|                           |                     |                       |                       |                       | (1.3%)                |
| <b>FUNDING</b>            | <b>\$ (949,419)</b> | <b>\$ (1,221,147)</b> | <b>\$ (1,383,715)</b> | <b>\$ (1,279,401)</b> | <b>\$ (1,541,126)</b> |
|                           |                     |                       |                       |                       | 20.5%                 |
| <b>NET COUNTY COSTS</b>   | <b>\$ 5,300,144</b> | <b>\$ 5,698,130</b>   | <b>\$ 6,248,303</b>   | <b>\$ 6,732,843</b>   | <b>\$ 6,387,622</b>   |
|                           |                     |                       |                       |                       | (5.4%)                |

STAFF YEARS

172.50

178.71

190.02

182.50

186.50

PROGRAM DESCRIPTION:

The Adult Institutional Services Program is composed of six minimum security jails for sentenced male inmates (five rural facilities and an in-town Work Furlough facility) and a non-institutional Work Project program. Combined, the Institutions have a rated capacity of 639 beds and will receive over 3,900 inmates in the 1986-87 fiscal year. The Work Project serves as a non-institutional sentencing alternative and will receive in excess of 23,000 adults and juveniles from the Superior and Municipal Courts. In Fiscal Year 1986-87, inmates in probation facilities and on Work Project will provide an estimated 220,000 days of labor to the County of the following types of projects: Fire fighting, fire prevention, disaster relief, park construction, park and beach maintenance, road beautification and anti-litter. This labor represents a cost avoidance to the public in excess of \$5.9 million based on minimum wage. In addition, approximately 260 inmates are involved in an educational program which includes remedial tutoring and a high school diploma component. Another 900 inmates will graduate from a one-week alcohol education program operated within the camp system.

The 1986-87 fiscal year program includes an Electronic Home Surveillance element to the Work Furlough component which will, at any given time, involve 50 persons sentenced by the Court.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

There are no significant differences between 1985-86 Budget amounts and 1985-86 actual expenditure in Salaries & Benefits. Services & Supplies expenditures are \$200,614 or 15.3% below budget, not including encumbrances of \$81,095. Food expenditures accounted for significant savings because of availability of surplus commodities from the Federal Government. Other areas of underexpenditures are primarily the result of departmentally imposed controls beginning in the Third Quarter of the Fiscal Year. A \$43,697 (45.2%) underexpenditure in other charges was due to delay in the lease purchase of copying and data processing equipment.

1986-87 OBJECTIVES:

1. To provide minimum security confinement of 3,900 adult male inmates.
2. To provide 150,000 days of inmate labor with an indirect savings of \$4,020,000 based on minimum wage.
3. To provide 70,000 days of Work Project participant labor with an indirect savings to the taxpayer of \$1,849,200 based on minimum wage.
4. To increase the number of work release clients by 15% from 5,273 to 6,064 annually.

1986-87 ADOPTED BUDGET:

Significant changes in the Adult Institutional Services Program include the addition of an Electronic Home Surveillance element of the Work Furlough component. Approximately 50 sentenced individuals at any given time would participate in this in-home corrections program. Revenues will offset the cost of implementation.

The activities of this program are summarized as follows:

1. Rural Camps (143 SY; E-\$6,594,686; R-\$849,401) includes five rural camps - San Jose, Barrett, West Fork, Morena and La Cima - and is:
  - ° Discretionary/Discretionary Service Levels
  - ° Offset 13% by program revenue.
  - ° Increasing operating capacity by 38 beds to relieve jail overcrowding.
  - ° Increasing productive labor by 28,000 days valued at \$750,400.
2. Work Furlough (26 SY; E-\$869,926; R-\$581,725) provides minimum security custody in-town, allowing residents to maintain employment within the community and is:
  - ° Discretionary/Discretionary
  - ° Offset 67% by program revenue.
  - ° Increasing capacity by 55 probationers through the use of an in-home Electronic Home Surveillance component.
  - ° Increasing staff (2 SY) to supervise Electronic Home Surveillance participants, fully offset by revenue.
3. Work Program (17.5 SY; E-\$464,136; R-\$110,000) provides the courts with a non-custody sentencing option which includes public service work performed by both adults and juveniles and is:
  - ° Discretionary/Discretionary
  - ° Offset 24% by program revenue.
  - ° Increasing staff (2 SY) to accommodate 3,000 annual increase in referrals (20%) and to provide additional revenue work crews to local public agencies, which is fully offset by revenue.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>        | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86 Budget |
|---------------------------------|--------------------------|--------------------------|---------------------------|-------------------------------|
| State Aid Corrections-Forestry  | \$ 180,051               | \$ 229,289               | \$ 229,289                | \$ -0-                        |
| State Meal Subvention           | 53,858                   | 54,500                   | 54,500                    | -0-                           |
| State Subvention AB-90          | 525,918                  | 492,012                  | 492,012                   | -0-                           |
| Institutional Care & Services   | 469,816                  | 430,000                  | 581,725                   | 151,725                       |
| Charges To Other Gov't Agencies | 146,400                  | 70,000                   | 180,000                   | 110,000                       |
| Other Miscellaneous             | <u>7,672</u>             | <u>3,600</u>             | <u>3,600</u>              | <u>-0-</u>                    |
| Total                           | \$ 1,383,715             | \$ 1,279,401             | \$ 1,541,126              | \$ 261,725                    |

## Explanation/Comments:

Fiscal Year 1985-86 Actual revenue exceeded that budgeted by \$104,314 or by 8%. This was due to overpopulation at Work Furlough and higher than expected cost offsetting workcrew activity. The first three revenue sources are relatively stable and depend on activity levels in support of fire suppression; rely on inmate population and age for meal subvention which does not vary appreciably; or in the case of AB-90 is determined by your Board based on recommendations of the County Justice System Advisory Group. The remaining three sources of revenue are summarized below:

- Institutional Care and Services reflects the expansion of the Work Furlough function and the accompanying revenue from room and board fees charged to program participants.
- Charges to Other Governmental Agencies reflects anticipated revenue to be generated by work crews from Work Project.
- Other Miscellaneous Revenues are funds collected from various clients for services or reimbursements.

FIXED ASSETS:

The computer-printer is to be used at the Work Furlough Center to secure hard copies of record checks and criminal history information on clients. Food preparation equipment, electric appliances, gas appliances and ice machines are to be used to upgrade or replace items in the rural camps. Washing machines are to replace those at Camps San Jose and Morena; air conditioning units are for staff quarters at Camp San Jose, while the swamp coolers listed are for inmate dorms at Camp West Fork. The telephone sequencing machine is to be used for the Work Project sub-program to increase efficiency in processing in excess of 20,700 referrals each year.

| <u>Item</u>                                   | <u>Quantity</u> | <u>Cost</u>  |
|---|-----------------|--------------|
| Computer Equipment-Printer                    | 1               | \$ 4,000     |
| Food Preparation Equipment                    | 2               | 2,500        |
| Electric, Electronic Appliances               | 6               | 1,200        |
| Gas Appliances                                | 2               | 2,874        |
| Laundry Equipment - Washer                    | 2               | 11,982       |
| Air Conditioning Units                        | 15              | 18,760       |
| Ice Machine                                   | 2               | 10,000       |
| Swamp Cooler                                  | 2               | 1,600        |
| Telephone Answer and Call Sequence<br>Machine | 1               | <u>9,000</u> |
| TOTAL   |                 | \$ 61,916    |

NEW VEHICLES AND COMMUNICATION EQUIPMENT:

New Vehicles: None

New Communications Equipment:

These items are required to provide security for night officers and officers on crew assignment at Camp Barrett.

| <u>Item</u>                           | <u>Quantity</u> | <u>Cost</u>  |
|---------------------------------------|-----------------|--------------|
| Radio Base Station                    | 1               | \$ 1,237     |
| Portable Two-Way Transmitter/Receiver | 2               | <u>2,474</u> |
| TOTAL                                 |                 | \$ 3,711     |

PERFORMANCE INDICATORS

PROGRAM: ADULT INSTITUTIONAL SERVICES

DEPARTMENT: PROBATION

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>% of Resources</u>                                | 100               | 100               | 100               | 100               | 100                |
| <u>Workload</u>                                      |                   |                   |                   |                   |                    |
| ADA - Camp   | 573               | 591               | 674               | 607               | 758                |
| Work Program - ADA                                   | 126               | 157               | 186               | 142               | 195                |
| <u>Efficiency</u>                                    |                   |                   |                   |                   |                    |
| Unit Cost: (Total Direct Cost/<br>Workload/365 Days) |                   |                   |                   |                   |                    |
| Camp Program   | \$ 30             | \$ 32             | \$ 29             | \$ 36             | \$ 27              |
| Work Program   | \$ 7              | \$ 7              | \$ 6              | \$ 8              | \$ 7               |
| Productivity: (Workload/Staff Years)                 |                   |                   |                   |                   |                    |
| Camp Program   | 3.58              | 3.62              | 3.88              | 3.63              | 4.49               |
| Work Program   | 10.08             | 10.13             | 11.15             | 9.16              | 11.14              |
| <u>Effectiveness</u>                                 |                   |                   |                   |                   |                    |
| Camp Program   |                   |                   |                   |                   |                    |
| Admissions   | 2,871             | 3,348             | 3,715             | 3,500             | 3,900              |
| Days of Labor  | 114,237           | 115,755           | 135,084           | 122,000           | 150,000            |
| Dollar Value<br>(minimum wage)                       | \$ 3,061,552      | \$ 3,102,234      | \$ 3,620,251      | \$ 3,269,600      | \$ 4,020,000       |
| Work Program   |                   |                   |                   |                   |                    |
| Referrals  | 12,178            | 18,130            | 21,345            | 19,000            | 23,000             |
| Day of Labor   | 46,217            | 57,304            | 66,921            | 51,800            | 70,000             |
| Dollar Value<br>(minimum wage)                       | \$ 1,238,615      | \$ 1,535,747      | \$ 1,793,483      | \$ 1,388,240      | \$ 1,849,200       |
| Total Days of Labor                                  | 160,454           | 173,059           | 202,005           | 173,800           | 220,000            |
| Total Dollar Value                                   | \$ 4,300,167      | \$ 4,637,981      | \$ 5,431,734      | \$ 4,657,840      | \$ 5,896,000       |



STAFFING SCHEDULE

PROGRAM: ADULT INSTITUTIONAL SERVICES

DEPARTMENT: PROBATION

| Class   | Title                 | STAFF - YEARS |         |           |         | SALARY AND BENEFITS COST |              |
|---|-----------------------|---------------|---------|-----------|---------|--------------------------|--------------|
|   |                       | 1985-86       |         | 1986-87   |         | 1985-86                  | 1986-87      |
|   |                       | Budget        | Adopted | Budget    | Adopted | Budget                   | Adopted      |
|   |                       | Positions     | SY      | Positions | SY      |                          |              |
| 5081  | Deputy Chief P.O.     | 1             | 1.00    | 1         | 1.00    | \$ 43,683                | \$ 45,687    |
| 5084  | Prob. Director        | 7             | 7.00    | 7         | 7.00    | 258,981                  | 272,427      |
| 5115  | Supervising P.O.      | 15            | 15.00   | 15        | 15.00   | 524,600                  | 551,335      |
| 5090  | Senior P.O.           | 15            | 15.00   | 15        | 15.00   | 487,315                  | 514,661      |
| 5065  | Deputy P.O.           | 18            | 18.00   | 18        | 18.00   | 523,104                  | 542,862      |
| 4459  | Chief, Food Services  | 1             | 1.00    | 1         | 1.00    | 27,101                   | 32,679       |
| 5069  | Asst. DPO III         | 27            | 27.00   | 27        | 27.00   | 623,346                  | 649,669      |
| 6405  | Food Svcs. Supervisor | 6             | 6.00    | 6         | 6.00    | 130,782                  | 134,198      |
| 2745  | Supv. Clerk           | 2             | 2.00    | 2         | 2.00    | 37,099                   | 40,441       |
| 2757  | Admin. Sec. II        | 1             | 1.00    | 1         | 1.00    | 19,381                   | 20,547       |
| 5070  | Asst. DPO II          | 41            | 35.50   | 58        | 52.50   | 686,688                  | 985,161      |
| 6410  | Senior Cook           | 13            | 13.00   | 13        | 13.00   | 238,766                  | 245,010      |
| 2730  | Senior Clerk          | 2             | 2.00    | 3         | 3.00    | 33,381                   | 55,804       |
| 2658  | Storekeeper II        | 1             | 1.00    | 1         | 1.00    | 15,532                   | 20,169       |
| 5071  | Asst. DPO I           | 26            | 26.00   | 11        | 11.00   | 456,164                  | 210,417      |
| 2715  | Records Clerk         | 3             | 3.00    | 3         | 3.00    | 42,419                   | 46,759       |
| 2720  | Corr. Facility Clerk  | 6             | 6.00    | 6         | 6.00    | 90,193                   | 94,966       |
| 2700  | Inter. Clerk Typist   | 3             | 3.00    | 4         | 4.00    | 40,899                   | 56,174       |
| TOTAL   |                       | 188           | 182.50  | 192       | 186.50  | \$ 4,279,434             | \$ 4,518,966 |
| Adjustments:                                    |                       |               |         |           |         |                          |              |
| County Contributions & Benefits                 |                       |               |         |           |         | \$ 1,278,044             | \$ 1,364,475 |
| Salary Settlement Costs                         |                       |               |         |           |         | 287,445                  |              |
| Special Payments:                               |                       |               |         |           |         |                          |              |
| Standby Pay                                     |                       |               |         |           |         | 130,055                  | 128,215      |
| Bilingual Premium                               |                       |               |         |           |         | 13,488                   | 13,488       |
| Shift Differential                              |                       |               |         |           |         | 42,128                   | 42,218       |
| Call Back                                       |                       |               |         |           |         | 22,127                   | 22,127       |
| Premium Overtime                                |                       |               |         |           |         | 159,266                  | 170,194      |
| Staff Fire Pay (Reimbursable)                   |                       |               |         |           |         | 88,521                   | 88,521       |
| Resident Fire & Conservation Pay (Reimbursable) |                       |               |         |           |         | 176,251                  | 176,251      |
| Resident Wages                                  |                       |               |         |           |         | 120,344                  | 120,344      |
| Salary Saving:                                  |                       |               |         |           |         | (63,098)                 | (132,895)    |
| Total Adjustments                               |                       |               |         |           |         | \$ 2,254,571             | \$ 1,992,938 |
| PROGRAM TOTALS:                                 |                       | 188           | 182.50  | 192       | 186.50  | \$ 6,534,005             | \$ 6,511,904 |

PROGRAM: JUVENILE INSTITUTIONAL SERVICES

# 17004

MANAGER: BARBARA FRANK

Department: PROBATION

# 3600

Ref: 1985-86 Final Budget - Pg.: 77

Authority: Article 23 of the W & I Code mandates your Board provide a separate facility for the detention of Court Wards and other persons alleged to be under 19 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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                     |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 5,489,679        | \$ 6,087,189          | \$ 7,263,857          | \$ 6,992,950          | \$ 7,534,885          |
| Services & Supplies       | 570,232             | 706,058               | 751,449               | 762,976               | 912,026               |
| Other Charges             | 0                   | 0                     | 0                     | 3,000                 | 0                     |
| Fixed Assets              | 0                   | 23,658                | 34,834                | 33,583                | 17,390                |
| Communications Equipment  | 0                   | 0                     | 0                     | 9,196                 | 4,948                 |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 6,059,911</b> | <b>\$ 6,816,905</b>   | <b>\$ 8,050,140</b>   | <b>\$ 7,801,705</b>   | <b>\$ 8,469,249</b>   |
| <b>FUNDING</b>            | <b>\$ (996,975)</b> | <b>\$ (1,056,823)</b> | <b>\$ (1,455,723)</b> | <b>\$ (1,174,522)</b> | <b>\$ (1,247,062)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 5,062,936</b> | <b>\$ 5,760,082</b>   | <b>\$ 6,594,417</b>   | <b>\$ 6,627,183</b>   | <b>\$ 7,222,187</b>   |
| <hr/>                     |                     |                       |                       |                       |                       |
| <b>STAFF YEARS</b>        | <b>198.84</b>       | <b>200.28</b>         | <b>239.25</b>         | <b>214.25</b>         | <b>223.00</b>         |

**PROGRAM DESCRIPTION:**

Juvenile Hall is a County operated institution mandated by the Juvenile Court law for the temporary secure detention of youths under 19 years of age. The primary goal is public protection. These youths are charged with criminal offenses and awaiting court disposition or dispositional placement, or are serving sentences at Juvenile Hall as the consequences 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, to others, or the property of others are subsequently booked into Juvenile Hall. Others may be placed on home supervision ("house arrest"), diverted to community-based agencies, or released to parents for further proceedings. Capacity is 219. While detained, the youths attend school, assist in housekeeping, and participate in group activities. School is provided by staff of the Department of Education and medical service is provided by staff of the Department of Health Services. The home supervision unit monitors juveniles who are on "house arrest" in their own homes in lieu of detention, pending the dispositional court hearing. The Juvenile Court is expected to commit 390 boys and 65 girls to juvenile correctional facilities during FY 1986-87, 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, 50 boys at Rancho Del Campo and 20 girls in the Girls Rehabilitation Facility. The program includes supervised work activities, recreational activities, counseling, linkage with community-based organizations, group sports, and educational programs offered by the County Department of Education.

1985-86 ACTUALS:

This program exceeded that budgeted by approximately \$270,907 or 3.8% in Salaries & Benefits. The overexpenditures are a result of the average daily population at Juvenile Hall being 296 or 77 over the rated capacity of 219, and Rancho del Campo, budgeted as a 30-bed facility for six months, operating as a 50-bed facility for ten months. Revenue collections exceeded budget by \$281,201, of this amount \$150,000 are prior year monies held in trust pending resolution of a Court case contesting fees assessed to parents of juveniles in custody.

1986-87 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 13,520 of ward labor days out-of-camp to indirectly reduce County cost by \$362,336.

1986-87 ADOPTED BUDGET:

The Juvenile Institutional Program includes two activities:

1. Juvenile Institutional Corrections (80 SY; E-\$3,116,944; R-\$476,575) includes the boys facilities, Rancho del Campo and Rancho del Rayo, and the Girls Rehabilitation Center. This activity is:
  - Discretionary/Mandated Service Level.
  - Offset 15% by program revenue.
  - A local sentencing option to the Court as an alternative to California Youth Authority, private 24-hour schools and boarding homes.
  - Adopted with an 8.75 Staff Year increase and an increase in Services & Supplies of \$81,378 to fully fund Rancho del Campo from a 30-bed, six-month facility in FY 1985-86 to a 50-bed, 12-month facility in FY 1986-87.
  - Adopted reclassifying five (5) Assistant Deputy Probation Officer I's to Assistant Deputy Probation Officer II's.
2. Juvenile Detention (143 SY; E-\$5,352,255; R-\$770,587) includes detention services for the Court and local law enforcement agencies. This activity is:
  - Mandated/Mandated Service Level.
  - Offset 14% by program revenue.
  - The only juvenile detention facility for use by the Court and local law enforcement agencies.
  - Adopted reclassifying ten (10) Assistant Deputy Probation Officer I's to Assistant Deputy Probation Officer II's.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>                | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br><u>1985-86 Budget</u> |
|---|--------------------------|--------------------------|---------------------------|--------------------------------------|
| Criminal Justice Facilities             | \$ 13,610                | - 0 -                    | - 0 -                     | - 0 -                                |
| State Meal Subvention                   | 370,422                  | \$ 318,592               | \$ 368,030                | \$ 49,438                            |
| AB 90                                   | 357,358                  | 439,129                  | 439,129                   | - 0 -                                |
| Charges for Institutional<br>Care       | 639,081                  | 358,301                  | 377,153                   | 18,852                               |
| Charges to Other Government<br>Agencies | 67,973                   | 50,000                   | 50,000                    | - 0 -                                |
| Other Miscellaneous                     | <u>7,279</u>             | <u>8,500</u>             | <u>12,750</u>             | <u>4,250</u>                         |
| TOTAL                                   | \$ 1,455,723             | \$1,174,522              | \$ 1,247,062              | \$ 72,540                            |

Revenue increases in various accounts are related to the increased number of operational beds at Rancho del Campo and fees charged to the parents of an increased number of detainees at Juvenile Hall. The Institutional Care Account in the 1985-86 Actuals column includes approximately \$150,000 of prior year collections that were held in trust pending resolution of a Court case contesting fees assessed to parents of juveniles in custody.

FIXED ASSETS:

Replacement equipment necessary for food operations, recreation, and facilities maintenance within the Juvenile Institutions. All items are replacements for equipment that is beyond economic repair.

| <u>Item</u>               | <u>Quantity</u> | <u>Cost</u>  |
|---------------------------|-----------------|--------------|
| Microwave Ovens           | 2               | \$ 1,000     |
| Refrigerators             | 3               | 4,250        |
| Stereo - Radio Tape Decks | 3               | 975          |
| Televisions               | 3               | 3,375        |
| Desks & Credenzas         | 3               | 4,300        |
| Sofas, Institutional      | 8               | 1,440        |
| Lawn Mower                | 1               | 450          |
| Typewriters               | 2               | <u>1,600</u> |
| TOTAL                     |                 | \$ 17,390    |

NEW VEHICLES AND COMMUNICATION EQUIPMENT:

New equipment is necessary for security in and around Juvenile Hall. Staff will carry equipment during recreation periods and perimeter checks.

| <u>Item</u>                           | <u>Quantity</u> | <u>Cost</u> |
|---------------------------------------|-----------------|-------------|
| Portable Two-Way Transmitter/Receiver | 4               | \$ 4,948    |

PERFORMANCE INDICATORS

PROGRAM: JUVENILE INSTITUTIONAL SERVICES

DEPARTMENT: PROBATION

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: JUVENILE INSTITUTIONS</b>       |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                          | 96%               | 96%               | 96%               | 96%               | 97%                |
| <u>Workload</u>                                |                   |                   |                   |                   |                    |
| Referrals Screened                             | 4,603             | 5,094             | 5,549             | 5,000             | 6,200              |
| Average Daily Attendance                       |                   |                   |                   |                   |                    |
| Juvenile Hall                                  | 232               | 290               | 296               | 253               | 290                |
| Rancho del Rayo                                | 90                | 95                | 93                | 100               | 100                |
| Girls Rehab. Facility                          | 20                | 20                | 20                | 20                | 20                 |
| Rancho del Campo                               | N/A               | N/A               | 47                | 30                | 50                 |
| Admissions                                     |                   |                   |                   |                   |                    |
| Juvenile Hall                                  | 4,701             | 5,206             | 5,686             | 5,070             | 5,700              |
| Rancho del Rayo                                | 322               | 313               | 372               | 300               | 300                |
| Girls Rehab. Facility                          | 92                | 76                | 70                | 65                | 65                 |
| Rancho del Campo                               | N/A               | N/A               | 128               | 90                | 90                 |
| <u>Efficiency</u>                              |                   |                   |                   |                   |                    |
| Unit Cost: (Direct Cost/Workload)              |                   |                   |                   |                   |                    |
| Juvenile Hall                                  | \$ 48             | \$ 44             | \$ 46             | \$ 52             | \$ 48              |
| Juvenile Rehab. Facilities                     | \$ 44             | \$ 45             | \$ 48             | \$ 44             | \$ 50              |
| Productivity:                                  |                   |                   |                   |                   |                    |
| Juvenile Hall ADA/SY                           | 1.73              | 2.17              | 1.92              | 1.90              | 2.17               |
| Juvenile Rehab. ADA/SY                         | 2.00              | 2.09              | 2.07              | 2.26              | 2.13               |
| <u>Effectiveness</u>                           |                   |                   |                   |                   |                    |
| Juvenile Hall                                  |                   |                   |                   |                   |                    |
| % of referrals placed other than Juvenile Hall | 27%               | 20%               | 19%               | 25%               | 20%                |
| Rancho del Rayo & Rancho del Campo             |                   |                   |                   |                   |                    |
| % of Program Completions                       | 66%               | 62%               | 64%               | 63%               | 63%                |
| \$/Inmate Labor Days                           |                   |                   |                   |                   |                    |
| Ward Labor Days                                | 22,342            | 10,735            | 13,339            | 13,520            | 13,520             |
| \$ Value/Labor                                 | \$ 598,788        | \$ 287,704        | \$ 357,485        | \$ 362,336        | \$ 362,336         |
| Girls Rehab. Facility                          |                   |                   |                   |                   |                    |
| % of Program Completions                       | 41%               | 51%               | 61%               | 67%               | 67%                |
| <b>ACTIVITY B: HOME SUPERVISION</b>            |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                          | 4%                | 4%                | 4%                | 4%                | 3%                 |
| <u>Workload</u>                                |                   |                   |                   |                   |                    |
| Assignments to Home Supervision                | 856               | 999               | 975               | 850               | 1,000              |
| Average Daily Cases                            | 42                | 69                | 69                | 60                | 70                 |
| <u>Efficiency (Direct Cost/Workload/365)</u>   |                   |                   |                   |                   |                    |
| Unit Cost:                                     |                   |                   |                   |                   |                    |
| Daily Cost of Home Supv.                       | \$ 16             | \$ 12             | \$ 12             | \$ 13             | \$ 11              |
| Productivity:                                  |                   |                   |                   |                   |                    |
| Avg. Daily Cases/SY                            | 4.42              | 7.26              | 6.82              | 6.32              | 7.37               |
| <u>Effectiveness</u>                           |                   |                   |                   |                   |                    |
| % to Court without JH detention                | 86%               | 85%               | 84%               | 85%               | 85%                |

## STAFFING SCHEDULE

PROGRAM: JUVENILE INSTITUTIONAL SERVICES

DEPARTMENT: PROBATION

| Class                           | Title                 | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |              |
|---------------------------------|-----------------------|---------------|--------|-----------|--------|--------------------------|--------------|
|                                 |                       | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87      |
|                                 |                       | Positions     | SY     | Positions | SY     | Budget                   | Adopted      |
| 5081                            | Deputy Chief P.O.     | 1             | 1.00   | 1         | 1.00   | \$ 43,683                | \$ 45,687    |
| 5084                            | Prob. Director        | 3             | 3.00   | 4         | 4.00   | 113,220                  | 156,927      |
| 5115                            | Supervising P.O.      | 13            | 12.75  | 15        | 15.00  | 444,614                  | 530,482      |
| 5090                            | Senior P.O.           | 41            | 40.25  | 42        | 42.00  | 1,242,020                | 1,370,745    |
| 5065                            | Deputy P.O.           | 22            | 21.25  | 22        | 22.00  | 581,366                  | 641,044      |
| 5069                            | Asst. DPO III         | 26            | 26.00  | 26        | 26.00  | 601,502                  | 626,902      |
| 6405                            | Food Svcs. Supervisor | 2             | 2.00   | 2         | 2.00   | 43,594                   | 45,346       |
| 2745                            | Supervising Clerk     | 1             | 1.00   | 1         | 1.00   | 20,420                   | 21,651       |
| 2757                            | Admin. Sec. II        | 1             | 1.00   | 1         | 1.00   | 16,851                   | 20,547       |
| 5070                            | Asst. DPO II          | 39            | 39.00  | 54        | 54.00  | 759,906                  | 1,054,754    |
| 6410                            | Senior Cook           | 10            | 10.00  | 10        | 10.00  | 184,545                  | 188,832      |
| 3002                            | Booking Clerk         | 12            | 8.50   | 12        | 8.50   | 150,451                  | 159,696      |
| 2730                            | Senior Clerk          | 2             | 2.00   | 3         | 3.00   | 35,164                   | 53,008       |
| 2658                            | Storekeeper II        | 2             | 2.00   | 2         | 2.00   | 34,058                   | 38,419       |
| 5071                            | Asst. DPO I           | 37            | 37.00  | 22        | 22.00  | 626,249                  | 411,130      |
| 7530                            | Sew. Room Supervisor  | 2             | 2.00   | 2         | 2.00   | 30,604                   | 32,412       |
| 2720                            | Corr. Facility Clerk  | 2             | 2.00   | 3         | 3.00   | 31,232                   | 47,080       |
| 2700                            | Inter. Clerk Typist   | 2             | 1.50   | 2         | 1.50   | 21,181                   | 22,685       |
| 6415                            | Food Svcs. Worker     | 2             | 2.00   | 2         | 2.00   | 25,342                   | 24,339       |
| 2650                            | Stock Clerk           | 0             | 0.00   | 1         | 1.00   | -0-                      | 13,917       |
|                                 | TOTAL                 | 220           | 214.25 | 227       | 223.00 | \$ 5,006,002             | \$ 5,505,603 |
| Adjustments:                    |                       |               |        |           |        |                          |              |
| County Contributions & Benefits |                       |               |        |           |        | \$ 1,506,541             | \$ 1,693,026 |
| Salary Settlement Costs         |                       |               |        |           |        | 307,195                  |              |
| Special Payments:               |                       |               |        |           |        |                          |              |
| Temporary Help                  |                       |               |        |           |        | 82,549                   | 115,211      |
| Standby                         |                       |               |        |           |        | 35,040                   | 39,420       |
| Bilingual Pay                   |                       |               |        |           |        | 19,316                   | 21,835       |
| Shift Differential              |                       |               |        |           |        | 54,647                   | 54,913       |
| Callback                        |                       |               |        |           |        | 98,808                   | 128,192      |
| Premium Overtime                |                       |               |        |           |        | 46,470                   | 67,115       |
| Holiday Premium                 |                       |               |        |           |        | 55,428                   | 64,568       |
| Salary Savings:                 |                       |               |        |           |        | (69,046)                 | (154,998)    |
| Salary Adjustment:              |                       |               |        |           |        | (150,000)                |              |
| Total Adjustments               |                       |               |        |           |        | \$ 1,986,948             | \$ 2,029,282 |
| PROGRAM TOTALS:                 |                       |               |        |           |        | \$ 6,992,950             | \$ 7,534,885 |

PROGRAM: JUVENILE FIELD SERVICES

# 17005

MANAGER: DOUGLAS WILLINGHAM

DEPARTMENT: PROBATION

# 3600

Ref: 1985-86 Final Budget - Pg.: 80

Authority: W & I Code sections 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.

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>                            |                   |                   |                   |                   |                    |
| Salaries & Benefits                     | \$ 4,679,087      | \$5,110,345       | \$ 5,563,269      | \$ 5,544,169      | \$ 5,621,393       |
| Services & Supplies                     | 208,596           | 253,873           | 412,399           | 237,249           | 237,249            |
| Other Charges                           | 84,219            | 170,305           | 207,248           | 175,983           | 120,000            |
| Fixed Assets                            |                   | 18,723            | 7,698             | 11,115            | 26,000             |
| New Vehicles &<br>Communications Equip. | 0                 | 0                 | 0                 | 0                 | 5,000              |
| TOTAL DIRECT COSTS                      | \$ 4,971,902      | \$ 5,553,246      | \$ 6,190,614      | \$ 5,968,516      | \$ 6,009,642       |
| FUNDING                                 | \$ (624,633)      | \$(660,016)       | \$ (707,915)      | \$ (663,076)      | \$ (663,076)       |
| NET COUNTY COSTS                        | \$ 4,347,269      | \$ 4,893,230      | \$ 5,482,699      | \$ 5,305,440      | \$ 5,346,566       |
| <hr/>                                   |                   |                   |                   |                   |                    |
| STAFF YEARS                             | 158.22            | 168.83            | 164.06            | 171.50            | 171.50             |

PROGRAM DESCRIPTION:

Approximately 8,328 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 Officer. 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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Overall expenditures exceeded budget appropriations by 219,254 or 3.7%. This overexpenditure is mainly due to an overexpenditure of \$175,150 or 74% in Services & Supplies. Due to Juvenile Court policy, more juveniles are being referred for professional and medical services, thus overexpending Account 2315 - Professional and Special Services by \$103,040. Total revenues increased by \$44,839 or 6.8% due to slight increases in stepparent adoption fees and care and support of persons reimbursements.

Delinquent referrals exceeded budget levels by 36 cases. Actual investigations conducted were 3,511 cases. Approximately 513 cases per month (20.7% more than budgeted) were diverted to the Informal Supervision Program.

An average of 2,453 cases per month were supervised in FY 85-86. Intensive supervision cases were supervised at a monthly average of 433 cases.

1986-87 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 resources to provide counseling and other social services in at least 70% of all cases handled in the Informal Supervision Program.

1986-87 ADOPTED BUDGET:

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

1. Juvenile Intake and Investigation (84.5 SY; E-\$2,833,180; R-\$40,000) includes intake, evaluation and referral of investigations and court reports for 8,328 delinquency referrals. This activity is:
  - Mandated/discretionary service level.
  - Adopted at the same activity level as 1985/86.
  - Expected to process 8,328 Intake referrals; conduct investigations and prepare Court reports on approximately 3,541 of these referrals; and divert 1,500 individuals through informal supervision programs.
2. Supervision (87 SY; E-\$3,176,462; R-\$623,076) includes supervision of 3,295 wards requiring supplemental investigations and written court reports. This activity is:
  - Mandated/Discretionary Service Level.
  - Offset 20% by program revenue.
  - Adopted at the same activity level as FY 85/86.



REVENUE BY SOURCE:

There are no changes in total revenue from FY 1985/86 to FY 1986/87.

| <u>Source of Revenue</u>     | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|------------------------------|---------------------------|---------------------------|----------------------------|---------------------------------------|
| Charges for Current Services | \$ 52,310                 | \$ 40,000                 | \$ 40,000                  | - 0 -                                 |
| AB90                         | 589,371                   | 589,371                   | 589,371                    | - 0 -                                 |
| Support and Care of Persons  | <u>66,234</u>             | <u>33,705</u>             | <u>33,705</u>              | <u>- 0 -</u>                          |
| TOTAL                        | \$707,915                 | \$663,076                 | \$663,076                  | \$ - 0 -                              |

FIXED ASSETS

Twenty (20) dictating/transcribing machines are needed as replacement for current machines that are over ten years old. Replacement parts for these machines are not available and repair is not cost effective. Five (5) typewriters are needed as replacment for machines that are 5-15 years old and require frequent and costly repairs. The two executive desks will replace ten-year old steel desks in the Probation Directors offices. The two credenzas will provide bookcase and storage space. The personal computer and video terminals will be used to access REJIS (Regional Juvenile Information System) for tracking, control and reporting of juvenile cases.

| <u>Item</u>                         | <u>Quantity</u> | <u>Cost</u>  |
|-------------------------------------|-----------------|--------------|
| Dictating/Transcribing<br>Equipment | 20              | \$ 4,000     |
| Typewriter, Electric                | 5               | 4,000        |
| Desk, Wood                          | 2               | 1,900        |
| Credenza, Wood                      | 2               | 1,100        |
| Systems Video Terminal              | 16              | 12,000       |
| Personal Computer                   | 1               | <u>3,000</u> |
| TOTAL                               |                 | \$26,000     |

NEW VEHICLES AND COMMUNICATION EQUIPMENT:

The five vehicles to be equipped with radios are used by probation officers to transport court wards out of the county. Vehicle radios with wide-ranging frequencies will enable probation officers to maintain communication with law enforcement agencies in case of emergency.

| <u>Item</u>         | <u>Quantity</u> | <u>Cost</u>    |
|---------------------|-----------------|----------------|
| Mobile 2-Way Radios | 5               | <u>\$5,000</u> |
| TOTAL               |                 | \$5,000        |

PERFORMANCE INDICATORS

PROGRAM: JUVENILE FIELD SERVICES

DEPARTMENT: PROBATION

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: INTAKE &amp; INVESTIGATION</b> |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                         | 49%               | 49%               | 46%               | 47%               | 47%                |
| <u>Workload</u>                               |                   |                   |                   |                   |                    |
| Intake Referrals Processed                    | 7,756             | 8,125             | 8,036             | 8,000             | 8,328              |
| Investigations Conducted                      | 3,782             | 3,794             | 3,511             | 4,000             | 3,541              |
| Informal Cases Supervised                     | 432               | 440               | 513               | 425               | 475                |
| <u>Efficiency</u>                             |                   |                   |                   |                   |                    |
| Unit Cost (Direct Cost/Workload)              |                   |                   |                   |                   |                    |
| Cost/Referral                                 | \$ 87             | \$ 97             | \$ 104            | \$ 103            | \$ 99              |
| Cost/Investigation                            | \$ 424            | \$ 456            | \$ 521            | \$ 454            | \$ 512             |
| Cost/Informal Supervision                     | \$ 381            | \$ 414            | \$ 356            | \$ 449            | \$ 382             |
| Productivity (Workload/Staff Years)           |                   |                   |                   |                   |                    |
| Referrals/Staff Year                          | 359               | 340               | 340               | 324               | 337                |
| Investigations/Staff Year                     | 74                | 72                | 68                | 74                | 65                 |
| Informal Supervisions/Staff Year              | 82                | 80                | 99                | 75                | 88                 |
| <u>Effectiveness</u>                          |                   |                   |                   |                   |                    |
| Petitions Filed                               | 2,722             | 2,591             | 2,393             | 2,500             | 2,500              |
| % Petitions Filed On Referrals                | 35.0%             | 31.9%             | 29.8%             | 31.3%             | 30%                |
| <b>ACTIVITY B: SUPERVISION</b>                |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                         | 51%               | 51%               | 54%               | 53%               | 53%                |
| <u>Workload</u>                               |                   |                   |                   |                   |                    |
| Regular Cases Supervised                      | 2,172             | 2,378             | 2,453             | 2,300             | 2,340              |
| Intensive Cases Supervised                    | 445               | 466               | 433               | 475               | 480                |
| <u>Efficiency</u>                             |                   |                   |                   |                   |                    |
| Unit Cost (Direct Cost/Workload)              |                   |                   |                   |                   |                    |
| Cost/Regular Supervision                      | \$ 794            | \$ 817            | \$ 936            | \$ 940            | \$ 935             |
| Cost/Intensive Supervision                    | \$ 1,809          | \$ 1,945          | \$ 2,395          | \$ 2,055          | \$ 2,059           |
| Productivity (Workload/Staff Years)           |                   |                   |                   |                   |                    |
| Regular Cases Supervised/Staff Year           | 40                | 40                | 43                | 38                | 39                 |
| Intensive Cases Supervised/Staff Year         | 17                | 17                | 17                | 18                | 18                 |
| <u>Effectiveness</u>                          |                   |                   |                   |                   |                    |
| Amount Collected for Victim Restitution       | \$ 120,163        | \$136,568         | \$ 151,352        | \$ 125,000        | \$ 148,571         |

## STAFFING SCHEDULE

PROGRAM: JUVENILE FIELD SERVICES

DEPARTMENT: PROBATION

| Class             | Title                           | STAFF - YEARS |             |           |             | SALARY AND BENEFITS COST |                  |
|-------------------|---------------------------------|---------------|-------------|-----------|-------------|--------------------------|------------------|
|                   |                                 | 1985-86       |             | 1986-87   |             | 1985-86                  | 1986-87          |
|                   |                                 | Positions     | SY          | Positions | SY          | Budget                   | Adopted          |
| 5081              | Deputy Chief P.O.               | 1             | 1.00        | 1         | 1.00        | \$ 43,683                | \$ 45,687        |
| 5084              | Prob. Director                  | 3             | 3.00        | 3         | 3.00        | 110,448                  | 115,500          |
| 5115              | Supervising P.O.                | 11            | 11.00       | 11        | 11.00       | 373,791                  | 390,720          |
| 5090              | Senior P.O.                     | 23            | 21.50       | 22        | 21.50       | 653,749                  | 628,209          |
| 5065              | Deputy P.O.                     | 71            | 68.00       | 70        | 68.00       | 1,879,906                | 2,030,605        |
| 2725              | Principal Clerk                 | 1             | 1.00        | 1         | 1.00        | 23,117                   | 24,510           |
| 5120              | Transportation Officer          | 1             | 1.00        | 1         | 1.00        | 23,517                   | 24,578           |
| 2745              | Supervising Clerk               | 2             | 2.00        | 2         | 2.00        | 38,197                   | 42,157           |
| 5070              | Asst. DPO III                   | 5             | 5.00        | 5         | 5.00        | 96,664                   | 106,724          |
| 2730              | Senior Clerk                    | 11            | 11.00       | 11        | 11.00       | 185,876                  | 193,953          |
| 2715              | Records Clerk                   | 9             | 9.00        | 9         | 9.00        | 132,510                  | 143,949          |
| 2700              | Int. Clerk Typist               | 31            | 31.00       | 31        | 31.00       | 433,757                  | 456,289          |
| 3039              | Mail Clerk Driver               | 1             | 1.00        | 1         | 1.00        | 15,371                   | 16,138           |
| 2709              | Dept. Clerk                     | 4             | 4.00        | 4         | 4.00        | 45,969                   | 49,225           |
| 2810              | Telephone Operator              | <u>2</u>      | <u>2.00</u> | <u>2</u>  | <u>2.00</u> | <u>27,835</u>            | <u>28,948</u>    |
|                   | TOTAL                           | 176           | 171.50      | 174       | 171.50      | \$ 4,084,390             | \$ 4,297,192     |
| Adjustments:      |                                 |               |             |           |             |                          |                  |
|                   | County Contributions & Benefits |               |             |           |             | \$ 1,358,319             | \$ 1,430,492     |
|                   | Salary Settlement Costs         |               |             |           |             | 243,993                  | 0                |
| Special Payments: |                                 |               |             |           |             |                          |                  |
|                   | Overtime                        |               |             |           |             | 0                        | 0                |
|                   | Bilingual Pay                   |               |             |           |             | 8,430                    | 8,430            |
|                   | Salary Savings:                 |               |             |           |             | <u>(150,963)</u>         | <u>(114,721)</u> |
|                   | Total Adjustments               |               |             |           |             | \$ 1,459,779             | \$ 1,324,201     |
|                   | PROGRAM TOTALS:                 | 176           | 171.50      | 174       | 171.50      | \$ 5,544,169             | \$ 5,621,393     |

PROGRAM: DEPARTMENT OVERHEAD

# 91000

MANAGER: CECIL H. STEPPE

Department: Probation

# 3600

Ref.: 1985-86 Final Budget - Pg.: 83

Authority: County Charter, Art. VII, Sec. 700 & 709 and Art. IX, Sec. 909 Administrative Code, Art. XIX, Sec. 350 and Art. XXa, Sec. 365-369. County Charter and Administrative Code establishes the need for the department head, management and support staff to provide support to all functions of the department.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>        |                   |                   |                     |                     |                     |
| Salaries & Benefits | \$ 1,157,620      | \$ 1,148,688      | \$ 1,255,229        | \$ 1,379,630        | \$ 1,410,408        |
| Services & Supplies | 124,806           | 171,224           | 183,083             | 320,722             | 320,722             |
| Other Charges       | -0-               | - 0 -             | 43,401              | 22,802              | 22,802              |
| Fixed Assets        | <u>-0-</u>        | <u>1,416</u>      | <u>27,130</u>       | <u>6,500</u>        | <u>- 0 -</u>        |
| TOTAL DIRECT COSTS  | \$ 1,282,426      | \$ 1,321,328      | \$ 1,508,843        | \$ 1,729,654        | \$ 1,753,932        |
| FUNDING             | \$ (402,400)      | \$ (383,666)      | \$ (388,474)        | \$ (425,897)        | \$ (442,897)        |
| NET COUNTY COSTS    | <u>\$ 880,026</u> | <u>\$ 937,662</u> | <u>\$ 1,120,369</u> | <u>\$ 1,303,757</u> | <u>\$ 1,311,035</u> |
| <hr/>               |                   |                   |                     |                     |                     |
| STAFF YEARS         | 38.55             | 35.33             | 35.12               | 35.00               | 35.00               |

PROGRAM DESCRIPTION:

This program, at the direction of the Chief Probation Officer, provides 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 function of this program is the direct support of 961.5 staff years associated with 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 (AB90) providing direct staff support to the AB90 Advisory Group and the Board of Supervisors in annually developing and administering the County's application for State of California Subvention funding to address local crime and delinquency problems.

1985-86 ACTUALS:

Salaries & Benefits were underspent by \$124,401 or 9%. Services & Supplies were underspent by \$137,639. Both of these underexpenditures are a function of the Training monies budgeted in Overhead and the expenditures occurring in the program for which the training occurred.

The training hours provided for administrative, institutional and field services personnel exceeded budget by 5,256 hours due to the large number of new hires and interservice transfers requiring additional training. Volunteer services hours through participation in the Volunteers in Probation program increased by 1,000 hours due to an increase in the number of active volunteers and increased community awareness of the program.

1986-87 OBJECTIVES:

1. To provide 27,400 training hours for administrative, institutional and field service personnel.
2. To ensure selection and promotion of at least 26 members 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.

1986-87 ADOPTED BUDGET:

The Overhead Program includes three activities:

1. Office of the Chief Probation Officer (2 SY; E-\$117,400; R-0) includes the Chief Probation Officer and a secretary. This activity is:
  - Mandated/Discretionary Service Level.
  - Responsible to the Board of Supervisors and Courts to establish the Department's operating policies and objectives and the overall management direction for a \$35 million budget.
  - Adopted reclassifying the Administrative Secretary III to Administrative Secretary IV.
2. Administrative Services (30 SY; E-\$1,527,893; R-\$347,500) includes administrative and technical support services to the Department's four operational programs. This activity is:
  - Discretionary/Discretionary Service Level.
  - Offset 23% by program revenue.
  - Budgeted to provide 27,400 training hours and 30,000 hours of volunteer service.
  - Adopted to reclassifying an Analyst II to Analyst III, Word Processing Operator to Word Processing Center Supervisor, and an Intermediate Clerk to Senior Clerk.
3. Criminal Justice System Subvention Program (3 SY; E-\$108,639; R-\$95,397) includes administrative staff to the Criminal Justice System Subvention Program Coordinator and Advisory Group, and Departmental Coordinator. This activity is:
  - Discretionary/Mandated
  - Offset 88% by program revenue.
  - Responsible to provide support services to the Advisory Group in evaluating, planning and developing the proposed \$5 million annual funding allocation to various community and government programs whose common goal is to reduce the number of adult and juvenile commitments to state institutions.
  - Adopted without change.

SOURCE OF REVENUE:

|   | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br><u>1985-86 Budget</u> |
|---|--------------------------|--------------------------|---------------------------|--------------------------------------|
| Standards in Training for Corrections (SB924)   | \$ 349,091               | \$ 330,500               | \$ 347,500                | \$ 17,000                            |
| County Justice System Subvention Program (AB90) | <u>39,383</u>            | <u>95,397</u>            | <u>95,397</u>             | <u>0</u>                             |
|   | \$ 388,474               | \$ 425,897               | \$ 442,897                | \$ 17,000                            |

Revenue in this program will increase by the amount of \$17,000 as a result of the increased number of staff to be trained as well as an increase in the base rate.

## STAFFING SCHEDULE

PROGRAM: DEPARTMENT OVERHEAD

DEPARTMENT: Probation

| Class             | Title                           | STAFF - YEARS |              |              |              | SALARY AND BENEFITS COST |                     |
|-------------------|---------------------------------|---------------|--------------|--------------|--------------|--------------------------|---------------------|
|                   |                                 | 1985-86       |              | 1986-87      |              | 1985-86                  | 1986-87             |
|                   |                                 | Budget        |              | Adopted      |              | Budget                   | Adopted             |
|                   |                                 | Positions     | SY           | Positions    | SY           |                          |                     |
| 2157              | Chief Probation Officer         | 1.00          | 1.00         | 1.00         | 1.00         | \$ 64,816                | \$ 68,049           |
| 2305              | Chief Admin. Services           | 1.00          | 1.00         | 1.00         | 1.00         | 41,201                   | 42,449              |
| 2414              | Analyst IV                      | 3.00          | 3.00         | 3.00         | 3.00         | 119,812                  | 111,047             |
| 2413              | Analyst III                     | 2.00          | 2.00         | 3.00         | 3.00         | 69,528                   | 102,177             |
| 2361              | Dept. EDP Coordinator           | 1.00          | 1.00         | 1.00         | 1.00         | 35,283                   | 36,958              |
| 5115              | Supervising Probation Officer   | 1.00          | 1.00         | 1.00         | 1.00         | 32,553                   | 33,744              |
| 2412              | Analyst II                      | 5.00          | 5.00         | 4.00         | 4.00         | 161,723                  | 126,706             |
| 2365              | Staff Development Spec.         | 2.00          | 2.00         | 2.00         | 2.00         | 52,598                   | 58,464              |
| 5065              | Deputy P.O.                     | 2.00          | 2.00         | 2.00         | 2.00         | 52,316                   | 57,537              |
| 2396              | Citizen Asst. Spec.             | 1.00          | 1.00         | 1.00         | 1.00         | 26,299                   | 28,354              |
| 3010              | Word Processing Cntr Supv.      | 0.00          | 0.00         | 1.00         | 1.00         | 0                        | 21,772              |
| 5031              | Chaplain Coordinator            | 1.00          | 1.00         | 1.00         | 1.00         | 26,409                   | 26,685              |
| 2759              | Administrative Secretary IV     | 0.00          | 0.00         | 1.00         | 1.00         | 0                        | 23,050              |
| 2306              | Administrative Trainee          | 2.00          | 2.00         | 2.00         | 2.00         | 36,482                   | 43,289              |
| 2745              | Supervising Clerk               | 1.00          | 1.00         | 1.00         | 1.00         | 17,777                   | 18,919              |
| 2758              | Administrative Secretary I      | 1.00          | 1.00         | 0.00         | 0.00         | 21,422                   | 0                   |
| 3008              | Senior Word Processing Op.      | 1.00          | 1.00         | 1.00         | 1.00         | 17,002                   | 20,735              |
| 2757              | Administrative Secretary II     | 1.00          | 1.00         | 1.00         | 1.00         | 19,259                   | 20,309              |
| 2511              | Senior Payroll Clerk            | 3.00          | 3.00         | 3.00         | 3.00         | 52,930                   | 54,787              |
| 3009              | Word Processing Operator        | 2.00          | 2.00         | 1.00         | 1.00         | 33,915                   | 18,203              |
| 2660              | Storekeeper II                  | 1.00          | 1.00         | 1.00         | 1.00         | 16,183                   | 20,169              |
| 2730              | Senior Clerk                    | 2.00          | 2.00         | 3.00         | 3.00         | 35,164                   | 53,008              |
| 2700              | Intermediate Clerk              | 1.00          | 1.00         | 0.00         | 0.00         | 14,884                   | 0                   |
|                   | <b>TOTAL</b>                    | <b>35.00</b>  | <b>35.00</b> | <b>35.00</b> | <b>35.00</b> | <b>\$ 947,556</b>        | <b>\$ 986,411</b>   |
| Adjustments:      |                                 |               |              |              |              |                          |                     |
|                   | County Contributions & Benefits |               |              |              |              | 293,068                  | 318,424             |
|                   | Salary Settlement Costs         |               |              |              |              | 60,795                   |                     |
| Special Payments: |                                 |               |              |              |              |                          |                     |
|                   | Overtime (SB 924 reimbursed)    |               |              |              |              | 129,192                  | 134,360             |
|                   | Salary Saving:                  |               |              |              |              | (50,981)                 | (28,787)            |
|                   | <b>Total Adjustments</b>        |               |              |              |              | <b>\$ 432,074</b>        | <b>\$ 423,997</b>   |
|                   | <b>PROGRAM TOTALS:</b>          | <b>35.00</b>  | <b>35.00</b> | <b>35.00</b> | <b>35.00</b> | <b>\$ 1,379,630</b>      | <b>\$ 1,410,408</b> |

RECORDER

|                       | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | %<br><u>Change</u> |
|-----------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|--------------------|
| Recording Services    | \$ 820,709                      | \$ 894,009                      | \$ 1,072,647                    | \$ 1,200,892                    | \$ 998,612                       | \$ (202,280)                                   | (16.8)             |
| Micrographics         | 462,613                         | 304,219                         | 388,801                         | 546,461                         | 277,812                          | (268,649)                                      | (49.1)             |
| Modernization         | 0                               | 0                               | 0                               | 0                               | 223,943                          | 223,943  | 100                |
| Departmental Overhead | <u>226,382</u>                  | <u>261,127</u>                  | <u>402,121</u>                  | <u>316,274</u>                  | <u>273,654</u>                   | <u>(42,620)</u>                                | <u>(13.5)</u>      |
| Total Direct Costs    | \$ 1,509,704                    | \$ 1,459,355                    | \$ 1,863,569                    | \$ 2,063,627                    | \$ 1,774,021                     | \$ (289,606)                                   | (15)               |
| Less Funding          | <u>(2,879,325)</u>              | <u>(2,974,893)</u>              | <u>(3,772,866)</u>              | <u>(3,422,620)</u>              | <u>(3,214,008)</u>               | <u>(208,612)</u>                               | <u>(6.0)</u>       |
| Net Program Cost      | \$(1,369,621)                   | \$(1,515,538)                   | \$(1,909,297)                   | \$(1,358,993)                   | \$(1,439,987)                    | \$ (80,994)                                    | (6)                |
| Staff Years           | 59.00                           | 59.00                           | 62.30                           | 67.00                           | 68.00                            | 1.00   | .01                |



PROGRAM: Recording Services

# 31526

MANAGER: Vera L. Lyle

Department: Recorder

# 1500

Ref: 1985-86 Final Budget - Pg: 87

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.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>CAO<br>Proposed |
|---------------------|-------------------|-------------------|-------------------|-------------------|----------------------------|
| <b>COSTS</b>        |                   |                   |                   |                   |                            |
| Salaries & Benefits | \$ 733,651        | \$ 799,137        | \$ 980,095        | \$ 976,615        | \$ 904,247                 |
| Services & Supplies | 87,058            | 85,343            | 76,582            | 87,277            | 76,865                     |
| Fixed Assets        | 0                 | 9,529             | 15,070            | 137,000           | 17,500                     |
| TOTAL DIRECT COSTS  | \$ 820,709        | \$ 894,009        | \$ 1,072,647      | \$ 1,200,892      | \$ 998,612                 |
| Department Overhead | 174,314           | 0                 | 0                 | 0                 | 0                          |
| FUNDING             | \$(2,349,325)     | \$(2,541,166)     | \$(3,047,254)     | \$(2,697,008)     | \$(2,624,000)              |
| NET COUNTY COSTS    | \$(1,354,302)     | \$(1,647,157)     | \$(1,974,607)     | \$(1,496,116)     | \$(1,625,388)              |
| STAFF YEARS         | 38.25             | 46.00             | 45.71             | 46.00             | 42.00                      |

PROGRAM DESCRIPTION:

This program includes: a) the examination and recording upon request of documents entitled by law to be recorded; b) the notification of 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 Battered Women and Childrens' Funds 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.

1985-86 ACTUALS:

A decrease in fixed asset expenditures is a result of refraining from making computer equipment purchases until a study of the department's functions and modernization efforts is completed. \$103,046 was overrealized in copy fee revenue as a result of a mid-year increase imposed by the State. \$297,666 in overrealized recording fee revenue is the result of current lower interest rates which have generated an increase in new home buying and refinancing. A temporary employee was hired for .09 staff year to collect copy fees during the last two months of the fiscal year when volume began to increase for the summer rush of vital records requests.

1986-87 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.

1986-87 ADOPTED BUDGET:

The activities of this program are summarized below:

1. Examining and Recording Documents (10 SY; E \$227,505; R \$2,076,500) includes examining and recording documents entitled by law to be recorded and determining fees, documentary transfer tax, and reviewing and collecting Assessor's Ownership Change statements.

This activity is:

- Mandated/Mandated Service Level.
- Offset 100% by revenue.
- Able to examine and record 470,000 paid documents and 30,000 free documents for governmental agencies during the fiscal year, and determine fees for collection of \$97,000 for the Public Works Monument Preservation Survey fund and \$6,200,000 in documentary transfer tax in addition to recording and copy fees.

2. Lien Notification Includes (1 SY; E \$50,000; R \$50,000) notification of parties against whom a lien is recorded within ten days of the recording.

This activity is:

- Mandated/Mandated Service Level.
- Offset 100% by revenue.
- Able to process 30,000 lien notifications per year.

3. Grantor-Grantee Index Production (9 SY; E \$213,440; R \$0) which includes preparing a daily index of official and vital records.

This activity is:

- Mandated/Discretionary Service Level.

The contents and type of Recorder's indices are included in Government Codes 27232 through 27257, however, the time frame for production of the index is not specified. Production of a daily index has proven the most advantageous to the public and most economical for County by saving time that would consequently be lost in increased customer contact and complaints when timely information is not available.

- Offset 100% by revenue collected in the program to cover these costs.
- Able to keypunch, verify and produce an index of over 2,000 official and vital records received daily.

4. Microfilm Production (9 SY; E \$191,623; R \$0) includes the permanent creation of records on microfilm.

This activity is:

- Mandated/mandated Service Level.
- Offset 100% by revenue from other activities in this program.
- Able to photographically produce permanent microfilm records of all recorded documents within seven days of recording.

1986-87 CAO PROPOSED BUDGET (Continued):

5. Records Information (13 SY; E \$316,044; R \$280,000) 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 returning recorded documents to originator.

## This activity is:

- Mandated/Mandated Service Level.
- Offset 100% by revenue generated by this and other activities in this program.
- Able to collect \$175,000 for the County Battered Women's and Battered Children's funds, and \$32,500 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.
- Decreasing (1.0 SY) by transferring one Intermediate Clerk position to the Assessor's Department for use in producing paper copies of Recorder's records from microfilm.
- Decreasing (3.0 SY) by transferring Intermediate Clerks for processing Recorder's vital records file changes to the Modernization Program.

PROGRAM REVENUES BY SOURCE:

|  | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budgeted</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> |
|--|---------------------------------|-----------------------------------|----------------------------------|---|
| Recording Fees   | \$ 2,241,810                    | \$1,944,144                       | \$ 1,859,500                     | \$ (84,644)   |
| Copy Fees  | 338,702                         | 239,124                           | 304,000                          | 64,876  |
| Admin. Fees, Battered Children's<br>and Battered Women's Funds | 18,688                          | 15,220                            | 16,000                           | 780   |
| Ownership Change   | 284,790                         | 335,256                           | 227,000                          | (108,256)   |
| Modernization Fee (Appropriated)                               | <u>163,264</u>                  | <u>163,264</u>                    | <u>0</u>                         | <u>(163,264)</u>                                      |
| Total  | \$ 3,047,254                    | \$2,697,008                       | \$ 2,406,500                     | \$ (290,508)  |

\$1,083,262 was collected in modernization fees during FY 1985-86. An increase in Recording Fees revenue is a result of current low interest rates and increased real estate activity. The Department does not expect this deflationary period to continue through the 1986-87 fiscal year. However, the CAO proposal includes a projection of an additional \$217,500 in revenue in this program.

Copy fees and a proportionate amount of administrative fees for trust funds reached \$103,046. Revenue from birth and marriage records increase by 85¢ per copy on January 1, 1986.

The Ownership Change Fee revenue was determined without a prior year history. More Assessor Ownership Change Forms have been submitted in lieu of the payment as knowledge of this new requirement has become more widespread. A revenue shortfall of about \$50,466 for 1985-86 is the result.

A decrease in Ownership Change Fees is projected for 1986-87 as more escrows include the Assessor's form in preparation for recording.

Modernization Fees previously appropriated in this program are now included in the new Modernization Program.

FIXED ASSETS

| <u>Item</u>              | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u> | <u>Revenue</u> |
|--------------------------|-----------------|------------------------|-------------|----------------|
| Microfilm Reader/Viewers | 5               | R                      | \$ 17,500   | \$ 0           |

Microfilm readers are needed to replace viewers used by the public when searching the department's records. These machines are subject to intense use. Volume increases by over 500,000 records annually and machines are subject to very heavy public use, frequent repairs and inevitable downtime. Replacement of a minimum of five public viewers annually has been requested to insure adequate service to the public.

Program Transfer

One Intermediate Clerk position and one microfilm copier have been transferred to the Assessor Department to make paper copies of microfilm records from the Recorder's Department. Paper copies are used by the Assessor in updating the Assessor's ownership file. Paper copies had been purchased by the Assessor from a vendor until 1984-85 for \$27-\$29,000 annually. The Recorder's Department subsequently provided paper copies as well as microfilm copies to the Assessor until mid-year 1985-86 when the activity and equipment were transferred to the Assessor's Department.

Three Intermediate Clerk positions in this program have been transferred to the newly established Modernization Program as part of the department's data updating activity.

Program Title: Property Identification Assessor's Department

Total Cost: \$ 17,994 Revenue: \$ 0 Staff Years: 1.0

Program Title: Modernization

Total Cost: \$ 60,011 Revenue: \$ 60,011 Staff Years: 3.0

1986-87 CAO PROPOSED BUDGET:

I concur with the request of the Recorder for the Recording Services Program with the exception of revenue projections for this program:

- Revenue from recording fees are approximately \$600,000 more for the current year than is projected for 1986-87. With interest rates projected to remain at their current levels, or slightly lower, building activity should remain strong during 1986-87. Therefore, revenue from recording fees should be projected at \$2,077,000.

PERFORMANCE INDICATORS

Program: Recording Services

Department: Recorder

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

ACTIVITY A: Recording, Index production of recorded documents.

% of Resources

68%

Workload

|                    |         |         |         |         |         |
|--------------------|---------|---------|---------|---------|---------|
| Documents Recorded | 516,297 | 474,671 | 512,951 | 462,000 | 470,000 |
|--------------------|---------|---------|---------|---------|---------|

Efficiency

|                              |          |          |          |          |          |
|------------------------------|----------|----------|----------|----------|----------|
| Recording Productivity Ratio | 27,174/1 | 22,077/1 | 22,798/1 | 20,533/1 | 20,889/1 |
|------------------------------|----------|----------|----------|----------|----------|

Effectiveness

|                    |      |      |      |      |      |
|--------------------|------|------|------|------|------|
| Documents Recorded | 100% | 100% | 100% | 100% | 100% |
|--------------------|------|------|------|------|------|

ACTIVITY B: Records retrieval

% of Resources

32%

Workload

|                          |         |         |         |         |         |
|--------------------------|---------|---------|---------|---------|---------|
| Requests for Information | 200,000 | 237,008 | 252,500 | 216,000 | 220,000 |
|--------------------------|---------|---------|---------|---------|---------|

Efficiency

|                         |          |          |          |          |          |
|-------------------------|----------|----------|----------|----------|----------|
| Records retrieved Ratio | 24,101/1 | 27,559/1 | 29,160/1 | 25,116/1 | 25,581/1 |
|-------------------------|----------|----------|----------|----------|----------|

Effectiveness

|                          |      |      |      |      |      |
|--------------------------|------|------|------|------|------|
| Requests for Information | 100% | 100% | 100% | 100% | 100% |
|--------------------------|------|------|------|------|------|

## STAFFING SCHEDULE

Program: Recording Services

Department: Recorder

| Class                             | Title                      | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |            |
|-----------------------------------|----------------------------|----------------|-------|-----------------|-------|--------------------------|------------|
|                                   |                            | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87    |
|                                   |                            | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted    |
| 2725                              | Principal Clerk            | 1              | 1.00  | 1               | 1.00  | \$ 22,987                | \$ 24,510  |
| 3023                              | Index Clerk Supervisor     | 1              | 1.00  | 1               | 1.00  | 21,838                   | 22,491     |
| 3045                              | Microfilm Supervisor       | 1              | 1.00  | 1               | 1.00  | 19,878                   | 21,659     |
| 2745                              | Supervising Clerk          | 1              | 1.00  | 1               | 1.00  | 20,420                   | 18,910     |
| 2906                              | Legal Procedures Clerk III | 1              | 1.00  | 1               | 1.00  | 20,420                   | 21,651     |
| 3024                              | Index Clerk                | 8              | 8.00  | 8               | 8.00  | 129,008                  | 136,368    |
| 2730                              | Senior Clerk               | 1              | 1.00  | 1               | 1.00  | 17,582                   | 18,647     |
| 2907                              | Legal Procedures Clerk II  | 6              | 6.00  | 6               | 6.00  | 105,070                  | 114,765    |
| 2903                              | Legal Procedures Clerk I   | 4              | 4.00  | 4               | 4.00  | 61,346                   | 64,189     |
| 3040                              | Microfilm Operator         | 5              | 5.00  | 5               | 5.00  | 71,865                   | 77,468     |
| 2700                              | Intermediate Clerk Typist  | 14             | 14.00 | 10              | 10.00 | 195,748                  | 149,104    |
| 2710                              | Jr. Clerk Typist           | 3              | 3.00  | 3               | 3.00  | 32,782                   | 34,728     |
| 9999                              | Extra Help                 | 0              | 0.00  | 15              | 0.00  | 0                        | 0          |
|                                   | Total                      | 46             | 46.00 | 57              | 42.00 | \$ 718,944               | \$ 704,490 |
| Adjustments:                      |                            |                |       |                 |       |                          |            |
| County Contributions and Benefits |                            |                |       |                 |       | \$ 213,989               | \$ 215,893 |
| Salary Settlement Costs           |                            |                |       |                 |       | 59,328                   |            |
| Overtime                          |                            |                |       |                 |       | 7,500                    | 7,500      |
| Salary Adjustments                |                            |                |       |                 |       | (3,718)                  | (3,375)    |
| Salary Savings                    |                            |                |       |                 |       | (19,428)                 | (20,261)   |
| Total Adjustments                 |                            |                |       |                 |       | \$ 257,671               | \$ 199,757 |
| PROGRAM TOTALS:                   |                            | 46             | 46.00 | 57              | 42.00 | \$ 976,615               | \$ 904,247 |

PROGRAM: Micrographics

#

MANAGER: Vera L. Lyle

Department: Recorder

# 1500

Ref: 1985-86 Final Budget - Pg: 91

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual    | 1985-86<br>Budget   | 1986-87<br>CAO<br>Proposed |
|---------------------------|---------------------|---------------------|----------------------|---------------------|----------------------------|
| <b>COSTS</b>              |                     |                     |                      |                     |                            |
| Salaries & Benefits       | \$ 122,214          | \$ 181,683          | \$ 178,768           | \$ 254,443          | \$ 223,692                 |
| Services & Supplies       | 340,399             | 122,536             | 50,335               | 35,018              | 39,120                     |
| Fixed Assets              | 0                   | 0                   | 159,498              | 257,000             | 15,000                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 462,613</b>   | <b>\$ 304,219</b>   | <b>\$ 388,801</b>    | <b>\$ 546,461</b>   | <b>\$ 277,812</b>          |
| Department Overhead       | 52,068              | 0                   | 0                    | 0                   | 0                          |
| <b>FUNDING</b>            | <b>\$ (530,000)</b> | <b>\$ (395,115)</b> | <b>\$ (687,000)*</b> | <b>\$ (687,000)</b> | <b>\$ (277,812)</b>        |
| <b>NET COUNTY COSTS</b>   | <b>\$ (15,319)</b>  | <b>\$ (90,896)</b>  | <b>\$ (298,199)</b>  | <b>\$ (140,539)</b> | <b>\$ 0</b>                |
| <b>STAFF YEARS</b>        | <b>8.75</b>         | <b>9.00</b>         | <b>9.03</b>          | <b>13.00</b>        | <b>12.00</b>               |

PROGRAM DESCRIPTION:

This program includes and is limited to activities surrounding the reduction of older County book records to microfilm by County employees and a private vendor. 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.

1985-86 BUDGET:

Salary savings in this program were the result of resignations and other unfilled positions. Positions were left vacant towards the end of the fiscal year in anticipation of the possibility of having photostat book records microfilmed by a private vendor.

The cost of this program was \$97,502 under the appropriated funds as a result of savings in fixed asset purchases.

The procedure for indexing book records was in its first full year of operation during fiscal year 1985-86. Indexing from old book records has proved much slower than anticipated.

1986-87 ADOPTED BUDGET:

The activities of this program are summarized as follows:

1. Microfilming Older Book Records (8.0 SY; E \$ 190,098; \$ \$190,098)

This activity is:

- Offset by the Micrographics Fund.
- Able to microfilm and duplicate 900 book records this fiscal year.

2. Data Entry, Processing of Handwritten Indices (4.0 SY; E \$72,714; R \$72,714)

This activity is:

- Offset by the Micrographics Fund.
- Able to retrieve information from book records and produce an automated index for 100 books this fiscal year.
- Including the reclassification of a Data Entry Operator to an Index Clerk position to be used as a lead and quality control person.

PROGRAM REVENUES BY SOURCE:

|                                  | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budgeted</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> |
|----------------------------------|---------------------------------|-----------------------------------|----------------------------------|---|
| Micrographic Fees (appropriated) | \$ 687,000                      | \$ 687,000                        | \$ 277,812                       | \$ (409,188)  |

Micrographic fees are collected on documents recorded for a fee. At \$1 per paid document, receipts are expected to total \$498,856 during 1986-87. Additional monies for fixed asset purchases were appropriated from the Micrographics Trust Fund. Fixed Assets were purchased for less than budgeted amounts. \$277,812 will be necessary to fund this program for 1986-87. The additional revenue collected for this program are to be returned to the Micrographic Trust Fund instead of the General Fund. The balance of the Micrographic Trust Fund at the end of the fiscal year 1985-86 was \$366,939.

PROGRAM TRANSFER:

One Associate Analyst position has been transferred from this program to the Modernization program to assist the department in modernization efforts.

PROGRAM TITLE: MODERNIZATION

TOTAL COST: \$ 33,612      REVENUE: \$ 0      STAFF YEARS: 1.0

FIXED ASSETS:

Fixed assets for this program are purchased with the special Micrographics Trust funds at no cost to the County General Fund.

| <u>Item</u>          | <u>Quantity</u> | <u>Cost</u> |
|----------------------|-----------------|-------------|
| Microfilm Duplicator | 1               | \$15,000    |



PERFORMANCE INDICATORS

Program: Micrographics

Department: Recorder

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

ACTIVITY A: Microfilming older book records, and duplicating produced microfilm reels.

% of Resources

66%

Workload

|                             |     |       |       |       |       |
|-----------------------------|-----|-------|-------|-------|-------|
| Number of Books Microfilmed | 992 | 1,000 | 681   | 800   | 900   |
| Number of Duplicated Reels  | N/A |       | 2,828 | 2,084 | 2,475 |

Efficiency

|                       |          |          |          |          |          |
|-----------------------|----------|----------|----------|----------|----------|
| Book Film Cost        | \$124.30 | \$124.30 | \$132.75 | \$130.15 | \$136.65 |
| Film Duplication Cost | N/A      | 0        | 4.68     | 4.59     | 4.82     |

Effectiveness

|                  |      |      |      |      |      |
|------------------|------|------|------|------|------|
| Books Filmed     | 100% | 100% | 100% | 100% | 100% |
| Reels Duplicated | N/A  | N/A  | 100% | 100% | 100% |

ACTIVITY B: Preparing a new Index from old book indexes

% of Resources

34%

Workload

|                         |     |   |    |     |     |
|-------------------------|-----|---|----|-----|-----|
| Number of Books Indexed | N/A | 0 | 67 | 200 | 200 |
|-------------------------|-----|---|----|-----|-----|

Efficiency

|                     |     |   |        |      |      |
|---------------------|-----|---|--------|------|------|
| Book Indexing Ratio | N/A | 0 | 22.3/1 | 67/1 | 67/1 |
|---------------------|-----|---|--------|------|------|

Efficiency

|               |     |    |      |    |      |
|---------------|-----|----|------|----|------|
| Books Indexed | N/A | 0% | 100% | 0% | 100% |
|---------------|-----|----|------|----|------|

## STAFFING SCHEDULE

Program: Micrographics

Department: Recorder

| Class | Title                          | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |            |
|-------|--------------------------------|----------------|-------|-----------------|-------|--------------------------|------------|
|       |                                | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87    |
|       |                                | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted    |
| 2427  | Associate Systems Analyst      | 1              | 1.00  | 0               | 0.00  | \$ 30,717                | \$ 0       |
| 2730  | Senior Clerk                   | 1              | 1.00  | 1               | 1.00  | 17,582                   | 18,647     |
| 3053  | Photo Reduction Technician     | 1              | 1.00  | 1               | 1.00  | 16,740                   | 17,961     |
| 3030  | Data Entry Operator            | 4              | 4.00  | 3               | 3.00  | 55,038                   | 44,166     |
| 3040  | Microfilm Operator             | 4              | 4.00  | 4               | 4.00  | 57,492                   | 60,156     |
| 2700  | Intermediate Clerk Typist      | 1              | 1.00  | 1               | 1.00  | 13,982                   | 15,788     |
| 3024  | Index Clerk                    | 0              | 0.00  | 1               | 1.00  | 0                        | 14,796     |
| 9999  | Extra Help (Microfilm Trainee) | 5              | 1.00  | 5               | 1.00  | 11,467                   | 11,467     |
|       | Total                          | 17             | 13.00 | 16              | 12.00 | \$ 203,018               | \$ 182,981 |

## Adjustments:

County Contributions and Benefits

\$ 48,775 \$ 44,343

Salary Settlement Costs

10,000

Salary Adjustments

(1,920)

907

Salary Savings

(5,430)

(4,539)

Total Adjustments

\$ 51,425

\$ 40,711

PROGRAM TOTALS:

17 13.00

16 12.00

\$ 254,443

\$ 223,692

PROGRAM: Modernization

#

MANAGER: Vera L. Lyle

Department: Recorder

# 1500

Ref: 1985-86 Final Budget - Pg: 87

Authority: Government Code Section 27361 (State 1984 Ch 1156, Section 3) authorizes the implementation of the program in this County.

MANDATE: This program is discretionary, service level is discretionary and funding is mandated.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted  |
|---------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                     |
| Salaries & Benefits       | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 206,243          |
| Services & Supplies       | 0                 | 0                 | 0                 | 0                 | 10,200              |
| Other Charges             | 0                 | 0                 | 0                 | 0                 | 0                   |
| Fixed Assets              | 0                 | 0                 | 0                 | 0                 | 7,500               |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$ 223,943</b>   |
| <b>FUNDING</b>            | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$ (223,943)</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>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>8.00</b>         |

PROGRAM DESCRIPTION:

This program includes, a) the development of programs and procedures to improve the retention and retrieval of the County's system of recorded documents, b) maintenance of service level extended to the public when recording documents, c) centralized collection and distribution of various fees and taxes collected to expedite balancing process and deposit of funds, d) updating birth, death and marriage record files.

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

1985-86 ACTUALS:

Funding, staff and costs required by modernization projects were included in other programs in the department for the 1985-86 fiscal year. A separate Modernization Program has been established for 1986-87 revenue and expenditures on modernization projects to provide for easier tracking of funds.

1986-87 OBJECTIVES:

1. Develop computer programs to expedite fee determination, collection and reconciliation.
2. Process all corrections submitted to update current and older vital records.
3. Issue computer generated abstracts of birth, death and marriage records in lieu of copies reproduced from microfilm.

1986-87 ADOPTED BUDGET:

1. Systems Analysis (2.0 SY; E \$92,817, R \$92,817) Includes analyzation of current activities and development of systems and programs to modernize and improve the County's system of recorded documents.

This activity is:

- Discretionary/Discretionary Service Level.
- Offset 100% by revenue collected for the Recorder's Modernization Trust Fund.
- Including one Senior Systems Analyst from the Department Overhead Program and one Associate Systems Analyst from the Micrographics Program.
- Able to prepare computer programs to modernize the department's fee collection, fee audit procedure and correspondence procedures.

2. Data Control (4.0 SY; E \$83,839, R \$83,839) Includes preparing new vital records information for input and processing corrections to existing vital records to improve the department's birth, death and marriage records.

This activity is:

- Discretionary/Discretionary Service Level.
- Offset 100% by revenue collected for the Modernization Trust Fund.
- Increasing (1.0 SY) by a Senior Clerk position to include a first line supervisory position for 3 Intermediate Clerks involved in this activity.
- Able to process 95,000 corrections to vital records files annually.
- Able to prepare 38,000 birth, 16,000 death and 12,000 marriage records for indexing annually.

3. Fee Collection (1.0 SY; E \$20,555, R \$ 20,555) Includes collection of seven different fees and documentary transfer tax and proper distribution of funds into appropriate accounts, which allows for faster auditing and deposit of fees collected.

This activity is:

- Discretionary/Discretionary Service Level.
- Offset 100% by Modernization Trust Fund.
- Able to collect fees for all department programs as well as \$90,000 for the Public Works Monument Preservation Survey fund and \$6,200,000 in documentary transfer tax for the County and cities.

4. Examining and Recording Documents (1.0 SY; E \$26,732, R \$26,732) Includes examining and recording documents entitled by law to be recorded, determining fees, documentary transfer tax and collecting Assessor's Ownership Change Forms.

This activity is:

- Mandated/Mandated Service Level.
- Offset 100% by Modernization Trust Funds.
- Includes a Legal Procedures Clerk II to assist in promptly examining and recording documents presented for recording.
- Able to examine, determine fees and record documents presented for recording.

PROGRAM: Modernization

#

MANAGER: Vera L. Lyle

PROGRAM REVENUES BY SOURCE:

| <u>Source</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------|---------------------------|-----------------------------|----------------------------|---|
| Modernization | \$ 201,876                | \$ 201,876                  | \$ 223,943                 | \$ 22,067                                 |

A \$1 per page fee on paid documents will be collected for the Modernization until January 1, 1990 as authorized by Government Code 27361. These funds are to be used solely for the purpose of modernizing and improving the County's system of recorded documents. Approximately \$869,500 will be collected in modernization fees during FY 1986-87. It is expected that \$217,943 will be used for staffing and costs in this program. An additional \$35,301 will be used in the Department Overhead program. The remaining \$616,256 will be deposited in the Recorder's Modernization Trust Fund established in accordance with Government Code Section 27361. The balance of the Modernization Trust Fund at the end of the FY 1985-86 was \$1,033,402.

FIXED ASSETS:

All fixed assets purchased for this program will be funded by the special fee collected for the Recorder's Modernization Trust Fund at no cost to the County's General Fund.

| <u>Item</u>                             | <u>Quantity</u> | <u>Cost</u> |
|---|-----------------|-------------|
| Desk                                    | 3               | \$ 1,500    |
| Call Sequencer<br>(with CONTEL adppter) | 1               | 5,300       |
| Call Sequencer<br>Report Printer        | 1               | 700         |

-- Desks are needed for the additional Senior Clerk and for the Senior Systems Analyst and Associate Systems Analyst who currently do not have a work area in the department.



PROGRAM: Department Overhead

#

MANAGER: Vera L. Lyle

Department: Recorder

# 1500

Ref: 1985-86 Final Budget - Pg: 94

Authority:

|                           | 1983-84<br>Actual | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget  | 1986-87<br>Adopted |
|---------------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| <b>COSTS</b>              |                   |                    |                    |                    |                    |
| Salaries & Benefits       | \$ 221,608        | \$ 254,426         | \$ 353,280         | \$ 306,548         | \$ 264,964         |
| Services & Supplies       | 4,774             | 6,701              | 14,174             | 9,726              | 7,190              |
| Fixed Assets              | 0                 | 0                  | 34,667             | 0                  | 1,500              |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 226,382</b> | <b>\$ 261,127</b>  | <b>\$ 402,121</b>  | <b>\$ 316,274</b>  | <b>\$ 273,654</b>  |
| <b>FUNDING</b>            | <b>\$ 0</b>       | <b>\$ (38,612)</b> | <b>\$ (38,612)</b> | <b>\$ (38,612)</b> | <b>\$ (88,253)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 226,382</b> | <b>\$ 222,515</b>  | <b>\$ 363,509</b>  | <b>\$ 277,662</b>  | <b>\$ 185,401</b>  |
| <b>STAFF YEARS</b>        | <b>6.00</b>       | <b>8.00</b>        | <b>7.56</b>        | <b>8.00</b>        | <b>6.00</b>        |

PROGRAM DESCRIPTION:

This program provides administrative services to the employees working in the other three 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.

1985-86 ACTUAL:

Fixed asset expenditures include prior year fixed asset expenditure for the department.

1986-87 PROPOSED BUDGET:

The cost of Department Overhead has decreased approximately 13% as a result of transferring one Senior Systems Analyst and one Cashier position to the new Modernization program.

PROGRAM REVENUES BY SOURCE:

| Source of Revenue | 1985-86<br>Actual | 1985-86<br>Budget | 1985-86<br>Adopted | Change From<br>1985-86<br>Budget |
|-------------------|-------------------|-------------------|--------------------|----------------------------------|
| Modernization Fee | \$ 38,612         | \$ 38,612         | \$ 52,952          | \$ 14,340                        |
| Micrographics Fee |                   |                   | \$ 35,301          | \$ 35,301                        |

Revenue to this program comes from overhead costs incurred by the Micrographics Program and new Modernization Program. A proportionate share of overhead costs is allocated from each program trust funds instead of the General Fund. Positions which were partially funded during the 1985-86 fiscal year by Modernization Fees have been transferred to the newly established Modernization Program.

PROGRAM: Department Overhead

# 31526

MANAGER: Vera L. Lyle

FIXED ASSETS

| <u>Item</u>      | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u> | <u>Revenue</u> |
|------------------|-----------------|------------------------|-------------|----------------|
| Office Furniture | 3               | R                      | \$ 1,500    | \$ 1,500       |

Program Transfer

Two positions have been transferred to the newly established Modernization Program.

Program Title: Modernization

Total Cost: \$ 67,576      Revenue: \$ 0      Staff Years: 2.0

| <u>Class No.</u> | <u># of Positions</u> | <u>Class Title</u>     |
|------------------|-----------------------|------------------------|
| 2525             | 1                     | Senior Systems Analyst |
| 2430             | 1                     | Cashier                |



## STAFFING SCHEDULE

Program: Department Overhead

Department: Recorder

| Class                             | Title                        | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |            |
|-----------------------------------|------------------------------|----------------|------|-----------------|------|--------------------------|------------|
|                                   |                              | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86                  | 1986-87    |
|                                   |                              | Positions      | S.Y. | Positions       | S.Y. | Budget                   | Adopted    |
| 0150                              | Recorder                     | 1              | 1.00 | 1               | 1.00 | \$ 54,099                | \$ 57,043  |
| 0250                              | Chief Deputy Recorder        | 1              | 1.00 | 1               | 1.00 | 46,707                   | 50,989     |
| 2525                              | Senior Systems Analyst       | 1              | 1.00 | 0               | 0.00 | 37,560                   | 0          |
| 3015                              | Chief, Recording Services    | 1              | 1.00 | 1               | 1.00 | 30,759                   | 31,675     |
| 2759                              | Administrative Secretary IV  | 0              | 0.00 | 1               | 1.00 | 0                        | 20,936     |
| 2758                              | Administrative Secretary III | 1              | 1.00 | 0               | 0.00 | 21,422                   | 0          |
| 2403                              | Accounting Technician        | 1              | 1.00 | 1               | 1.00 | 18,322                   | 20,016     |
| 2510                              | Senior Account Clerk         | 1              | 1.00 | 1               | 1.00 | 15,306                   | 16,282     |
| 2430                              | Cashier                      | 1              | 1.00 | 0               | 0.00 | 14,240                   | 0          |
| 9999                              | Extra Help                   | 2              | 0.00 | 2               | 0.00 | 0                        | 0          |
|                                   | Total                        | 10             | 8.00 | 8               | 6.00 | \$ 238,415               | \$ 196,941 |
| Adjustments:                      |                              |                |      |                 |      |                          |            |
| County Contributions and Benefits |                              |                |      |                 |      | \$ 71,259                | \$ 63,541  |
| Salary Settlement Costs           |                              |                |      |                 |      | 10,000                   | 0          |
| Salary Adjustments                |                              |                |      |                 |      | (6,799)                  | 9,875      |
| Salary Savings                    |                              |                |      |                 |      | (6,327)                  | (5,393)    |
| Total Adjustments                 |                              |                |      |                 |      | \$ 68,133                | \$ 68,023  |
| PROGRAM TOTALS:                   |                              | 10             | 8.00 | 8               | 6.00 | \$ 306,548               | \$ 264,964 |

SHERIFF

VS 31,192,837.

|                             | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|-----------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Detention Facility Services | \$ 23,971,833                   | \$ 27,433,467                   | \$ 31,621,929                   | \$ 30,760,745                   | \$ 32,240,867                    | \$ 1,480,122  | 4.8%                      |
| Law Enforcement Services    | 24,836,976                      | 29,256,315                      | 35,235,193                      | 31,528,875                      | 34,900,220                       | 3,371,345   | 10.6%                     |
| Admin. Support Services     | 5,789,666                       | 5,513,510                       | 6,531,215                       | 7,451,695                       | 7,279,948                        | (171,747)   | (2.3%)                    |
| Office of the Sheriff       | <u>516,369</u>                  | <u>546,681</u>                  | <u>621,508</u>                  | <u>643,987</u>                  | <u>701,472</u>                   | <u>57,485</u>   | <u>8.9%</u>               |
| Total Direct Costs          | \$ 55,114,844                   | \$ 62,749,973                   | \$ 74,009,845                   | \$ 70,385,302                   | \$ 75,122,507                    | \$ 4,737,205  | 6.7%                      |
| Funding                     | <u>(11,392,583)</u>             | <u>(14,562,490)</u>             | <u>(15,953,417)</u>             | <u>(13,171,572)</u>             | <u>(14,884,694)</u>              | <u>(1,713,122)</u>                                    | <u>13.0%</u>              |
| Net Program Cost            | \$ 43,722,261                   | \$ 48,187,483                   | \$ 58,056,428                   | \$ 57,213,730                   | \$ 60,237,813                    | \$ 3,024,083  | 5.2%                      |
| Staff Years                 | 1,535.25                        | 1,595.00                        | 1,635.50                        | 1,635.50                        | 1,689.50                         | 54.00   | 3.3%                      |

NOTE: All 3000 accounts included in Services and Supplies

PROGRAM: Detention Facility Services # 15001

MANAGER: C. R. Powell, Assistant Sheriff

Department: Sheriff # 2400

Re: 1985-86 Final Budget, Page 97

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget    | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                      |                       |
| Salaries & Benefits       | \$ 19,655,479         | \$ 23,070,712         | \$ 26,567,627         | \$ 26,466,825        | \$ 27,063,338         |
| Services & Supplies       | 4,156,983             | 4,343,797             | 4,936,340             | 4,175,958            | 4,948,052             |
| Fixed Assets              | 145,226               | 2,794                 | 77,874                | 77,874               | 193,090               |
| Vehicles/Comm. Equip.     | 14,145                | 16,164                | 40,088                | 40,088               | 36,387                |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                    | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 23,971,833</b>  | <b>\$ 27,433,467</b>  | <b>\$ 31,621,929</b>  | <b>\$ 30,760,745</b> | <b>\$ 32,240,867</b>  |
| <b>FUNDING</b>            | <b>\$ (1,413,362)</b> | <b>\$ (3,980,431)</b> | <b>\$ (3,590,003)</b> | <b>(1,933,818)</b>   | <b>\$ (1,993,990)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 22,558,471</b>  | <b>\$ 23,453,036</b>  | <b>\$ 28,031,926</b>  | <b>\$ 28,826,927</b> | <b>\$ 30,246,877</b>  |
| <b>STAFF YEARS</b>        | <b>692.75</b>         | <b>709.00</b>         | <b>711.50</b>         | <b>711.50</b>        | <b>729.50</b>         |

PROGRAM DESCRIPTION:

The Sheriff operates the County's Detention Facility System with the unique exception of five rural camps and a downtown work furlough center where, although the inmates are sentenced to the "Custody of the Sheriff," the facilities themselves are operated by the Probation Department. By law the Sheriff must maintain the County's jails and the prisoners in them. He must accept all arrested persons brought to him by the several law enforcement agencies in the County. He must also accept and detain all persons committed by the Courts to "Custody of the Sheriff" pending preliminary hearing, trial, or other court process prior to conviction of a public offense. All sentenced prisoners committed to the Sheriff's custody must actually remain in his custody unless the Sheriff's Classification Committee determines that the sentence should be served at a "County operated industrial road camp" or at a work furlough center. In the case of San Diego County, unlike almost all other California counties, those facilities are not part of the Sheriff's Department. Another exception to the actual custody of the Sheriff for sentenced prisoners is a voluntary work release program operated by the Sheriff which allows a day of work (out of custody) on public facilities to be substituted for each day of commitment to custody. The Probation Department houses about 500 sentenced inmates sent there by the Sheriff's Classification Committee and the Sheriff utilizes about 1,200 person days monthly on his out-of-custody work release program.

PROGRAM DESCRIPTION

The Sheriff's Detention Facility Services Program is directed by an Assistant Sheriff and includes six Type II facilities located in downtown San Diego, the cities of Vista, Santee, El Cajon, and Chula Vista, as well as the rural community of Descanso. The State Board of Corrections has rated these six facilities with a combined capacity of just under 1,700 inmates. The average daily inmate population exceeds 2,900 and is growing steadily. It is projected that the Sheriff will process about 125,000 persons who are received from the various law enforcement agencies and the Courts in FY 1986-87.

A wide spectrum of system-wide support is utilized in the Sheriff's six detention facilities. These support systems include food services, medical services, laundry services, accounting services, counseling services, religious services, prisoner transportation, and the investigation of escapes, attempted escapes, and other crimes committed by inmates in custody. Over 9,500 meals are prepared each day and over 100,000 prisoners are transported annually to courts, other local detention facilities, hospitals, or State Institutions.

1985-86 ACTUAL:

The difference in Salaries and Benefits was related to the Madera and Garcia court decisions. The difference between 1985-86 budgeted Services and Supplies and the 1985-86 actuals for Services and Supplies was due to underfunding in Account 2225 (Food).

1986-87 OBJECTIVES:

1. Provide for 110,000 inmates to be transported between facilities, courts, and prisons in FY 1986-87.
2. To ensure expeditious processing of all detained persons at intake, during confinement, and upon release.
3. 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.
4. To establish a level of security within facilities which will ensure 100% protection for inmates and staff and reduce the possibility of escapes.

1986-87 BUDGET:

## Salaries and Benefits

This category increased due to the following:

The following were approved to provide full year funding for 1985-86 partially funded positions.

|                                 |                |
|---------------------------------|----------------|
| - One Deputy Sheriff            | 0.25 SY        |
| South Bay Security Contract     |                |
| - One Sheriff's Sergeant, STC   | 0.50 SY        |
| - One Chief, Food Services      | 0.50 SY        |
| - One Intermediate Clerk Typist | <u>0.50 SY</u> |
| Total                           | 1.75 SY        |

1986-87 BUDGET (Continued)

Salary and Benefits increases are associated with the Department's 1986-87 objective for Detention Facility Services.

- Provide all scheduled prisoner transportation for 110,000 inmates to be transported between facilities, courts, and prisons in FY 1986-87.

The addition of thirteen (13) Deputy Sheriffs, six (6) to maintain the existing level of service, four (4) to handle the Las Colinas transportation and three (3) to handle Central Detention Facility's transportation.

One (1) Intermediate Clerk Typist to perform general office work in the Transportation Unit.

- Additionally, six (6) Deputy Sheriff positions at Vista Detention facility (one full year funded, five positions one-fourth year funded.)

Services and Supplies:

The increase in Services and Supplies over FY 1985-86 budget is \$772,094. The food account was underfunded by \$683,210 in FY 1985-86. The food account is affected also by the increased house counts and rising production costs. The remaining increase of \$88,884 is due to increased house counts, inflation, and hospitalization costs.

Fixed Assets:

The increase in fixed assets over FY 1985-86 is \$115,216. Of that amount, \$110,196 relates to the department's food services unit. The kitchen equipment was determined to be needed as soon as possible in a needs assessment performed by a food service consulting firm. The equipment will bring the kitchen up to standard. The remaining \$5,020 increase will replace items that are broken beyond repair or needed for security control.

Vehicles and Communications:

The Vehicles and Communications category is \$3,701 under FY 1985-86. No vehicles were approved for FY 1986-87. \$36,387 is approved for communications items needed to maintain security operations in the six facilities.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>             | <u>1985-86<br/>Budgeted</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------------------|-----------------------------|---------------------------|----------------------------|---|
| Aid from Other Governmental Agencies | \$ 824,413                  | \$ 799,437                | \$ 868,619                 | \$ 44,206                                 |
| Charges for Current Service          | 1,108,105                   | 2,783,217                 | 1,124,071                  | 15,966                                    |
| Other Revenue                        | <u>1,300</u>                | <u>7,349</u>              | <u>1,300</u>               | <u>0</u>                                  |
| Total                                | \$ 1,933,818                | \$ 3,590,003              | \$ 1,993,990               | \$ 60,172                                 |

Increases in Aid from Other Governmental Agencies comes from the STC program due to an increase in sworn staff.

Increases in Charges for Other Service are from Institutional Care - State Parole Board Bill.

FIXED ASSETS:

| Item                             | Quantity | Cost      |
|----------------------------------|----------|-----------|
| Redo Dish Tables                 | 1        | \$ 3,600  |
| Hot Food Cabinets                | 1        | \$ 2,400  |
| Pallet jack, hydraulic           | 1        | \$ 557    |
| Dock Plate                       | 1        | \$ 525    |
| Dryer                            | 2        | \$ 5,000  |
| Studio                           | 1        | \$ 8,180  |
| Typewriter                       | 1        | \$ 580    |
| Video cassette recorders         | 4        | \$ 3,200  |
| RCA TC 1470A Splitters           | 3        | \$ 600    |
| Kettle                           | 2        | \$ 9,600  |
| Oven                             | 2        | \$ 7,604  |
| Hood                             | 1        | \$ 7,000  |
| Fan                              | 1        | \$ 4,200  |
| Vent                             | 1        | \$ 3,822  |
| Dryer                            | 1        | \$ 2,500  |
| Survivair pack                   | 2        | \$ 1,760  |
| Lawnmower                        | 2        | \$ 450    |
| Generator                        | 1        | \$ 1,777  |
| Heater                           | 5        | \$ 2,500  |
| Cooler                           | 6        | \$ 3,600  |
| Kettle                           | 2        | \$ 9,600  |
| Cabinet, Hot Food                | 1        | \$ 2,400  |
| Carts, Food                      | 7        | \$ 5,600  |
| Serving Line                     | 1        | \$ 7,000  |
| Tray Drying Racks                | 2        | \$ 1,500  |
| Player, Video Tape               | 1        | \$ 1,100  |
| Taser                            | 1        | \$ 408    |
| Personal security alarms         | 18       | \$ 540    |
| Closed circuit cameras           | 12       | \$ 6,300  |
| Dishwasher                       | 1        | \$ 15,470 |
| Food carts                       | 6        | \$ 4,800  |
| Cabinet, hot food                | 1        | \$ 7,000  |
| Tray Drying Racks                | 2        | \$ 1,500  |
| Photo booth                      | 1        | \$ 8,500  |
| Video Monitors                   | 2        | \$ 300    |
| Video Cameras and Housing Mounts | 5        | \$ 6,375  |
| Dryer                            | 1        | \$ 4,500  |
| Tray Drying Racks                | 4        | \$ 3,000  |
| Cabinet, hot food                | 1        | \$ 2,400  |
| Ice maker condenser unit         | 1        | \$ 800    |
| Carts                            | 12       | \$ 6,960  |
| Survivair                        | 1        | \$ 1,182  |
| Camera                           | 1        | \$ 300    |
| Video Cassette Recorder          | 1        | \$ 540    |

FIXED ASSETS: (Continued)

| Item  | Quantity | Cost              |
|---|----------|-------------------|
| Personal security alarms                                | 10       | \$ 300            |
| Video cameras and illuminators                          | 4        | \$ 7,580          |
| Video cameras and brackets                              | 5        | \$ 5,800          |
| Video camera monitor                                    | 1        | \$ 1,580          |
| Monitor   | 1        | \$ 800            |
| Video Cassette Recorder                                 | 1        | \$ 800            |
| Cabinet, food   | 1        | \$ 2,400          |
| Tray Drying Racks                                       | 2        | \$ 1,500          |
| Closed circuit cameras                                  | 4        | \$ 4,200          |
| Closed circuit TV monitors                              | 4        | \$ 600            |
| TOTAL FIXED ASSETS REQUESTS                             |          | <u>\$ 193,090</u> |
| <br><u>COMMUNICATIONS</u>                               |          |                   |
| Motorola UHF desktop base station                       | 1        | \$ 3,000          |
| Antenna for base station                                | 1        | \$ 300            |
| Handie Talkies  | 5        | \$ 9,000          |
| Radio Chargers  | 5        | \$ 2,410          |
| Radio base station                                      | 1        | \$ 3,000          |
| Handie Talkies  | 3        | \$ 5,400          |
| Chargers for Handie Talkies                             | 3        | \$ 285            |
| Handie Talkies with chargers                            | 3        | \$ 3,600          |
| Handie Talkie charger                                   | 3        | \$ 285            |
| Radio transmitter and receiver<br>base station          | 1        | \$ 3,000          |
| Antenna for radio transmitter<br>receiver base station. | 1        | \$ 250            |
| UHF Radio   | 2        | \$ 4,430          |
| Charger for radio                                       | 1        | \$ 95             |
| UHF Handie Talkie Charger,                              | 2        | \$ 1,332          |
| TOTAL COMMUNICATIONS REQUESTS                           |          | <u>\$ 36,387</u>  |

## PERFORMANCE INDICATORS

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: SOUTH BAY DETENTION FACILITY |                   |                   |                   |                   |                    |
| % of Resources - 11.9%                   |                   |                   |                   |                   |                    |
| Workload                                 |                   |                   |                   |                   |                    |
| Bookings                                 | 2,610             | 3,583             | 4,626             | 4,387             | 5,000              |
| Average Daily Inmate Population          | 346               | 434               | 539               | 504               | 564                |
| Efficiency                               |                   |                   |                   |                   |                    |
| Unit Cost per Inmate (Day)               | \$22.75           | \$33.45           | \$31.83           | \$31.02           | \$18.63            |
| Effectiveness                            |                   |                   |                   |                   |                    |
| Escapes                                  | 4                 | 1                 | 0                 | 0                 | 0                  |
| Assaults                                 | 67                | 35                | 169               | 55                | 169                |
| ACTIVITY B: VISTA DETENTION FACILITY     |                   |                   |                   |                   |                    |
| % of Resources - 13.3%                   |                   |                   |                   |                   |                    |
| Workload                                 |                   |                   |                   |                   |                    |
| Bookings                                 | 22,525            | 24,445            | 27,655            | 24,867            | 27,000             |
| Average Daily Inmate Population          | 325               | 373               | 360               | 449               | 481                |
| Efficiency                               |                   |                   |                   |                   |                    |
| Unit Cost per Inmate (Day)               | \$24.22           | \$29.49           | \$36.09           | \$26.38           | \$20.75            |
| Effectiveness                            |                   |                   |                   |                   |                    |
| Escapes                                  | 3                 | 0                 | 5                 | 0                 | 0                  |
| Assaults                                 | 71                | 105               | 152               | 100               | 152                |
| ACTIVITY C: DESCANSO DETENTION FACILITY  |                   |                   |                   |                   |                    |
| % of Resources - 11.1%                   |                   |                   |                   |                   |                    |
| Workload                                 |                   |                   |                   |                   |                    |
| Bookings                                 | 0                 | 0                 | 0                 | 0                 | 0                  |
| Average Daily Inmate Population          | 262               | 288               | 332               | 362               | 379                |
| Efficiency                               |                   |                   |                   |                   |                    |
| Unit Cost per Inmate (Day)               | \$25.04           | \$32.09           | \$32.88           | \$27.49           | \$25.87            |
| Effectiveness                            |                   |                   |                   |                   |                    |
| Escapes                                  | 7                 | 5                 | 2                 | 0                 | 0                  |
| Assaults                                 | 10                | 18                | 32                | 15                | 32                 |



## PERFORMANCE INDICATORS

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY D: LAS COLINAS DETENTION FACILITY |                   |                   |                   |                   |                    |
| % of Resources - 12.7%                     |                   |                   |                   |                   |                    |
| Workload                                   |                   |                   |                   |                   |                    |
| Bookings                                   | 12,991            | 12,689            | 14,675            | 14,225            | 15,500             |
| Average Daily Inmate Population            | 243               | 240               | 287               | 301               | 322                |
| Efficiency                                 |                   |                   |                   |                   |                    |
| Unit Cost per Inmate (Day)                 | \$37.80           | \$31.17           | \$30.79           | \$26.76           | \$34.83            |
| Effectiveness                              |                   |                   |                   |                   |                    |
| Escapes                                    | 1                 | 4                 | 4                 | 0                 | 0                  |
| Assaults                                   | 28                | 29                | 52                | 25                | 52                 |
| ACTIVITY E: CENTRAL DETENTION FACILITY     |                   |                   |                   |                   |                    |
| % of Resources - 38.2%                     |                   |                   |                   |                   |                    |
| Workload                                   |                   |                   |                   |                   |                    |
| Bookings                                   | 78,403            | 79,263            | 74,795            | 79,594            | 75,000             |
| Average Daily Inmate Population            | 914               | 733               | 761               | 868               | 761                |
| Efficiency                                 |                   |                   |                   |                   |                    |
| Unit Cost per Inmate (Day)                 | \$31.58           | \$30.81           | \$35.06           | \$28.02           | \$44.33            |
| Effectiveness                              |                   |                   |                   |                   |                    |
| Escapes                                    | 4                 | 7                 | 3                 | 0                 | 0                  |
| Assaults                                   | 184               | 161               | 240               | 170               | 240                |
| ACTIVITY F: EL CAJON DETENTION FACILITY    |                   |                   |                   |                   |                    |
| % of Resources - 12.8%                     |                   |                   |                   |                   |                    |
| Workload                                   |                   |                   |                   |                   |                    |
| Bookings                                   | 562               | 1,363             | 2,188             | 3,927             | 2,300              |
| Average Daily Inmate Population            | 107               | 290               | <u>323</u>        | 338               | 397                |
| Efficiency                                 |                   |                   |                   |                   |                    |
| Unit Cost per Inmate (Day)                 | \$55.18           | \$29.34           | \$31.11           | \$27.10           | \$28.47            |
| Effectiveness                              |                   |                   |                   |                   |                    |
| Escapes                                    | 3                 | 0                 | 0                 | 0                 | 0                  |
| Assaults                                   | 19                | 45                | 60                | 40                | 60                 |

## STAFFING SCHEDULE

Program: Detention Facility Services

Department: Sheriff

| Class Title                       | STAFF YEARS       |        |                    |        | SALARY AND BENEFIT COSTS |  |                    |  |
|-----------------------------------|-------------------|--------|--------------------|--------|--------------------------|--|--------------------|--|
|                                   | 1985-86<br>Budget |        | 1986-87<br>Adopted |        | 1985-86<br>Budget        |  | 1986-87<br>Adopted |  |
|                                   | Pos.              | S.Y.   | Pos.               | S.Y.   |                          |  |                    |  |
| 0265 Asst. Sheriff                | 1                 | 1.00   | 1                  | 1.00   | \$ 51,259                |  | \$ 56,521          |  |
| 5778 Sheriff's Commander          | 2                 | 2.00   | 2                  | 2.00   | 96,550                   |  | 108,866            |  |
| 4192 Senior Physician             | 4                 | 2.00   | 4                  | 2.00   | 95,787                   |  | 98,980             |  |
| 4170 Dentist                      | 1                 | 0.25   | 1                  | 0.25   | 9,935                    |  | 10,243             |  |
| 4101 Medical Services Admn.       | 1                 | 1.00   | 1                  | 1.00   | 41,201                   |  | 42,449             |  |
| 5775 Sheriff's Captain            | 6                 | 6.00   | 6                  | 6.00   | 259,455                  |  | 290,260            |  |
| 5780 Sheriff's Lieutenant         | 11                | 11.00  | 11                 | 11.00  | 430,308                  |  | 468,591            |  |
| 5790 Sheriff's Sergeant           | 38                | 37.50  | 38                 | 38.00  | 1,305,160                |  | 1,440,702          |  |
| 4517 Certified Nurse Practitioner | 3                 | 3.00   | 3                  | 3.00   | 93,704                   |  | 98,519             |  |
| 4544 Supervising Nurse            | 1                 | 1.00   | 1                  | 1.00   | 33,508                   |  | 35,685             |  |
| 2303 Administrative Assistant II  | 2                 | 2.00   | 2                  | 2.00   | 54,133                   |  | 54,754             |  |
| 5050 Correctional Counselor       | 10                | 10.00  | 10                 | 10.00  | 301,791                  |  | 320,753            |  |
| 4538 Staff Nurse II               | 33                | 33.00  | 33                 | 33.00  | 897,431                  |  | 939,112            |  |
| 4460 Food Services Manager        | 1                 | 1.00   | 1                  | 1.00   | 24,438                   |  | 25,425             |  |
| 5746 Deputy Sheriff               | 382               | 381.75 | 401                | 397.25 | 9,712,139                |  | 10,853,226         |  |
| 2725 Principal Clerk              | 1                 | 1.00   | 1                  | 1.00   | 23,134                   |  | 24,510             |  |
| 6405 Food Service Supervisor      | 6                 | 6.00   | 6                  | 6.00   | 130,607                  |  | 136,038            |  |
| 2655 Storekeeper III              | 1                 | 1.00   | 1                  | 1.00   | 22,385                   |  | 23,078             |  |
| 2745 Supervising Clerk            | 10                | 10.00  | 10                 | 10.00  | 203,885                  |  | 215,467            |  |
| 2403 Accounting Technician        | 1                 | 1.00   | 1                  | 1.00   | 17,617                   |  | 18,392             |  |
| 2510 Senior Account Clerk         | 4                 | 4.00   | 4                  | 4.00   | 66,965                   |  | 72,628             |  |
| 2660 Storekeeper I                | 2                 | 2.00   | 2                  | 2.00   | 33,495                   |  | 36,009             |  |
| 6510 Laundry Supervisor           | 3                 | 3.00   | 3                  | 3.00   | 58,433                   |  | 61,206             |  |
| 3002 Booking Clerk                | 66                | 66.00  | 66                 | 66.00  | 1,139,683                |  | 1,203,472          |  |
| 3001 Jail Clerk                   | 46                | 46.00  | 46                 | 46.00  | 765,152                  |  | 769,079            |  |
| 2757 Administrative Secretary II  | 4                 | 4.00   | 4                  | 4.00   | 74,159                   |  | 80,690             |  |
| 2756 Administrative Secretary I   | 3                 | 3.00   | 3                  | 3.00   | 43,707                   |  | 44,955             |  |
| 2730 Senior Clerk                 | 2                 | 2.00   | 2                  | 2.00   | 35,164                   |  | 37,294             |  |
| 6530 Laundry Worker III           | 3                 | 3.00   | 3                  | 3.00   | 49,670                   |  | 51,871             |  |
| 6410 Senior Cook                  | 24                | 24.00  | 24                 | 24.00  | 420,664                  |  | 433,675            |  |
| 2493 Intermediate Account Clerk   | 1                 | 1.00   | 1                  | 1.00   | 13,594                   |  | 15,143             |  |
| 2700 Intermediate Clerk Typist    | 9                 | 8.50   | 10                 | 10.00  | 123,743                  |  | 149,555            |  |
| 7030 Senior Custodian             | 3                 | 3.00   | 3                  | 3.00   | 45,626                   |  | 49,060             |  |
| 2650 Stock Clerk                  | 7                 | 7.00   | 7                  | 7.00   | 92,261                   |  | 105,851            |  |
| 5236 Departmental Aid             | 10                | 10.00  | 10                 | 10.00  | 98,329                   |  | 104,827            |  |
| 4615 Nurses Assistant             | 10                | 10.00  | 10                 | 10.00  | 152,512                  |  | 154,696            |  |
| 7530 Sewing Room Supervisor       | 1                 | 1.00   | 1                  | 1.00   | 15,577                   |  | 16,206             |  |
| 2505 Senior Accountant            | 1                 | 1.00   | 1                  | 1.00   | 32,746                   |  | 34,911             |  |
| 4459 Chief, Food Services         | 1                 | 0.50   | 1                  | 1.00   | 16,758                   |  | 32,679             |  |
| 5051 Supv. Correctional Counselor | 1                 | 1.00   | 1                  | 1.00   | 28,466                   |  | 29,965             |  |
| Extra Help                        |                   |        |                    |        | 459,815                  |  | 472,448            |  |
| Subtotal                          | 716               | 711.50 | 736                | 729.50 | \$17,570,946             |  | \$19,217,791       |  |

STAFFING SCHEDULE

Program: Detention Facility Services

Department: Sheriff

| Class Title                       | 1985-86 |      | 1986-87 |      | 1985-86          | 1986-87      |
|-----------------------------------|---------|------|---------|------|------------------|--------------|
|                                   | Budget  |      | Adopted |      |                  |              |
|                                   | Pos.    | S.Y. | Pos.    | S.Y. |                  |              |
| Adjustments:                      |         |      |         |      |                  |              |
| County Contributions and Benefits |         |      |         |      | \$ 5,806,275     | \$ 6,417,520 |
| Special Payments:                 |         |      |         |      |                  |              |
| Overtime                          |         |      |         |      | 1,427,470        | 1,848,970    |
| Premium                           |         |      |         |      | 442,581          | 319,868      |
| Salary Adjustment                 |         |      |         |      | (33,337)         | (33,780)     |
| Salary Savings                    |         |      |         |      | (483,601)        | (707,031)    |
| Salary Settlement                 |         |      |         |      | <u>1,736,491</u> | <u>0</u>     |
| Total Adjustments                 |         |      |         |      | \$ 8,895,879     | \$ 7,845,547 |

PROGRAM TOTALS

716 711.50

736 729.50

\$26,466,825

\$27,063,338

PROGRAM: Law Enforcement Services # 12002

MANAGER: J. M. Drown, Assistant Sheriff

Department: Sheriff # 2400

Re: 1985-86 Final Budget, Page 103

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. 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.

This Program is: Mandated/Discretionary Service Level

|                           | 1983-84<br>Actual     | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|-----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                       |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 23,737,304         | \$ 27,599,366        | \$ 32,934,586        | \$ 29,107,776        | \$ 32,867,948        |
| Services & Supplies       | 899,498               | 1,455,110            | 1,748,212            | 1,868,704            | 1,642,359            |
| Fixed Assets              | 151,083               | 19,753               | 83,505               | 83,505               | 105,833              |
| Vehicles/Comm. Equip.     | 49,091                | 182,086              | 468,890              | 468,890              | 284,080              |
| Less Reimbursements       | 0                     | 0                    | 0                    | 0                    | 0                    |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 24,836,976</b>  | <b>\$ 29,256,315</b> | <b>\$ 35,235,193</b> | <b>\$ 31,528,875</b> | <b>\$ 34,900,220</b> |
| <b>FUNDING</b>            | <b>\$ (9,251,251)</b> | <b>(9,969,475)</b>   | <b>(11,676,173)</b>  | <b>(10,750,954)</b>  | <b>(12,230,838)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 15,585,725</b>  | <b>\$ 19,286,840</b> | <b>\$ 23,559,020</b> | <b>\$ 20,777,921</b> | <b>\$ 22,669,382</b> |
| <b>STAFF YEARS</b>        | <b>650.50</b>         | <b>693.00</b>        | <b>729.00</b>        | <b>729.00</b>        | <b>759.00</b>        |

PROGRAM DESCRIPTION:

Although the Sheriff is responsible to the electorate for public safety throughout the entire County, including all incorporated cities, his primary law enforcement services are delivered in the unincorporated area and the incorporated cities that contract for the Sheriff's law enforcement and traffic services. Currently the contract cities are Del Mar, Imperial Beach, Lemon Grove, Poway, Santee, San Marcos, and Vista, while nine other cities maintain their own police departments. The Sheriff's primary service area encompasses about 90% of the County's 4,300 square miles and approximately 600,000 residents. The County's flourishing tourist industry, the beaches, parks, mountains and deserts, and such major events as the Del Mar Fair and the Del Mar Races, annually attract hundreds of thousands of visitors to the Sheriff's primary service area. This influx of visitors adds considerably to the normal service requirements of the resident population.

As the Chief Law Enforcement Officer, the Sheriff is also required by law to coordinate law enforcement mutual aid among all law enforcement agencies in the County and to provide back-up support services to all of the police departments and other law enforcement agencies within San Diego County.

PROGRAM DESCRIPTION: (cont'd)

The Sheriff's Law Enforcement Services Program is directed by an Assistant Sheriff. Regular law enforcement in the primary service area is delivered by Sheriff's stations and substations located at Encinitas, Vista, Fallbrook, Valley Center, Poway, Ramona, Julian, Pine Valley, Tecate, Alpine, Santee, Lemon Grove, and Imperial Beach. In the most remote rural areas, law enforcement is delivered by Resident Deputy Sheriffs residing in or near the communities of Warner Springs, Ranchita, Borrego Springs, Jacumba, and Boulevard.

The Sheriff's direct law enforcement delivery system is supported by a centralized Communications Center where all 9-1-1 calls for police, fire, and ambulance emergencies in the Sheriff's primary service area are responded to. The Communications Center also receives other telephonic calls for service, provides radio dispatch of Sheriff's units throughout the County, and provides communications services to other County functions, such as emergency medical trauma centers, fire dispatch, coroner, road department, and County Administration.

The Sheriff's stations and substations are supported by an Emergency Services Division that develops overall contingency plans, provides helicopter and fixed wing aircraft support, search and rescue operations, uniformed reserve deputies and such specialized support as S.W.A.T., Underwater search and recovery, bomb detection, etc.

Specialized investigative support to the Sheriff's stations and substations (as well as to municipal police departments when necessary) is provided through three investigative divisions. The Central Investigations Division encompasses specialized units for the investigation of homicides, kidnappings, and other very serious violent crimes, as well as arson cases, or bomb cases, fraud cases, and forgery cases. The same division also includes the Sheriff's Regional Crime Lab which conducts crime scene searches and forensic examinations involving the use of sophisticated scientific instrumentation for analysis of criminal evidence. The Juvenile Services Division is responsible for the investigation of crimes against children, such as child abuse, and for follow-up investigation, case clearance, property recovery, and diversion/referral disposition decisions on all arrested juveniles. The division also operates a Camp Program which involves minor or first-time juvenile offenders with deputy in a rural camp experience as part of the Sheriff's Juvenile Diversion Program. The Sheriff's Special Investigations Division is responsible for covert or semi-covert investigations of gambling, prostitution, child pornography, narcotics violations and trafficking, street gang activities and criminal intelligence.

1985-86 ACTUALS:

The difference of \$3,816,810 between the 1985-86 Budget and the 1985-86 Actuals was due in part to the \$1.5 million underfunding of overtime in the 1985-86 adopted budget, and underfunding caused by the unanticipated court decisions in the Madera and Garcia cases.

1986-87 OBJECTIVES:

1. To reduce response time to priority calls in the rural area.
2. Enhance civilian management and operational capabilities in the Sheriff's Communications Center.
3. Retain 1985-86 clerical level of productivity and efficiency and relieve sworn personnel from the performance of non-law enforcement chores.
4. Reduce response time for priority calls in the urban unincorporated areas.
5. Provide adequate transportation to effectively perform Sheriff's responsibilities and to allow timely court and field call response capabilities.

1986-87 REQUESTED BUDGET:

The additional resources needed to provide efficient and effective law enforcement services are:

Full-year funding was approved for the following positions in 1986-87 that were only partially funded in 1985-86:

Juvenile Services - Sheriff's Sergeant, .50 SY; Deputy Sheriffs, 7.50 SY, Administrative Secretary II, .50 SY. Base level service - Sheriff's Sergeant, 1 SY; Deputy Sheriffs, 4.50 SY; Intermediate Clerk, 1 SY. This is a total cost of \$566,642 and 15 SY.

The following new positions reflect salary and benefit cost increases in 1986-87:

- One Supervising Communications Dispatcher was approved for the Communications Center to enhance civilian management and staffing of Sheriff's Communications Dispatchers.
- Eighteen positions (two Sergeants; 16 Deputy Sheriffs) for Contract Law Enforcement (revenue offset).

The \$2,300,058 increase in overtime is due to the underfunding of overtime in 1985-86. The balance of the increase relates to negotiated salaries and benefits, partially offset by increased salary savings projections.

Services and Supplies:

Services and Supplies adopted for 1986-87 budget decreased by \$226,345.

Services and Supplies approved for 1986-87 include \$17,035 for the Reserves and Aero Squadron presentation dinners. The Sheriff's Department receives over \$2 million in free services from the two units.

Fixed Assets:

Fixed Assets for 1986-87 budget have increased by \$22,328. The amount includes \$50,000 for a turbine engine for ASTREA.

Communications Equipment and Vehicles:

A total of \$284,080 was approved to provide minimum equipment and adequate transportation in rural unincorporated areas and to allow timely court and field call response capability.

PROGRAM REVENUE BY SOURCE:

|                                      | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------------------|---------------------------|---------------------------|----------------------------|---|
| Aid from Other Governmental Agencies | \$ 650,096                | \$ 265,000                | \$ 282,096                 | \$ 17,096                                 |
| Charges for Current Service          | 10,966,240                | 10,415,254                | 11,865,192                 | 1,449,938                                 |
| Other Revenue                        | <u>59,837</u>             | <u>70,700</u>             | <u>83,550</u>              | <u>12,850</u>                             |
| Total                                | \$ 11,676,173             | \$ 10,750,954             | \$ 12,230,838              | \$ 1,479,884                              |

The increase in estimated actuals for 1985-86 is due to the AB 189 funding of the Computer Aided Dispatch System and the interim contract with the City of Chula Vista for the Montgomery annexation.

Increases in Aid from Other Governmental Agencies is due to the increase in the Drug Enforcement revenue for eradication of marijuana.

The \$1,449,938 increase in Charges for Current Services consists of additional contracts for service, increase in contract cities revenue, property investigation, and a projected increase in alcohol lab tests.

The increase in Other Revenue is projected due to an increase in unclaimed property.

FIXED ASSETS

| <u>Item</u>                             | <u>Quantity</u> | <u>Cost</u>       |
|---|-----------------|-------------------|
| Printer/Terminal ARJIS                  | 1               | \$ 5,445          |
| Typewriters, electric                   | 22              | \$ 12,760         |
| Handguns                                | 18              | \$ 5,040          |
| Shredder, document                      | 11              | \$ 8,898          |
| Bulk Storage Racks                      | 1               | \$ 1,900          |
| Turbine Engine                          | 1               | \$ 50,000         |
| Refrigerator                            | 1               | \$ 350            |
| Breath Alcohol<br>Measuring Instruments | 2               | \$ 11,300         |
| Safety Equipment                        | 4               | \$ 2,340          |
| Shotguns/Rifles                         | 10              | \$ 7,800          |
| TOTAL FIXED ASSETS REQUESTS             |                 | <u>\$ 105,833</u> |

LAW ENFORCEMENT SERVICES VEHICLE REQUESTS:

|                        |   |                   |
|------------------------|---|-------------------|
| Vehicle, Patrol        | 6 | \$ 90,000         |
| Motorcycles            | 3 | \$ 17,750         |
| Four Wheel Drive       | 6 | \$ 100,855        |
| TOTAL VEHICLE REQUESTS |   | <u>\$ 208,605</u> |

| Item                             | Quantity | Cost             |
|----------------------------------|----------|------------------|
| <u>COMMUNICATIONS EQUIPMENT:</u> |          |                  |
| Radio, mobile UHF                | 12       | \$ 24,000        |
| Helmet Speaker/Mike              | 4        | \$ 1,200         |
| Motorcycle Radio                 | 4        | \$ 12,000        |
| Radio, Mobile UHF                | 2        | \$ 1,600         |
| Siren                            | 16       | \$ 3,200         |
| Radio, Handie Talkie             | 11       | \$ 19,800        |
| Radio, Handie Talkie             | 5        | \$ 9,000         |
| Charger, Handie Talkie           | 15       | \$ 1,425         |
| Page Charger                     | 5        | \$ 2,250         |
| Scanner                          | 1        | \$ 1,000         |
| TOTAL COMMUNICATIONS             |          | <u>\$ 75,475</u> |

*Contract*  
*Unempl.*  
 212  
 235  
447  
 474  
 52.6  
100  
 266  
 131  
447  
 59.5  
 40.5  
 100

NOTE low of 2452 BUREAU PATROL

= 58 3M  
 (4) 3M Helm  
54 allocated to  
 2

NO about for 147-

to Bureau/Police Bureau



PERFORMANCE INDICATORS

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: LAW ENFORCEMENT OPERATIONS - Contract</b>             |                   |                   |                   |                   |                    |
| % of Resources - 28%   |                   |                   |                   |                   |                    |
| Workload   |                   |                   |                   |                   |                    |
| Calls for Service  | 93,852            | 106,671           | 126,950           | 124,000           | 127,000            |
| Reports Taken  | 16,854            | 18,555            | 22,100            | 19,700            | 24,000             |
| Total Arrests  | 8,750             | 9,328             | 9,500             | 9,500             | 9,700              |
| Citations Issued   | 51,285            | 51,506            | 51,000            | 52,000            | 51,500             |
| Efficiency   |                   |                   |                   |                   |                    |
| Cost per call for Services<br>(Including support costs)              | \$86              | \$82              | \$82              | \$80              | \$79               |
| Calls per Unit   | 1,219             | 1,368             | 1,510             | 1,530             | 1,580              |
| Effectiveness  |                   |                   |                   |                   |                    |
| Priority Call Response Time<br>(Minutes)                             | 6.2               | 6.1               | 7.2               | 6.4               | 7.0                |
| Population per Patrol Unit (January)                                 | 12,025            | 12,350            | 12,070            | 12,670            | 13,000             |
| <b>ACTIVITY B: LAW ENFORCEMENT OPERATIONS - Unincorporated</b>       |                   |                   |                   |                   |                    |
| % of Resources - 31%   |                   |                   |                   |                   |                    |
| Workload   |                   |                   |                   |                   |                    |
| Calls for Service  | 116,452           | 132,987           | 128,990           | 134,000           | 148,000            |
| Reports Taken  | 20,286            | 23,812            | 22,170            | 22,170            | 23,200             |
| Total Arrests  | 8,304             | 9,470             | 9,200             | 9,300             | 9,600              |
| Citations Issued   | 11,937            | 16,061            | 17,000            | 16,100            | 17,000             |
| Efficiency   |                   |                   |                   |                   |                    |
| Cost per call for Services<br>(Net Direct Costs)                     | \$68              | \$56              | \$62              | \$65              | \$76               |
| Calls per Patrol Unit<br>(not including Rural)                       | 1,438             | 1,546             | 1,480             | 1,540             | 1,660              |
| Effectiveness  |                   |                   |                   |                   |                    |
| Priority Call Response Time<br>(Minutes - not including rural units) | 9.3               | 8.6               | 8.6               | 8.6               | 8.0                |
| Population per Patrol Unit (January)                                 | 12,516            | 12,090            | 12,250            | 11,840            | 11,530             |

212.500  
+ 51  
266.5

28 =  
31 =  
59

47.4  
52.6  
100.

170

235.399  
- 51  
184.399

148,000

## PERFORMANCE INDICATORS

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY C: LAW ENFORCEMENT SUPPORT                     |                   |                   |                   |                   |                    |
| % of Resources - 15%                                    |                   |                   |                   |                   |                    |
| Workload  |                   |                   |                   |                   |                    |
| Calls for Service                                       | 460,000           | 467,000           | 550,000           | 550,000           | 575,000            |
| Criminological Examinations                             | 33,900            | 34,500            | 36,500            | 36,500            | 40,150             |
| Crime Investigations                                    | 5,197             | 5,287             | 5,487             | 5,487             | 6,037              |
| ASTREA Assists  | 5,913             | 5,913             | 6,620             | 6,504             | 6,752              |
| Efficiency  |                   |                   |                   |                   |                    |
| Productivity Index<br>(total workload<br>+ staff years) | 2,148             | 2,182             | 2,394             | 2,394             | 2,195              |
| Effectiveness<br>Not Applicable                         |                   |                   |                   |                   |                    |
| ACTIVITY D: JUVENILE SERVICES                           |                   |                   |                   |                   |                    |
| % of Resources - 22%                                    |                   |                   |                   |                   |                    |
| Workload  |                   |                   |                   |                   |                    |
| Calls for Service                                       | 7,663             | 20,000            | 45,000            | 45,000            | 54,000             |
| Investigations  | 4,672             | 1,000             | 2,500             | 2,500             | 3,000              |
| Tests for Child Abuse                                   | N/A               | 320               | 720               | 720               | 864                |
| Juvenile Diversion                                      | 2,991             | 6,500             | 14,300            | 14,300            | 17,160             |
| ACTIVITY E: STREET GANGS                                |                   |                   |                   |                   |                    |
| % of Resources - 2%                                     |                   |                   |                   |                   |                    |
| Workload  |                   |                   |                   |                   |                    |
| Crime Investigations                                    | N/A               | N/A               | 76                | N/A               | 85                 |
| Arrests   | N/A               | N/A               | 231               | N/A               | 250                |
| Gang Activity Interventions                             | N/A               | N/A               | 34                | N/A               | 40                 |
| Number of Gang Members Documented                       | N/A               | N/A               | 1,400             | N/A               | 2,000              |
| ACTIVITY F: STREET NARCOTICS                            |                   |                   |                   |                   |                    |
| % of Resources - 2%                                     |                   |                   |                   |                   |                    |
| Workload  |                   |                   |                   |                   |                    |
| Number of Investigations                                | N/A               | N/A               | 319               | N/A               | 335                |
| Number of Arrests                                       | N/A               | N/A               | 367               | N/A               | 385                |
| Search Warrants   | N/A               | N/A               | 80                | N/A               | 84                 |

STAFFING SCHEDULE

Program: Law Enforcement Services

Department: Sheriff

| Class Title                                    | STAFF YEARS |        |         |        | SALARY AND BENEFIT COSTS |               |
|--|-------------|--------|---------|--------|--------------------------|---------------|
|  | 1985-86     |        | 1986-87 |        | 1985-86                  | 1986-87       |
|  | Pos.        | S.Y.   | Pos.    | S.Y.   | Budget                   | Adopted       |
| 5778 Sheriff's Commander                       | 2           | 2.00   | 2       | 2.00   | \$ 97,133                | \$ 108,866    |
| 5775 Sheriff's Captain                         | 10          | 10.00  | 10      | 10.00  | 433,770                  | 482,626       |
| 5780 Sheriff's Lieutenant                      | 25          | 25.00  | 25      | 25.00  | 983,402                  | 1,078,366     |
| 5790 Sheriff's Sergeant                        | 71          | 69.50  | 73      | 73.00  | 2,425,125                | 2,781,339     |
| 5734 Supervising Criminalist                   | 1           | 1.00   | 1       | 1.00   | 39,336                   | 42,886        |
| 5736 Criminalist III                           | 1           | 1.00   | 1       | 1.00   | 66,013                   | 36,599        |
| 5737 Criminalist II                            | 9           | 9.00   | 9       | 9.00   | 259,797                  | 319,268       |
| 5721 Documents Examiner                        | 2           | 2.00   | 2       | 2.00   | 67,988                   | 72,084        |
| 2302 Administrative Assistant III              | 0           | 0.00   | 0       | 0.00   | 0                        | 0             |
| 2303 Administrative Assistant II               | 2           | 2.00   | 2       | 2.00   | 58,304                   | 54,746        |
| 4317 Clinical Lab Technician                   | 3           | 3.00   | 3       | 3.00   | 78,691                   | 82,998        |
| 5746 Deputy Sheriff                            | 464         | 452.00 | 480     | 478.00 | 12,617,879               | 14,737,076    |
| 5605 Estate Property Manager                   | 1           | 1.00   | 1       | 1.00   | 23,969                   | 23,988        |
| 5785 Sheriff's Property Invest.                | 1           | 1.00   | 1       | 1.00   | 16,936                   | 19,090        |
| 2801 Communications Dispatcher                 | 58          | 58.00  | 58      | 58.00  | 1,013,550                | 1,132,459     |
| 2757 Administrative Secretary II               | 10          | 9.50   | 9       | 9.00   | 190,655                  | 176,211       |
| 2730 Senior Clerk                              | 9           | 9.00   | 9       | 9.00   | 154,186                  | 147,969       |
| 2671 Estate Mover                              | 1           | 1.00   | 1       | 1.00   | 15,514                   | 17,990        |
| 2756 Administrative Secretary I                | 14          | 14.00  | 14      | 14.00  | 204,950                  | 217,885       |
| 4330 Laboratory Assistant                      | 1           | 1.00   | 1       | 1.00   | 16,309                   | 17,122        |
| 2700 Intermediate Clerk Typist                 | 38          | 36.00  | 37      | 36.00  | 492,136                  | 545,400       |
| 2710 Junior Clerk/Typist                       | 3           | 3.00   | 3       | 3.00   | 34,978                   | 36,592        |
| 5236 Departmental Aid                          | 10          | 10.00  | 10      | 10.00  | 96,289                   | 102,650       |
| 5774 Chief Communications Superv.              | 1           | 1.00   | 1       | 1.00   | 28,983                   | 31,255        |
| 0265 Assistant Sheriff                         | 1           | 1.00   | 1       | 1.00   | 51,259                   | 56,521        |
| 5865 Disaster Preparedness Oper.<br>Officer II | 1           | 1.00   | 1       | 1.00   | 24,253                   | 29,315        |
| 2804 Supervising Communications<br>Dispatcher  | 5           | 5.00   | 6       | 6.00   | 107,955                  | 134,676       |
| 2907 Legal Procedures Clerk II                 | 0           | 0.00   | 1       | 1.00   | 0                        | 18,966        |
| 2427 Associate Systems Analyst                 | 1           | 1.00   | 0       | 0.00   | 30,717                   | 0             |
| Sub-total                                      | 745         | 729.00 | 762     | 759.00 | \$ 19,630,077            | \$ 22,504,943 |
| Adjustments:                                   |             |        |         |        |                          |               |
| County Contributions and Benefits              |             |        |         |        | \$ 7,289,844             | \$ 7,592,371  |
| Special Payments:                              |             |        |         |        |                          |               |
| Overtime                                       |             |        |         |        | 750,175                  | 3,109,370     |
| Premium  |             |        |         |        | 105,100                  | 246,746       |
| Salary Adjustment                              |             |        |         |        | 0                        | 250,000       |
| Salary Savings                                 |             |        |         |        | (565,445)                | (835,482)     |
| Salary Settlement                              |             |        |         |        | 1,898,025                | 0             |
| Total Adjustments                              |             |        |         |        | \$ 9,477,699             | \$ 10,363,005 |
| PROGRAM TOTALS:                                | 744         | 729.00 | 762     | 759.00 | \$ 29,107,776            | \$ 32,867,948 |

PROGRAM: Administrative Support Services # 12006

MANAGER: F. P. Hill, Assistant Sheriff

Department: Sheriff # 2400

Ref: 1985-86 Final Budget, Page 108

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.

This program is mandated/discretionary service level.

|                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>          |                   |                   |                   |                   |                    |
| Salaries & Benefits   | \$ 4,890,670      | \$ 4,680,209      | \$ 5,323,235      | \$ 5,553,754      | \$ 5,770,399       |
| Services & Supplies   | 897,481           | 811,462           | 1,149,554         | 1,839,515         | 1,483,799          |
| Fixed Assets          | 1,515             | 11,310            | 45,426            | 45,426            | 25,750             |
| Vehicles/Comm. Equip. | 0                 | 10,529            | 13,000            | 13,000            | 0                  |
| TOTAL DIRECT COSTS    | \$ 5,789,666      | \$ 5,513,510      | \$ 6,531,215      | \$ 7,451,695      | \$ 7,279,948       |
| FUNDING               | (727,970)         | (612,584)         | (687,241)         | (486,800)         | (659,866)          |
| NET COUNTY COSTS      | \$ 5,061,696      | \$ 4,900,926      | \$ 5,843,974      | \$ 6,964,895      | \$ 6,620,082       |
| STAFF YEARS           | 182.00            | 183.00            | 185.00            | 185.00            | 190.00             |

PROGRAM DESCRIPTION:

The Sheriff's major program responsibilities of Law Enforcement Services and Detention Facility Services are both massive and diverse. The Sheriff's Law Enforcement Service responsibilities exceed those of most major cities in the United States, and the Detention Facility Services amount to the eighth largest local jail systems in the Country. Both of these operations require substantial administrative and staff support services. In the interest of gaining economies and enhancing effectiveness, the Sheriff combines such functions as personnel administration, training, records, budgeting, property control, etc., for both major programs, into one department-wide Administrative Support function. In addition, the Sheriff has located certain direct service functions, such as Public Affairs, Licensing, etc. in this program for closer administrative control. The Data Services Division has been added to Administrative Support Services. This division has the responsibility of planning, coordinating, implementing, and managing the data processing needs of the department.

The Sheriff's Administrative Support Services Program is directed by an Assistant Sheriff who is responsible for recruitment of well qualified deputy sheriffs, the hiring of personnel of every classification, affirmative action and administering the personnel needs of about 1,660 regular employees, 500 Reserve Deputies, 125 Explorer Deputies and a variety of part-time interns, extra help and volunteers. Complaints of misconduct or negligence are investigated by the Internal Affairs Division. Training programs for Regular and Reserve Deputies and other employees (many of which are required by the Peace Officer Standards & Training Commission) are administered by Administrative Support Services. Internal staff support in the form of budget preparation, monitoring of expenditures, inventory control, record keeping, etc. are also provided to the Sheriff and to the program directors in Law Enforcement and Detention Facility Services.

PROGRAM DESCRIPTION: (continued)

Some external direct services to the public are within this program. The Sheriff's Department has a high public profile and the Sheriff's Public Affairs Division not only coordinates all news media contacts, but directly handles the Department's Crime Prevention Program, which includes conducting home security inspections. We now have over 3,500 neighborhoods organized against crime and hundreds of commercial establishments participating in the Sheriff's Merchant Alert Programs. Relationships with Mexico, 22 foreign consulates in the County and also an Industrial Relations Program to maintain labor peace, is coordinated by the Public Affairs Division.

The Sheriff licenses over 100 different kinds of businesses in the unincorporated area and issues all permits to carry concealed weapons for the entire County. The Sheriff's License Division within Administrative Support Services is responsible for these.

The Sheriff's Records Division serves the entire county criminal justice system -- police, detentions, prosecutors, courts, probation, and state and federal agencies as well.

1985-86 ACTUALS:

The Salaries and Benefits' difference in Administrative Support Services' 1985-86 budget and 1985-86 Actual reflects the costs associated with the Madera and Garcia court rulings. Services and Supplies were underexpended. The increase in revenue was due to increased Peace Officer Standards and Training (P.O.S.T.) reimbursement money for new Deputy Sheriff positions as well as Average Daily Attendance (A.D.A.) funding from Southwestern College for the Sheriff's Training Academy.

1986-87 OBJECTIVES:

1. 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.
2. To plan and design a comprehensive Records Management System, develop an automated fingerprint identification system, provide high level technical expertise and supervision of data services.
3. Provide 200,271 records services and continue to efficiently handle arrest/booking operations, crime report processing and the Automated Regional Justice Information System (ARJIS) entry.
4. To provide 173,300 license services.
5. To maintain the capability to train 200 new deputy and reserve candidates.
6. To provide consistency in firearms training at the various ranges utilized by the department.
7. To maintain the capability for thorough background investigations of 1,100 prospective departmental employees.
8. To provide adequate management and administrative support as well as clerical support to this program and to the direct service programs.

1985-86 ADOPTED BUDGET:

The additional resources needed to provide efficient and effective administrative support to the department are:

Salary and Benefits

The following reflect additional Salary and Benefit costs for Administrative Support Services.

- One Senior Systems Analyst

The Senior Systems Analyst will support department computer system development projects including CAL-ID, office automation, inmate booking, records management and integrated justice information systems and supervise related subordinate personnel.

Full year funding (1.00 Deputy Sheriffs, .50 Intermediate Clerk Typists and .50 Accounting Technician) was approved for positions authorized but only partially funded in 1985-86. The difference relates to negotiated salaries and benefits increases.

SERVICES AND SUPPLIES

Services and Supplies have decreased by \$355,716. Included in the Services and Supplies budget are the following:

- Costs associated with a consultant contract for the records management system (\$20,000) and associated with the automated fingerprint identification system (\$95,000).
- Minor equipment and office supplies needed for the approved new position as well as replacement items for existing staff. Other charges including Lease/Purchase of Equipment have been included in Services and Supplies.

FIXED ASSETS:

The \$25,750 approved for fixed assets includes equipment for new positions as well as replacement of existing equipment which is in poor condition.

VEHICLES/COMMUNICATION EQUIPMENT:

None

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>    | <u>1985-86<br/>Budgeted</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|-----------------------------|-----------------------------|---------------------------|----------------------------|---------------------------------------|
| Licenses, Permits           | \$ 247,000                  | \$ 194,878                | \$ 228,000                 | (\$ 19,000)                           |
| Charges for Current Service | 239,000                     | 488,046                   | 415,770                    | 176,770                               |
| Other Revenues              | 800                         | 4,317                     | 16,096                     | 15,296                                |
| <b>TOTAL</b>                | <b>\$ 486,800</b>           | <b>\$ 687,241</b>         | <b>\$ 659,866</b>          | <b>\$ 173,066</b>                     |

SOURCE OF REVENUE: (Continued)

The overall increase in revenue is due to Peace Officer Standards and Training (P.O.S.T.) reimbursement money for the approved new Deputy Sheriff positions as well as Average Daily Attendance (A.D.A.) funding from Southwestern College for the Sheriff's Training Academy.

In addition, the department anticipates receiving reimbursement for the Joint Powers Agreement membership fee for the Automated Regional Justice Information System from the Cities of San Marcos and Imperial Beach. The reduction in licenses and permits revenue is due to incorporation and a decrease in outdoor amusement licenses.

FIXED ASSETS:

| <u>Item</u>                          | <u>Quantity</u> | <u>Cost</u>      |
|--------------------------------------|-----------------|------------------|
| Typewriter, Electric Self-Correcting | 12              | \$ 6,960         |
| Polygraph Instrument and Case        | 1               | \$ 5,150         |
| Handguns                             | 29              | \$ 7,975         |
| Shotguns                             | 9               | \$ 1,800         |
| Alarm System                         | 1               | \$ 1,265         |
| Microfilm Reader/Printer             | 1               | \$ 2,000         |
| Pallet Jack, Hydraulic               | 1               | \$ 600           |
| TOTAL FIXED ASSETS:                  |                 | <u>\$ 25,750</u> |

PERFORMANCE INDICATORS

Program: Administrative Support Services

Department: Sheriff

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

ACTIVITY A: PERSONNEL/TRAINING

% of Resources - 25%

Workload

|                           |     |       |       |       |       |
|---------------------------|-----|-------|-------|-------|-------|
| Employment Interviews     | 850 | 1,308 | 1,600 | 1,419 | 1,750 |
| Background Investigations | 575 | 700   | 1,000 | 800   | 1,100 |
| Polygraph Examinations    | 600 | 650   | 540   | 750   | 850   |
| Deputies Trained          | 174 | 100   | 57    | 175   | 150   |
| Reserves Trained          | 90  | 100   | 45    | 110   | 50    |

Efficiency

Not Applicable.

Effectiveness

Not Applicable.

ACTIVITY B: PUBLIC AFFAIRS

% of Resources - 26%

Workload

|   |       |       |       |       |       |
|---|-------|-------|-------|-------|-------|
| Number of Neighborhood<br>Watch Groups                      | 3,246 | 2,850 | 3,135 | 3,300 | 3,049 |
| Number of Neighborhood<br>Watch Programs &<br>Presentations | 2,040 | 2,244 | 2,468 | 1,932 | 2,218 |
| Security Inspections<br>(Residential & Commercial)          | 3,300 | 4,840 | 5,324 | 4,108 | 5,005 |

Efficiency

Not Applicable.

Effectiveness

Residential burglary rate is one (1) burglary per 45 housing units in the unincorporated area. Within the Sheriff's neighborhood watch areas, the burglary rate is one (1) per 945 housing units.



PERFORMANCE INDICATORS

Program: Administrative Support Services

Department: Sheriff

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

ACTIVITY C: INTERNAL AFFAIRS

% of Resources - 3%

Workload

|                          |     |     |     |     |     |
|--------------------------|-----|-----|-----|-----|-----|
| Complaint Investigations | 250 | 250 | 239 | 280 | 325 |
| Claims Against County    | 150 | 200 | 205 | 200 | 250 |
| Discovery Proceedings    | 40  | 60  | 28  | 70  | 80  |

Efficiency

|                        |        |        |        |        |        |
|------------------------|--------|--------|--------|--------|--------|
| Cost per Investigation | \$ 418 | \$ 496 | \$ 473 | \$ 546 | \$ 685 |
|------------------------|--------|--------|--------|--------|--------|

Effectiveness

Not Applicable.

ACTIVITY D: RECORDS

% of Resources - 20%

Workload

|                            |         |         |         |         |         |
|----------------------------|---------|---------|---------|---------|---------|
| Bookings                   | 115,000 | 118,624 | 124,082 | 124,600 | 132,133 |
| Case Reports               | 52,500  | 51,525  | 61,524  | 54,100  | 60,618  |
| Arrest Disposition Reports | 7,116   | 6,450   | 7,983   | 6,775   | 7,520   |

Efficiency

|               |                       |        |        |        |        |        |
|---------------|-----------------------|--------|--------|--------|--------|--------|
|               | <u>Total Cost</u>     | \$6.30 | \$6.21 | \$7.69 | \$8.16 | \$8.73 |
| Unit Cost:    | <u>Total Workload</u> |        |        |        |        |        |
|               | <u>Total Workload</u> |        |        |        |        |        |
| Productivity: | Total Staff Years     | 3,894  | 2,826  | 3,024  | 2,898  | 3,129  |

Allocation

Effectiveness

Not Applicable.

PERFORMANCE INDICATORS

Program: Administrative Support Services

Department: Sheriff

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

ACTIVITY E: LICENSE

% of Resources - 6%

Workload

|  |        |        |        |        |        |
|--|--------|--------|--------|--------|--------|
| Permits, Licenses, Photo<br>Fingerprinting | 55,900 | 56,800 | 52,542 | 56,800 | 57,600 |
| Services To Other Agencies                 |        |        |        |        |        |
| Criminal Records Checks                    | 58,300 | 59,150 | 57,669 | 59,400 | 59,900 |
| Criminal File Searches                     | 53,900 | 54,500 | 53,125 | 55,250 | 55,800 |

Efficiency

Total Cost

|            |                |        |        |        |        |        |
|------------|----------------|--------|--------|--------|--------|--------|
| Unit Cost: | Total Workload | \$1.82 | \$1.93 | \$2.73 | \$2.64 | \$3.02 |
|------------|----------------|--------|--------|--------|--------|--------|

Total Workload

|               |                                 |        |        |        |        |        |
|---------------|---------------------------------|--------|--------|--------|--------|--------|
| Productivity: | Total Staff<br>Years Allocation | 16,810 | 15,450 | 13,611 | 13,196 | 14,442 |
|---------------|---------------------------------|--------|--------|--------|--------|--------|

Effectiveness

Not Applicable.

ACTIVITY F: ADMINISTRATIVE MANAGEMENT/FINANCIAL SERVICES

% of Resources - 11%

Workload

|                                  |               |               |                |               |                |
|----------------------------------|---------------|---------------|----------------|---------------|----------------|
| EIR's, Law Enforcement<br>Impact | 231           | 300           | 288            | 352           | 350            |
| Revenue Contracts -              | 20(8,760,000) | 18(9,209,405) | 17(10,627,229) | 18(9,535,341) | 17(11,042,645) |
| Requisitions Prepared            | 4,400         | 7,000         | 6,575          | 7,300         | 8,100          |
| Inventory Maintained             | \$290,000     | \$300,825     | \$348,368      | \$315,875     | \$365,886      |
| Payroll Records Maintained       | 1,650         | 1,800         | 1,850          | 1,900         | 1,900          |

Efficiency

Not Applicable.

Effectiveness

Not Applicable

STAFFING SCHEDULE

PROGRAM: Administrative Support Services

#12006

DEPARTMENT: Sheriff

| Class | Title                           | <u>STAFF YEARS</u> |        |         |        | <u>SALARY AND BENEFIT COSTS</u> |              |
|-------|---------------------------------|--------------------|--------|---------|--------|---------------------------------|--------------|
|       |                                 | 1985-86            |        | 1986-87 |        | 1985-86                         | 1986-87      |
|       |                                 | Pos.               | S.Y.   | Pos.    | S.Y.   | Budget                          | Adopted      |
| 0265  | Assistant Sheriff               | 1                  | 1.00   | 1       | 1.00   | \$ 51,239                       | \$ 56,521    |
| 5778  | Sheriff's Commander             | 1                  | 1.00   | 1       | 1.00   | 48,858                          | 54,433       |
| 5775  | Sheriff's Captain               | 1                  | 1.00   | 1       | 1.00   | 42,909                          | 48,379       |
| 2301  | Chief Staff & Support Serv.     | 1                  | 1.00   | 1       | 1.00   | 45,414                          | 46,189       |
| 2414  | Analyst IV                      | 2                  | 2.00   | 2       | 2.00   | 80,033                          | 84,898       |
| 5780  | Sheriff's Lieutenant            | 4                  | 4.00   | 4       | 4.00   | 157,706                         | 171,884      |
| 5790  | Sheriff's Sergeant              | 10                 | 10.00  | 10      | 10.00  | 348,557                         | 382,790      |
| 2469  | Dept. EDP Coordinator           | 1                  | 1.00   | 0       | 0.00   | 33,658                          | 0            |
| 2302  | Administrative Assistant III    | 2                  | 2.00   | 2       | 2.00   | 67,942                          | 71,582       |
| 2303  | Administrative Assistant II     | 3                  | 3.00   | 3       | 3.00   | 93,510                          | 92,269       |
| 2427  | Associate Systems Analyst       | 0                  | 0.00   | 2       | 2.00   | 0                               | 71,658       |
| 5746  | Deputy Sheriff                  | 22                 | 21.00  | 22      | 22.00  | 584,174                         | 698,503      |
| 2425  | Associate Accountant            | 1                  | 1.00   | 1       | 1.00   | 27,666                          | 28,773       |
| 2337  | Public Information Specialist   | 1                  | 1.00   | 1       | 1.00   | 27,607                          | 29,442       |
| 2702  | Sheriff's Records Manager       | 1                  | 1.00   | 1       | 1.00   | 24,095                          | 23,074       |
| 2725  | Principal Clerk                 | 1                  | 1.00   | 1       | 1.00   | 23,117                          | 24,510       |
| 2745  | Supervising Clerk               | 4                  | 4.00   | 4       | 4.00   | 72,101                          | 86,604       |
| 2906  | Legal Procedures Clerk III      | 1                  | 1.00   | 1       | 1.00   | 17,777                          | 21,522       |
| 2758  | Administrative Secretary III    | 1                  | 1.00   | 1       | 1.00   | 21,422                          | 23,050       |
| 5706  | Asst. Weapons Training Coord.   | 1                  | 1.00   | 1       | 1.00   | 21,153                          | 22,422       |
| 5745  | Sr. Crime Prevention Specialist | 5                  | 5.00   | 5       | 5.00   | 99,910                          | 85,940       |
| 2500  | Junior Accountant               | 1                  | 1.00   | 1       | 1.00   | 19,931                          | 23,428       |
| 2525  | Senior Systems Analyst          | 0                  | 0.00   | 1       | 1.00   | 0                               | 38,508       |
| 2403  | Accounting Technician           | 1                  | 0.50   | 1       | 1.00   | 8,277                           | 20,787       |
| 2511  | Senior Payroll Clerk            | 4                  | 4.00   | 4       | 4.00   | 73,748                          | 78,164       |
| 2757  | Administrative Secretary II     | 2                  | 2.00   | 3       | 3.00   | 38,762                          | 59,705       |
| 5744  | Crime Prevention Specialist     | 18                 | 18.00  | 18      | 18.00  | 308,214                         | 332,946      |
| 2703  | Sheriff's Records Clerk II      | 7                  | 7.00   | 8       | 8.00   | 125,605                         | 150,080      |
| 2907  | Legal Procedures Clerk II       | 10                 | 10.00  | 9       | 9.00   | 174,961                         | 170,691      |
| 2756  | Administrative Secretary I      | 1                  | 1.00   | 1       | 1.00   | 19,381                          | 17,792       |
| 2510  | Senior Account Clerk            | 3                  | 3.00   | 3       | 3.00   | 52,125                          | 55,941       |
| 2705  | Sheriff's Records Clerk I       | 54                 | 54.00  | 53      | 53.00  | 804,162                         | 851,271      |
| 2493  | Intermediate Account Clerk      | 1                  | 1.00   | 1       | 1.00   | 15,288                          | 14,402       |
| 2660  | Storekeeper I                   | 1                  | 1.00   | 0       | 0.00   | 14,690                          | 0            |
| 2650  | Stock Clerk                     | 1                  | 1.00   | 2       | 2.00   | 15,724                          | 28,554       |
| 2700  | Intermediate Clerk Typist       | 9                  | 8.50   | 10      | 10.00  | 131,897                         | 146,977      |
| 7098  | Security Guard                  | 5                  | 5.00   | 5       | 5.00   | 79,645                          | 84,465       |
| 2710  | Junior Clerk Typist             | 5                  | 5.00   | 5       | 5.00   | 58,167                          | 63,718       |
|       | Sub-Total                       | 187                | 185.00 | 190     | 190.00 | \$ 3,829,425                    | \$ 4,261,872 |



PROGRAM: Office of the Sheriff

# 92101

MANAGER: R. E. Sandberg, Undersheriff

Department: Sheriff

# 2400

Re: 1985-86 Final Budget, Page 113

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.) and is responsible for the maintenance of the County detention facilities and their inmates.

This program is mandated/discretionary service level.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 431,702        | \$ 465,799        | \$ 542,574        | \$ 522,300        | \$ 572,383         |
| Services & Supplies       | 84,667            | 80,882            | 78,132            | 119,792           | 126,744            |
| Fixed Assets              | 0                 | 0                 | 802               | 1,895             | 2,345              |
| Vehicles/Comm. Equip.     | 0                 | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 516,369</b> | <b>\$ 546,681</b> | <b>\$ 621,508</b> | <b>\$ 643,987</b> | <b>\$ 701,472</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>\$ 516,369</b> | <b>\$ 546,681</b> | <b>\$ 621,508</b> | <b>\$ 643,987</b> | <b>\$ 701,472</b>  |
| <b>STAFF YEARS</b>        | <b>10.00</b>      | <b>10.00</b>      | <b>10.00</b>      | <b>10.00</b>      | <b>11.00</b>       |

PROGRAM DESCRIPTION:

The Office of the Sheriff is the executive unit of the Sheriff's Department. It is through this office that the Sheriff provides overall management of the Department; exercises administrative control and supervision over department programs and personnel; maintains liaison with the Board of Supervisors, Chief Administrative Officer, County Counsel, Auditor and Controller and other governmental units of the local, state and federal levels; and communicates with law enforcement support organizations and the public at large.

In addition to the duly elected Sheriff, this unit also includes the Undersheriff, who is responsible for department operations, and three Special Assistants who are responsible for legal affairs, legislative affairs and special projects. Clerical support and the Sheriff's personal staff are also included.

1985-86 ACTUALS:

The difference in the Office of the Sheriff's 1985-86 Budget and 1985-86 Actuals was the costs associated with the Madera and Garcia court rulings for Salaries and Benefits. Services and Supplies and Fixed Assets were under-expended.

1986-87 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 alleviate overcrowding in the Central Detention Facility.

1986-87 ADOPTED BUDGET:SALARIES AND BENEFITS

The requested \$50,083 increase in Salaries and Benefits includes costs associated with an increase in employee benefits' costs, approved Salary and Benefit increases, and Salary and Benefits' costs associated with the Administrative Assistant I position approved for the Office of the Sheriff.

SERVICES AND SUPPLIES:

The \$6,952 increase in services and supplies includes inflation factors and the minor equipment for the new Administrative Assistant I position. Other charges for the lease/purchase of dictating equipment, a copy machine, etc. also have been included in Services and Supplies.

FIXED ASSETS:

The amount in Fixed Assets consists of one new desk for the new position, one replacement typewriter and one conference table.

PROGRAM REVENUE BY SOURCE:

None.

FIXED ASSETS:

| Item             | Quantity | Cost    |
|------------------|----------|---------|
| Desk             | 1        | \$ 665  |
| IBM Typewriter   | 1        | \$ 580  |
| Conference Table | 1        | \$1,100 |

TOTAL FIXED ASSETS:                    \$2,345

PROGRAM: Office of the Sheriff

# 92101

MANAGER: R. E. Sandberg, Undersheriff

POLICY ITEMS:

None.

PERFORMANCE INDICATORS:

| <u>% of Resources - 100%</u>       | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> |
|------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|
| Total Appropriations               | \$55,114,844                    | \$62,749,973                    | \$74,009,845                    | \$70,385,302                    | \$75,122,507                     |
| Total Staff Years                  | 1,535.25                        | 1,595.00                        | 1,635.50                        | 1,595.00                        | 1,689.50                         |
| Population Unincorporated Area     | 383,340                         | 376,459                         | 390,530                         | 390,530                         | 373,430                          |
| Population Contract Cities         | 184,418                         | 200,064                         | 207,930                         | 207,930                         | 210,550                          |
| Unincorporated Area - Square Miles | 3,645                           | 3,672                           | 3,672                           | 3,672                           | 3,668.5                          |
| Contract Cities - Square Miles     | 98                              | 101                             | 101                             | 101                             | 101                              |

STAFFING SCHEDULE

Program: Office of the Sheriff

Department: Sheriff

| Class Title                       | STAFF YEARS |       |         |       | SALARY AND BENEFIT COSTS |            |
|-----------------------------------|-------------|-------|---------|-------|--------------------------|------------|
|                                   | 1985-86     |       | 1986-87 |       | 1985-86                  | 1986-87    |
|                                   | Pos.        | S.Y.  | Pos.    | S.Y.  | Budget                   | Adopted    |
| 0160 Sheriff                      | 1           | 1.00  | 1       | 1.00  | \$ 62,866                | \$ 73,056  |
| 0260 Undersheriff                 | 1           | 1.00  | 1       | 1.00  | 56,274                   | 61,451     |
| 0362 Special Assistant            | 3           | 3.00  | 3       | 3.00  | 124,840                  | 143,627    |
| 5746 Deputy Sheriff               | 1           | 1.00  | 1       | 1.00  | 29,924                   | 32,468     |
| 2304 Admin. Assistant I           | 0           | 0.00  | 1       | 1.00  | 0                        | 23,074     |
| 2759 Admin. Secretary IV          | 1           | 1.00  | 1       | 1.00  | 23,265                   | 24,829     |
| 2758 Admin. Secretary III         | 2           | 2.00  | 2       | 2.00  | 41,094                   | 44,706     |
| 2757 Admin. Secretary II          | 1           | 1.00  | 1       | 1.00  | 18,795                   | 20,547     |
| Subtotal                          | 10          | 10.00 | 11      | 11.00 | \$ 357,058               | \$ 423,758 |
| Adjustments:                      |             |       |         |       |                          |            |
| County Contributions and Benefits |             |       |         |       | \$ 130,238               | \$ 156,119 |
| Special Payments:                 |             |       |         |       |                          |            |
| Overtime                          |             |       |         |       | 5,000                    | 5,000      |
| Premium                           |             |       |         |       | 0                        | 0          |
| Salary Adjustments                |             |       |         |       | 40,383                   | 0          |
| Salary Savings                    |             |       |         |       | (10,379)                 | (12,494)   |
| Total Adjustments                 |             |       |         |       | \$ 165,242               | \$ 148,625 |
| PROGRAM TOTALS:                   | 10          | 10.00 | 11      | 11.00 | \$ 522,300               | \$ 572,383 |



SUPERIOR COURT

|                              | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | %<br><u>Change</u> |
|------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|--------------------|
| Superior Court<br>Operations | \$7,042,428                     | \$7,633,406                     | \$ 9,978,674                    | \$ 9,317,537                    | \$10,150,458                     | \$ 832,921                                     | 8.9                |
| Conciliation Court           | 817,163                         | 985,434                         | 1,171,187                       | 1,141,481                       | 1,221,953                        | 80,472   | 7.0                |
| Mental Health<br>Counselor   | 628,206                         | 676,383                         | 751,272                         | 756,201                         | 845,354                          | 89,153   | 11.8               |
| Overhead                     | <u>268,834</u>                  | <u>271,924</u>                  | <u>327,524</u>                  | <u>358,703</u>                  | <u>371,555</u>                   | <u>12,852</u>                                  | <u>3.6</u>         |
| Total Direct Costs           | \$ 8,756,631                    | \$ 9,567,147                    | \$12,228,657                    | \$11,573,922                    | \$12,589,320                     | \$1,015,398                                    | 8.8                |
| Funding                      | <u>\$(2,737,127)</u>            | <u>\$(3,270,108)</u>            | <u>\$(3,642,701)</u>            | <u>\$(3,618,685)</u>            | <u>\$(3,838,416)</u>             | <u>\$( 219,731)</u>                            | <u>6.1</u>         |
| Net County Costs             | \$ 6,019,504                    | \$ 6,297,039                    | \$ 8,585,956                    | \$ 7,955,237                    | \$ 8,750,904                     | \$ 795,667                                     | 10.0               |
| Staff Years                  | 234.50                          | 244.25                          | 268.50                          | 263.50                          | 278.50                           | 15.00  | 5.7                |

PROGRAM: OPERATIONS

# 130391

MANAGER: WILLIAM N. PIERCE

Department: SUPERIOR COURT

# 2000

Ref: 1985-86 Final Budget - Pg: 117

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 4,945,040        | \$ 5,147,299        | \$ 6,498,368        | \$ 6,478,855        | \$ 6,828,928        |
| Services & Supplies       | 2,097,388           | 2,466,551           | 3,415,472           | 2,781,139           | 3,147,634           |
| Other Charges             | -0-                 | -0-                 | -0-                 | -0-                 | 65,000              |
| Fixed Assets              | -0-                 | 19,556              | 64,834              | 57,543              | 108,896             |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 7,042,428</b> | <b>\$ 7,633,406</b> | <b>\$ 9,978,674</b> | <b>\$ 9,317,537</b> | <b>\$10,150,458</b> |
| Funding                   | \$(1,879,762)       | \$(2,367,475)       | \$(2,448,951)       | \$(2,364,600)       | \$(2,626,600)       |
| <b>NET COUNTY COSTS</b>   | <b>\$ 5,162,666</b> | <b>\$ 5,265,931</b> | <b>\$ 7,529,723</b> | <b>\$ 6,952,937</b> | <b>\$ 7,523,858</b> |
| <b>STAFF YEARS</b>        | <b>182.50</b>       | <b>189.25</b>       | <b>206.50</b>       | <b>206.50</b>       | <b>215.50</b>       |

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, Vista Courthouse and El Cajon 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-five court departments which includes one presiding department and seven 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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

1985-86 Actual Services and Supplies exceeded 1985-86 Budget by \$634,333. There were five major accounts which accounted for this increased cost. Jury fees exceeded budget by approximately \$250,000; interpreter fees were over budget \$60,000; criminal transcripts were over \$40,000; books were over \$125,000; and arbitrators fees were over \$80,000. Jury fees, interpreter fees, and criminal transcript cost increases all are due to the increased length and number of criminal trials coming before the court. Book costs exceeded budget due to the publishing of new volumes which required purchase to keep judicial libraries current and the payment of prior year invoices out of current year funds due to delayed billing by the publishing companies. This problem has been corrected and should not reoccur. Arbitrators fees which are totally revenue offset by the state were over budget due to increased use of the program. By using attorneys as arbitrators costly court trials are reduced and cases requiring trial are calendared in a shorter time.

The remaining increases in services and supplies of \$79,333 over budget is due to cost increases in various other accounts.

1986-87 OBJECTIVES:

1. To implement a new Judicial Council statistical reporting system as a selected pilot Superior Court in the state using bar code technology.
2. To implement an automated case tracking system using bar code technology to improve case control and productivity.
3. To reduce time to trial from at issue memorandum for civil cases from 18 to 12 months.

1986-87 ADOPTED BUDGET:

In this program, important program changes include an increase of nine staff years which are critical to the operations of the Superior Court and an increase of \$366,495 in services and supplies and \$65,000 other charges.

Staffing Increases: In April 1985, the Judicial Council did a judgeship needs study. This study indicates that a total of 75 judicial positions are necessary to handle 1986 case filings. This is 23 more judicial positions than presently authorized.

1986-87 ADOPTED BUDGET (CONT'D):

This understaffing has resulted in delays in civil case processing because civil judges are being assigned to hear criminal cases. To assist in meeting the heavy workload demands of the Court three additional judges and three Court Reporters and one Judicial Secretary are added. One of the additional judges and court reporter is funded for a full year with the other positions funded for a half year.

One position and one staff year of Interpreter Clerk is added for the Juvenile Court. The Juvenile Court has experienced tremendous workload increases and has also been impacted by Appellate Court decisions requiring a separate individual interpreter for all parties (defendants, witnesses, parents, etc.).

Two positions and two staff years are added due to expansion of the arbitration program. This program, which provides for the hearing of cases by arbitrators rather than the trial court, relieves the court and taxpayers of the expense of trial. The number of cases assigned to arbitration has increased from 1,675 in 1984 to 2,177 in 1985. The number of cases assigned to arbitration from the North County Branch increased 55% between 1983 and 1985. Further increases are anticipated as the court attempts to avoid further delays in the civil trial calendar. The Arbitration Department has the responsibility to review these files and administer court hearings. The proposed positions are totally state revenue offset.

One position and one staff year of Court Systems Analyst II is added to design and implement court automation efforts in the areas of civil and criminal case tracking. This effort will allow early case control by the court and improve case disposition time frames.

The remaining increase in staffing for this program is .5 staff year to provide full year funding of an existing Juvenile Traffic Hearing Officer position.

Services and Supplies and Other Charges:

An increase of \$366,495 is added in Services and Supplies and Other Charges. Approximately \$200,000 of the increase is necessary to fund jury fees due to the increasing number and length of criminal trials. Interpreter costs add \$50,000 due to the necessity to provide multiple interpreters and the continuing influx of non-English speaking residents. Increased use of arbitration, which alleviates the need for costly trial, adds \$60,000 for arbitrators fees which are \$150 per day. Arbitrator fee costs are totally state revenue offset. Mandated psychiatric examinations in certain criminal cases requires an additional \$35,000 over 1985-86 Budget. The remaining increase in Services and Supplies over 1985-86 Budget of \$21,495 is for minor increases in other sub-object accounts.

The Other Charges account includes \$20,000 for the lease/purchase of two copiers and \$45,000 for computer equipment to implement a case tracking system.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>             | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budgeted</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|--------------------------------------|--------------------------|----------------------------|---------------------------|---|
| Judges Block Grant                   | \$1,215,926              | \$1,200,000                | \$1,380,000               | \$ 180,000                              |
| Civil Jury Fees                      | 329,350                  | 330,000                    | 320,000                   | (10,000)                                |
| Court Reporter Fees                  | 822,950                  | 775,000                    | 810,000                   | 35,000                                  |
| Juvenile Record Sealing Fees         | 12,672                   | -0-                        | 12,000                    | 12,000                                  |
| Recovered Expenditures               | 68,053                   | 59,600                     | 59,600                    | -0-                                     |
| Criminal Justice Facilities (AB 189) | <u>-0-</u>               | <u>-0-</u>                 | <u>45,000</u>             | <u>45,000</u>                           |
| Total                                | \$2,448,951              | \$2,364,600                | \$2,626,600               | \$ 262,000                              |

Explanation/Comments: From filing fees the court receives \$15.50 per civil, domestic and probate filing to offset court reporter costs. In 1986-87 filing fee revenues will be \$810,000. Reimbursement for civil jury fees from litigants will add \$320,000 to total fee revenue.

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. For the three new positions \$180,000 in additional revenue is added. Recovered expenditures of \$59,600 are budgeted from charges for probate conservatorship investigation. Sealing of juvenile traffic records for 1986-87 adds \$12,000 and \$45,000 is provided from AB 189 funds for purchase of computer equipment to implement a case tracking system.

FIXED ASSETS

| <u>Item</u>              | <u>Quantity</u> | <u>Total Cost</u> |
|--------------------------|-----------------|-------------------|
| 1. Cordless Microphone   | 3               | \$ 2,250          |
| 2. Computer Equipment    | 36              | 36,396            |
| 3. Desktop Computer      | 16              | 37,600            |
| 4. Postage Meter         | 1               | 2,500             |
| 5. Video TV Monitor      | 1               | 250               |
| 6. Video Player/Recorder | 1               | 350               |
| 7. Couch/Sofa            | 5               | 2,500             |
| 8. Desk, Wood            | 10              | 8,250             |
| 9. Credenza, Wood        | 4               | 3,000             |
| 10. Crtrm Attorney Table | 4               | 2,000             |
| 11. Dictator/Transcriber | 1               | 200               |
| 12. Typewriter, Electric | <u>17</u>       | <u>13,600</u>     |
|                          | 99              | \$108,896         |

PERFORMANCE INDICATORS

Program: OPERATIONS

Department: SUPERIOR COURT

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|  | 1983-84   | 1984-85   | 1985-86   | 1985-86   | 1986-87   |
|--|-----------|-----------|-----------|-----------|-----------|
|  | Actual    | Actual    | Actual    | Budget    | Adopted   |
| <u>% of Resources</u>  |           |           |           |           |           |
| 100%   |           |           |           |           |           |
| <u>Workload</u>  |           |           |           |           |           |
| Total Filings  | 53,864    | 55,303    | 59,493    | 57,350    | 62,788    |
| Weighted Units   | 6,174,120 | 6,650,347 | 7,160,290 | 6,902,150 | 7,556,970 |
| Weighted Units<br>Per Judicial Staff Year<br>(State Standard 94,170) | 134,220   | 144,573   | 137,698   | 132,734   | 139,944   |
| % Understaffed   | 43%       | 54%       | 46%       | 41%       | 49%       |

STAFFING SCHEDULE

Program: OPERATIONS

Department: SUPERIOR COURT

| Class | Title                            | STAFF - YEARS |         |         |         | SALARY AND BENEFITS COST |             |
|-------|----------------------------------|---------------|---------|---------|---------|--------------------------|-------------|
|       |                                  | 1985-86       |         | 1986-87 |         | 1985-86                  | 1986-87     |
|       |                                  | Budget        | Adopted | Budget  | Adopted | Budget                   | Adopted     |
|       |                                  | Pos.          | S.Y.    | Pos.    | S.Y.    |                          |             |
|       | Judge, Superior Court            | 49            | 49      | 52      | 51      | \$ 465,500               | \$ 531,012  |
| 0538  | Referee                          | 3             | 3       | 3       | 3       | 185,607                  | 196,749     |
| 0513  | Suprvng. Court Systems Analyst   | 1             | 1       | 1       | 1       | 44,742                   | 47,412      |
| 0501  | Court Systems Analyst II         | -0-           | -0-     | 1       | 1       | -0-                      | 32,451      |
| 0517  | Juvenile Court Coord.            | 1             | 1       | 1       | 1       | 41,201                   | 42,449      |
| 0514  | Coord., Calendar Svcs            | 1             | 1       | 1       | 1       | 39,737                   | 39,590      |
| 0553  | Research Attorney II             | 6             | 6       | 7       | 7       | 222,991                  | 275,123     |
| 0516  | Juvenile Traffic Hearing Officer | 4             | 3.5     | 4       | 4       | 111,015                  | 160,602     |
| 0540  | Court Reporter                   | 52            | 52      | 55      | 54      | 1,922,833                | 2,143,683   |
| 0523  | Chief Probate Examiner           | 1             | 1       | 1       | 1       | 35,661                   | 37,794      |
| 0525  | Coordinator, Jury Svcs.          | 1             | 1       | 1       | 1       | 35,370                   | 36,436      |
| 0541  | Court Reporter - Pro Tem         | 70            | 6       | 70      | 6       | 197,574                  | 218,106     |
| 0526  | Probate Examiner III             | 2             | 2       | 2       | 2       | 62,016                   | 65,724      |
| 0511  | Chief Arbitration Clerk          | 1             | 1       | 2       | 2       | 30,754                   | 61,130      |
| 0529  | Coord., Court Repr. Svcs         | 1             | 1       | 1       | 1       | 30,754                   | 31,675      |
| 0531  | Chief Calendar Clerk             | 2             | 2       | 1       | 1       | 60,867                   | 31,675      |
| 0522  | Deputy Jury Comm. III            | 1             | 1       | 1       | 1       | 28,787                   | 32,446      |
| 0530  | Research Attorney I              | 7             | 7       | 6       | 6       | 187,878                  | 168,565     |
| 0554  | Court Svcs Clerk IV              | 2             | 2       | 3       | 3       | 53,118                   | 80,153      |
| 0521  | Conservatorship Investgtr        | 2             | 2       | 2       | 2       | 51,654                   | 54,786      |
| 0527  | Probate Examiner II              | 7             | 7       | 7       | 7       | 177,902                  | 189,472     |
| 0515  | Judicial Secretary               | 12            | 12      | 13      | 12.5    | 284,163                  | 310,692     |
| 0535  | Deputy Jury Comm. II             | 8             | 8       | 8       | 8       | 157,887                  | 172,026     |
| 0555  | Court Svcs Clerk III             | 5             | 5       | 5       | 5       | 97,979                   | 102,636     |
| 0504  | Interpreter Clerk                | 2             | 2       | 3       | 3       | 36,031                   | 56,272      |
| 0556  | Court Svcs Clerk II              | 27            | 27      | 27      | 27      | 448,664                  | 474,944     |
| 0510  | Director, Calendar Services      | -0-           | -0-     | 1       | 1       | -0-                      | 38,500      |
| 9999  | Temporary Extra Help             | 50            | 3       | 50      | 3       | 60,000                   | 60,000      |
|       | Total                            | 318           | 206.5   | 329     | 215.5   | \$5,070,685              | \$5,692,103 |
|       | Adjustments:                     |               |         |         |         |                          |             |
|       | County Contrib. and Benefits     |               |         |         |         | \$1,178,433              | \$1,332,024 |
|       | Other Extraordinary Pay          |               |         |         |         | 44,160                   | 51,360      |
|       | Salary Settlement Costs          |               |         |         |         | 355,174                  | -0-         |
|       | Salary Savings                   |               |         |         |         | (169,597)                | (246,559)   |
|       | Total Adjustments                |               |         |         |         | \$1,408,170              | \$1,136,825 |
|       | PROGRAM TOTALS:                  | 318           | 206.5   | 329     | 215.5   | \$6,478,855              | \$6,828,928 |

PROGRAM: CONCILIATION COURT

# 130401

MANAGER: MURRAY BLOOM

Department: SUPERIOR COURT

# 2000

Ref: 1985-86 Final Budget - Pg: 122

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. In addition, Section 4351.5 mandates mediation and investigation of stepparent and grandparent rights to visitation.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS               |                   |                   |                   |                   |                    |
| Salaries & Benefits | \$ 801,536        | \$ 959,355        | \$ 1,123,470      | \$ 1,105,311      | \$ 1,184,238       |
| Services & Supplies | 15,627            | 24,636            | 47,717            | 31,820            | 30,375             |
| Fixed Assets        | 0                 | 1,443             | -0-               | 4,350             | 7,340              |
| TOTAL DIRECT COSTS  | \$ 817,163        | \$ 985,434        | \$ 1,171,187      | \$ 1,141,481      | \$ 1,221,953       |
| Funding             | \$ (475,127)      | \$ (501,371)      | \$ (492,833)      | \$ (553,285)      | \$ (497,000)       |
| NET COUNTY COSTS    | \$ 342,036        | \$ 484,063        | \$ 678,354        | \$ 588,196        | \$ 724,953         |
| STAFF YEARS         | 24.00             | 27.00             | 28.00             | 28.00             | 31.00              |

PROGRAM DESCRIPTION:

In 1985 there were 13,425 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 Regional Center. The process used consists of individual, couple and family group methods; mediation, and investigation procedures.

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



## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

The difference in net county costs between 1985-86 Budget and 1985-86 Actuals results from three major factors. In salaries and benefits \$18,159 was over expended due to the critical need to hire temporary extra help clerical staff for caseload typing increases. In services and supplies \$15,897 was expended over budget to cover higher than anticipated office supply needs and printing costs. Actual revenues were \$60,452 under 1985-86 Budgeted due to lower than anticipated revenue associated with filing of documents.

1986-87 OBJECTIVES:

To increase the % mediation settlements to 77.

1986-87 ADOPTED BUDGET:

In this program important changes are the increase of 3.00 staff years. Staff are added due to the following workload increases and mandatory reporting time frames. Total hearings have increased from 6,276 in 1984-85 to 6,775 in 1985-86, to a projected 7,125 in 1986-87. Domestic violence filings have increased 44% since March 1985. New legislation allows grandparents and stepparents to petition the court for visitation and child custody. Allegations of child abuse have increased, extending investigation and mediation time. 68% of all cases re-petition the Conciliation Court to resolve disputes arising from previously completed cases.

REVENUE BY SOURCE:Source of Revenue

|                        | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budgeted</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|------------------------|--------------------------|----------------------------|---------------------------|---|
| Marriage License       | \$ 103,683               | \$ 120,000                 | \$ 107,000                | \$ (13,000)                             |
| Filing Documents       | 349,195                  | 375,000                    | 360,000                   | (15,000)                                |
| Recovered Expenditures | <u>39,955</u>            | <u>58,285</u>              | <u>30,000</u>             | <u>(28,285)</u>                         |
| Total                  | \$ 492,833               | \$ 553,285                 | \$ 497,000                | \$ ( 56,285)                            |

## Explanation/Comments:

In 1986-87 fee revenue is \$467,000. These fees are for the exclusive support of the Conciliation Court. These revenues, however, do not reflect the millions in county cost avoidance resulting from greatly reduced domestic trial time. Recovered expenditures of \$30,000 are revenues provided through a charge to clients which is ordered by the court.

FIXED ASSETS:

| <u>Item</u>             | <u>Quantity</u> | <u>Total Cost</u> |
|-------------------------|-----------------|-------------------|
| 1. Desk, Wood           | 3               | \$2,340           |
| 2. Dictator/Transcriber | 5               | 1,000             |
| 3. Typewriter, Electric | <u>5</u>        | <u>4,000</u>      |
|                         | 13              | \$7,340           |

PERFORMANCE INDICATORS

Program: CONCILIATION COURT

Department: SUPERIOR COURT

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|  | 1983-84 | 1984-85 | 1985-86 | 1985-86 | 1986-87 |
|--|---------|---------|---------|---------|---------|
|  | Actual  | Actual  | Actual  | Budget  | Adopted |

---

% of-Resources

100%

Workload

Child Custody/Visitation

Mediation Hearings

5,161

6,276

6,775

7,060

7,125

% Mediation Settlements

68

68

77

70

77

STAFFING SCHEDULE

Program: CONCILIATION COURT

Department: SUPERIOR COURT

| Class                       | Title                      | STAFF - YEARS |          |          |          | SALARY AND BENEFITS COST |                |
|-----------------------------|----------------------------|---------------|----------|----------|----------|--------------------------|----------------|
|                             |                            | 1985-86       |          | 1986-87  |          | 1985-86                  | 1986-87        |
|                             |                            | Pos.          | S.Y.     | Pos.     | S.Y.     | Budget                   | Adopted        |
| 0505                        | Director, Conciliation Ct  | 1             | 1        | 1        | 1        | \$ 44,351                | \$ 46,313      |
| 0507                        | Conciliation Counselor IV  | 2             | 2        | 2        | 2        | 77,708                   | 81,520         |
| 0506                        | Conciliation Counselor III | 8             | 8        | 9        | 9        | 283,784                  | 322,728        |
| 0518                        | Conciliation Counselor II  | 8             | 8        | 8        | 8        | 243,578                  | 253,604        |
| 0554                        | Court Services Clerk IV    | 1             | 1        | 1        | 1        | 25,628                   | 26,440         |
| 0555                        | Court Services Clerk III   | 2             | 2        | 2        | 2        | 37,368                   | 42,198         |
| 0556                        | Court Services Clerk II    | <u>6</u>      | <u>6</u> | <u>8</u> | <u>8</u> | <u>101,388</u>           | <u>142,594</u> |
|                             | Total                      | 28            | 28       | 31       | 31       | \$ 813,805               | \$ 915,397     |
| Adjustments:                |                            |               |          |          |          |                          |                |
| County Contrib. and Benefit |                            |               |          |          |          | \$ 225,203               | \$ 264,101     |
| Other Extraordinary Pay     |                            |               |          |          |          | 4,740                    | 4,740          |
| Salary Settlement Costs     |                            |               |          |          |          | 61,563                   | -0-            |
| Salary Savings              |                            |               |          |          |          | <u>(-0-)</u>             | <u>(-0-)</u>   |
| Total Adjustments           |                            |               |          |          |          | \$ 291,506               | \$ 268,841     |
| PROGRAM TOTALS:             |                            | 28            | 28       | 31       | 31       | \$1,105,311              | \$1,184,238    |

PROGRAM: OFFICE OF COUNSELOR IN MENTAL HEALTH # 130181

MANAGER: WILLIAM D. MILLER

Department: SUPERIOR COURT # 2000

Ref: 1985-86 Final Budget - Pg.125

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.

|                           | 1983-84<br>Actual  | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget  | 1986-87<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>COSTS</b>              |                    |                    |                    |                    |                    |
| Salaries & Benefits       | \$ 600,885         | \$ 640,260         | \$ 711,270         | \$ 722,171         | \$ 800,534         |
| Services & Supplies       | 27,321             | 35,475             | 36,803             | 29,480             | 40,480             |
| Fixed Assets              | -0-                | 648                | 3,199              | 4,550              | 4,340              |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 628,206</b>  | <b>\$ 676,383</b>  | <b>\$ 751,272</b>  | <b>\$ 756,201</b>  | <b>\$ 845,354</b>  |
| Funding                   | <u>\$(382,238)</u> | <u>\$(401,262)</u> | <u>\$(700,917)</u> | <u>\$(700,800)</u> | <u>\$(714,816)</u> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 245,968</b>  | <b>\$ 275,121</b>  | <b>\$ 50,355</b>   | <b>\$ 55,401</b>   | <b>\$ 130,538</b>  |
| <b>STAFF YEARS</b>        | <b>21.00</b>       | <b>21.00</b>       | <b>21.00</b>       | <b>21.00</b>       | <b>24.00</b>       |

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 19 L.P.S. approved hospitals throughout the county 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.

SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

There are no significant variations between 1985-86 Budget and 1985-86 Actual.

1986-87 OBJECTIVES:

To increase percent of private conservators appointed to 41% which alleviates county costs associated with appointment of a public conservator.

1986-87 ADOPTED BUDGET:

In this program, the important change is the addition of 3.00 staff years. Since 1981 when the last position was added to this program there has been a 19% increase in the number of petitions for court ordered evaluations, a 7% increase in the number of conservatorship investigations, and a 56% increase in Mental Health hearings. In addition, there has been a significant increase in the number of jury trials requiring 12 to 15 staff hours in pretrial preparation and 1 to 1-1/2 days of staff time spent in court per case. It has become common for temporary conservatorship case management to be extended three or four months, whereas previously, cases rarely extended beyond 30 days. Due to court rulings, there has been an 80% increase in personal service of documents. Personal service of documents involves travel to all areas of the county and extensive utilization of staff time.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>             | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budgeted</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|--------------------------------------|--------------------------|----------------------------|---------------------------|---|
| Lanternman-Petris-Short<br>Act (LPS) | \$ <u>700,917</u>        | \$ <u>700,800</u>          | \$ <u>714,816</u>         | \$ <u>14,016</u>                        |
| Total                                | \$ 700,917               | \$ 700,800                 | \$ 714,816                | \$ 14,016                               |

FIXED ASSETS

| <u>Item</u>             | <u>Quantity</u> | <u>Total Cost</u> |
|-------------------------|-----------------|-------------------|
| 1. Desk, Wood           | 3               | \$2,340           |
| 2. Dictator/Transcriber | 2               | 400               |
| 3. Typewriter, Electric | <u>2</u>        | <u>1,600</u>      |
|                         | 7               | \$4,340           |

PERFORMANCE INDICATORS

Program: OFFICE OF COUNSELOR IN MENTAL HEALTH

Department: SUPERIOR COURT

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|  | 1983-84       | 1984-85       | 1985-86       | 1985-86       | 1986-87        |
|--|---------------|---------------|---------------|---------------|----------------|
|  | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Budget</u> | <u>Adopted</u> |
| <u>% of Resources</u>                  |               |               |               |               |                |
| 100%                                   |               |               |               |               |                |
| <u>Workload</u>                        |               |               |               |               |                |
| Conservatorship Investigations         | 1,539         | 1,477         | 1,727         | 1,600         | 1,750          |
| Mental Health Hearings                 | 1,443         | 1,355         | 1,715         | 1,400         | 1,715          |
| Involuntary Psychiatric<br>Evaluations | 313           | 355           | 394           | 390           | 400            |
| % Private Conservators Appointed       | 39            | 37            | 40            | 38            | 41             |



STAFFING SCHEDULE

Program: OFFICE OF COUNSELOR IN MENTAL HEALTH

Department: SUPERIOR COURT

| Class                        | Title                    | STAFF-YEARS |          |          |          | SALARY AND BENEFITS COST |                |
|------------------------------|--------------------------|-------------|----------|----------|----------|--------------------------|----------------|
|                              |                          | 1985-86     |          | 1986-87  |          | 1985-86                  | Department     |
|                              |                          | Budget      | Adopted  | Budget   | Adopted  | Budget                   | Requested      |
|                              |                          | Pos.        | S.Y.     | Pos.     | S.Y.     |                          |                |
| 0548                         | Director, M. H. Services | 1           | 1        | 1        | 1        | \$ 44,351                | \$ 46,313      |
| 0552                         | M. H. Counselor III      | 1           | 1        | 1        | 1        | 35,473                   | 37,038         |
| 0549                         | M. H. Counselor II       | 10          | 10       | 11       | 11       | 304,440                  | 346,497        |
| 0554                         | Court Svcs Clerk IV      | 1           | 1        | 1        | 1        | 26,559                   | 27,354         |
| 0555                         | Court Svcs Clerk III     | 1           | 1        | 1        | 1        | 20,420                   | 21,651         |
| 0556                         | Court Svcs Clerk II      | <u>7</u>    | <u>7</u> | <u>9</u> | <u>9</u> | <u>120,582</u>           | <u>159,060</u> |
|                              | Total                    | 21          | 21       | 24       | 24       | \$551,825                | \$637,913      |
| Adjustments:                 |                          |             |          |          |          |                          |                |
| County Contrib. and Benefits |                          |             |          |          |          | \$130,901                | \$161,061      |
| Other Extraordinary Pay      |                          |             |          |          |          | 1,560                    | 1,560          |
| Salary Settlement Costs      |                          |             |          |          |          | 37,885                   | -0-            |
| Salary Savings               |                          |             |          |          |          | <u>(-0-)</u>             | <u>(-0-)</u>   |
| Total Adjustments            |                          |             |          |          |          | \$170,346                | \$162,621      |
| PROGRAM TOTALS:              |                          | 21          | 21       | 24       | 24       | \$722,171                | \$800,534      |

PROGRAM: OVERHEAD

# 921011

MANAGER: WILLIAM N. PIERCE

Department: SUPERIOR COURT

# 2000

Ref: 1985-86 Final Budget - Pg. 128

Authority: This program provides necessary support to the Superior Court pursuant to Government Code Section 69904. Article Six, Section Six of the State Constitution mandates that there shall be a Superior Court in every county.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 268,834        | \$ 271,924        | \$ 326,929        | \$ 356,153        | \$ 369,955         |
| Fixed Assets              | 0                 | 0                 | 595               | 2,550             | 1,600              |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 268,834</b> | <b>\$ 271,924</b> | <b>\$ 327,524</b> | <b>\$ 358,703</b> | <b>\$ 371,555</b>  |
| Funding                   | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 0               |
| <b>NET COUNTY COSTS</b>   | <b>\$ 268,834</b> | <b>\$ 271,924</b> | <b>\$ 327,524</b> | <b>\$ 358,703</b> | <b>\$ 371,555</b>  |
| <b>STAFF YEARS</b>        | <b>7.00</b>       | <b>7.00</b>       | <b>8.00</b>       | <b>8.00</b>       | <b>8.00</b>        |

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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

The variance of \$31,179 between 1985-86 Budget and 1985-86 Actuals is due to greater than anticipated salary savings.

1986-87 ADOPTED BUDGET:

No new positions are added for this program.

FIXED ASSETS

| <u>Item</u>             | <u>Quantity</u> | <u>Total Cost</u> |
|-------------------------|-----------------|-------------------|
| 1. Typewriter, Electric | 2               | \$1,600           |

PERFORMANCE INDICATORS

Program: OVERHEAD

Department: SUPERIOR COURT

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|  | 1983-84 | 1984-85 | 1985-86 | 1985-86 | 1986-87 |
|--|---------|---------|---------|---------|---------|
|  | Actual  | Actual  | Actual  | Budget  | Adopted |

---

% of Resources

100%

Workload

Overhead Staff Ratio  
to Direct Staff

|      |      |      |      |      |
|------|------|------|------|------|
| .031 | .030 | .031 | .031 | .030 |
|------|------|------|------|------|

STAFFING SCHEDULE

Program: OVERHEAD

Department: SUPERIOR COURT

| Class | Title                        | STAFF - YEARS |          |          |          | SALARY AND BENEFITS COST |               |
|-------|------------------------------|---------------|----------|----------|----------|--------------------------|---------------|
|       |                              | 1985-86       |          | 1986-87  |          | 1985-86                  | 1986-87       |
|       |                              | Budget        |          | Adopted  |          | Budget                   | Adopted       |
|       |                              | Pos.          | S.Y.     | Pos.     | S.Y.     |                          |               |
| 0520  | Executive Officer            | 1             | 1        | 1        | 1        | \$ 59,282                | \$ 65,023     |
| 0519  | Assistant Exec. Officer      | 1             | 1        | 1        | 1        | 51,595                   | 56,731        |
| 0533  | Chief, Admin. Services       | 1             | 1        | 1        | 1        | 38,308                   | 39,465        |
| 0532  | Administrative Assistant     | 1             | 1        | 1        | 1        | 31,170                   | 32,446        |
| 0512  | Chief Judicial Secretary     | 1             | 1        | 1        | 1        | 29,089                   | 31,025        |
| 0542  | Senior Payroll Clerk         | 1             | 1        | 1        | 1        | 18,437                   | 19,541        |
| 0556  | Court Services Clerk II      | <u>2</u>      | <u>2</u> | <u>2</u> | <u>2</u> | <u>31,450</u>            | <u>37,162</u> |
|       | Total                        | 8             | 8        | 8        | 8        | \$259,331                | \$281,393     |
|       | Adjustments:                 |               |          |          |          |                          |               |
|       | County Contrib. and Benefits |               |          |          |          | \$ 77,879                | \$ 88,562     |
|       | Salary Settlement Costs      |               |          |          |          | 18,943                   | -0-           |
|       | Salary Savings               |               |          |          |          | <u>(-0-)</u>             | <u>(-0-)</u>  |
|       | Total Adjustments            |               |          |          |          | \$ 96,822                | \$ 88,562     |
|       | PROGRAM TOTALS:              | 8             | 8        | 8        | 8        | \$356,153                | \$369,955     |

TREASURER-TAX COLLECTOR

|  | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Tax Collection                                 | \$ 1,341,320                    | \$ 1,613,486                    | \$ 1,816,446                    | \$ 1,775,619                    | \$ 1,878,838                     | \$ 103,219                                     | 5.8                       |
| Treasury                                       | 549,493                         | 559,669                         | 676,504                         | 718,639                         | 981,295                          | 262,656  | 1.8                       |
| Retirement Administration                      | 277,882                         | 255,144                         | 261,857                         | 376,058                         | 328,626                          | (47,432)                                       | (12.6)                    |
| Department Overhead                            | 313,603                         | 361,210                         | 428,130                         | 403,277                         | 424,916                          | 21,639   | 5.4                       |
| <b>Total Direct Costs</b>                      | <b>\$ 2,482,298</b>             | <b>\$ 2,789,509</b>             | <b>\$ 3,182,937</b>             | <b>\$ 3,273,593</b>             | <b>\$ 3,613,675</b>              | <b>\$ 340,082</b>                              | <b>10.4</b>               |
| <b>Funding</b>                                 | <b>\$(1,033,311)</b>            | <b>\$(1,336,224)</b>            | <b>1,520,051</b>                | <b>\$(1,203,100)</b>            | <b>\$(1,562,770)</b>             | <b>\$ (359,670)</b>                            | <b>29.9</b>               |
| <b>Net County Costs<br/>(Without External)</b> | <b>\$ 1,448,987</b>             | <b>\$ 1,453,285</b>             | <b>\$ 1,662,886</b>             | <b>\$ 2,070,493</b>             | <b>\$ 2,050,905</b>              | <b>\$ (19,588)</b>                             | <b>(.9)</b>               |
| Staff Years                                    | 92.39                           | 97.50                           | 104.8                           | 100.30                          | 103.26                           | 2.96   | 2.95                      |

PROGRAM: Tax Collection

# 07401

MANAGER: Paul Boland

Department: Treasurer-Tax Collector

# 1200

Ref: 1985-86 Final Budget - Pg: 132

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

|                                    | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>                       |                     |                     |                     |                     |                     |
| Salaries & Benefits                | \$ 1,191,185        | \$ 1,274,354        | \$ 1,490,703        | \$ 1,552,707        | \$ 1,639,066        |
| Services & Supplies                | 150,135             | 265,066             | 307,143             | 204,812             | 235,172             |
| Fixed Assets                       | 0                   | 74,788              | 18,600              | 18,100              | 4,600               |
| Vehicles/Comm Equip                | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements                | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b>          | <b>\$ 1,341,320</b> | <b>\$ 1,613,486</b> | <b>\$ 1,816,446</b> | <b>\$ 1,775,619</b> | <b>\$ 1,878,838</b> |
| <b>FUNDING</b>                     | <b>\$ (486,742)</b> | <b>\$ (675,317)</b> | <b>(838,180)</b>    | <b>\$ (534,000)</b> | <b>\$ (604,000)</b> |
| <b>NET COUNTY COSTS</b>            | <b>\$ 854,578</b>   | <b>\$ 937,769</b>   | <b>\$ 978,266</b>   | <b>\$ 1,241,619</b> | <b>\$ 1,274,838</b> |
| <b>STAFF YEARS</b>                 | <b>63.51</b>        | <b>69.92</b>        | <b>75.76</b>        | <b>69.96</b>        | <b>72.92</b>        |
| <b>PERFORMANCE INDICATORS:</b>     |                     |                     |                     |                     |                     |
| Current Year Tax Payment           | 1,214,194           | 1,398,072           | 1,493,476           | 1,489,000           | 1,600,000           |
| Prior Year Tax Payments            | 21,628              | 17,431              | 23,872              | 24,000              | 25,000              |
| Unsecured Tax Charge<br>Collection | 98.42%              | 98.90%              | 98.9%               | 98.0%               | 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 1,200,000 tax bills or statements to property owners or their agents and collect \$860,000,000 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.

1985-86 ACTUAL:

Salaries and Benefits show an expenditure of \$41,000 less than budgeted for permanent and seasonal help. Services and Supplies expenditures reflect the inclusion of \$113,320 transferred for payment of 10.40 staff years of contract agency help. Agency help is employed to supplement permanent staff during collection and backlog periods. The staff year level, combining County and agency personnel primarily increased through seasonal and overtime requirements to meet accelerated payment and collection deadlines. The workload increase of 11%, met by staff augmentation, generated revenues of \$304,000 more than budgeted to reduce program net costs by an additional \$263,000.

1986-87 OBJECTIVES:

1. To absorb a 6% workload increase with a 4% 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 20% of the Shared Property Tax System modernization in concert with EDP Services, the Assessor and Auditor-Controller.

1986-87 ADOPTED BUDGET:

The 1986-87 direct cost for this program is 7% higher than 1985-86. The tax billing/collection activity for 1986-87, indicative of year-to-year growth, will be at least 5.8% higher due to the overall increase in the number of parcels and supplemental billings. This budget allocates the typical annual staffing level, both permanent and regularly increasing seasonal, and properly supports the billing and payment growth. \$70,000 more in revenue reduces the program increase to 2.7%.

ACTIVITIES:

1. Current Secured Tax Collection (36.99 SY; E \$887,691; R \$289,950) is:
  - Mandated/Mandated Service Level.
  - Offset 32% by program revenue and collects \$795,000,000 in taxes.
  - Increasing 1 extra help clerical staff year in recognition of existing workload's quantified growth trend.
  - Expediting deposits of taxes collected.
2. Unsecured Tax Collection (21.88 SY; E \$576,652; R \$6,840) is:
  - Mandated/Mandated Service Level.
  - Offset 1% by revenue and collects \$35,000,000 in taxes.
  - Increasing 1 permanent clerical staff year to meet workload growth.
  - Phasing in the unsecured tax system on-line computer capability.
3. Prior Year Tax Collection (14.05 SY; E \$414,495; R \$307,210) is:
  - Mandated/Mandated Service Level.
  - Offset 75% by revenue and collects \$30,000,000 in taxes.
  - Increasing 1 permanent clerical staff year to compensate for expanded workload.
  - Providing minimum service to delinquent taxpayers.



PROGRAM: Tax Collection

MANAGER: Paul Boland

| <u>SOURCE OF REVENUE</u>                            | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|---|---------------------------|---------------------------|----------------------------|---------------------------------------|
| Delinquent Costs of Secured Property                | \$ 691,842                | \$ 402,000                | \$ 472,000                 | \$ 70,000                             |
| Redemption Fees/Cost Recovery of<br>Public Auctions | 114,355                   | 107,000                   | 107,000                    | 0                                     |
| Returned Check Fees                                 | 17,676                    | 14,000                    | 14,000                     | 0                                     |
| Escheatment of Unclaimed Money                      | 6,674                     | 7,000                     | 7,000                      | 0                                     |
| Other Miscellaneous Fees                            | <u>7,633</u>              | <u>4,000</u>              | <u>4,000</u>               | <u>0</u>                              |
| Total   | \$ 838,180                | \$ 534,000                | \$ 604,000                 | \$ 70,000                             |

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

The higher revenue for Delinquent Costs is based on the proportion of increase projected for the number of tax parcels and supplemental bills to be issued.

FIXED ASSETS

| <u>Item</u> | <u>Quantity</u> | <u>Total<br/>Cost</u> |
|-------------|-----------------|-----------------------|
| Typewriter  | 7               | \$ 4,600              |

PERFORMANCE INDICATORS

Program: Tax Collection

Department: Treasurer-Tax Collector

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Current Secured Taxes</b>    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                       | 42%               | 48%               | 49%               | 48%               | 47%                |
| <u>Workload</u>                             |                   |                   |                   |                   |                    |
| Tax Bills and Statements                    | 1,003,392         | 1,104,112         | 1,224,368         | 1,065,000         | 1,200,000          |
| Tax Payments                                | 1,214,914         | 1,398,072         | 1,493,476         | 1,489,000         | 1,600,000          |
| Refunds                                     | 4,902             | 14,175            | 15,596            | 6,600             | 17,000             |
| Service Requests                            | 106,540           | 115,512           | 122,626           | 128,600           | 144,034            |
| <u>Efficiency</u>                           |                   |                   |                   |                   |                    |
| Payments/Staff Hour                         | 22.50             | 22.36             | 18.80             | 18.25             | 20.72              |
| Cost/Current Tax Bill Issued                | \$1.45            | \$1.64            | \$2.11            | \$2.18            | \$2.05             |
| <u>Effectiveness</u>                        |                   |                   |                   |                   |                    |
| Current Year Tax Charge Collected           | 96.13%            | 96.10%            | 96.15%            | 96.00%            | 96.00%             |
| <b>ACTIVITY B: Prior Year Secured Taxes</b> |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                       | 25%               | 20%               | 21%               | 20%               | 22%                |
| <u>Workload</u>                             |                   |                   |                   |                   |                    |
| Prior Year Parcels                          | 35,130            | 30,622            | 35,688            | 35,000            | 35,000             |
| Prior Year Tax Payments                     | 21,628            | 17,431            | 23,872            | 24,000            | 25,000             |
| <u>Efficiency</u>                           |                   |                   |                   |                   |                    |
| Prior Year Payments/Staff Hour              | .69               | .63               | .68               | .84               | .85                |
| Prior Year Tax Charge Collected             | 50.00%            | 52.70%            | 52.90%            | 55.00%            | 55.00%             |
| <b>ACTIVITY C: Unsecured Taxes</b>          |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                       | 33%               | 32%               | 30%               | 32%               | 31%                |
| <u>Workload</u>                             |                   |                   |                   |                   |                    |
| Tax Bills Issued                            | 86,411            | 87,200            | 116,661           | 97,000            | 105,000            |
| Tax Bills Collected                         | 83,398            | 85,656            | 106,558           | 87,000            | 100,000            |
| <u>Efficiency</u>                           |                   |                   |                   |                   |                    |
| Tax Payment/Staff Hour                      | 1.95              | 2.16              | 2.48              | 1.85              | 2.19               |
| Cost/Tax Bill Issued                        | \$10.67           | \$11.56           | \$8.96            | \$11.44           | \$10.27            |
| <u>Effectiveness</u>                        |                   |                   |                   |                   |                    |
| Tax Charge Collected                        | 98.42%            | 98.9%             | 98.9%             | 98.8%             | 98.0%              |

STAFFING SCHEDULE

Program: Tax Collection

Department: Treasurer-Tax Collector

| Class                                  | Title                        | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |             |
|--|------------------------------|----------------|-------|-----------------|-------|--------------------------|-------------|
|  |                              | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87     |
|  |                              | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted     |
| 2455                                   | Manager, Secured Taxes       | 1              | 1.00  | 1               | 1.00  | \$ 39,233                | \$ 41,427   |
| 8801                                   | Tax System Coordinator       | 0              | 0.00  | 1               | 1.00  | 0                        | 36,958      |
| 2469                                   | Departmental EDP Coordinator | 1              | 1.00  | 0               | 0.00  | 32,416                   | 0           |
| 2449                                   | Manager, Field Collections   | 1              | 1.00  | 1               | 1.00  | 32,241                   | 34,075      |
| 2505                                   | Senior Accountant            | 1              | 1.00  | 1               | 1.00  | 32,890                   | 34,911      |
| 5715                                   | Senior Field Investigator    | 1              | 1.00  | 1               | 1.00  | 30,632                   | 32,154      |
| 5719                                   | Field Investigator           | 5              | 5.00  | 5               | 5.00  | 131,819                  | 141,015     |
| 2454                                   | Tax Services Division Chief  | 2              | 2.00  | 2               | 2.00  | 45,320                   | 48,444      |
| 2745                                   | Supervising Clerk            | 1              | 1.00  | 1               | 1.00  | 20,420                   | 20,701      |
| 2403                                   | Accounting Technician        | 1              | 1.00  | 1               | 1.00  | 20,251                   | 21,069      |
| 2458                                   | Senior Payment Processor     | 1              | 1.00  | 1               | 1.00  | 16,487                   | 20,713      |
| 2510                                   | Senior Account Clerk         | 4              | 3.00  | 4               | 4.00  | 50,470                   | 69,290      |
| 2730                                   | Senior Clerk                 | 6              | 6.00  | 6               | 6.00  | 100,255                  | 104,088     |
| 2430                                   | Cashier                      | 2              | 1.50  | 2               | 1.50  | 24,330                   | 24,214      |
| 2457                                   | Payment Processor            | 4              | 4.00  | 4               | 4.00  | 59,676                   | 69,066      |
| 2756                                   | Administrative Secretary I   | 3              | 3.00  | 3               | 3.00  | 48,024                   | 51,277      |
| 3053                                   | Photo Reduction Technician   | 0              | 0.00  | 1               | 1.00  | 0                        | 17,019      |
| 2493                                   | Intermediate Account Clerk   | 17             | 16.00 | 19              | 18.00 | 233,786                  | 277,827     |
| 2700                                   | Intermediate Clerk Typist    | 12             | 11.00 | 13              | 10.50 | 147,692                  | 154,472     |
| 3040                                   | Microfilm Operator           | 1              | 1.00  | 0               | 0.00  | 14,884                   | 0           |
| 9999                                   | Extra Help                   | 33             | 9.46  | 28              | 9.92  | 102,813                  | 110,278     |
|  | Totals                       | 97             | 69.96 | 95              | 72.92 | \$1,183,639              | \$1,308,998 |
| Adjustments:                           |                              |                |       |                 |       | \$                       | \$          |
| County Contributions and Benefits      |                              |                |       |                 |       | 298,066                  | 332,820     |
| Salary Settlement Costs                |                              |                |       |                 |       | 84,595                   |             |
| Salary Adjustments                     |                              |                |       |                 |       | 8,377                    | 9,115       |
| Special Payments                       |                              |                |       |                 |       |                          |             |
| Premium Overtime                       |                              |                |       |                 |       | 3,348                    | 15,600      |
| Shift Differential                     |                              |                |       |                 |       | 0                        | 0           |
| CRT/Transcribing and Bilingual Premium |                              |                |       |                 |       | 3,180                    | 3,180       |
| Salary Savings                         |                              |                |       |                 |       | (28,498)                 | (30,647)    |
| Total Adjustments                      |                              |                |       |                 |       | \$ 369,068               | \$ 330,068  |
| PROGRAM TOTALS:                        |                              | 97             | 69.96 | 95              | 72.92 | \$1,552,707              | \$1,639,066 |

PROGRAM: Treasury

# 07701

MANAGER: Richard H. Jarvis

Department: Treasurer-Tax Collector

# 1200

Ref: 1985-86 Final Budget - Pg: 136

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

|  | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>                                 |                     |                     |                     |                     |                     |
| Salaries & Benefits                          | \$ 286,200          | \$ 283,315          | \$ 321,685          | \$ 354,009          | \$ 346,970          |
| Services & Supplies                          | 263,293             | 275,753             | 337,698             | 344,230             | 633,025             |
| Fixed Assets                                 | 0                   | 601                 | 17,121              | 20,400              | 1,300               |
| Vehicles/Comm Equip                          | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements                          | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b>                    | <b>\$ 549,493</b>   | <b>\$ 559,669</b>   | <b>\$ 676,504</b>   | <b>\$ 718,639</b>   | <b>\$ 981,295</b>   |
| <b>FUNDING</b>                               | <b>\$ (545,496)</b> | <b>\$ (660,750)</b> | <b>\$ (677,366)</b> | <b>\$ (669,100)</b> | <b>\$ (958,770)</b> |
| <b>NET COUNTY COSTS</b>                      | <b>\$ 3,997</b>     | <b>\$ (98,919)</b>  | <b>\$ 862</b>       | <b>\$ 49,539</b>    | <b>\$ 22,525</b>    |
| <b>STAFF YEARS</b>                           | <b>12.50</b>        | <b>11.01</b>        | <b>11.75</b>        | <b>12.50</b>        | <b>12.50</b>        |
| <b>PERFORMANCE INDICATORS:</b>               |                     |                     |                     |                     |                     |
| Items Deposited                              | 881,000             | 1,070,483           | 1,152,727           | 1,000,000           | 1,150,000           |
| Investment Transactions                      | 4,441               | 4,654               | 4,952               | 4,500               | 4,700               |
| Average Rate of Return<br>to Investment Fund | 11.31%              | 11.40%              | 9.65%               | 10.50%              | 9.50%               |
| Bonds and Coupons Paid                       | 84,752              | 65,389              | 53,280              | 76,000              | 55,500              |

**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 is a member of the CAO's Financial Expertise Panel for review of the County's debt structure and administration. 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.

1985-86 ACTUALS:

Salary and Benefit savings of \$32,000 (.85 staff years) were generated by staff vacancies and deferred personnel appointments. The Assistant Investment Manager position was filled later than originally scheduled. The \$6,500 savings in Services and Supplies resulted from variations in anticipated prices for services and materials. Fixed asset cost of \$13,000 is for prior year payment for delayed delivery of computer equipment.

1986-87 OBJECTIVES:

1. Earn 9.5% interest on monies in the Treasurer's custody.
2. Make same day deposits to banks of all items received by 1 p.m.
3. Automate deferred compensation program procedures and records.
4. Provide the minimum level of service on general obligation bonds and coupon payments and collections.

1986-87 ADOPTED BUDGET:

The increase in direct costs is attributed entirely to contractual provisions for service charge increases covering financial data services, banking services, and remittance processing systems and software maintenance and services and supplies. The 1986-87 costs associated with the direct costs increase will be offset by revenue and the decrease in fixed assets.

ACTIVITIES:

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

1. Treasury (8.5 SY; E \$893,624; R \$957,970) is:
  - ° Mandated/Mandated Service Level
  - ° Incurring additional costs for authorized levels of service and support
  - ° Offset entirely by 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; E \$87,671; R \$800) is:
  - ° Mandated/Mandated Service Level
  - ° Offset 1% by program revenue
  - ° Remaining relatively unchanged in bond and coupon payment activity.
  - ° Managing the County Deferred Compensation Program and providing information and assistance on the Hartford Program.

REVENUES BY SOURCE:

| <u>Source of Revenue</u>          | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|-----------------------------------|---------------------------|-----------------------------|----------------------------|---|
| Pooled Money Fund Banking Service | \$ 666,160                | \$ 654,200                  | \$ 947,870                 | \$ 293,670                                |
| Audit Fees, Deferred Compensation | 9,934                     | 10,000                      | 10,000                     | 0   |
| Audit Fees, Improvement Bonds     | 0                         | 4,800                       | 800                        | (4,000)                                   |
| Miscellaneous Fees                | <u>1,272</u>              | <u>100</u>                  | <u>100</u>                 | <u>0</u>                                  |
| Total                             | \$ 677,366                | \$ 669,100                  | \$ 958,770                 | \$ 289,670                                |

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. Other revenues are charges and fees for management of the County Deferred Compensation Program and the Improvement Bond Act of 1911.

1985-86 actuals represent cost recovery basically in line with the Treasury activity costs including overheads. Improvement Bonds revenue is reduced due to an absence of new bond issues. 1986-87 incorporates full cost recovery for contract increases for banking services and fees, remittance processing system maintenance software management, and financial data services. The revenue increases are consistent with the prospective higher recoverable costs of staff and support items, mainly in the Treasury Activity. Deferred Compensation program administration costs have leveled off and will reflect no significant difference from the prior year.

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>Cost</u> |
|-------------|-----------------|-------------|
| Typewriter  | 2               | \$ 1,300    |

PERFORMANCE INDICATORS

Program: Treasury

Department: Treasurer-Tax Collector

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Treasury</b>               |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                     | 84%               | 82%               | 87%               | 87%               | 87%                |
| <u>Workload</u>                           |                   |                   |                   |                   |                    |
| Investment Transactions                   | 4,441             | 4,654             | 4,952             | 4,500             | 4,700              |
| Items Deposited                           | 880,916           | 1,070,483         | 1,152,727         | 1,000,000         | 1,150,000          |
| Deposit Permits Proofed                   | 17,208            | 18,090            | 18,688            | 19,000            | 19,000             |
| <u>Efficiency</u>                         |                   |                   |                   |                   |                    |
| Unit Cost Per Item Deposited              | \$ .13            | \$ .14            | \$ .15            | \$ .13            | \$ .16             |
| <u>Effectiveness</u>                      |                   |                   |                   |                   |                    |
| Average Rate of Return to Investment Fund | 11.13%            | 11.7%             | 9.65%             | 10.5%             | 9.5%               |

ACTIVITY B: Improvement and General Obligation Bonds

|                                |        |        |        |        |        |
|--------------------------------|--------|--------|--------|--------|--------|
| <u>% of Resources</u>          | 16%    | 18%    | 13%    | 13%    | 13%    |
| <u>Workload</u>                |        |        |        |        |        |
| Bonds and Coupons Paid         | 84,201 | 65,389 | 53,280 | 76,500 | 55,000 |
| 1911 Act Payments              | 751    | 621    | 435    | 500    | 450    |
| Deferred Compensation Accounts |        |        |        |        |        |
| County Plan                    | 381    | 382    | 362    | 350    | 340    |
| Hartford Plan                  | -      | 1,271  | 2,360  | 1,500  | 2,000  |
| <u>Efficiency</u>              |        |        |        |        |        |
| Payments/Staff Hour            | 8.53   | 6.23   | 6.45   | 9.16   | 6.59   |

## STAFFING SCHEDULE

Program: Treasury

Department: Treasurer-Tax Collector

| Class                             | Title                      | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                 |
|-----------------------------------|----------------------------|----------------|-------|-----------------|-------|--------------------------|-----------------|
|                                   |                            | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86 Budget           | 1986-87 Adopted |
|                                   |                            | Positions      | S.Y.  | Positions       | S.Y.  |                          |                 |
| 2492                              | Investment Manager         | 1              | 1.00  | 1               | 1.00  | \$ 40,006                | \$ 44,230       |
| 2505                              | Senior Accountant          | 1              | 1.00  | 1               | 1.00  | 32,890                   | 34,911          |
| 2490                              | Assistant Investment Mgr.  | 1              | 1.00  | 1               | 1.00  | 27,081                   | 30,928          |
| 2429                              | Associate Accountant       | 1              | 1.00  | 1               | 1.00  | 27,666                   | 25,289          |
| 2745                              | Supervising Clerk          | 1              | 1.00  | 1               | 1.00  | 20,420                   | 21,651          |
| 2513                              | Senior Cashier             | 1              | 1.00  | 1               | 1.00  | 18,080                   | 19,169          |
| 2430                              | Cashier                    | 2              | 1.50  | 2               | 1.50  | 23,905                   | 24,410          |
| 2493                              | Intermediate Account Clerk | 2              | 2.00  | 2               | 2.00  | 30,576                   | 30,404          |
| 2700                              | Intermediate Clerk Typist  | 3              | 3.00  | 3               | 3.00  | 44,652                   | 45,622          |
| 9999                              | Extra Help                 | 0              | 0.00  | 0               | 0.00  | 0                        | 0               |
|                                   | Total                      | 13             | 12.50 | 13              | 12.50 | \$ 265,276               | \$276,614       |
| Adjustments:                      |                            |                |       |                 |       |                          |                 |
| County Contributions and Benefits |                            |                |       |                 |       | \$ 74,189                | \$ 73,562       |
| Salary Settlement Costs           |                            |                |       |                 |       | 20,142                   |                 |
| Salary Adjustment                 |                            |                |       |                 |       |                          | 1,402           |
| Special Payments                  |                            |                |       |                 |       |                          |                 |
| Bilingual Pay                     |                            |                |       |                 |       | 840                      | 840             |
| Salary Savings                    |                            |                |       |                 |       | (6,438)                  | (5,448)         |
| Total Adjustments                 |                            |                |       |                 |       | \$ 88,733                | \$ 70,356       |
| PROGRAM TOTALS:                   |                            | 13             | 12.50 | 13              | 12.50 | \$ 354,009               | \$ 346,970      |



PROGRAM: Retirement Administration # 81203

MANAGER: Richard H. Jarvis

Department: Treasurer-Tax Collector # 1200

Ref: 1985-86 Final Budget - Pg: 140

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

|                                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>                          |                   |                   |                   |                   |                    |
| Salaries & Benefits                   | \$ 184,961        | \$ 205,591        | \$ 219,897        | \$ 234,468        | \$ 240,756         |
| Services & Supplies                   | 92,921            | 48,962            | 40,130            | 139,890           | 83,720             |
| Fixed Assets                          | 0                 | 601               | 1,830             | 1,700             | 4,150              |
| Vehicles/Comm Equip                   | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements                   | 0                 | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b>             | <b>\$ 277,882</b> | <b>\$ 255,154</b> | <b>\$ 261,857</b> | <b>\$ 376,058</b> | <b>\$ 328,626</b>  |
| <b>FUNDING</b>                        | <b>\$ (1,073)</b> | <b>\$ (157)</b>   | <b>(4,426)</b>    | <b>\$ 0</b>       | <b>\$ 0</b>        |
| <b>NET COUNTY COSTS</b>               | <b>\$ 276,809</b> | <b>\$ 254,997</b> | <b>\$ 257,431</b> | <b>\$ 376,058</b> | <b>\$ 328,626</b>  |
| <b>STAFF YEARS</b>                    | <b>8.38</b>       | <b>9.04</b>       | <b>8.87</b>       | <b>9.42</b>       | <b>9.42</b>        |
| <b>PERFORMANCE INDICATORS:</b>        |                   |                   |                   |                   |                    |
| Members                               | 15,693            | 16,477            | 17,381            | 16,500            | 17,400             |
| Retirements                           | 238               | 290               | 251               | 350               | 300                |
| Terminations                          | 751               | 711               | 1,010             | 1,100             | 1,000              |
| Disability Retirement<br>Applications | 38                | 44                | 56                | 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 11,900 active employees, and a payroll for 5,600 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.

1985-86 ACTUALS:

Savings of \$15,000 (.55 staff years) were obtained in Salaries and Benefits through extended turnover time to fill vacant positions and conservative use of temporary help (.1 staff year). Reduced requirements for specialized services in 1985-86 lowered Services and Supplies expenditures by almost \$100,000. This resulted from the continuing review of financial and legislative changes affecting program administration. Total program direct costs were held to 70% of budget; applicable changes are reflected in the reduced budget for 1986-87.

1986-87 OBJECTIVES:

1. Implement via department micro-computers, the automation of retirement information, research, reports and procedures.
2. 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.

1986-87 ADOPTED BUDGET:

The 1986-87 program cost is 12.6% lower than 1985-86, and is possible by reducing specific professional and specialized services previously required for investment functions. Staff years remain the same, with the inclusion of an Assistant Retirement Officer, and deletion of one Senior Account Clerk, to provide appropriate assistance and direction in balancing the program's workload, schedule and resources.

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

- Mandated/Mandated Service Level.
- 9.42 staff years; E - \$328,626; R - \$0.
- Providing minimum level of service to active and retired County employees.

REVENUE BY SOURCE:

No revenue is budgeted for this program.

FIXED ASSETS:

| <u>Items</u>     | <u>Quantity</u> | <u>Cost</u>     |
|------------------|-----------------|-----------------|
| Micro-computer   | 1               | \$ 2,500        |
| Computer Printer | 1               | \$ 1,000        |
| Typewriter       | 1               | \$ 650          |
|                  |                 | <u>\$ 4,150</u> |

PERFORMANCE INDICATORS

Program: Retirement Administration

Department: Treasurer-Tax Collector

|                                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>% of Resources</u>                 | 100%              | 100%              | 100%              | 100%              | 100%               |
| <u>Workload</u>                       |                   |                   |                   |                   |                    |
| Active Members                        | 10,600            | 11,160            | 11,870            | 10,900            | 11,500             |
| Retired Members                       | 5,093             | 5,295             | 5,511             | 5,600             | 5,900              |
| New Enrollments                       | 1,128             | 1,554             | 1,815             | 1,000             | 1,500              |
| Retirements                           | 238               | 290               | 251               | 350               | 300                |
| Terminations                          | 668               | 609               | 1,010             | 1,000             | 1,000              |
| Disability Retirement Applications    | 38                | 44                | 56                | 50                | 50                 |
| <u>Efficiency</u>                     |                   |                   |                   |                   |                    |
| Average Cost/Member                   | \$32.08           | \$26.29           | \$25.71           | \$31.81           | \$29.66            |
| <u>Effectiveness</u>                  |                   |                   |                   |                   |                    |
| Average Rate of Return to Investments | 12.5%             | 11.6%             | 11.2%             | 11.4%             | 11.0%              |

STAFFING SCHEDULE

Program: Retirement Administration

Department: Treasurer-Tax Collector

| Class                             | Title                        | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |                 |
|-----------------------------------|------------------------------|----------------|------|-----------------|------|--------------------------|-----------------|
|                                   |                              | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86 Budget           | 1986-87 Adopted |
|                                   |                              | Positions      | S.Y. | Positions       | S.Y. |                          |                 |
| 2340                              | Retirement Officer           | 1              | 1.00 | 1               | 1.0  | \$ 36,457                | \$ 37,584       |
| 2315                              | Assistant Retirement Officer | 0              | 0.00 | 1               | 1.0  | 0                        | 24,830          |
| 2403                              | Accounting Technician        | 1              | 1.00 | 1               | 1.0  | 19,028                   | 20,787          |
| 2510                              | Senior Account Clerk         | 3              | 3.00 | 2               | 2.0  | 52,746                   | 37,294          |
| 2756                              | Administrative Secretary I   | 1              | 1.00 | 1               | 1.0  | 16,788                   | 16,786          |
| 2493                              | Intermediate Account Clerk   | 2              | 2.00 | 2               | 2.0  | 30,576                   | 32,412          |
| 2700                              | Intermediate Clerk Typist    | 1              | 1.00 | 1               | 1.0  | 13,490                   | 15,026          |
| 9999                              | Extra Help                   | 7              | 0.42 | 7               | 0.42 | 4,766                    | 4,700           |
|                                   | Totals                       | 16             | 9.42 | 16              | 9.42 | \$173,851                | \$189,419       |
| Adjustments:                      |                              |                |      |                 |      |                          |                 |
| County Contributions and Benefits |                              |                |      |                 |      | \$ 45,862                | 51,637          |
| Salary Settlement Costs           |                              |                |      |                 |      | 12,085                   |                 |
| Salary Adjustments                |                              |                |      |                 |      |                          | 22              |
| Special Payments                  |                              |                |      |                 |      |                          |                 |
| Retirement Board (5 members)      |                              |                |      |                 |      | 7,200                    | 5,000           |
| Salary Savings                    |                              |                |      |                 |      | (4,530)                  | (5,322)         |
| Total Adjustments                 |                              |                |      |                 |      | \$ 60,617                | \$ 51,337       |
| PROGRAM TOTALS:                   |                              | 16             | 9.42 | 16              | 9.42 | \$234,468                | \$240,756       |

PROGRAM: Department Overhead

# 92101

MANAGER: Norman H. Ernst

Department: Treasurer-Tax Collector

# 1200

Ref: 1985-86 Final Budget - Pg: 143

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.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 298,125        | \$ 336,608        | \$ 383,592        | \$ 351,208        | \$ 382,616         |
| Services & Supplies       | 15,478            | 18,407            | 25,961            | 41,069            | 40,950             |
| Other Charges             | 0                 | 3,491             | 5,434             | 9,600             | 0                  |
| Fixed Assets              | 0                 | 2,404             | 13,113            | 1,400             | 1,350              |
| Vehicles/Comm Equip       | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements       | 0                 | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 313,603</b> | <b>\$ 361,210</b> | <b>\$ 428,130</b> | <b>\$ 403,277</b> | <b>\$ 424,916</b>  |
| <b>FUNDING</b>            | <b>\$ 0</b>       | <b>0</b>          | <b>\$ (79)</b>    | <b>\$ 0</b>       | <b>\$ 0</b>        |
| <b>NET COUNTY COSTS</b>   | <b>\$ 313,603</b> | <b>\$ 361,210</b> | <b>\$ 428,051</b> | <b>\$ 403,277</b> | <b>\$ 424,916</b>  |
| <b>STAFF YEARS</b>        | <b>8.00</b>       | <b>7.53</b>       | <b>8.42</b>       | <b>8.42</b>       | <b>8.42</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.

1985-86 ACTUALS:

Salary and Benefits are about \$32,000 above budget. The difference represents actual salary and fringe benefits costs not included in the Auditor's salary projection system, insufficient adjustment allocation, the absence of salary savings due to no staff turnover, and benefit changes associated with an internal promotion. Limiting services and supplies and leasing expenses lessened the overall expenditure difference. \$12,000 of fixed asset costs relates to prior year payments of computer and copier equipment.

1986-87 ADOPTED BUDGET (8.42 SY; E \$424,916; R-0):

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 1986-87 relates to authorized salary increases and adjustments commensurate with actual expenditures taking place, with no change in staff year level. Fixed asset requirements are reduced by 4% and lease/purchase by 100%.

STAFFING SCHEDULE

Program: Department Overhead

Department: Treasurer-Tax Collector

| Class                             | Title                          | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |           |
|-----------------------------------|--------------------------------|----------------|------|-----------------|------|--------------------------|-----------|
|                                   |                                | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86                  | 1986-87   |
|                                   |                                | Positions      | S.Y. | Positions       | S.Y. | Budget                   | Adopted   |
| 0185                              | Treasurer-Tax Collector        | 1              | 1.00 | 1               | 1.00 | \$ 55,415                | \$ 63,996 |
| 0270                              | Chief Deputy Tax Collector     | 1              | 1.00 | 1               | 1.00 | 45,204                   | 51,011    |
| 0280                              | Chief Deputy Treasurer         | 1              | 1.00 | 1               | 1.00 | 45,204                   | 51,011    |
| 2305                              | Chief, Administrative Services | 1              | 1.00 | 1               | 1.00 | 41,201                   | 42,449    |
| 2758                              | Administrative Secretary IV    | 1              | 1.00 | 1               | 1.00 | 21,422                   | 20,936    |
| 2757                              | Administrative Secretary II    | 1              | 1.00 | 1               | 1.00 | 16,948                   | 20,547    |
| 2730                              | Senior Clerk                   | 1              | 1.00 | 1               | 1.00 | 17,582                   | 16,717    |
| 2700                              | Intermediate Clerk Typist      | 1              | 1.00 | 1               | 1.00 | 12,987                   | 13,310    |
| 9999                              | Extra Help                     | 1              | 0.42 | 1               | 0.42 | 4,766                    | 4,800     |
|                                   | Total                          | 9              | 8.42 | 9               | 8.42 | \$ 260,729               | \$284,777 |
| Adjustments:                      |                                |                |      |                 |      |                          |           |
| County Contributions and Benefits |                                |                |      |                 |      | \$ 78,864                | \$ 95,087 |
| Salary Settlement Costs           |                                |                |      |                 |      | 17,456                   |           |
| Salary Adjustments                |                                |                |      |                 |      |                          | 6,685     |
| Special Payments                  |                                |                |      |                 |      |                          |           |
| Bilingual Pay                     |                                |                |      |                 |      | 840                      | 0         |
| Salary Savings                    |                                |                |      |                 |      | (6,681)                  | (3,933)   |
| Total Adjustments                 |                                |                |      |                 |      | \$ 90,479                | \$ 97,839 |
| PROGRAM TOTALS:                   |                                | 9              | 8.42 | 9               | 8.42 | \$ 351,208               | \$382,616 |

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# HEALTH AND SOCIAL SERVICES



DEPARTMENT OF HEALTH SERVICES

10/15/86

| <u>Program</u>                              | <u>1983-84<br/>Actual</u> | <u>1984-85<br/>Actual</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> | <u>%<br/>Change</u> |
|---|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---|---------------------|
| Alcohol                                     | \$ 2,657,096              | \$ 3,067,692              | \$ 3,582,258              | \$ 3,322,046              | \$ 4,542,556               | \$ 1,220,510                              | 36.7                |
| County Medical Services                     | 32,236,603                | 30,342,963                | 36,153,740                | 33,641,225                | 33,277,561                 | (363,664)                                 | (1.1)               |
| Drug  | 1,755,530                 | 1,890,557                 | 2,498,683                 | 2,587,320                 | 3,071,914                  | 484,594                                   | 18.7                |
| Mental Health Services                      | 27,601,709                | 30,654,879                | 36,872,993                | 41,037,942                | 46,484,882                 | 5,446,940                                 | 13.3                |
| Correctional Facilities<br>Medical Services | 1,182,867                 | 1,326,226                 | 1,649,508                 | 1,554,826                 | 1,500,413                  | (54,413)                                  | (3.5)               |
| County Patient Services                     | 4,191,770                 | 5,543,963                 | 5,579,195                 | 6,233,453                 | 6,142,759                  | (90,694)                                  | (1.5)               |
| Edgemoor Geriatric Hospital                 | 5,997,828                 | 6,940,499                 | 10,683,061                | 11,471,661                | 11,775,730                 | 304,069                                   | (2.7)               |
| Emergency Medical Services                  | 603,479                   | 1,015,641                 | 1,128,026                 | 1,738,918                 | 1,400,985                  | (337,933)                                 | (19.4)              |
| Primary Care                                | 3,499,761                 | 3,776,721                 | 3,336,447                 | 2,321,037                 | 3,467,667                  | 1,146,630                                 | 49.4                |
| University Hospital                         | 219,771                   | 233,972                   | 255,205                   | 247,759                   | 220,267                    | (27,492)                                  | (11.1)              |
| Adult Special Health Services               | 405,315                   | 377,622                   | 581,022                   | 529,100                   | 661,525                    | 132,425                                   | 25.0                |
| California Children Services                | 3,884,297                 | 4,604,120                 | 6,223,235                 | 7,756,035                 | 8,540,741                  | 784,706                                   | 10.1                |
| Child Health                                | 1,679,698                 | 2,107,242                 | 2,243,244                 | 2,323,162                 | 2,359,191                  | 36,029                                    | 1.6                 |
| Community Disease Control                   | 3,511,495                 | 3,553,310                 | 4,541,614                 | 4,301,635                 | 4,801,808                  | 500,173                                   | 11.6                |
| County Veterinarian                         | 204,635                   | 232,665                   | 255,640                   | 254,718                   | 263,159                    | 8,441                                     | 3.3                 |
| Environmental Health Protection             | 3,515,392                 | 4,229,421                 | 4,931,420                 | 5,279,917                 | 7,394,956                  | 2,115,039                                 | 40.1                |
| Maternal Health                             | 1,478,929                 | 1,780,458                 | 1,961,836                 | 2,134,568                 | 2,167,564                  | 32,996                                    | 1.5                 |
| Records and Statistics                      | 341,294                   | 332,849                   | 387,691                   | 420,619                   | 405,464                    | (15,155)                                  | (3.6)               |
| Support Services                            | 2,860,453                 | 2,857,743                 | 3,458,844                 | 3,429,359                 | 3,137,010                  | (292,349)                                 | (8.5)               |
| Department Administration                   | 825,213                   | 1,161,140                 | 1,270,463                 | 1,720,871                 | 1,331,827                  | (389,044)                                 | (22.6)              |
| Fixed Assets                                | <u>391,937</u>            | <u>**</u>                 | <u>**</u>                 | <u>**</u>                 | <u>**</u>                  |   |                     |
| Total Direct Costs                          | \$ 99,045,072             | \$ 106,029,683            | \$ 127,594,125            | \$ 132,306,171            | \$ 142,947,979             | \$ 10,641,808                             | 8.0                 |
| External Support Costs                      | 8,201,778                 | 6,786,538                 | 7,016,458                 | 7,757,258                 | 8,565,268                  | 808,010                                   | 10.4                |
| Funding                                     | <u>(93,522,938)</u>       | <u>(102,445,612)</u>      | <u>(113,745,539)</u>      | <u>(115,246,326)</u>      | <u>(122,061,552)</u>       | <u>(6,815,226)</u>                        | 5.9                 |
| Net County Costs                            | \$ 13,723,912             | \$ 10,370,609             | \$ 20,865,044             | \$ 24,817,103             | \$ 29,451,695              | \$ 4,634,592                              | 18.7                |
| Staff Years                                 | 1,414.85                  | 1,467.60                  | 1,716.76                  | 1,829.83*                 | 1,989.89                   | 160.06                                    | 8.7                 |

\* 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.

\*\* Fixed assets are included in the program direct costs.

PROGRAM: ALCOHOL # 42111 MANAGER: Robert I. Reynolds

Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 147

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 342,008            | \$ 374,650            | \$ 452,492            | \$ 402,200            | \$ 615,060            |
| Services & Supplies       | 2,315,088             | 2,691,463             | 3,127,239             | 2,919,846             | 3,927,496             |
| Other Charges             | 0                     | 0                     | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                     | 1,579                 | 2,527                 | 0                     | 0                     |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 2,657,096</b>   | <b>\$ 3,067,692</b>   | <b>\$ 3,582,258</b>   | <b>\$ 3,322,046</b>   | <b>\$ 4,542,556</b>   |
| Dept. Overhead            | 44,272                | 39,196                | 38,901                | 52,785                | 51,724                |
| Ext. Support Costs        | 186,000               | 192,001               | 159,987               | 168,817               | 182,639               |
| <b>FUNDING</b>            | <b>\$ (2,863,420)</b> | <b>\$ (3,098,077)</b> | <b>\$ (3,841,370)</b> | <b>\$ (3,528,000)</b> | <b>\$ (4,761,000)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 29,948</b>      | <b>\$ 200,812</b>     | <b>\$ (60,224)*</b>   | <b>\$ 15,648</b>      | <b>\$ 15,919</b>      |
| <b>STAFF YEARS</b>        | <b>10.04</b>          | <b>10.34</b>          | <b>11.32</b>          | <b>10.00</b>          | <b>15.50</b>          |

PROGRAM DESCRIPTION:

An estimated 240,000 persons in the County are heavy alcohol consumers, contributing to numerous legal violations. In 1985, the County jails recorded 29,831 bookings for drinking driving. Also, police interventions due to public inebriety exceeded 38,500. Sales of alcoholic beverages in the County grossed an estimated \$500 million in 1985, and consumption created costs of \$1 billion to society.

This program serves as a community catalyst to overcome alcohol problems. It subvents State and County funds to community agencies assisting persons with alcohol problems, and complements other non-program funded services. The Program staff has systems management responsibilities which include 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.

\*Prior year revenue applied to FY 1985-86 Actuals in this program create the appearance of a "profit." These revenues were received after the close of FY 1984-85, however, they offset FY 1984-85 expenditures.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Following mid-year funding increases, the Board approved expansion of services for women and children through current contractors, and development of a Hispanic men's recovery home, a Hispanic women's recovery home, an adolescent neighborhood recovery center, and a North Coastal neighborhood recovery center. The Board also approved the addition of two Analyst II and one Analyst III positions for the Alcohol Program. These services and positions will be sustained in FY 1986-87. Prior year, FY 1984-85, revenues received after the close of the fiscal year are reflected in FY 1985-86. These revenues create the appearance of a "profit", however, they offset FY 1984-85 expenditures.

1986-87 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.

1986-87 ADOPTED BUDGET:

FY 1986-87 Program revenue increases by over \$1 million (29%) from that budgeted for FY 1985-86. In addition to sustaining the major expansion of direct services initiated in mid-FY 1985-86, the FY 1986-87 budget also supports new prevention services. The creation of two Assistant Chief positions is vital for management of these new services and discharge of the leadership and advocacy role the Program has achieved with local, state, and national governmental and community organizations. The addition of .50 SY Intermediate Clerk will allow staff analyst time to be used more appropriately in monitoring contract services and collecting and analyzing data. The reclassification of Chief Alcohol Program provides for the increased duties, responsibilities and span of control of this position. Other staffing changes were accomplished mid-year.

Summarized below are the major activities of the Alcohol Program:

1. Contract Services (5.50 SY; E-\$3,763,556, direct and indirect costs) including design, implementation, and oversight of contract direct services is:
  - Discretionary/Discretionary Service Level.
  - Offset 100% by program revenue.
  - Increased by 1.75 staff years from FY 1985-86 budget to manage new contracts.
  - Responsible for 27 contracts totalling \$3,340,000 in public funds plus \$1,350,000 in agency earned income.
2. Drinking Driver Services (4.25 SY; E-\$206,000, direct and indirect costs) including design, implementation, and oversight of County-approved direct services, is:
  - Discretionary/Discretionary Service Level.
  - Offset 100% by program revenue.
  - Sustained at prior year staff level.
  - Responsible for nine agreements for first and second offender drinking driver programs receiving over \$1,700,000 in participant fees.
3. Prevention and Research Services (5.75 SY; E-\$573,000, direct and indirect costs) including design and implementation of special studies, the program management information system, and prevention services, is:
  - Discretionary/Discretionary Service Level.
  - Offset 100% by program revenue.
  - Increased by 3.75 staff years from FY 1985-86 budget to implement public policy analysis prevention services.
  - Responsible for liaison with State funding agencies and local allied community groups.
  - Responsible for four agreements for training, technical assistance, and research studies totalling \$300,000 in public funds.

PROGRAM: ALCOHOL

MANAGER: Robert I. Reynolds

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted, 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>              | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------------------------------|---------------------------|-----------------------------|----------------------------|---|
| Charges                               |                           |                             |                            |   |
| Admin. Fees, Drinking-Driver Programs | \$ 99,000                 | \$ 108,000                  | \$ 160,000                 | \$ 52,000                                 |
| Grants                                |                           |                             |                            |   |
| State - MIA                           | 850,000                   | 0                           | 0                          | 0   |
| Subventions                           |                           |                             |                            |   |
| State Dept. of Alcohol Programs       | 2,672,704                 | 2,670,000                   | 2,770,000                  | 100,000                                   |
| Court Fines                           |                           |                             |                            |   |
| AB 2086 Trust Fund                    | 219,054                   | 750,000                     | 1,831,000                  | 1,081,000                                 |
| Prior Year - Other State              | <u>612</u>                | <u>0</u>                    | <u>0</u>                   | <u>0</u>                                  |
| Total                                 | \$ 3,841,370              | \$ 3,528,000                | \$ 4,761,000               | \$ 1,233,000                              |

Explanation/Comments:

In FY 1986-87, Drinking Driver Program Administrative Fees have been raised to more fully recover Program monitoring costs, State-subvention increases \$100,000 to fund a pilot Hispanic Women's Recovery Home, and AB 2086 Trust Fund deposits increase as a result of implementation of new law AB 2464. Actual revenues for FY 1985-86 include FY 1984-85 revenue received after the close of FY 1984-85.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: ALCOHOL

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Alcohol                                       |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                     |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Neighborhood Recovery Center Visits                       | 219,653           | 226,000           | 239,671           | 225,000           | 250,000            |
| Recovery Home resident days                               | 128,176           | 137,000           | 150,328           | 138,000           | 148,000            |
| Downtown Services - Inebriate Reception<br>visits         | 27,471            | 30,194            | 29,550            | 29,000            | 30,000             |
| Downtown Services - Detoxification<br>resident days       | 5,775             | 5,832             | 5,830             | 5,300             | 5,500              |
| Downtown Services- Primary Recovery<br>resident days      | 6,841             | 6,827             | 6,659             | 6,200             | 6,500              |
| AB 541 Drinking Driver Program admissions                 | 13,557            | 13,822            | 12,515            | 13,000            | 11,200             |
| SB 38 Drinking Driver Program admissions                  | 1,960             | 2,221             | 2,228             | 2,000             | 2,200              |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>  |                   |                   |                   |                   |                    |
| NRC cost per visit  | \$ 3.70           | \$ 3.73           | \$ 4.00           | \$ 4.00           | \$ 4.50            |
| Recovery Home cost per resident day                       | 14.46             | 16.53             | 17.00             | 17.00             | 17.00              |
| Downtown Services cost per inebriate<br>reception visit   | 8.39              | 8.28              | 9.00              | 9.00              | 9.00               |
| Downtown Services cost per<br>detoxification day          | 47.96             | 51.95             | 54.00             | 54.00             | 54.00              |
| Downtown Services cost per primary<br>day                 | 29.48             | 30.61             | 33.00             | 33.00             | 33.00              |
| <u>Effectiveness</u>                                      |                   |                   |                   |                   |                    |
| Program-wide volunteer hours                              | 94,650            | 96,000            | 101,245           | 100,000           | 100,000            |
| Recovery Home services percent<br>planned exits           | 57%               | 61%               | 62%               | 55%               | 55%                |
| AB 541 Drinking Driver Program<br>percent completions     | 96%               | 95%               | 92%               | 95%               | 92%                |
| Downtown Services Inebriate Reception<br>Police Drop-offs | 27,178            | 29,246            | 26,428            | 27,000            | 28,000             |
| Central jail bookings for public<br>inebriety             | 5,500             | 5,541             | 5,146             | 6,000             | 6,000              |

STAFFING SCHEDULE

PROGRAM: ALCOHOL

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |            |
|-------------------|--|---------------|-------|-----------|-------|--------------------------|------------|
|                   |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87    |
|                   |  | Positions     | SY    | Positions | SY    | Budget                   | Adopted    |
| 8821              | Administrator, Alcohol Program   | 0             | 0.00  | 1         | 1.00  | \$ 0                     | \$ 44,736  |
| 2316              | Chief, Alcohol Program   | 1             | 1.00  | 0         | 0.00  | 41,196                   | 0          |
| 8820              | Assistant Chief, Alcohol Program   | 0             | 0.00  | 2         | 2.00  | 0                        | 83,352     |
| 5191              | Alcohol Program Manager  | 1             | 1.00  | 1         | 1.00  | 34,764                   | 35,796     |
| 2413              | Analyst III  | 2             | 2.00  | 3         | 3.00  | 67,752                   | 105,552    |
| 2412              | Analyst II   | 4             | 4.00  | 6         | 6.00  | 120,528                  | 183,240    |
| 3009              | Word Processor Operator  | 1             | 1.00  | 1         | 1.00  | 16,668                   | 18,348     |
| 2700              | Intermediate Clerk Typist  | 1             | 0.50  | 1         | 1.00  | 7,272                    | 15,120     |
| 9999              | Extra Help   |               | 0.50  |           | 0.50  | 16,414                   | 16,414     |
|                   | Total  | 10            | 10.00 | 15        | 15.50 | \$ 304,594               | \$ 502,558 |
| Adjustments:      |  |               |       |           |       |                          |            |
|                   | County Contributions and Benefits  |               |       |           |       | \$ 85,233                | \$ 122,699 |
|                   | Salary Settlement Costs  |               |       |           |       | 19,111                   | 0          |
| Special Payments: |  |               |       |           |       |                          |            |
|                   | Premium  |               |       |           |       | 200                      | 200        |
|                   | Salary Adjustment  |               |       |           |       | 0                        | 0          |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |       |           |       | (6,938)                  | (10,397)   |
|                   | Total Adjustments  |               |       |           |       | \$ 97,606                | \$ 112,502 |
| PROGRAM TOTALS:   |  | 10            | 10.00 | 15        | 15.50 | \$ 402,200               | \$ 615,060 |

PROGRAM: COUNTY MEDICAL SERVICES # 42603 MANAGER: Paul B. Simms  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 151  
 Authority: Welfare and Institutions Code, Section 14005.4, 14052, 16703, 16704, and 1700.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual      | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|------------------------|-----------------------|-----------------------|-----------------------|
| COSTS                     |                       |                        |                       |                       |                       |
| Salaries & Benefits       | \$ 84,720             | \$ 94,916              | \$ 140,378            | \$ 140,556            | \$ 110,534            |
| Services & Supplies       | 31,220,870            | 30,248,047             | 35,971,010            | 33,500,669            | 33,167,027            |
| Other Charges             | 0                     | 0                      | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                     | 0                      | 42,352                | 0                     | 0                     |
| Operating Transfers       | 0                     | 0                      | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                      | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 31,305,590</b>  | <b>\$ 30,342,963</b>   | <b>\$ 36,153,740</b>  | <b>\$ 33,641,225</b>  | <b>\$ 33,277,561</b>  |
| Dept. Overhead            | 697,786               | 462,226                | 655,481               | 569,489               | 543,822               |
| Ext. Support Costs        | 82,641                | 253,113                | 253,845               | 250,000               | 288,715               |
| <b>FUNDING</b>            | <b>\$(32,086,017)</b> | <b>\$(32,226,365)</b>  | <b>\$(36,914,702)</b> | <b>\$(34,454,056)</b> | <b>\$(34,110,098)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 0</b>           | <b>\$ (1,168,063)*</b> | <b>\$ 148,364*</b>    | <b>\$ 6,658</b>       | <b>\$ 0</b>           |
| <b>STAFF YEARS</b>        | <b>3.29</b>           | <b>4.50</b>            | <b>4.81</b>           | <b>4.50</b>           | <b>3.50</b>           |

\*Expenditures shown in the 1984-85 and 1985-86 Actual columns are stated on a cash basis and do not reflect accrued expenses as reported to the State Department of Health Services. The County's use of cash basis reporting results in Net County Cost figures that do not accurately reflect the actual balance between income and expenses achieved annually in the County Medical Services Program. The actual net County cost for both years is essentially zero (as close to zero as it is possible to get in a program of this magnitude).

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.

SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

The County Medical Services program received augmented funding from the State for FY 1985-86. Regional provider agreements were amended to add several preventive services and increased discharge planning services and liaison to the contracted scope of services. The increased direct cost is consistent with the increase in revenue, so that the C.M.S. program continues to provide quality health services to all qualifying MIA's while carrying out the Board's directive that no County funds be expended on the program. The \$148,364 Net County Cost for FY 1985-86 results from the County's use of a cash basis accounting system that includes some prior year activity and excludes some adjustments made after the close of the fiscal year.

1986-87 OBJECTIVES:

1. To control costs of services by treating 90% or more of C.M.S. clients in their home regions as clinic outpatients or emergency room treat-and-release episodes, thereby maintaining the percent of C.M.S. clients requiring home region 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.

1986-87 ADOPTED BUDGET:

County Medical Services (3.50 SY; E-\$33,277,561 direct cost; R-\$34,110,098) is Mandated/Discretionary Service Level. The 1986-87 program is proposed to continue along the same lines as its current successful operation, with the same configuration of Regional Contract Providers. The adopted budget includes a deletion of a Health Educator position and an offsetting increase in contract costs. The Budget Change Letter decreased contract costs by \$3,313,692 with an offsetting amount in revenue. As in prior years, this program will be managed to meet your Board's directive that no County funds be expended.



PROGRAM: COUNTY MEDICAL SERVICES

MANAGER: Paul B. Simms

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| State - MISP Allocation  | \$36,914,702              | \$34,454,056                | \$34,110,098               | \$ (343,958)                              |

Explanation/Comments:

The 1986-87 adopted revenue reflects a decrease in revenues of \$3,313,692 as a result of a reduction in State funding from the originally proposed level.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: COUNTY MEDICAL SERVICES

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>ACTIVITY A: County Medical Services</u>                |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                     |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Hospital Admissions                                       | 4,054             | 4,701             | 5,158             | 5,000             | 5,000              |
| Outpatient and Emergency Room Encounters                  | 82,553            | 85,600            | 102,038           | 100,000           | 100,000            |
| Unduplicated Clients                                      | 19,566            | 16,927            | 17,565            | 21,000            | 18,000             |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>  |                   |                   |                   |                   |                    |
| Total program cost per unduplicated client                | \$ 1,640          | \$ 1,835          | \$ 2,110          | \$ 1,641          | \$ 1,895           |
| <u>Effectiveness</u>                                      |                   |                   |                   |                   |                    |
| Percent of total C.M.S. users requiring inpatient care    | 9.5%              | 9.7%              | 10.2%             | 10%               | 10%                |
| Average length of stay for C.M.S. acute inpatient clients | 6.7               | 6.5               | 5.6               | 6.5               | 6.5                |

## STAFFING SCHEDULE

PROGRAM: COUNTY MEDICAL SERVICES

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |      |           |      | SALARY AND BENEFITS COST |            |
|-------------------|--|---------------|------|-----------|------|--------------------------|------------|
|                   |  | 1985-86       |      | 1986-87   |      | 1985-86                  | 1986-87    |
|                   |  | Positions     | SY   | Positions | SY   | Budget                   | Adopted    |
| 2413              | Analyst III  | 1             | 0.50 | 1         | 0.50 | \$ 16,938                | \$ 17,592  |
| 5287              | Social Services Administrator I  | 1             | 1.00 | 1         | 1.00 | 32,100                   | 34,080     |
| 4825              | Health Educator  | 1             | 1.00 | 0         | 0.00 | 26,784                   | 0          |
| 2757              | Administrative Secretary II  | 1             | 0.50 | 1         | 0.50 | 9,162                    | 9,630      |
| 2756              | Administrative Secretary I   | 1             | 0.50 | 1         | 0.50 | 7,806                    | 8,190      |
| 2700              | Intermediate Clerk Typist  | 1             | 1.00 | 1         | 1.00 | 14,544                   | 15,120     |
|                   | Total  | 6             | 4.50 | 5         | 3.50 | \$ 107,334               | \$ 84,612  |
| Adjustments:      |  |               |      |           |      |                          |            |
|                   | County Contributions and Benefits  |               |      |           |      | \$ 28,968                | \$ 27,791  |
|                   | Salary Settlement Costs  |               |      |           |      | 6,679                    | 0          |
| Special Payments: |  |               |      |           |      |                          |            |
|                   | Premium  |               |      |           |      | 0                        | 0          |
|                   | Salary Adjustment  |               |      |           |      | 0                        | 0          |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |      |           |      | (2,425)                  | (1,869)    |
|                   | Total Adjustments  |               |      |           |      | \$ 33,222                | \$ 25,922  |
| PROGRAM TOTALS:   |  | 6             | 4.50 | 5         | 3.50 | \$ 140,556               | \$ 110,534 |

PROGRAM: DRUG # 42311 MANAGER: Melinda Newman  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget- Pg: 154

Authority: California Health and Safety Code, Division 10.5, 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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 292,980            | \$ 326,750            | \$ 341,242            | \$ 351,872            | \$ 363,256            |
| Services & Supplies       | 1,462,550             | 1,563,807             | 2,150,142             | 2,235,448             | 2,708,658             |
| Other Charges             | 0                     | 0                     | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                     | 0                     | 7,299                 | 0                     | 0                     |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,755,530</b>   | <b>\$ 1,890,557</b>   | <b>\$ 2,498,683</b>   | <b>\$ 2,587,320</b>   | <b>\$ 3,071,914</b>   |
| Dept. Overhead            | 26,353                | 23,984                | 37,761                | 31,034                | 36,122                |
| Ext. Support Costs        | 130,000               | 65,724                | 52,958                | 118,685               | 93,274                |
| <b>FUNDING</b>            | <b>\$ (1,700,647)</b> | <b>\$ (1,931,575)</b> | <b>\$ (2,411,231)</b> | <b>\$ (2,511,197)</b> | <b>\$ (3,019,496)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 211,236</b>     | <b>\$ 48,690</b>      | <b>\$ 178,171</b>     | <b>\$ 225,842</b>     | <b>\$ 181,814</b>     |
| <b>STAFF YEARS</b>        | <b>8.66</b>           | <b>8.79</b>           | <b>8.88</b>           | <b>8.83</b>           | <b>9.50</b>           |

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.

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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Actual direct costs are less than budgeted due to salary savings and contract savings resulting from the late start-up of the Adolescent Residential Program. For this reason and because the external support cost allocation is less than budgeted, there is a decrease reflected in net County costs.

Actual revenues are less than budgeted primarily because the anticipated amount of State AB 90 revenue was not received due to the late start-up of the designated program.

The fixed assets shown in FY 1985-86 Actuals were purchased with prior year revenue. Contract encumbrances resulted in a prior year appropriation expenditure of \$16,822 for contract services. Prior year revenue of \$9,095 was spent in FY 1985-86 for services and supplies.

Only .05 staff year of temporary contract help was used in this program.

1986-87 OBJECTIVES:

1. To provide drug-free treatment, early intervention or education services for approximately 4,000 persons mis-using drugs, with 65% outpatient/35% residential clients successfully completing treatment.
2. To provide 23,000 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 2,500 senior citizens, through 250 trained peer educators.

1986-87 ADOPTED BUDGET:

The Drug Program staffing pattern for 1986-87 reflects the addition of an Analyst II position due to expanded duties based on increased funding. Also reflected is the deletion of .33 SY temporary help due to completion of a one-time special project in September, 1985. The reclassification of Chief, Drug Program to Drug Program Administrator is due to the continued expansion of the Drug Program and the corresponding need for planning, implementation, and evaluation of services. Services provided in 1985-86 will continue, with the exception of some one-time projects. New funding will be put into adolescent residential services, drug treatment services for medically indigent adults, and other services consistent with the 1986-87 County Drug Abuse Services Plan.

The major activities of the Drug Program are summarized below:

1. Contract Services (7.0 SY; E-\$2,967,469; R-\$2,916,833) including design, implementation and oversight of contract direct services, is:
  - Discretionary/Mandated Service Level
  - 95% offset by program revenue
  - Responsible for fourteen expense contracts totaling \$2,434,987 in public funds, a \$250,000 foundation grant, and \$530,000 in agency earned income.
2. Program Planning, Evaluation and Coordination (2.5 SY; E-\$104,445; R-\$102,663) including coordination and planning activities and the management information system, is:
  - Discretionary/Mandated Service Level
  - 95% offset by program revenue
  - Responsible for liaison with State funding agencies and local community groups.

PROGRAM: DRUG

MANAGER: Melinda Newman

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Budgeted, 1985-86 Actual and 1986-87 Adopted by Source.

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| State General Funds      | \$ 1,546,330              | \$ 1,538,357                | \$ 1,546,330               | \$ 7,973                                  |
| Federal Block Grant      | 781,553                   | 781,227                     | 781,553                    | 326                                       |
| State AB 90              | 39,715                    | 148,893                     | 148,893                    | 0   |
| State MIA                | 42,720                    | 42,720                      | 292,720                    | 250,000                                   |
| Other Revenue            | 0                         | 0                           | 250,000                    | 250,000                                   |
| Prior Year               | 913                       | 0                           | 0                          | 0   |
| Total                    | \$ 2,411,231              | \$ 2,511,197                | \$ 3,019,496               | \$ 508,299                                |

Explanation/Comments:

State General Funds and Federal Block Grant show small increases received in the final 1985-86 allocations. State Medically Indigent Adult funds will be \$292,720, an increase of \$250,000 over 1985-86. In addition, a one-time gift of funds in the amount of \$250,000 will be received for Adolescent Residential Services. Of the \$39,715 State AB 90 funds listed in 1985-86 Actuals, \$30,000 was a year-end accrual, and only \$9,715 was actually received. State AB 90 revenue was less than budgeted due to late start-up of Adolescent Residential Services.

The required County match to receive the State General Fund revenue is \$171,814.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: DRUG

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Client Services (1)   |                   |                   |                   |                   |                    |
| Number of voluntary treatment and court-referred education clients                            | 4,032             | 5,378             | 5,517             | 5,000             | 4,000              |
| Outpatient(1)   |                   |                   |                   |                   |                    |
| Number of client treatment hours  | 15,011            | 16,807            | 20,464            | 13,500            | 12,500             |
| Residential   |                   |                   |                   |                   |                    |
| 24-hour days of highly structured treatment services  | 33,653            | 34,110            | 42,111            | 34,000            | 48,000             |
| Other Services (1)  |                   |                   |                   |                   |                    |
| Staff hours of direct primary prevention, education, public information and training          | 22,795            | 21,387            | 27,934            | 19,000            | 23,000 (2)         |
| <u>Unit Costs (3)</u>   |                   |                   |                   |                   |                    |
| Outpatient  |                   |                   |                   |                   |                    |
| Cost per treatment hour   | \$ 22.59          | \$ 31.63          | \$ 27.01          | \$ 30.00          | \$ 30.00           |
| Residential   |                   |                   |                   |                   |                    |
| Cost per treatment day  | 19.47             | 24.76             | 29.48 (4)         | 25.00             | 37.00              |
| Other Services  |                   |                   |                   |                   |                    |
| Cost per service hour   | 32.30             | 27.88             | 29.70             | 35.00             | 35.00              |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Treatment: Percent of clients who successfully complete treatment or court-referred education |                   |                   |                   |                   |                    |
| Outpatient Drug-Free  | 65%               | 61%               | 70%               | 65%               | 65%                |
| Residential Drug-Free   | 41%               | 40%               | 46%               | 35%               | 35%                |
| Other Services: Percent of participants showing increase in level of knowledge                |                   |                   |                   |                   |                    |
|   | 75%               | 88%               | 85%               | 75%               | 75%                |

- (1) Staff hours of early intervention were included in Other Services in FY 1983-84, but were moved to outpatient treatment in FY 1984-85. For FY 1986-87, both crisis intervention and early intervention will be included in Other Services, to conform to State reporting requirements.
- (2) The 1986-87 budgeted amount is lower than 1985-86 actuals (despite effect of footnote (1)) because of services added in 1985-86 that will not continue to 1986-87.
- (3) The unit costs are the full County program costs (direct appropriation plus indirect cost and County administrative costs plus contractor earned income, if any, for the specified activity, divided by the number of units of service).
- (4) The actual unit cost for residential programs is higher than budgeted in FY 1985-86 due to the addition this year of an adolescent program which is more expensive to operate (because of licensing requirements) than adult programs, and which includes start-up costs this year.

STAFFING SCHEDULE

PROGRAM: DRUG

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |      |           |      | SALARY AND BENEFITS COST |            |
|-------------------|--|---------------|------|-----------|------|--------------------------|------------|
|                   |  | 1985-86       |      | 1986-87   |      | 1985-86                  | 1986-87    |
|                   |  | Positions     | SY   | Positions | SY   | Budget                   | Adopted    |
| 8830              | Administrator, Drug Program  | 0             | 0.00 | 1         | 1.00 | \$ 0                     | \$ 44,736  |
| 2318              | Chief, Drug Program  | 1             | 1.00 | 0         | 0.00 | 41,196                   | 0          |
| 5193              | Drug Program Manager   | 1             | 1.00 | 1         | 1.00 | 34,764                   | 34,452     |
| 2413              | Analyst III  | 1             | 1.00 | 1         | 1.00 | 33,876                   | 35,184     |
| 2412              | Analyst II   | 3             | 3.00 | 4         | 4.00 | 90,396                   | 122,160    |
| 4825              | Health Educator  | 1             | 1.00 | 1         | 1.00 | 26,784                   | 27,708     |
| 2757              | Administrative Secretary II  | 1             | 1.00 | 1         | 1.00 | 18,324                   | 19,260     |
| 2700              | Intermediate Clerk Typist  | 1             | 0.50 | 1         | 0.50 | 7,272                    | 7,560      |
| 0896              | Temporary Expert Professional  | 1             | 0.33 | 0         | 0.00 | 7,500                    | 0          |
|                   | Total  | 10            | 8.83 | 10        | 9.50 | \$ 260,112               | \$ 291,060 |
| Adjustments:      |  |               |      |           |      |                          |            |
|                   | County Contributions and Benefits  |               |      |           |      | \$ 80,910                | \$ 78,137  |
|                   | Salary Settlement Costs  |               |      |           |      | 16,720                   | 0          |
| Special Payments: |  |               |      |           |      |                          |            |
|                   | Premium  |               |      |           |      | 200                      | 200        |
|                   | Salary Adjustment  |               |      |           |      | 0                        | 0          |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |      |           |      | (6,070)                  | (6,141)    |
|                   | Total Adjustments  |               |      |           |      | \$ 91,760                | \$ 72,196  |
| PROGRAM TOTALS:   |  | 10            | 8.83 | 10        | 9.50 | \$ 351,872               | \$ 363,256 |



PROGRAM: MENTAL HEALTH # 42001 MANAGER: Kathy Wachter-Poyner  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 158

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 15,611,818         | \$ 17,116,383         | \$ 19,863,914         | \$ 22,948,416         | \$ 25,841,512         |
| Services & Supplies       | 11,637,133            | 13,066,627            | 16,119,787            | 17,813,301            | 20,225,792            |
| Other Charges             | 352,758               | 388,961               | 606,740               | 276,225               | 344,850               |
| Fixed Assets              | 0                     | 82,908                | 282,552               | 0                     | 72,728                |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 27,601,709</b>  | <b>\$ 30,654,879</b>  | <b>\$ 36,872,993</b>  | <b>\$ 41,037,942</b>  | <b>\$ 46,484,882</b>  |
| Dept. Overhead            | 885,222               | 1,415,380             | 1,615,426             | 1,751,337             | 1,553,463             |
| Ext. Support Costs        | 3,564,573             | 2,337,040             | 3,244,214             | 3,101,785             | 4,000,542             |
| <b>FUNDING</b>            | <b>\$(26,794,719)</b> | <b>\$(32,987,139)</b> | <b>\$(37,444,888)</b> | <b>\$(40,298,874)</b> | <b>\$(41,979,623)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 5,256,785</b>   | <b>\$ 1,420,160</b>   | <b>\$ 4,287,745</b>   | <b>\$ 5,592,190</b>   | <b>\$ 10,059,264</b>  |
| <b>STAFF YEARS</b>        | <b>541.79</b>         | <b>568.62</b>         | <b>656.99</b>         | <b>687.17</b>         | <b>774.59</b>         |

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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

The actual salaries and benefits for FY 1985-86 are less than budgeted due to the length of time needed to fill new positions. Services and supplies and staff years are less than the adopted budget because additional mental health programs added mid-year did not get fully implemented by the end of the fiscal year [i.e., Homeless, 11/19/85 (13, 14); Block Grants, 10/29/85 (19-21); Supplemental Rate System, 12/10/85 (19)]. Although certain anticipated State Revenue was not forthcoming, this decrease was partially offset by an increased amount of County Medical Services funding. Because State Hospital patient days exceeded our allocation, the County's actual liability increased substantially.

Of the \$282,552 spent for fixed assets, \$272,198 was purchased with prior year revenue and \$10,354 was added during mid-year 1985-86. Other prior year revenue spent in FY 1985-86 included: \$132,481 for services and supplies; \$83,191 for contract services; and \$3,668 for other charges. Contract temporary help accounted for 23.24 staff years.

1986-87 OBJECTIVES:

1. Between admission and discharge of adults who complete treatment, the mean Global Assessment Scale Improvement shall be 18 points for discharge from 24-hour care, 9 points for discharge from outpatient, and 11 points for discharge 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 65% of discharge from 24-hour care, 59% of discharge from partial day treatment and 68% of discharge from outpatient treatment.

1986-87 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 1986-87 County Mental Health Program budget has identified the following target groups as priorities for 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.

The reduction in patient capacity at the Hillcrest facility from 92 beds to 60 beds, which occurred in June, 1985, is projected to continue throughout FY 1986-87. This reduction increases the need for greater use of State Hospitals. When the County's base allocation of 11,860 State Hospital patient days is exceeded, the County becomes liable for 100% of these costs which could amount to over \$2 million in FY 1986-87. During budget discussions, it was decided that \$2,216,990 would be set aside in contingency reserve to cover this potential liability. Local hospitals have been contracted to provide inpatient beds to partially offset the reduction at Hillcrest and to lessen the State Hospital over-usage.

A reduction of \$180,000 in services and supplies is reflected in County-directed activities. Extra help is also reduced in FY 1986-87 by 17.83 staff years to offset 1985-86 mid-year staff increases. Of twenty-seven reclassified positions, four are in program-wide administrative support. All of the reclassifications included in the FY 1986-87 budget are to be funded by an increase in the program's salary savings.

## SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

The activities of this program are summarized as follows:

1. 24-Hour Services (444.72 SY; E-\$21,626,027 direct costs, R-\$19,606,654):  
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.
  - Increased 61.12 staff years mid-year FY 1985-86 to allow for more evaluation and treatment, assessment and structured activities seven days a week.
  - Included an increase of .50 staff years for additional psychologist services at the Psychiatric Security Unit.
  - Reclassified four positions.
  - Is able to provide 101,260 days of 24-hour care.
  - Added, by Budget Change Letter, 1.0 additional staff year for Nursing Inservice Coordinator.
  
2. Outpatient Services (169.59 SY; E-\$12,313,541 direct costs; R-\$11,082,187):  
Provides diagnosis and treatment on a regularly scheduled basis for adults, adolescents, and children. This activity:
  - Is 90% revenue offset.
  - Increased 6.9 staff years mid-year FY 1985-86 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, and to provide for continued implementation of the Homeless Program. AB 3632 mandates the County to coordinate and provide mental health services to seriously emotionally disturbed students and to students with other handicapping conditions.
  - Added 2.0 staff years to the Forensic component associated with the Conditional Release Program which will be 100% funded by the State.
  - Reclassified fourteen positions.
  - Is able to provide 163,900 outpatient visits.
  - Added, by Budget Change Letter, 6.0 additional staff years for the Conditional Release Program.
  
3. Partial Day Treatment Services (29.38 SY; E-\$4,921,913 direct costs; R-\$4,429,721):  
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.
  - Reclassified three positions.
  - Is able to provide 130,600 days of treatment.
  
4. Community Client Care Services (89.93 SY; E-\$4,676,557 direct costs; R-\$4,208,901):  
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.
  - Reclassified two positions.
  - Is able to provide 240,000 community client care contacts.
  
5. Case Management Services (40.9/ SY; E-\$2,946,844 direct costs; R-\$2,652,160):  
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.
  - Increased 8.90 staff years mid-year FY 1985-86 due to implementation of the Supplemental Rate System and the Homeless Program.
  - Is able to provide 36,500 case management contacts.

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>                 | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---|
| Patient Fee and Insurance Revenues       | \$ 2,405,629              | \$ 3,624,500                | \$ 2,304,663               | \$(1,319,837)                             |
| Short-Doyle Subvention                   | 22,432,116                | 25,562,116                  | 28,293,881                 | 2,731,765                                 |
| Short-Doyle/Medi-Cal                     | 6,917,747                 | 7,312,258                   | 6,968,000                  | (344,258)                                 |
| County Medical Services Funding          | 4,545,000                 | 3,800,000                   | 3,800,000                  | 0   |
| Prior Year Revenue & Other Miscellaneous | 1,034,685                 | 0                           | 0                          | 0   |
| Federal Block Grant                      | 0                         | 0                           | 113,824                    | 113,824                                   |
| State Mandated Costs                     | 0                         | 0                           | 499,255                    | 499,255                                   |
| State Grants - Other                     | 109,711                   | 0                           | 0                          | 0   |
| <b>Total</b>                             | <b>\$37,444,888</b>       | <b>\$40,298,874</b>         | <b>\$41,979,623</b>        | <b>\$ 1,680,749</b>                       |

Explanation/Comments:

The decrease in Short-Doyle Subvention and Medi-Cal is due to the incomplete implementation of mental health programs added mid-year. However, this decrease was partially offset by an increased amount of CMS funding, a state grant and other miscellaneous revenue. The Federal Block Grant [10/29/85 (19-21)] provides 100% funding for two contracted services. The State Mandated Costs reflect the costs for the Conditional Release Program, 2/4/86 (16), which is 100% funded.

FIXED ASSETS:

| <u>Item</u>                                   | <u>Quantity</u> | <u>Total Cost</u> |
|---|-----------------|-------------------|
| Hospital Furniture                            | 13              | \$ 4,108          |
| Office Furniture                              | 7               | 3,167             |
| Desks   | 22              | 10,327            |
| Credenzas                                     | 9               | 4,323             |
| Medical Equipment & Instruments               | 4               | 1,707             |
| Dictating/Transcribing Equipment              | 11              | 3,562             |
| Thermal Copiers & Overhead Projectors         | 4               | 1,286             |
| Television                                    | 4               | 2,416             |
| Air Conditioners                              | 4               | 2,100             |
| Typewriters (standard-7; electronic memory-3) | 10              | 18,338            |
| Videotape Recorders                           | 2               | 1,272             |
| Photocopier                                   | 1               | 7,000             |
| Personal Computers and Components             | 4               | 8,000             |
| Conference Table                              | 1               | 850               |
| Videotape Player/Recorder                     | 5               | 3,000             |
| <b>Total</b>                                  |                 | <b>\$ 71,456</b>  |

\$14,650 includes 22 desks and 9 credenzas required for increased staff. \$4,108 in hospital furniture includes lounge seats and triple chairs to replace worn out patient furniture; examining tables for adult female patients and a shower/commode chair. \$1,167 is needed for staff lounges and \$1,707 to purchase a Hoyer lift, wheelchair scale and otoscope/ophthalmoscopes. One dictating/transcribing unit (\$212) needs replacement and 10 are for staff for a new program (\$3,350). \$1,286 will provide 2 thermal copiers and 2 overhead projectors for inservice training. Patient entertainment and training needs require 4 television sets at \$2,416 and 4 air conditioners at \$2,100 will provide ventilation in converted work areas and nursing stations. \$18,338 is needed for typewriters (standard and with electronic memory capabilities). All but 2 typewriters are needed as a result of staff expansion. \$1,272 will supply videotape recorders for training and patient entertainment. A photocopier (\$7,000); 4 personal computers, 5 videotape player/recorders and a conference table are all items specified by the State as required for the Conditional Release Program and will be fully reimbursed. Of the \$72,728 budgeted for Mental Health fixed assets (including communications equipment), \$35,455 is earmarked for the Conditional Release Program.

PROGRAM: MENTAL HEALTH

MANAGER: Kathy Wachter-Poynor

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

| <u>Item</u> | <u>Quantity</u> | <u>Total Cost</u> |
|-------------|-----------------|-------------------|
| Pagers      | 4               | \$ 1,272          |

Three pagers are needed to summon psychiatrists for emergency screening and one is needed to locate the Hospital Administrator on an immediate basis. All must be compatible with the existing transmitter.

PERFORMANCE INDICATORS

PROGRAM: MENTAL HEALTH

DEPARTMENT: HEALTH SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Mental Health                            |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                |                   |                   |                   |                   |                    |
| 100%   |                   |                   |                   |                   |                    |
| <u>Workload</u>                                      |                   |                   |                   |                   |                    |
| Central Region                                       |                   |                   |                   |                   |                    |
| 24-Hour Long Term Residential - Adult                | 0                 | 314               | 3,592             | 1,800             | 3,500              |
| Partial Day Treatment Days - Adult                   | 0                 | 3                 | 3,845             | 2,000             | 4,600              |
| Partial Day Treatment Days -<br>Child & Adolescent   | 7,303             | 6,691             | 7,247             | 6,900             | 6,500              |
| Socialization Center Days - Adult                    | 9,520             | 9,463             | 11,100            | 10,000            | 25,100             |
| Outpatient Visits - Adult                            | 39,038            | 36,511            | 36,761            | 40,900            | 42,500             |
| Outpatient Visits - Child & Adolescent               | 7,347             | 9,280             | 9,530             | 8,400             | 9,500              |
| Community Client Contacts*                           | 27,762            | 28,346            | 40,280            | 25,500            | 36,000             |
| East Region  |                   |                   |                   |                   |                    |
| 24-hour Crisis Residential Treatment<br>Days - Adult | 3,186             | 2,974             | 3,183             | 2,900             | 3,000              |
| Partial Day Treatment Days - Adult                   | 9,410             | 8,935             | 9,322             | 8,500             | 8,600              |
| Partial Day Treatment Days - Child &<br>Adolescent   | 0                 | 9                 | 2,100             | 1,700             | 2,300              |
| Vocational Rehabilitation Services<br>Days - Adult   | 5,977             | 6,329             | 6,119             | 5,900             | 6,000              |
| Socialization Center Days - Adult                    | 6,805             | 10,132            | 15,335            | 12,000            | 15,000             |
| Outpatient Visits - Adult                            | 11,087            | 11,589            | 12,741            | 12,800            | 15,500             |
| Outpatient Visits - Child & Adolescent               | 4,429             | 3,813             | 4,192             | 4,800             | 4,400              |
| Community Client Contacts*                           | 30,547            | 31,002            | 27,792            | 24,500            | 33,000             |
| North Region   |                   |                   |                   |                   |                    |
| 24-hour Crisis Residential Treatment<br>Days - Adult | 2,184             | 2,650             | 3,082             | 2,500             | 2,500              |
| 24-hour Transitional Residential<br>Days - Adult     | 3,344             | 3,503             | 6,120             | 5,200             | 6,800              |
| 24-hour Long-Term Residential Days -<br>Adult        | 0                 | 200               | 4,012             | 2,000             | 3,500              |
| Partial Day Treatment Days - Adult                   | 11,652            | 10,878            | 10,983            | 11,300            | 11,100             |
| Partial Day Treatment Days - Child &<br>Adolescent   | 548               | 2                 | 1,471             | 3,500             | 2,700              |
| Socialization Center Days - Adult                    | 10,490            | 11,634            | 17,457            | 13,000            | 17,200             |
| Outpatient Visits - Adult                            | 19,004            | 17,711            | 19,838            | 19,000            | 23,000             |
| Outpatient Visits - Child & Adolescent               | 6,238             | 7,239             | 7,876             | 6,300             | 8,300              |
| Community Client Contracts*                          | 35,243            | 34,718            | 39,892            | 30,620            | 37,000             |
| Case Management Contacts                             | 10,501            | 10,501            | 10,851            | 9,500             | 8,500              |

° Units of service include increased contract and County operated services.

\* Community Client Contracts include crisis intervention, consultation and training, and patient advocacy.

PERFORMANCE INDICATORS

PROGRAM: MENTAL HEALTH

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Mental Health (Continued)                   |                   |                   |                   |                   |                    |
| <u>Workload (Continued):</u>                            |                   |                   |                   |                   |                    |
| South Region  |                   |                   |                   |                   |                    |
| 24-hour Crisis Residential Treatment Days - Adult       | 5,432             | 5,727             | 5,977             | 5,800             | 5,600              |
| 24-hour Transitional Residential Days - Adult           | 3,778             | 3,728             | 3,768             | 3,600             | 3,500              |
| Partial Day Treatment Days - Adult                      | 12,085            | 12,614            | 13,164            | 11,800            | 13,000             |
| Partial Day Treatment Days - Child & Adolescent         | 0                 | 0                 | 0                 | 1,000             | 0                  |
| Vocational Rehabilitation Services Days - Adults        | 6,824             | 6,701             | 6,855             | 6,700             | 6,500              |
| Socialization Center Days - Adult                       | 0                 | 2,171             | 10,048            | 6,000             | 9,000              |
| Outpatient Visits - Adult                               | 23,368            | 24,801            | 22,340            | 26,000            | 27,000             |
| Outpatient Visits - Child & Adolescent                  | 9,450             | 10,922            | 9,420             | 10,100            | 10,500             |
| Community Client Contacts*                              | 36,875            | 31,283            | 29,271            | 26,540            | 36,000             |
| Countywide Core Services                                |                   |                   |                   |                   |                    |
| 24-hour Acute Inpatient Days - Adult                    | 35,201            | 35,969            | 27,363            | 35,600            | 29,000             |
| 24-hour Acute Inpatient Days - Child & Adolescent       | 11,749            | 11,778            | 13,321            | 11,700            | 11,700             |
| 24-hour Crisis Residential Days - Adult                 | 0                 | 0                 | 0                 | 0                 | 1,860              |
| 24-hour Jail Inpatient Days - Adult                     | 7,874             | 8,070             | 8,133             | 7,700             | 7,700              |
| 24-hour Special Treatment & Rehabilitation Days - Adult | 13,696            | 14,523            | 12,959            | 14,000            | 13,000             |
| 24-hour Residence - Child & Adolescent                  | 8,297             | 9,635             | 9,414             | 8,900             | 2,900              |
| 24-hour Semi-Supervised Living                          | 0                 | 0                 | 0                 | 0                 | 6,700              |
| Day Treatment Days - Adult                              | 0                 | 606               | 1,533             | 2,000             | 2,000              |
| Day Treatment Days - Child & Adolescent                 | 833               | 1,062             | 1,104             | 1,000             | 1,000              |
| Socialization Center Days - Adult                       | 0                 | 0                 | 0                 | 0                 | 0                  |
| Outpatient Visits - Adult                               | 43,117            | 41,657            | 41,154            | 42,800            | 16,000**           |
| Outpatient Visits - Child & Adolescent                  | 7,164             | 6,938             | 6,681             | 7,000             | 7,200              |
| Community Client Contacts*                              | 91,151            | 101,858           | 115,494           | 102,870           | 98,000             |
| Case Management Contacts                                | 23,781            | 22,943            | 21,877            | 33,100            | 28,000             |
| Days of 24-hour Care                                    | 81,045            | 99,071            | 100,924           | 101,700           | 101,260            |
| Days of Partial Day Treatment                           | 95,143            | 87,230            | 117,683           | 103,300           | 130,600            |
| Outpatient Visits                                       | 170,242           | 170,461           | 170,533           | 178,100           | 163,900            |
| Community Client Care Contacts*                         | 221,578           | 227,207           | 252,729           | 210,000           | 240,000            |
| Case Management   | 34,282            | 33,444            | 32,728            | 42,600            | 36,500             |

° Units of service include increased contract and County operated services.

\* Community Client Contacts include crisis intervention, consultation and training, and patient advocacy.

\*\* Regionalization of Extended Care.

PERFORMANCE INDICATORS

PROGRAM: MENTAL HEALTH

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Mental Health (Continued)                             |                   |                   |                   |                   |                    |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>  |                   |                   |                   |                   |                    |
| 24-hour Acute Inpatient - Adult - cost per day                    | \$215.00          | \$207.00          | \$299.00          | \$215.00          | \$365.00           |
| 24-hour Acute Inpatient - Child & Adolescent - cost per day       | 272.00            | 324.00            | 320.00            | 286.00            | 398.00             |
| 24-hour Crisis Residential - Adult - cost per day                 | 109.00            | 129.00            | 126.00            | 145.00            | 150.00             |
| 24-hour Transitional Residential - Adult - cost per day           | 41.00             | 47.00             | 57.00             | 45.00             | 61.00              |
| 24-hour Group Homes - Child & Adolescent - cost per day           | 105.00            | 0                 | 0                 | 0                 | 0                  |
| 24-hour Long-Term Residential - Adult - cost per day              | 0                 | 272.00            | 70.00             | 80.00             | 87.00              |
| 24-hour Long-Term Residential - Child & Adolescent - cost per day | 158.00            | 120.00            | 147.00            | 155.00            | 165.00             |
| 24-hour Special Treatment & Rehabilitation - Adult - cost per day | 85.00             | 92.00             | 121.00            | 102.00            | 132.00             |
| Partial Day Treatment - Adult - cost per day                      | 39.00             | 42.00             | 46.00             | 55.00             | 53.00              |
| Partial Day Treatment - Child & Adolescent - cost per day         | 83.00             | 91.00             | 92.00             | 95.00             | 107.00             |
| Vocational Services - Adult - cost per day                        | 28.00             | 34.00             | 38.00             | 32.00             | 43.00              |
| Socialization Center - Adult - cost per day                       | 17.00             | 19.00             | 17.00             | 18.00             | 18.00              |
| Outpatient - Adult - cost per visit                               | 57.00             | 63.00             | 72.00             | 60.00             | 79.00              |
| Outpatient - Child & Adolescent - cost per visit                  | 72.00             | 59.00             | 72.00             | 70.00             | 81.00              |
| Community Client Care - cost per contact                          | 14.00             | 14.00             | 16.00             | 18.00             | 17.00              |
| Case Management   | 23.00             | 28.00             | 28.00             | 34.00             | 42.00              |



PERFORMANCE INDICATORS

PROGRAM: MENTAL HEALTH

DEPARTMENT: HEALTH SERVICES

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|  | 1983-84 | 1984-85 | 1985-86 | 1985-86 | 1986-87 |
|--|---------|---------|---------|---------|---------|
|  | Actual  | Actual  | Actual  | Budget  | Adopted |

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ACTIVITY A: Mental Health (Continued)

Effectiveness

Average points\* of improvement for adult clients

|                       |    |    |    |    |    |
|-----------------------|----|----|----|----|----|
| 24-Hour Treatment     | 23 | 23 | 24 | 24 | 24 |
| Partial Day Treatment | 12 | 19 | 9  | 9  | 9  |
| Outpatient Treatment  | 9  | 11 | 11 | 11 | 11 |

Percent of children and adolescent discharges showing 20% increase on all impairment rating scales

|                       |     |     |     |     |     |
|-----------------------|-----|-----|-----|-----|-----|
| 24-Hour Treatment     | 76% | 70% | 69% | 69% | 69% |
| Partial Day Treatment | 63% | 67% | 64% | 64% | 64% |
| Outpatient Treatment  | 46% | 60% | 68% | 68% | 68% |

\* Global Assessment Scale

## STAFFING SCHEDULE

PROGRAM: MENTAL HEALTH

DEPARTMENT: HEALTH SERVICES

| Class | Title   | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |            |
|-------|---|---------------|-------|-----------|-------|--------------------------|------------|
|       |   | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87    |
|       |   | Positions     | SY    | Positions | SY    | Budget                   | Adopted    |
| 4135  | Medical Director                                  | 2             | 2.00  | 2         | 2.00  | \$ 156,216               | \$ 151,752 |
| 4195  | Supervising Staff Psychiatrist                    | 6             | 6.00  | 6         | 6.00  | 423,072                  | 429,408    |
| 4111  | Chief, Adult Mental Health Services               | 1             | 1.00  | 1         | 1.00  | 74,424                   | 76,512     |
| 4198  | Psychiatrist                                      | 60            | 33.57 | 63        | 35.07 | 2,172,573                | 2,639,670  |
| 4162  | Consultant, Internal Medicine                     | 2             | 0.75  | 2         | 0.75  | 53,289                   | 55,314     |
| 8855  | Clinical Nurse Specialist                         | 0             | 0.00  | 6         | 5.58  | 0                        | 367,227    |
| 4183  | Neurologist                                       | 1             | 0.50  | 1         | 0.50  | 31,374                   | 32,664     |
| 4192  | Senior Physician                                  | 1             | 1.00  | 1         | 1.00  | 59,040                   | 59,052     |
| 4193  | Physician   | 13            | 5.85  | 13        | 5.85  | 283,290                  | 297,570    |
| 0301  | Mental Health Hospital Administrator              | 0             | 0.00  | 2         | 1.00  | 0                        | 50,364     |
| 4129  | Mental Health Hospital Administrator              | 1             | 1.00  | 1         | 1.00  | 46,848                   | 46,836     |
| 4109  | Chief, Forensic Mental Health Services            | 0             | 0.00  | 1         | 1.00  | 0                        | 48,744     |
| 4504  | Chief Nurse                                       | 1             | 1.00  | 2         | 2.00  | 44,352                   | 82,920     |
| 5035  | Chief Probation/Welfare Psychology                | 1             | 1.00  | 1         | 1.00  | 45,000                   | 46,812     |
| 8862  | Forensic Program Manager                          | 0             | 0.00  | 1         | 1.00  | 0                        | 44,208     |
| 4145  | Chief, Mental Health Program Review & Development | 1             | 1.00  | 1         | 1.00  | 41,196                   | 42,444     |
| 5220  | Chief, Mental Health Community Services           | 1             | 1.00  | 1         | 1.00  | 40,776                   | 42,444     |
| 5252  | Mental Health Inpatient Program Manager           | 3             | 3.00  | 2         | 2.00  | 118,404                  | 81,336     |
| 2355  | Regional Manager, Mental Health Services          | 5             | 5.00  | 5         | 5.00  | 187,020                  | 197,340    |
| 4497  | Assistant Chief Nurse                             | 1             | 1.00  | 2         | 2.00  | 40,320                   | 76,800     |
| 5045  | Clinical Psychologist                             | 1             | 0.00  | 2         | 0.50  | 0                        | 19,434     |
| 5087  | Senior Clinical Psychologist                      | 29            | 23.00 | 32        | 26.50 | 948,336                  | 1,016,646  |
| 2427  | Associate Systems Analyst                         | 0             | 0.00  | 1         | 1.00  | 0                        | 32,448     |
| 3041  | Chief, Medical Records Services                   | 0             | 0.00  | 1         | 1.00  | 0                        | 36,696     |
| 8858  | Human Resources Manager                           | 0             | 0.00  | 1         | 1.00  | 0                        | 36,432     |
| 4834  | Mental Health Staff Development Coordinator       | 1             | 1.00  | 0         | 0.00  | 35,688                   | 0          |
| 2302  | Administrative Assistant III                      | 0             | 0.00  | 2         | 2.00  | 0                        | 70,752     |
| 5208  | Mental Health Contract Manager                    | 1             | 1.00  | 1         | 1.00  | 33,336                   | 34,452     |
| 2413  | Analyst III                                       | 4             | 4.00  | 4         | 4.00  | 135,504                  | 140,736    |
| 4541  | Quality Assurance Coordinator                     | 0             | 0.00  | 2         | 2.00  | 0                        | 60,192     |
| 4544  | Supervising Nurse                                 | 4             | 4.00  | 4         | 4.00  | 126,144                  | 135,744    |
| 2324  | Public Information Officer                        | 0             | 0.00  | 1         | 1.00  | 0                        | 29,436     |
| 5237  | Case Management Coordinator                       | 1             | 1.00  | 1         | 1.00  | 32,244                   | 34,488     |
| 4533  | Inservice Education Coordinator                   | 1             | 1.00  | 2         | 2.00  | 32,640                   | 65,304     |
| 5219  | Day Treatment Center Coordinator                  | 2             | 2.00  | 2         | 2.00  | 61,704                   | 66,888     |
| 4304  | Utilization Review Supervisor                     | 1             | 1.00  | 1         | 1.00  | 29,484                   | 32,424     |
| 2303  | Administrative Assistant II                       | 4             | 4.00  | 3         | 3.00  | 119,856                  | 92,772     |
| 2412  | Analyst II  | 8             | 8.00  | 10        | 10.00 | 241,056                  | 305,400    |
| 4536  | Staff Head Nurse                                  | 8             | 8.00  | 8         | 8.00  | 232,224                  | 251,136    |
| 5247  | Adult Extended Care Coordinator                   | 1             | 1.00  | 0         | 0.00  | 31,548                   | 0          |
| 8831  | Mental Health Services Supervisor                 | 0             | 0.00  | 10        | 10.00 | 0                        | 319,200    |
| 4110  | Mental Health Crisis Team Coordinator             | 1             | 1.00  | 1         | 1.00  | 26,868                   | 31,872     |

## STAFFING SCHEDULE

PROGRAM: MENTAL HEALTH

DEPARTMENT: HEALTH SERVICES

| Class | Title  | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |           |
|-------|--|---------------|-------|-----------|-------|--------------------------|-----------|
|       |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87   |
|       |  | Positions     | SY    | Positions | SY    | Budget                   | Adopted   |
| 5249  | Child & Adolescent Continuing Care Coordinator | 1             | 1.00  | 1         | 1.00  | \$ 31,548                | \$ 31,872 |
| 4567  | Senior Public Health Nurse                     | 1             | 1.00  | 1         | 1.00  | 29,688                   | 31,800    |
| 5240  | Senior Services Extended Care Coordinator      | 1             | 1.00  | 1         | 1.00  | 31,548                   | 27,828    |
| 5261  | Senior Social Worker, MSW                      | 1             | 1.00  | 1         | 1.00  | 29,112                   | 31,524    |
| 4534  | Nursing Inservice Instructor                   | 1             | 1.00  | 0         | 0.00  | 27,408                   | 0         |
| 4836  | Mental Health Case Management Supervisor       | 2             | 2.00  | 3         | 3.00  | 67,488                   | 89,316    |
| 2337  | Public Information Specialist                  | 1             | 1.00  | 0         | 0.00  | 27,612                   | 0         |
| 4314  | Utilization Review Specialist                  | 5             | 5.00  | 5         | 5.00  | 126,300                  | 136,320   |
| 5250  | Senior Psychiatric Social Worker               | 78            | 64.91 | 76        | 62.41 | 1,787,026                | 1,751,911 |
| 4538  | Staff Nurse II                                 | 91            | 71.25 | 103       | 82.42 | 1,966,500                | 2,279,645 |
| 4831  | Mental Health Consultant II                    | 24            | 21.00 | 24        | 21.00 | 593,208                  | 582,372   |
| 4400  | Occupational Therapist II                      | 11            | 8.17  | 11        | 8.67  | 209,230                  | 235,768   |
| 4835  | Mental Health Case Management Clinician        | 11            | 11.00 | 16        | 16.00 | 338,052                  | 434,304   |
| 4408  | Recreation Therapy Supervisor                  | 1             | 1.00  | 1         | 1.00  | 24,540                   | 25,644    |
| 3048  | Medical Records Administrator                  | 1             | 1.00  | 1         | 1.00  | 20,544                   | 22,956    |
| 2725  | Principal Clerk                                | 3             | 3.00  | 2         | 2.00  | 69,228                   | 47,496    |
| 4407  | Recreational Therapist                         | 10            | 9.00  | 9         | 8.50  | 185,868                  | 178,908   |
| 4836  | Mental Health Specialist                       | 24            | 18.50 | 25        | 19.50 | 379,176                  | 406,926   |
| 2745  | Supervising Clerk                              | 2             | 2.00  | 2         | 2.00  | 39,408                   | 41,376    |
| 2403  | Accounting Technician                          | 1             | 1.00  | 1         | 1.00  | 18,840                   | 20,400    |
| 3008  | Senior Word Processor Operator                 | 0             | 0.00  | 1         | 1.00  | 0                        | 19,116    |
| 2757  | Administrative Secretary II                    | 8             | 7.50  | 9         | 8.50  | 137,430                  | 163,710   |
| 2761  | Group Secretary                                | 3             | 3.00  | 3         | 3.00  | 52,596                   | 55,656    |
| 2707  | Senior Admissions Clerk                        | 3             | 3.00  | 3         | 3.00  | 51,372                   | 50,868    |
| 5221  | Eligibility Technician                         | 10            | 9.75  | 10        | 9.75  | 181,350                  | 193,050   |
| 3009  | Word Processor Operator                        | 1             | 1.00  | 0         | 0.00  | 16,668                   | 0         |
| 4838  | Mental Health Assistant                        | 2             | 1.00  | 3         | 2.00  | 18,900                   | 35,928    |
| 4618  | Psychiatric Technician                         | 26            | 21.00 | 26        | 21.00 | 387,072                  | 392,868   |
| 4625  | Licensed Vocational Nurse                      | 60            | 56.00 | 78        | 73.58 | 1,036,896                | 1,343,043 |
| 2510  | Senior Account Clerk                           | 0             | 0.00  | 1         | 1.00  | 0                        | 18,156    |
| 2730  | Senior Clerk                                   | 11            | 11.00 | 14        | 14.00 | 186,648                  | 255,024   |
| 7085  | Supervising Custodian                          | 1             | 1.00  | 1         | 1.00  | 17,244                   | 18,300    |
| 4829  | Senior Case Management Aid                     | 1             | 1.00  | 1         | 1.00  | 19,380                   | 18,204    |
| 2756  | Administrative Secretary I                     | 5             | 5.00  | 6         | 6.00  | 78,060                   | 98,280    |
| 3049  | Medical Records Technician                     | 4             | 4.00  | 5         | 5.00  | 60,384                   | 79,800    |
| 4398  | Occupational Therapy Assistant                 | 1             | 0.50  | 1         | 0.50  | 7,728                    | 7,620     |
| 2706  | Admissions Clerk                               | 17            | 14.50 | 17        | 14.50 | 217,326                  | 208,278   |
| 7030  | Senior Custodian                               | 2             | 2.00  | 2         | 2.00  | 30,000                   | 32,280    |
| 3007  | Junior Word Processor Operator                 | 1             | 1.00  | 0         | 0.00  | 13,920                   | 0         |
| 3046  | Medical Records Clerk                          | 0             | 0.00  | 16        | 16.00 | 0                        | 226,368   |
| 2493  | Intermediate Account Clerk                     | 1             | 1.00  | 1         | 1.00  | 14,568                   | 14,916    |
| 3039  | Mail Clerk Driver                              | 1             | 1.00  | 1         | 1.00  | 15,372                   | 15,828    |
| 4615  | Nurses Assistant                               | 76            | 73.00 | 76        | 73.00 | 1,118,652                | 1,103,760 |

## STAFFING SCHEDULE

PROGRAM: MENTAL HEALTH

DEPARTMENT: HEALTH SERVICES

| Class  | Title                                  | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |              |
|--|--|---------------|--------|-----------|--------|--------------------------|--------------|
|  |  | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87      |
|  |  | Positions     | SY     | Positions | SY     | Budget                   | Adopted      |
| 4833   | Mental Health Case Management Asst. II | 1             | 1.00   | 3         | 3.00   | \$ 18,816                | \$ 47,268    |
| 4827   | Case Management Aid I                  | 2             | 2.00   | 2         | 2.00   | 34,152                   | 31,464       |
| 2700   | Intermediate Clerk Typist              | 53            | 46.59  | 54        | 47.09  | 677,508                  | 711,900      |
| 7031   | Custodian                              | 15            | 15.00  | 18        | 18.00  | 203,580                  | 254,664      |
| 4406   | Recreational Therapy Aid               | 4             | 3.50   | 4         | 3.50   | 46,242                   | 47,922       |
| 4839   | Mental Health Aid                      | 0             | 0.00   | 20        | 19.42  | 0                        | 261,892      |
| 2709   | Department Clerk                       | 6             | 5.00   | 2         | 1.00   | 59,940                   | 12,708       |
| 2710   | Junior Clerk Typist                    | 4             | 3.00   | 3         | 2.00   | 34,236                   | 23,640       |
| 9999   | Extra Help                             |               | 43.33  |           | 25.50  | 877,904                  | 683,806      |
|  | Total                                  | 756           | 687.17 | 867       | 774.59 | \$17,520,094             | \$20,484,552 |
| Adjustments:   |  |               |        |           |        |                          |              |
| County Contributions and Benefits  |  |               |        |           |        | \$ 4,210,619             | \$ 5,230,643 |
| Salary Settlement Costs  |  |               |        |           |        | 1,092,497                | 0            |
| Special Payments:  |  |               |        |           |        |                          |              |
| Premium  |  |               |        |           |        | 482,800                  | 563,160      |
| Salary Adjustment  |  |               |        |           |        | 0                        | 0            |
| Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |  |               |        |           |        | (357,594)                | (436,843)    |
| Total Adjustments  |  |               |        |           |        | \$ 5,428,322             | \$ 5,356,960 |
| PROGRAM TOTALS:  |  | 756           | 687.17 | 867       | 774.59 | \$22,948,416             | \$25,841,512 |

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES # 85490

MANAGER: Paul B. Simms

Department: HEALTH SERVICES

# 6000

Ref: 1985-86 Final Budget - Pg: 164

Authority: This program carries out the provisions of Art. XV, Sec. 233.4, of the County Administrative Code, which makes the Director of Health Services responsible for the administrative supervision and control of medical and nursing services supplied by the department to other County departments.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 986,346          | \$ 1,116,695        | \$ 1,357,544        | \$ 1,360,556        | \$ 1,319,496        |
| Services & Supplies       | 196,521             | 209,531             | 283,294             | 180,917             | 180,917             |
| Other Charges             | 0                   | 0                   | 0                   | 0                   | 0                   |
| Fixed Assets              | 0                   | 0                   | 8,670               | 13,353              | 0                   |
| Operating Transfers       | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements       | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,182,867</b> | <b>\$ 1,326,226</b> | <b>\$ 1,649,508</b> | <b>\$ 1,554,826</b> | <b>\$ 1,500,413</b> |
| Dept. Overhead            | 112,377             | 97,838              | 158,320             | 121,706             | 154,007             |
| Ext. Support Costs        | 113,443             | 73,969              | 76,444              | 114,790             | 29,312              |
| <b>FUNDING</b>            | <b>\$ 0</b>         | <b>\$ (5,866)</b>   | <b>\$ (2,336)</b>   | <b>\$ 0</b>         | <b>\$ 0</b>         |
| <b>NET COUNTY COSTS</b>   | <b>\$ 1,408,687</b> | <b>\$ 1,492,167</b> | <b>\$ 1,881,936</b> | <b>\$ 1,791,322</b> | <b>\$ 1,683,732</b> |
| <b>STAFF YEARS</b>        | <b>31.58</b>        | <b>30.80</b>        | <b>34.24</b>        | <b>35.25</b>        | <b>35.25</b>        |

PROGRAM DESCRIPTION:

Correctional Facilities Medical Services provides necessary medical, nursing, and ancillary services to inmates of protective institutions that are run by the County Departments of Probation and Social Services. Included are five adult honor camps (Barrett, West Fork, La Cima, Morena, and San Jose) and the Work Furlough Center, Juvenile Hall and Girls' Rehabilitation Facility, Rancho del Campo/Rancho del Rayo juvenile honor camps, and Hillcrest Receiving Home. Services are provided by nurses at all of the above sites, under supervision of physicians. A new central clinic located at the Work Furlough Center is now providing an improved level of doctor sick calls for honor camp inmates. Nurses also screen inmates at five Sheriff detention facilities for medical appropriateness for transfer to adult honor camps. Pediatric medical coverage at Hillcrest Receiving Home is provided by contract with UCSD Medical Center.

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES

MANAGER: Paul B. Simms

SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

The FY 1985-86 actual expenditures exceeded the budgeted amount in services and supplies. Actual salary expenditures were lower than budgeted due to staff vacancies. Services and supplies costs were higher than budgeted as more pharmaceuticals were purchased and there was the use of 1.6 staff years of contract help.

1986-87 OBJECTIVES:

1. To provide 120,000 diagnostic and triage sick-call contacts to inmates of correctional facilities.
2. To provide 125,000 medication and treatment contacts by physicians and nurses to inmates of correctional facilities.

1986-87 ADOPTED BUDGET:

Correctional Facilities Medical Services (35.25 SY; E-\$1,500,413 direct cost; R-\$0) provides medical and nursing services to the County Probation Department and the Department of Social Services. This program is Mandated/Discretionary Service Level. Adult Institution health services shall 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 benefiting departments. The adopted budget reflects no increases in staff years or services and supplies costs.

In FY 1986-87, this activity will:

- ° Implement County Administrative Code, Article XV, Section 344.4.
- ° Provide medical, nursing and first aid services for the County's nine protective institutions.
- ° Provide 22,000 patient visits by physicians and nurses.
- ° Conduct sick calls for 120,000 persons.
- ° Dispense 125,000 medications and treatments.
- ° Respond to 1,500 emergency calls.
- ° Provide 24 hour nursing service at Hillcrest Receiving Facility and Juvenile Hall.
- ° Provide routine physicals for all entrants at Juvenile Hall.

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES

MANAGER: Paul B. Simms

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted, and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| Other Revenue            | \$ 2,336                  | \$ 0                        | \$ 0                       | \$ 0                                      |

Explanation/Comments:

Actual revenues for FY 1985-86 are \$2,336 which includes miscellaneous revenue received and applied to this program.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>ACTIVITY A: Correctional Facilities Medical Services</u> |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                       |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Interdepartmental Services                                  |                   |                   |                   |                   |                    |
| Nursing Contacts  |                   |                   |                   |                   |                    |
| Admissions and readmissions at<br>nursing stations          | 19,139            | 21,355            | 23,116            | 22,000            | 23,000             |
| Sick call contacts  | 96,175            | 119,711           | 131,982           | 121,000           | 130,000            |
| Medications and treatments                                  | 97,538            | 115,579           | 131,121           | 118,800           | 130,000            |
| Emergency calls treated at Facility                         | 1,208             | 1,257             | 1,275             | 1,200             | 1,300              |
| TOTAL Nursing Contacts                                      | 214,060           | 257,902           | 287,494           | 263,000           | 284,300            |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>  |                   |                   |                   |                   |                    |
| Cost per nursing contact                                    | \$ 6.58           | \$ 5.78           | \$ 6.55           | \$ 6.81           | \$ 5.92            |

Effectiveness

Not Applicable



STAFFING SCHEDULE

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES

DEPARTMENT: HEALTH SERVICES

| Class  | Title               | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |              |
|--|---------------------|---------------|-------|-----------|-------|--------------------------|--------------|
|  |                     | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87      |
|  |                     | Positions     | SY    | Positions | SY    | Budget                   | Adopted      |
| 4193   | Physician           | 2             | 1.50  | 2         | 1.50  | \$ 72,846                | \$ 76,518    |
| 4544   | Supervising Nurse   | 4             | 4.00  | 4         | 4.00  | 126,144                  | 135,744      |
| 4519   | Physician Assistant | 1             | 1.00  | 1         | 1.00  | 26,544                   | 28,704       |
| 4536   | Staff Nurse II      | 29            | 28.75 | 29        | 28.75 | 793,500                  | 795,225      |
| Total  |                     | 36            | 35.25 | 36        | 35.25 | \$ 1,019,034             | \$ 1,036,191 |
| Adjustments:   |                     |               |       |           |       |                          |              |
| County Contributions and Benefits  |                     |               |       |           |       | \$ 292,744               | \$ 298,011   |
| Salary Settlement Costs  |                     |               |       |           |       | 64,649                   | 0            |
| Special Payments:  |                     |               |       |           |       |                          |              |
| Premium  |                     |               |       |           |       | 7,600                    | 7,600        |
| Salary Adjustment  |                     |               |       |           |       | 0                        | 0            |
| Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |                     |               |       |           |       | (23,471)                 | (22,306)     |
| Total Adjustments  |                     |               |       |           |       | \$ 341,522               | \$ 283,305   |
| PROGRAM TOTALS:  |                     | 36            | 35.25 | 36        | 35.25 | \$ 1,360,556             | \$ 1,319,496 |

PROGRAM: COUNTY PATIENT SERVICES # 42601 MANAGER: Sandy McChesney  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget Pg: 168

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 10804, 17000 et seq.; Gov't Code Art. 1, Sec. 13961.5 and Co. Admin. Code Art. XV, Sec. 233.4 and 233.5.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 152,182            | \$ 175,516            | \$ 210,511            | \$ 218,953            | \$ 325,342            |
| Services & Supplies       | 0                     | (24,547)              | 5,776                 | 4,700                 | 13,417                |
| Other Charges             | 4,039,588             | 5,392,994             | 5,353,646             | 6,000,000             | 5,800,000             |
| Fixed Assets              | 0                     | 0                     | 9,262                 | 9,800                 | 4,000                 |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 4,191,770</b>   | <b>\$ 5,543,963</b>   | <b>\$ 5,579,195</b>   | <b>\$ 6,233,453</b>   | <b>\$ 6,142,759</b>   |
| Dept. Overhead            | 42,350                | 39,126                | 54,821                | 48,587                | 52,443                |
| Ext. Support Costs        | 163,171               | 55,685                | 129,630               | 148,013               | 166,894               |
| <b>FUNDING</b>            | <b>\$ (1,483,159)</b> | <b>\$ (2,124,643)</b> | <b>\$ (2,234,711)</b> | <b>\$ (2,144,133)</b> | <b>\$ (2,352,154)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 2,914,132</b>   | <b>\$ 3,514,131</b>   | <b>\$ 3,528,935</b>   | <b>\$ 4,285,920</b>   | <b>\$ 4,009,942</b>   |
| <b>STAFF YEARS</b>        | <b>6.38</b>           | <b>6.82</b>           | <b>7.69</b>           | <b>8.00</b>           | <b>10.00</b>          |

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 Protectors 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 Protectors Institutions. In addition, at its discretion, the County provides reimbursement to University Hospital for those indigents admitted thereto for emergency purposes who would have been the financial responsibility of the County if it continued to own a "County Hospital". 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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Expenditures for indigent medical care, custodial medical care, and sexual assault examinations were slightly lower than the FY 1985-86 budget, revenue collected was higher than budgeted and external overhead costs were less than budgeted, resulting in a reduction in net County costs.

1986-87 OBJECTIVES:

1. To closely monitor the relative volume of patient days and visits for their appropriateness of County sponsorship with the Third Operating Agreement by reviewing all referrals and certifying only those patients who are eligible under the terms of the Agreement to receive requisite medical care.
2. To reduce the Medi-Cal/CMS drop-out rate from 8% to 6% and continue to seek Federal or State participation in the cost of care of the alien poor.
3. To improve delivery and coordination of outpatient and ancillary services for custodial care for better utilization of County resources and to maintain or decrease current levels of certified days and visits.
4. To continue to utilize available third party coverage and to improve collection from those who have ability to pay in full or in part by monitoring the revenue and recovery aspect of the Agreement to maintain or improve revenues.

1986-87 ADOPTED BUDGET:

The County Patient Services Program (10.00 SY; E-\$6,142,759 direct cost; R-\$2,352,154) is funded from patient fees, insurance, Medi-Cal and AB 8. It is approximately 38% revenue offset. This program is Mandated/Discretionary Service Level.

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 \$5,800,000 for the FY 1986-87 annual lump sum payment required to be made by the County of San Diego to the University Hospital, which is a reduction of \$200,000 from the previous year. External overhead costs are budgeted based on a proportion of the Department's external costs. An increase in external costs for this program from FY 1985-86 budget is based on increased staff. Department-wide estimated actuals for FY 1985-86 for externals were lower than budgeted and are reflected as such in this program.

The adopted budget includes the addition of an Analyst III, an Analyst II and five reclassifications (one Social Worker Supervisor to Chief, County Patient Services, and two Eligibility Technicians and two Senior Social Workers to Medical Social Workers). These staffing changes will enable the program to better manage the Operating Agreement with the Regents of the University of California and coordinate certain Jail health services.

PROGRAM: COUNTY PATIENT SERVICES

MANAGER: Sandy McChesney

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted, and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>             | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------------------|---------------------------|-----------------------------|----------------------------|---|
| Charges:                             |                           |                             |                            |   |
| Patient Fees, Insurance and Medi-Cal | \$ 541,364                | \$ 300,000                  | \$ 300,000                 | \$ 0                                      |
| Charges - Prior Year                 | 2,134                     | 0                           | 0                          | 0   |
| Prior Year - Other Revenue           | 1,067                     | 0                           | 0                          | 0   |
| Grants:                              |                           |                             |                            |   |
| State AB 8                           | <u>1,690,153</u>          | <u>1,844,133</u>            | <u>2,052,154</u>           | <u>208,021</u>                            |
| Total                                | \$ 2,234,718              | \$ 2,144,133                | \$ 2,352,154               | \$ 208,021                                |

Explanation/Comments:

FY 1985-86 Actual and FY 1986-87 Adopted AB 8 revenues were allocated based on the Program's costs and other revenues resulting in a variance from the FY 1985-86 budgeted amount.

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>Total Cost</u> |
|-------------|-----------------|-------------------|
| Desk, Metal | 2               | \$ 1,000          |
| Photocopier | 1               | <u>3,000</u>      |
| Total       |                 | \$ 4,000          |

Desks are for new staff positions. An on-site copier will make better use of time and staff and avoid constantly leaving facility to obtain required document copies.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: COUNTY PATIENT SERVICES

DEPARTMENT: HEALTH SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: County Patient Services    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                  |                   |                   |                   |                   |                    |
| 100%                                   |                   |                   |                   |                   |                    |
| <u>Workload</u>                        |                   |                   |                   |                   |                    |
| University Hospital                    |                   |                   |                   |                   |                    |
| Inpatient Days:                        |                   |                   |                   |                   |                    |
| Custodial Patients                     | 159               | 139               | 130               | 160               | 160                |
| Indigent Care                          | 2,588             | 3,013             | 2,805             | 3,200             | 3,200              |
| TOTAL Days                             | 2,747             | 3,152             | 2,935             | 3,360             | 3,360              |
| Outpatient Visits (Clinic & ER)        |                   |                   |                   |                   |                    |
| Custodial Patients                     | 1,604             | 1,331             | 1,547             | 1,600             | 1,600              |
| Indigent Care                          | 8,473             | 6,519             | 6,532             | 7,000             | 4,000              |
| TOTAL Visits                           | 10,077            | 7,850             | 8,079             | 8,600             | 5,600              |
| Sexual Assault Medical                 |                   |                   |                   |                   |                    |
| Evidentiary Examinations               | 274               | 478               | 342               | 440               | 480                |
| <u>Efficiency</u>                      |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>                     |                   |                   |                   |                   |                    |
| University Hospital                    |                   |                   |                   |                   |                    |
| Cost per Inpatient Day                 | \$ 833            | \$ 844            | \$ 886            | \$ 830            | \$ 922             |
| Cost per Outpatient Visit              | 144               | 153               | 168               | 150               | 183                |
| Cost per emerg. room visit (Indigents) | 161               | 171               | 162               | 155               | 168                |
| Sexual Assault                         |                   |                   |                   |                   |                    |
| Cost per person served                 | 179               | 281               | 290               | 300               | 293                |

Effectiveness

Not Applicable.

The Third Operating Agreement provides for a lump sum payment to be made to the University rather than payment per unit of service. The method of determining annual increases in the contract amount is based on the Consumer Price Index (CPI), County Eligibility Standards and University Financial Screening Standards for the two preceding calendar years (volume adjusted).

Unit cost figures reflect the projected rates of charge for custodial patients, inasmuch as indigent care is compensated on a lump sum basis.

## STAFFING SCHEDULE

PROGRAM: COUNTY PATIENT SERVICES

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |         |           |         | SALARY AND BENEFITS COST |            |  |
|-------------------|--|---------------|---------|-----------|---------|--------------------------|------------|--|
|                   |  | 1985-86       |         | 1986-87   |         | 1985-86                  | 1986-87    |  |
|                   |  | Budget        | Adopted | Budget    | Adopted | Budget                   | Adopted    |  |
|                   |  | Positions     | SY      | Positions | SY      |                          |            |  |
| 2413              | Analyst III  | 0             | 0.00    | 1         | 1.00    | \$ 0                     | \$ 35,184  |  |
| 8834              | Chief, County Patient Services   | 0             | 0.00    | 1         | 1.00    | 0                        | 42,444     |  |
| 2412              | Analyst II   | 0             | 0.00    | 1         | 1.00    | 0                        | 30,540     |  |
| 5270              | Social Worker Supervisor   | 1             | 1.00    | 0         | 0.00    | 30,108                   | 0          |  |
| 8833              | Medical Social Worker  | 0             | 0.00    | 4         | 4.00    | 0                        | 110,988    |  |
| 5260              | Senior Social Worker   | 2             | 2.00    | 0         | 0.00    | 50,976                   | 0          |  |
| 5221              | Eligibility Technician   | 2             | 2.00    | 0         | 0.00    | 37,200                   | 0          |  |
| 2730              | Senior Clerk   | 1             | 1.00    | 1         | 1.00    | 16,968                   | 18,216     |  |
| 2700              | Intermediate Clerk Typist  | 2             | 2.00    | 2         | 2.00    | 29,088                   | 30,240     |  |
|                   | Total  | 8             | 8.00    | 10        | 10.00   | \$ 164,340               | \$ 267,612 |  |
| Adjustments:      |  |               |         |           |         |                          |            |  |
|                   | County Contributions and Benefits  |               |         |           |         | \$ 47,986                | \$ 63,230  |  |
|                   | Salary Settlement Costs  |               |         |           |         | 10,404                   | 0          |  |
| Special Payments: |  |               |         |           |         |                          |            |  |
|                   | Premium  |               |         |           |         | 0                        | 0          |  |
|                   | Salary Adjustment  |               |         |           |         | 0                        | 0          |  |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |         |           |         | (3,777)                  | (5,500)    |  |
|                   | Total Adjustments  |               |         |           |         | \$ 54,613                | \$ 57,730  |  |
| PROGRAM TOTALS:   |  | 8             | 8.00    | 10        | 10.00   | \$ 218,953               | \$ 325,342 |  |

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL # 42651 MANAGER: Florence McCarthy  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget Pg: 172

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 4,968,369          | \$ 5,752,205          | \$ 8,968,014          | \$ 10,131,248         | \$ 10,621,863         |
| Services & Supplies       | 1,029,459             | 1,178,672             | 1,651,819             | 1,021,052             | 1,069,467             |
| Other Charges             | 0                     | 0                     | 0                     | 319,361               | 0                     |
| Fixed Assets              | 0                     | 9,622                 | 63,228                | 0                     | 84,400                |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 5,997,828</b>   | <b>\$ 6,940,499</b>   | <b>\$ 10,683,061</b>  | <b>\$ 11,471,661</b>  | <b>\$ 11,775,730</b>  |
| Dept. Overhead            | 939,611               | 1,068,213             | 982,568               | 1,461,594             | 942,597               |
| Ext. Support Costs        | 1,648,805             | 1,816,603             | 1,005,550             | 1,529,747             | 1,122,842             |
| <b>FUNDING</b>            | <b>\$ (7,879,115)</b> | <b>\$ (8,158,980)</b> | <b>\$ (8,068,374)</b> | <b>\$ (8,549,455)</b> | <b>\$ (8,976,425)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 707,129</b>     | <b>\$ 1,666,335</b>   | <b>\$ 4,602,805</b>   | <b>\$ 5,913,547</b>   | <b>\$ 4,864,744</b>   |
| <b>STAFF YEARS</b>        | <b>255.19</b>         | <b>274.79</b>         | <b>407.88</b>         | <b>446.00</b>         | <b>447.75</b>         |

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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Salaries and benefits will be under budget by approximately \$1,163,234 due to delays in filling vacant positions. At year end there were 38 vacancies in this program. Contract help of 7.97 staff years has been used to offset the vacant positions resulting in an increased cost to services and supplies. Additionally, services and supplies will be overspent through a concerted effort to upgrade the condition of the facility and provide all required services to patients. Actual revenue reflects a shortfall of \$481,081 from FY 1985-86 budgeted. The revenue shortfall is primarily in patient fees, insurance, and Medi-Cal. Prior year purchases of fixed assets of \$63,228 are shown in FY 1985-86 actuals. Prior year expenditures in services and supplies of \$84,685 are also shown in the FY 1985-86 actuals.

1986-87 OBJECTIVES:

1. To provide quality inpatient nursing, medical and therapeutic care to an average of 310 patients.
2. To avoid institutionalization of persons, through: a) support of the Heartland Senior Day Care Center operated by Adult Protective services; b) provision of up to 96 meals per day to the "Meals-on-Wheels" service operated by Senior Adult Services; and c) a nutrition-socialization service for 160 seniors at two sites in the Santee-Lakeside area.

1986-87 ADOPTED BUDGET:

The FY 1986-87 adopted budget includes baseline reductions of 8.25 staff years: Recreation Therapy Aid 1.00, Staff Nurse II 2.00, Nurse Assistant 1.25, Dietician 1.00, Building Maintenance Supervisor I 1.00, Air Conditioning and Refrigeration Mechanic 1.00, and Food Services Worker 1.00. Other baseline reductions include \$75,000 in services and supplies and \$319,361 in Lease Purchase and Structures account (3365) which were the matching funds for the Edgemoor loan application. These funds are no longer necessary.

Mid-year changes include the addition of 5.00 staff years; Associate Administrator, Assistant Director, Dietary Services, Dietetic Technician; Occupational Therapy Assistant and a Hospital Plant and Maintenance Superintendent.

The Budget Change Letter added to the adopted budget 6 staff years: Associate Administrator, Linen Marker and Distributor (2), Pharmacist, Pharmacy Technician and Building Maintenance Supervisor I. Also added was \$136,000 to services and supplies. The increase in services and supplies includes a transfer of \$115,000 for pharmacy issues, \$5,000 for clothing and other personal and \$10,000 for laboratory services. The adopted budget also includes \$84,400 in Fixed Assets.

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 (0 SY; E-\$0; R-\$9,000):  
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 \$9,000 in revenue.
  - ° Is not mandated.
  - ° Serves an average of 22 senior citizens per day.
2. Meals-On-Wheels (1.00 SY; E-\$35,394 direct cost; R-\$34,000):  
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 \$34,000 in revenue.
  - ° Is not mandated.
  - ° Provides 22,500 meals annually.



SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

3. Senior Nutrition Center (5.00 SY; E-\$132,376 direct cost; R-\$108,548):

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 165 seniors.

4. Skilled Nursing Facility (441.75 SY; E-\$11,607,960 direct cost; R-\$8,824,877):

Provides inpatient nursing, medical and therapy services. A decrease of 8.25 staff years from baseline is included as well as mid-year increases of 4.00 staff years. The Budget Change Letter items added were 6.00 staff years, \$84,400 in Fixed Assets and \$136,000 in services and supplies. 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 76% offset by revenue.

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>                | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|-----------------------------|----------------------------|---|
| <b>Charges:</b>                         |                           |                             |                            |   |
| Telephone, Commissions and Canteen Rent | \$ 491                    | \$ 450                      | \$ 450                     | \$ 0                                      |
| Patient Fees, Insurance and Medi-Cal    | 5,435,159                 | 5,935,290                   | 6,244,190                  | 308,900                                   |
| Employee Meal Sales                     | 956                       | 740                         | 740                        | 0   |
| Employee Housing Rental                 | 17,027                    | 17,200                      | 17,200                     | 0   |
| Meals-On-Wheels                         | 34,000                    | 34,000                      | 34,000                     | 0   |
| Meal Donations                          | 32,000                    | 32,000                      | 32,000                     | 0   |
| Day Care Maintenance                    | 10,417                    | 9,000                       | 9,000                      | 0   |
| Miscellaneous Revenue                   | 1,670                     | 0                           | 0                          | 0   |
| Duplicate Charges - Records & Files     | 69                        | 0                           |                            |   |
| <b>Grants:</b>                          |                           |                             |                            |   |
| State AB 8                              | 2,440,775                 | 2,440,775                   | 2,558,845                  | 118,070                                   |
| Nutrition Center Grant                  | 95,810                    | 80,000                      | 80,000                     | 0   |
| <b>Total</b>                            | <b>\$ 8,068,374</b>       | <b>\$ 8,549,455</b>         | <b>\$ 8,976,425</b>        | <b>\$ 426,970</b>                         |

Explanation/Comments:

Actual revenues for FY 1985-86 were \$481,081 lower than the budgeted amount. The revenue shortfall was for patient fees, insurance and medical. AB 8 revenue for FY 1986-87 reflects an increase which is the same percentage COLA as was received from the State.

FIXED ASSETS:

| <u>Item</u>                | <u>Quantity</u> | <u>Total Cost</u> |
|----------------------------|-----------------|-------------------|
| Floor Machines             | 1               | \$ 1,500          |
| Computer Equipment         | 1 Lot           | 36,400            |
| Lawn Mower                 | 1               | 8,500             |
| Suction Machine            | 5               | 3,500             |
| Patient Lifter             | 4               | 4,500             |
| Food Preparation Equipment | 3               | 1,698             |
| Trash Compacting System    | 1               | 10,000            |
| Refrigerator/Freezer       | 2               | 1,600             |
| Ice Machine                | 1               | 11,900            |
| Typewriter (electric)      | 2               | 1,802             |
| Videotape Camera           | 1               | 3,000             |
| <b>Total</b>               |                 | <b>\$ 84,400</b>  |

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL

MANAGER: Florence McCarthy

FIXED ASSETS (Continued):

Maintenance, sanitation and appearance of the hospital and grounds require replacement of a floor machine and lawn mower. An increased census of comatose and seriously physically limited patients requires replacement of and an increase in the number of suction machines and patient lifters. A trash compacting system will provide better sanitation and pest control, hauling savings and less personnel strain thereby minimizing work-related injuries. Replacement of obsolete kitchen equipment and appliances is necessary to insure proper tools for weighing, grinding, opening and storing food products. Proper patient hydration requires replacement of an ice machine that is often out-of-service and is no longer cost effective to repair. Two typewriters will replace obsolete equipment and the videotape camera will be utilized for in-service education. The computer equipment includes \$1,400 for a pharmacy tie-in to COSTAR and \$35,000 is for a mini-internal system that will be involved in quality assurance, departmental statistics, dietary management and numerous other applications.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Edgemoor Geriatric Hospital |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                   |                   |                   |                   |                   |                    |
| 100%                                    |                   |                   |                   |                   |                    |
| <u>Workload</u>                         |                   |                   |                   |                   |                    |
| Average inpatient census                | 306               | 304               | 291               | 310               | 310                |
| Nutrition Center average attendance     | 129               | 105               | 142               | 105               | 165                |
| Meals-On-Wheels meals served            | 21,836            | 23,740            | 19,618            | 22,500            | 22,500             |
| <u>Efficiency</u>                       |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>                      |                   |                   |                   |                   |                    |
| Cost per Inpatient day                  | \$ 76.08          | \$ 84.41          | \$114.22          | \$ 85.97          | \$114.58           |
| <u>Staffing Ratio:</u>                  |                   |                   |                   |                   |                    |
| Nursing hours per patient day           | 3.41              | 3.52              | 3.94              | 3.35              | 4.33               |
| <u>Effectiveness</u>                    |                   |                   |                   |                   |                    |
| Percent of discharges planned           | 40%               | 35%               | 31%               | 28%               | 25%                |
| Planned discharges per admission        | .41               | .35               | .33               | .27               | .25                |

## STAFFING SCHEDULE

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL

DEPARTMENT: HEALTH SERVICES

| Class | Title                                    | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |           |
|-------|--|---------------|-------|-----------|-------|--------------------------|-----------|
|       |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87   |
|       |  | Positions     | SY    | Positions | SY    | Budget                   | Adopted   |
| 4198  | Psychiatrist                             | 1             | 0.50  | 1         | 0.50  | \$ 32,346                | \$ 37,620 |
| 4130  | Medical Director, Edgemoor               | 1             | 1.00  | 1         | 1.00  | 71,064                   | 72,744    |
| 4193  | Physician                                | 3             | 2.50  | 3         | 2.50  | 121,410                  | 127,530   |
| 2224  | Deputy Director, Health Services         | 1             | 1.00  | 1         | 1.00  | 50,988                   | 50,616    |
| 4504  | Chief Nurse                              | 1             | 1.00  | 1         | 1.00  | 39,492                   | 41,460    |
| 4250  | Pharmacist                               | 1             | 1.00  | 2         | 2.00  | 36,252                   | 75,096    |
| 4099  | Associate Hospital Administrator         | 0             | 0.00  | 2         | 2.00  | 0                        | 78,936    |
| 4497  | Assistant Chief Nurse                    | 2             | 2.00  | 2         | 2.00  | 77,880                   | 76,800    |
| 4432  | Chief, Rehabilitation Services           | 1             | 1.00  | 1         | 1.00  | 35,304                   | 32,448    |
| 2302  | Administrative Assistant III             | 1             | 1.00  | 1         | 1.00  | 34,032                   | 35,376    |
| 4541  | Quality Assurance Coordinator            | 1             | 1.00  | 1         | 1.00  | 29,484                   | 30,096    |
| 4544  | Supervising Nurse                        | 11            | 11.00 | 11        | 11.00 | 346,896                  | 373,296   |
| 5263  | Senior Social Worker Supervisor          | 0             | 0.00  | 1         | 1.00  | 0                        | 29,796    |
| 4771  | Chief, Dietary Services                  | 1             | 1.00  | 1         | 1.00  | 36,492                   | 32,676    |
| 4435  | Supervising Physical Therapist           | 1             | 1.00  | 1         | 1.00  | 30,024                   | 30,300    |
| 4533  | Inservice Education Coordinator          | 1             | 1.00  | 1         | 1.00  | 32,640                   | 32,652    |
| 5888  | Hosp. Plant & Maint. Superintendent      | 0             | 0.00  | 1         | 1.00  | 0                        | 33,432    |
| 2303  | Administrative Assistant II              | 1             | 1.00  | 1         | 1.00  | 29,964                   | 30,924    |
| 4536  | Staff Head Nurse                         | 5             | 5.00  | 5         | 5.00  | 145,140                  | 156,960   |
| 5261  | Social Worker V                          | 1             | 1.00  | 0         | 0.00  | 29,112                   | 0         |
| 4534  | Nursing Inservice Instructor             | 1             | 1.00  | 1         | 1.00  | 27,408                   | 26,664    |
| 4772  | Assistant Director, Dietary Services     | 0             | 0.00  | 1         | 1.00  | 0                        | 29,844    |
| 5950  | Plumber                                  | 1             | 1.00  | 1         | 1.00  | 27,552                   | 28,536    |
| 5960  | Air Cond./Refrig. Mechanic               | 1             | 1.00  | 0         | 0.00  | 27,552                   | 0         |
| 4538  | Staff Nurse II                           | 56            | 47.50 | 56        | 45.50 | 1,311,000                | 1,258,530 |
| 5260  | Senior Social Worker                     | 1             | 1.00  | 1         | 1.00  | 25,488                   | 28,548    |
| 4400  | Occupational Therapist II                | 2             | 1.50  | 2         | 1.50  | 38,430                   | 40,806    |
| 5920  | Electrician                              | 1             | 1.00  | 1         | 1.00  | 27,048                   | 28,020    |
| 5266  | Social Worker, MSW                       | 1             | 1.00  | 1         | 1.00  | 23,628                   | 25,644    |
| 5885  | Building Maintenance Supervisor I        | 2             | 2.00  | 1         | 1.00  | 46,152                   | 23,892    |
| 2304  | Administrative Assistant I               | 1             | 1.00  | 2         | 2.00  | 24,576                   | 48,696    |
| 4408  | Recreation Therapy Supervisor            | 1             | 1.00  | 1         | 1.00  | 24,540                   | 25,644    |
| 5940  | Painter                                  | 2             | 2.00  | 2         | 2.00  | 48,696                   | 51,168    |
| 3048  | Medical Records Administrator            | 1             | 1.00  | 1         | 1.00  | 20,544                   | 22,956    |
| 5884  | Building Maintenance Engineer            | 4             | 4.00  | 4         | 4.00  | 84,096                   | 99,696    |
| 5905  | Carpenter                                | 1             | 1.00  | 1         | 1.00  | 23,748                   | 24,600    |
| 4770  | Dietitian                                | 4             | 3.00  | 4         | 2.00  | 66,492                   | 46,344    |
| 6200  | Building Maintenance Engineer Assist. II | 1             | 1.00  | 1         | 1.00  | 19,584                   | 20,280    |
| 2758  | Administrative Secretary III             | 1             | 1.00  | 1         | 1.00  | 20,292                   | 21,876    |
| 2764  | Office Manager                           | 1             | 1.00  | 0         | 0.00  | 20,796                   | 0         |
| 6405  | Food Service Supervisor                  | 2             | 2.00  | 3         | 3.00  | 42,192                   | 63,144    |
| 4260  | Pharmacy Technician                      | 0             | 0.00  | 1         | 1.00  | 0                        | 20,832    |
| 4407  | Recreational Therapist                   | 1             | 1.00  | 1         | 1.00  | 20,652                   | 21,048    |
| 7045  | Executive Housekeeper                    | 1             | 1.00  | 1         | 1.00  | 20,088                   | 21,300    |

STAFFING SCHEDULE

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |               |            |               | SALARY AND BENEFITS COST |                     |
|-------------------|--|---------------|---------------|------------|---------------|--------------------------|---------------------|
|                   |  | 1985-86       |               | 1986-87    |               | 1985-86                  | 1986-87             |
|                   |  | Positions     | SY            | Positions  | SY            | Budget                   | Adopted             |
| 6410              | Senior Cook  | 4             | 4.00          | 4          | 4.00          | \$ 75,936                | \$ 74,304           |
| 4625              | Licensed Vocational Nurse  | 8             | 8.00          | 8          | 8.00          | 148,128                  | 146,016             |
| 2510              | Senior Account Clerk   | 1             | 1.00          | 1          | 1.00          | 17,724                   | 18,156              |
| 2730              | Senior Clerk   | 4             | 4.00          | 4          | 4.00          | 67,872                   | 72,864              |
| 4426              | Physical Therapy Assistant   | 3             | 3.00          | 3          | 3.00          | 49,200                   | 49,140              |
| 3049              | Medical Records Technician   | 2             | 2.00          | 2          | 2.00          | 30,192                   | 31,920              |
| 4398              | Occupational Therapy Assistant   | 1             | 1.00          | 2          | 2.00          | 15,456                   | 30,480              |
| 2430              | Cashier  | 1             | 1.00          | 1          | 1.00          | 15,828                   | 17,016              |
| 6305              | Gardener II  | 2             | 2.00          | 2          | 2.00          | 28,920                   | 32,472              |
| 7541              | Construction Worker I  | 3             | 3.00          | 3          | 3.00          | 42,732                   | 46,476              |
| 4911              | Social Services Aid II   | 2             | 2.00          | 2          | 2.00          | 30,360                   | 33,576              |
| 7030              | Senior Custodian   | 1             | 1.00          | 1          | 1.00          | 15,000                   | 16,140              |
| 3046              | Medical Records Clerk  | 5             | 5.00          | 5          | 5.00          | 72,120                   | 70,740              |
| 2650              | Stock Clerk  | 1             | 1.00          | 1          | 1.00          | 15,120                   | 15,132              |
| 7530              | Sewing & Linen Room Supervisor   | 1             | 1.00          | 1          | 1.00          | 15,576                   | 16,212              |
| 2493              | Intermediate Account Clerk   | 1             | 1.00          | 1          | 1.00          | 14,568                   | 14,916              |
| 4615              | Nurses Assistant   | 219           | 214.00        | 225        | 212.75        | 3,273,936                | 3,216,780           |
| 2700              | Intermediate Clerk Typist  | 9             | 9.00          | 9          | 9.00          | 130,896                  | 136,080             |
| 7031              | Custodian  | 20            | 19.00         | 20         | 19.00         | 257,868                  | 268,812             |
| 4406              | Recreational Therapy Aid   | 4             | 4.00          | 4          | 3.00          | 52,848                   | 41,076              |
| 7520              | Sewing Room Operator   | 2             | 2.00          | 2          | 2.00          | 28,608                   | 28,896              |
| 6520              | Linen Marker and Distributor   | 7             | 7.00          | 9          | 9.00          | 93,996                   | 120,096             |
| 8827              | Assistant Cook   | 0             | 0.00          | 3          | 3.00          | 0                        | 41,724              |
| 6415              | Food Services Worker   | 35            | 29.00         | 32         | 25.00         | 408,552                  | 335,400             |
| 9999              | Extra Help   |               | 12.00         |            | 12.00         | 205,440                  | 205,440             |
|                   | <b>Total</b>   | <b>457</b>    | <b>446.00</b> | <b>471</b> | <b>447.75</b> | <b>\$ 8,275,950</b>      | <b>\$ 8,436,690</b> |
| Adjustments:      |  |               |               |            |               |                          |                     |
|                   | County Contributions and Benefits  |               |               |            |               | \$ 1,900,770             | \$ 2,177,879        |
|                   | Salary Settlement Costs  |               |               |            |               | 507,810                  | 0                   |
| Special Payments: |  |               |               |            |               |                          |                     |
|                   | Premium  |               |               |            |               | 186,854                  | 186,854             |
|                   | Salary Adjustment  |               |               |            |               | 0                        | 0                   |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |               |            |               | (740,136)                | (179,560)           |
|                   | <b>Total Adjustments</b>   |               |               |            |               | <b>\$ 1,855,298</b>      | <b>\$ 2,185,173</b> |
| PROGRAM TOTALS:   |  | <b>457</b>    | <b>446.00</b> | <b>471</b> | <b>447.75</b> | <b>\$10,131,248</b>      | <b>\$10,621,863</b> |

PROGRAM: EMERGENCY MEDICAL SERVICES # 41012 MANAGER: Gail Cooper  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget Pg: 177

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual     | 1985-86<br>Actual   | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                     |                       |                     |                       |                       |
| Salaries & Benefits       | \$ 255,498          | \$ 486,676            | \$ 625,028          | \$ 705,320            | \$ 701,685            |
| Services & Supplies       | 347,981             | 459,503               | 485,379             | 747,973               | 590,700               |
| Other Charges             | 0                   | 0                     | 0                   | 0                     | 0                     |
| Fixed Assets              | 0                   | 69,462                | 17,619              | 285,625               | 108,600               |
| Operating Transfers       | 0                   | 0                     | 0                   | 0                     | 0                     |
| Less Reimbursements       | 0                   | 0                     | 0                   | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 603,479</b>   | <b>\$ 1,015,641</b>   | <b>\$ 1,128,026</b> | <b>\$ 1,738,918</b>   | <b>\$ 1,400,985</b>   |
| Dept. Overhead            | 15,673              | 46,909                | 163,840             | 58,549                | 156,775               |
| Ext. Support Costs        | 80,809              | 150,845               | 149,100             | 149,099               | 185,305               |
| <b>FUNDING</b>            | <b>\$ (539,495)</b> | <b>\$ (1,008,570)</b> | <b>\$ (867,208)</b> | <b>\$ (1,426,120)</b> | <b>\$ (1,098,894)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 160,466</b>   | <b>\$ 204,825</b>     | <b>\$ 573,758</b>   | <b>\$ 520,446</b>     | <b>\$ 644,171</b>     |
| <b>STAFF YEARS</b>        | <b>7.57</b>         | <b>18.70</b>          | <b>20.91</b>        | <b>23.00</b>          | <b>23.00</b>          |

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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Actual expenditures for salaries and benefits were below budget as were services and supplies. There was less use of student worker hours and fewer expenditures in services and supplies. Actual revenue reflects a reduction in Trauma Designation Fees of \$317,500 from budget. All of the above factors, including departmental and external overhead costs, result in a higher net County cost for this program. Contract help of .19 staff years was used. Prior year contract costs of \$22,947 and service and supplies costs of \$21,679 are included in the actuals for this program. Prior year fixed assets of \$5,019 are also included.

1986-87 OBJECTIVES:

1. To continue to specify and undertake policy changes to the Trauma System in the County of San Diego, including triage and system parameters.
2. To train staff and users in use of EMS/Trauma Information System.
3. To conduct monitoring site visits of Trauma and Base Hospitals.
4. To maintain the reduction in preventable deaths and questionable care provided to major trauma victims within San Diego County.
5. To implement Paramedic Receiving Centers in San Diego County.

1986-87 ADOPTED BUDGET:

The adopted budget for FY 1985-86 includes a baseline reduction of \$5,000 and a reduction in general services and supplies cost of \$146,304. The reduction in net County cost for this program will partially offset the non-reimbursed annual expenditures of nearly \$400,000 by the Department of General Services in support of this program. Adopted revenue is reduced by \$40,300 for Trauma Designation Fees and Institutional Care Transfer Fees. The Budget Change Letter added \$108,600 in fixed assets for communication equipment.

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

1. Countywide Coordination of EMS (7.0 SY; E-\$522,004 direct cost; R-\$364,258):
  - 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 de-certification.
  - 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.
2. Field Operations and Disaster Coordination (2 SY; E-\$79,760 direct cost; R-\$79,760):
  - Implement Health and Safety Code 1797.200 - 1798.208
  - Conduct medical disaster preparedness exercises.
  - Review and implement a county-wide Medical Disaster plan.
  - Provide technical input to County EMS Communications.



PROGRAM: EMERGENCY MEDICAL SERVICES

MANAGER: Gail Cooper

SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

3. County Service Area Administration - San Dieguito and Heartland Paramedic Districts (1.0 SY; E-\$39,876 direct cost; R-\$39,876):
  - Staff, administrative and clerical support to County Service Areas and the respective advisory boards as it relates to the provision of emergency medical services.
  
4. Trauma Management System and Base Hospital System Management (13 SY: E-\$759,345 direct cost; R-\$615,000):
  - 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: EMERGENCY MEDICAL SERVICES

MANAGER: Gail Cooper

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>       | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------------|---------------------------|-----------------------------|----------------------------|---|
| <b>Charges:</b>                |                           |                             |                            |   |
| EMT Certification Fee          | \$ 3,205                  | \$ 3,500                    | \$ 3,500                   | \$ 0                                      |
| Trauma Center Designation Fees | 337,500                   | 655,000                     | 615,000                    | (40,000)                                  |
| Institutional Care Transfer    | 0                         | 300                         | 0                          | (300)                                     |
| Other Miscellaneous            | 4,500                     |                             |                            |   |
| <b>Grants:</b>                 |                           |                             |                            |   |
| AB 8                           | <u>522,003</u>            | <u>767,320</u>              | <u>480,394</u>             | <u>(286,926)</u>                          |
| <b>Total</b>                   | <b>\$ 867,208</b>         | <b>\$ 1,426,120</b>         | <b>\$ 1,098,894</b>        | <b>\$ (327,226)</b>                       |

Explanation/Comments:

Actual Trauma Center Designation fees for FY 1985-86 were \$317,500 below the budgeted amount. The FY 1986-87 adopted Trauma fees were reduced by \$40,000 from FY 1985-86. FY 1985-86 Actual and FY 1986-87 adopted AB 8 revenues were allocated based on program costs and revenues, resulting in a variance from the FY 1985-86 Budgeted allocation.

FIXED ASSETS:

| <u>Item</u>              | <u>Quantity</u> | <u>Total Cost</u> |
|--------------------------|-----------------|-------------------|
| Communications Equipment | 1 Lot           | \$ 108,600        |

This communications equipment includes transmitters, receivers, radios and microwave equipment plus associated hardware needed to complete the South loop of the Emergency Medical Services Communications Network and provide adequate coverage of the South Bay for both basic and advanced life support. The South loop is the only incomplete component and is a stated specific County requirement in the current Base Hospital Agreement, Section 4 A (3).

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: EMERGENCY MEDICAL SERVICES

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Emergency Medical Services</b>                                       |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| No. EMT-IA, EMT-INA, EMT-P (Paramedics) certified/monitored by EMS Medical Director | 777               | 680               | 1,050             | 650               | 650                |
| No. Prehospital Reports Processed   | 53,000            | 50,000            | 90,000            | 80,000            | 80,000             |
| No. Disaster Exercises Coordinated  | 6                 | 5                 | 5                 | 5                 | 5                  |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>  |                   |                   |                   |                   |                    |
| Cost per Prehospital Report Processed   | \$ .26            | \$ .27            | \$ .30            | \$ .30            | \$ .30             |
| Cost per Disaster Exercise Conducted  | 315.00            | 365.00            | 400.00            | 400.00            | 400.00             |
| Cost per Site Visit   | N/A               | \$7,500.00        | 150.00            | 150.00            | 150.00             |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Average Process Time Per Prehospital Form   | 4.65 min.         | 4.50 min.         | 3.20 min.         | 3.20 min.         | 2.50 min.          |
| Average Time to Coordinate a Disaster Exercise                                      | 20 hr.            | 20 hr.            | 20 hr.            | 20 hr.            | 20 hr.             |
| Average Time to Monitor EMT-I Class   | 4 hr.             | 4 hr.             | 4 hr.             | 4 hr.             | 4 hr.              |

## STAFFING SCHEDULE

PROGRAM: EMERGENCY MEDICAL SERVICES

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |              |           |              | SALARY AND BENEFITS COST |                   |
|-------------------|--|---------------|--------------|-----------|--------------|--------------------------|-------------------|
|                   |  | 1985-86       |              | 1986-87   |              | 1985-86                  | 1986-87           |
|                   |  | Positions     | SY           | Positions | SY           | Budget                   | Adopted           |
| 2379              | Chief, Emergency Medical Services  | 1             | 1.00         | 1         | 1.00         | \$ 38,304                | \$ 42,444         |
| 4570              | Supervising Public Health Nurse  | 1             | 1.00         | 1         | 1.00         | 33,240                   | 35,484            |
| 2302              | Administrative Assistant III   | 2             | 2.00         | 2         | 2.00         | 68,064                   | 70,752            |
| 4544              | Supervising Nurse  | 1             | 1.00         | 1         | 1.00         | 31,536                   | 33,936            |
| 2303              | Administrative Assistant II  | 1             | 1.00         | 1         | 1.00         | 29,964                   | 30,924            |
| 2412              | Analyst II   | 2             | 2.00         | 2         | 2.00         | 60,264                   | 61,080            |
| 4538              | Staff Nurse II   | 1             | 1.00         | 1         | 1.00         | 27,600                   | 27,660            |
| 2304              | Administrative Assistant I   | 1             | 1.00         | 1         | 1.00         | 24,576                   | 24,348            |
| 2383              | Emergency Medical Services Training Specialist   | 2             | 2.00         | 2         | 2.00         | 44,448                   | 46,848            |
| 2757              | Administrative Secretary II  | 1             | 1.00         | 1         | 1.00         | 18,324                   | 19,260            |
| 2761              | Group Secretary  | 1             | 1.00         | 1         | 1.00         | 17,532                   | 18,552            |
| 2730              | Senior Clerk   | 1             | 1.00         | 1         | 1.00         | 16,968                   | 18,216            |
| 2700              | Intermediate Clerk Typist  | 2             | 2.00         | 2         | 2.00         | 29,088                   | 30,240            |
| 9999              | Extra Help   |               | 6.00         |           | 6.00         | 96,300                   | 96,300            |
|                   | <b>Total</b>   | <b>17</b>     | <b>23.00</b> | <b>17</b> | <b>23.00</b> | <b>\$ 536,208</b>        | <b>\$ 556,044</b> |
| Adjustments:      |  |               |              |           |              |                          |                   |
|                   | County Contributions and Benefits  |               |              |           |              | \$ 121,766               | \$ 131,503        |
|                   | Salary Settlement Costs  |               |              |           |              | 33,514                   | 0                 |
| Special Payments: |  |               |              |           |              |                          |                   |
|                   | Premium  |               |              |           |              | 26,000                   | 26,000            |
|                   | Salary Adjustment  |               |              |           |              | 0                        | 0                 |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |              |           |              | (12,168)                 | (11,862)          |
|                   | <b>Total Adjustments</b>   |               |              |           |              | <b>\$ 169,112</b>        | <b>\$ 145,641</b> |
| PROGRAM TOTALS:   |  | <b>17</b>     | <b>23.00</b> | <b>17</b> | <b>23.00</b> | <b>\$ 705,320</b>        | <b>\$ 701,685</b> |

PROGRAM: PRIMARY CARE # 40128 MANAGER: Elmer E. Lundy  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget Pg: 181

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.

|                           | 1983-84<br>Actual      | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                        |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 231,500             | \$ 228,493            | \$ 276,347            | \$ 316,335            | \$ 295,391            |
| Services & Supplies       | 3,268,261              | 3,546,218             | 2,875,821**           | 1,988,402             | 3,172,276             |
| Other Charges             | 0                      | 0                     | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                      | 2,010                 | 184,279               | 16,300                | 0                     |
| Operating Transfers       | 0                      | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                      | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 3,499,761</b>    | <b>\$ 3,776,721</b>   | <b>\$ 3,336,447</b>   | <b>\$ 2,321,037</b>   | <b>\$ 3,467,667</b>   |
| Dept. Overhead            | 149,725                | 137,147               | 94,413                | 171,988               | 90,321                |
| Ext. Support Costs        | 350,429                | 204,703               | 239,589               | 315,471               | 291,676               |
| <b>FUNDING</b>            | <b>\$ (1,504,561)*</b> | <b>\$ (3,918,438)</b> | <b>\$ (3,051,382)</b> | <b>\$ (2,372,357)</b> | <b>\$ (2,415,436)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 2,495,354</b>    | <b>\$ 200,133</b>     | <b>\$ 619,067</b>     | <b>\$ 436,139</b>     | <b>\$ 1,434,228</b>   |
| <b>STAFF YEARS</b>        | <b>7.22</b>            | <b>7.36</b>           | <b>7.81</b>           | <b>9.65</b>           | <b>9.65</b>           |

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.

\* Funding does not include Revenue Sharing

\*\* The Board of Supervisors approved additional contract funds after 1985-86 adopted budget to support community clinics.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

The Board of Supervisors approved additional contract funds after the FY 1985-86 adopted budget to support community clinics. Program expenditures are higher than the budgeted amount as a result of these additional contracted services. Fixed asset costs of \$164,295 reflect prior year fixed assets purchased with FY 1984-85 funds. Board of Supervisors action on November 5, 1985 (MO #49-67) committed \$570,186 from the Contingency Reserve and additional AB 8 revenues to offset the additional costs of the contract services. Additional revenues committed by the Board of Supervisors partially offset the increased contract costs; however, the net County cost for this program is \$182,928 higher than budgeted. Prior year expenses of \$42,798 in contract services and \$47,544 in services and supplies are included in the actual costs for FY 1985-86. Salary and benefit costs are lower than budgeted due to staff vacancies. No significant amount of contract help was used in this program.

1986-87 OBJECTIVES:

1. To provide 158,204 Primary Care patient visits.
2. To provide 6,500 Refugee Preventive Health visits.
3. To provide 3,650 Refugee Targeted Assistance visits.
4. To continue to provide technical, programming and administrative support to the computerized medical records, billing and management information system to 3 community clinics and 7 departmental programs.

1986-87 ADOPTED BUDGET:

Summarized below are the major activities of the Primary Care Program. The adopted budget reflects a Baseline reduction of \$15,000 in general services and supplies. The 1986-87 adopted budget increases contracted services by \$29,082 and further reduces general services and supplies by \$22,856. Federal Revenue funds were deleted with a corresponding increase of AB 8 funds which has partially offset the loss of Federal Revenue Sharing. The Board, on November 5, 1985, committed funds from the Contingency Reserve to offset this deficit in FY 1985-86 only. The Budget Change Letter added \$102,942 in revenue to this program.

1. Primary Care (4.15 SY; E-\$2,567,417 in contracts and \$395,740 direct costs; R-\$1,910,926) 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 partially funded by AB 8 funds.
  - ° Will provide 158,204 medical visits for 30,000 residents.
2. Refugee Preventive Health (2 SY; E-\$172,000 in contracts and \$130,118 in direct costs; R-\$302,118) 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 6,500 visits to ensure that 80% of all newly arrived refugees are screened for health problems and receive appropriate care and 3,650 Refugee Targeted Assistance Visits.
3. COSTAR Implementation/Support (3.5 SY; E-\$86,500 in system maintenance support and \$115,892 in direct costs; R-\$202,392). This service:
  - ° Is discretionary.
  - ° Will continue to provide technical and programming support to the COSTAR computerized medical records and billing system and develop standardized computer reports for County use.

PROGRAM: PRIMARY CARE

MANAGER: Elmer E. Lundy

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>            | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|-------------------------------------|---------------------------|-----------------------------|----------------------------|---|
| Charges:                            |                           |                             |                            |   |
| Pharmacy Issues - Community Clinics | \$ 290,712                | \$ 300,000                  | \$ 300,000                 | \$ 0                                      |
| Grants:                             |                           |                             |                            |   |
| State - AB 8                        | 1,261,491                 | 561,443                     | 1,743,086                  | 1,181,643                                 |
| State - SNAP                        | 86,500                    | 91,708                      | 44,000                     | (47,708)                                  |
| State - MIA                         | 97,500                    | 97,500                      | 103,350                    | 5,850                                     |
| Refugee Preventive Health           | 173,967                   | 172,000                     | 225,000                    | 53,000                                    |
| Prior Year Revenue                  | (8,494)                   | 0                           | 0                          | 0   |
| Other:                              |                           |                             |                            |   |
| Federal Revenue Sharing             | <u>1,149,706</u>          | <u>1,149,706</u>            | <u>0</u>                   | <u>(1,149,706)</u>                        |
| TOTAL                               | \$ 3,051,382              | \$ 2,372,357                | \$ 2,415,436               | \$ 43,079                                 |

Explanation/Comments:

The significant drop in funding for the FY 1986-87 revenue is due to the elimination of Revenue Sharing Funds from this program. FY 1985-86 Actuals include Federal Revenue Sharing Funds and the Board of Supervisors directed AB 8 revenue increase. AB 8 revenues for FY 1986-87 were allocated based on the Program's cost and other revenue. The loss of Federal Revenue Sharing funds increased the AB 8 revenues allocation to this program.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: PRIMARY CARE

DEPARTMENT: HEALTH SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Primary Care   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  |                   |                   |                   |                   |                    |
| 100%   |                   |                   |                   |                   |                    |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Patient visits - Primary Care  | 195,584           | 185,846           | 167,965           | 77,000*           | 158,204            |
| Patient visits - Refugee Preventive Health   | 6,262             | 7,685             | 8,095             | 9,900             | 6,500              |
| Patient visits - Refugee Targeted Assistance   | N/A               | N/A               | N/A               | N/A               | 3,650              |
| <u>Efficiency**</u>  |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>   |                   |                   |                   |                   |                    |
| Cost per visit - Primary Care  | \$ 14.67          | \$ 15.73          | \$ 14.07          | \$ 16.20          | \$ 15.12           |
| Cost per visit - Refugee Preventive Health   | 12.92             | 16.38             | 16.45             | 13.13             | 16.92              |
| Cost per visit - Refugee Targeted Assistance   | N/A               | N/A               | N/A               | N/A               | 21.92              |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Percent of target population served (based on 90% of patients who are poor/indigent) | 19.6%             | 18.1%             | 15.7%             | 6.56%             | 14.8%              |

\* Budgeted patient visits do not include additional contracted patient visits approved by the Board of Supervisors after the adopted budget.

\*\* Does not include Third party revenue.



STAFFING SCHEDULE

PROGRAM: PRIMARY CARE

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |             |           |             | SALARY AND BENEFITS COST |                   |
|-------------------|--|---------------|-------------|-----------|-------------|--------------------------|-------------------|
|                   |  | 1985-86       |             | 1986-87   |             | 1985-86                  | 1986-87           |
|                   |  | Positions     | SY          | Positions | SY          | Budget                   | Adopted           |
| 4125              | Chief, Primary Care Services   | 1             | 1.00        | 1         | 1.00        | \$ 41,196                | \$ 40,872         |
| 2366              | EDP Coordinator, COSTAR  | 1             | 1.00        | 1         | 1.00        | 34,608                   | 31,188            |
| 2412              | Analyst II   | 3             | 3.00        | 3         | 3.00        | 90,396                   | 91,620            |
| 3020              | Computer Operator  | 1             | 1.00        | 0         | 0.00        | 16,512                   | 0                 |
| 3019              | Computer Operator Trainee  | 1             | 1.00        | 2         | 2.00        | 13,920                   | 29,760            |
| 2730              | Senior Clerk   | 1             | 1.00        | 1         | 1.00        | 16,968                   | 18,216            |
| 2700              | Intermediate Clerk Typist  | 1             | 1.00        | 1         | 1.00        | 14,544                   | 15,120            |
| 9999              | Extra Help   |               | 0.65        |           | 0.65        | 8,622                    | 8,622             |
|                   | <b>Total</b>   | <b>9</b>      | <b>9.65</b> | <b>9</b>  | <b>9.65</b> | <b>\$ 236,766</b>        | <b>\$ 235,398</b> |
| Adjustments:      |  |               |             |           |             |                          |                   |
|                   | County Contributions and Benefits  |               |             |           |             | \$ 69,795                | \$ 64,786         |
|                   | Salary Settlement Costs  |               |             |           |             | 15,031                   | 0                 |
| Special Payments: |  |               |             |           |             |                          |                   |
|                   | Premium  |               |             |           |             | 200                      | 200               |
|                   | Salary Adjustment  |               |             |           |             | 0                        | 0                 |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |             |           |             | (5,457)                  | (4,993)           |
|                   | <b>Total Adjustments</b>   |               |             |           |             | <b>\$ 79,569</b>         | <b>\$ 59,993</b>  |
| PROGRAM TOTALS:   |  | <b>9</b>      | <b>9.65</b> | <b>9</b>  | <b>9.65</b> | <b>\$ 316,335</b>        | <b>\$ 295,391</b> |

PROGRAM: UNIVERSITY HOSPITAL # 42699 MANAGER: Paul B. Simms  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget Pg: 185

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 219,771          | \$ 233,972          | \$ 255,205          | \$ 247,759          | \$ 220,267          |
| Services & Supplies       | 0                   | 0                   | 0                   | 0                   | 0                   |
| Other Charges             | 0                   | 0                   | 0                   | 0                   | 0                   |
| Fixed Assets              | 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>\$ 219,771</b>   | <b>\$ 233,972</b>   | <b>\$ 255,205</b>   | <b>\$ 247,759</b>   | <b>\$ 220,267</b>   |
| Dept. Overhead            | 17,006              | 14,460              | 8,373               | 19,348              | 8,006               |
| Ext. Support Costs        | 8,547               | 4,072               | 4,903               | 10,456              | 5,077               |
| <b>FUNDING</b>            | <b>\$ (221,573)</b> | <b>\$ (232,913)</b> | <b>\$ (255,536)</b> | <b>\$ (220,285)</b> | <b>\$ (220,285)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 23,751</b>    | <b>\$ 19,591</b>    | <b>\$ 12,945</b>    | <b>\$ 57,278</b>    | <b>\$ 13,065</b>    |
| <b>STAFF YEARS</b>        | <b>7.53</b>         | <b>5.96</b>         | <b>6.26</b>         | <b>6.00</b>         | <b>5.00</b>         |

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.

PROGRAM: UNIVERSITY HOSPITAL

MANAGER: Paul B. Simms

SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

The actual salaries and benefits expenditures for FY 1985-86 exceeded slightly the budgeted plan. Reimbursement from the University offsets the salaries and benefits costs by 100%. The net county cost for this program is department and external overhead costs.

1986-87 OBJECTIVES:

N/A

1986-87 ADOPTED BUDGET:

The University Hospital Program (5.00 SY; E-\$220,267 direct costs; R-\$220,285) is Discretionary/Discretionary Service Level and is revenue offset. Program appropriations consist of the salaries and employee benefits of the five employees retained at University Hospital. Revenue is received in arrears by the County from the Regents of the University of California; all salaries and fringe benefit costs of those employees as well as payroll preparation charges are recovered. Net County costs reflect Department and external overhead charges. The adopted budget reflects a reduction in one staff year as a University Hospital employee has retired.

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.

PROGRAM: UNIVERSITY HOSPITAL

MANAGER: Paul B. Simms

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>       | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------------|---------------------------|-----------------------------|----------------------------|---|
| Charges:                       |                           |                             |                            |   |
| University Hospital            | \$ 195,607                | \$ 218,285                  | \$ 218,285                 | \$ 0                                      |
| P/R Warrant Preparation Charge | <u>59,929</u>             | <u>2,000</u>                | <u>2,000</u>               | <u>0</u>                                  |
| Total                          | \$ 255,536                | \$ 220,285                  | \$ 220,285                 | \$ 0                                      |

Explanation/Comments:

There are no significant changes in adopted revenues for FY 1986-87.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

## STAFFING SCHEDULE

PROGRAM: UNIVERSITY HOSPITAL

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |      |           |      | SALARY AND BENEFITS COST |            |
|-------------------|--|---------------|------|-----------|------|--------------------------|------------|
|                   |  | 1985-86       |      | 1986-87   |      | 1985-86                  | 1986-87    |
|                   |  | Positions     | SY   | Positions | SY   | Budget                   | Adopted    |
| 4530              | Nurse Anesthetist  | 1             | 1.00 | 1         | 1.00 | \$ 41,052                | \$ 43,104  |
| 4354              | Supr. Clinical Laboratory Technician   | 1             | 1.00 | 1         | 1.00 | 37,020                   | 36,852     |
| 4620              | Urologist Assistant  | 1             | 1.00 | 1         | 1.00 | 31,512                   | 33,072     |
| 4538              | Staff Nurse II   | 1             | 1.00 | 1         | 1.00 | 27,600                   | 27,660     |
| 4317              | Clinical Laboratory Technician   | 1             | 1.00 | 1         | 1.00 | 26,352                   | 25,068     |
| 4325              | Laboratory Aid   | 1             | 1.00 | 0         | 0.00 | 13,716                   | 0          |
|                   | Total  | 6             | 6.00 | 5         | 5.00 | \$ 177,252               | \$ 165,756 |
| Adjustments:      |  |               |      |           |      |                          |            |
|                   | County Contributions and Benefits  |               |      |           |      | \$ 61,060                | \$ 56,287  |
|                   | Salary Settlement Costs  |               |      |           |      | 11,773                   | 0          |
| Special Payments: |  |               |      |           |      |                          |            |
|                   | Premium  |               |      |           |      | 1,948                    | 1,948      |
|                   | Salary Adjustment  |               |      |           |      | 0                        | 0          |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |      |           |      | (4,274)                  | (3,724)    |
|                   | Total Adjustments  |               |      |           |      | \$ 70,507                | \$ 54,511  |
| PROGRAM TOTALS:   |  | 6             | 6.00 | 5         | 5.00 | \$ 247,759               | \$ 220,267 |

PROGRAM: ADULT SPECIAL HEALTH SERVICES # 41014 MANAGER: Betty Collins  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget Pg: 188

Authority: Sections 300-3507 of the Health & Safety Code require health information, education, and nursing services for senior citizens and high risk groups and also the identification of health needs and problems.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 376,944          | \$ 347,789          | \$ 508,330          | \$ 482,454          | \$ 602,040          |
| Services & Supplies       | 28,371              | 23,351              | 57,098              | 28,253              | 55,735              |
| Other Charges             | 0                   | 0                   | 0                   | 0                   | 0                   |
| Fixed Assets              | 0                   | 6,482               | 15,594              | 18,393              | 3,750               |
| Operating Transfers       | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements       | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 405,315</b>   | <b>\$ 377,622</b>   | <b>\$ 581,022</b>   | <b>\$ 529,100</b>   | <b>\$ 661,525</b>   |
| Dept. Overhead            | 11,004              | 10,000              | 33,495              | 12,468              | 32,040              |
| Ext. Support Costs        | 94,795              | 63,689              | 69,916              | 89,478              | 92,212              |
| <b>FUNDING</b>            | <b>\$ (382,757)</b> | <b>\$ (334,812)</b> | <b>\$ (469,827)</b> | <b>\$ (311,493)</b> | <b>\$ (557,699)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 128,357</b>   | <b>\$ 116,499</b>   | <b>\$ 214,606</b>   | <b>\$ 319,553</b>   | <b>\$ 228,078</b>   |
| <b>STAFF YEARS</b>        | <b>11.55</b>        | <b>13.26</b>        | <b>17.14</b>        | <b>14.24</b>        | <b>17.75</b>        |

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 enforcement of the County and various cities' no-smoking ordinances.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

In FY 1985-86 the budget was augmented by an unbudgeted Adult Preventive Health Services Grant from the State for \$35,523. This grant funded 1.0 Public Health Nurse II and 0.5 Public Health Educator to extend the same preventive health services to the senior citizens in the north city area and north County as are provided in the rest of the County by the Adult Special Health Services Program. This Grant has been continued for an additional 3 years at \$50,000 per year. These services include screening and monitoring clinics, counseling, referral, follow-up and group education for senior citizens.

Salary and benefits costs were slightly over budget due to the new positions added mid-year.

Services and supplies were over budget and fixed assets below budget. Total direct costs were approximately 10% over budget. No contract help was needed in this program during FY 1985-86.

A total of \$10,838 was received by the State as prior year revenue. Revenues were up from the budgeted amount due to single year, unbudgeted funding of Preventive Health Care/Aging and Anti-Smoking studies.

1986-87 OBJECTIVES:

1. Serve senior citizens and other adults with 7,000 nursing visits to provide health assessments, counseling, referral and follow-up services. If the SNAP grant is not continued, this would be reduced to 5,640, and the 1.5 positions would not be filled.
2. Give special screening, monitoring, counseling, and follow-up public health nursing services through 8,500 visits to 2,100 senior citizens; especially the isolated, low income and minority communities.
3. Provide at least 40 educational presentations for 800 senior citizens regarding preventive health practices for aging as well as specific health related problems such as hypertension, cancer prevention, substance abuse, etc.
4. Continue to handle the no-smoking ordinance complaints and violations, currently about 100 and increasing.

1986-87 ADOPTED BUDGET:

Appropriations for the FY 1986-87 Adult Special Health Program Budget have increased due to the mid-year inclusion of the Adult Preventive Health Services Grant which funded the addition of 1.00 Public Health Nurse II and .50 Public Health Educator. Partially offsetting this increase is the deletion of one Health Information Specialist assigned to the Comprehensive County-wide anti-smoking education campaign which is no longer being funded. The reclassification of .08 Intermediate Clerk Typist to Health Center Clerk I is also reflected here as well as in other Public Health Programs where these positions are assigned.

A number of additional changes were made in the FY 1986-87 Budget Change Letter. Added were: 0.75 SY of Public Health Nurse II, 0.20 SY of Social Services AID II, two (1.56 SY) of Health Educator and 0.50 SY of Intermediate Clerk Typist.

State SNAP money has increased for FY 1985-86. The MIA Grant has been deleted. New revenue sources include the U.S. Navy, the State Office of Traffic Safety and the State. AB 8 grant funds have been allocated department wide based on program costs and other revenues.

Adult Special Health Services (17.66 SY; E-\$661,525 direct cost; R-\$557,699):

- ° Mandated/Discretionary Service Level
- ° Will provide 7,000 Public Health Nurse visits.
- ° Includes 1.50 new SY added mid-year.
- ° Includes the deletion of 1 SY for the anti-smoking education campaign.
- ° Includes \$3,750 in fixed assets.

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Budgeted, 1985-86 Estimated and 1986-87 Proposed Revenues by Source.

| <u>Source of Revenue</u>             | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------------------|---------------------------|-----------------------------|----------------------------|---|
| <b>Grants:</b>                       |                           |                             |                            |   |
| State AB 8                           | \$ 322,617                | \$ 231,493                  | \$ 340,000                 | \$ 108,507                                |
| State MIA                            | 31,564                    | 30,000                      | 0                          | (30,000)                                  |
| State - SNAP In-Home Assessment      | 50,000                    | 50,000                      | 60,000                     | 10,000                                    |
| State - Preventive Health Care-Aging | 35,523                    | 0                           | 50,000                     | 50,000                                    |
| State - Anti Smoking                 | 19,285                    | 0                           | 0                          | 0   |
| State - Office of Traffic Safety     | 0                         | 0                           | 101,099                    | 101,099                                   |
| Federal - Department of the Navy     | 0                         | 0                           | 6,600                      | 6,600                                     |
| Prior Year                           | 10,838                    | 0                           | 0                          | 0   |
| <b>Total</b>                         | <b>\$ 469,827</b>         | <b>\$ 311,493</b>           | <b>\$ 557,699</b>          | <b>\$ 246,206</b>                         |

Explanation/Comments:

The State's SNAP In-Home Assessment Grant originally applied for in FY 1984-85 will be renewed and increased in FY 1986-87. The State MIA grant will not be available in FY 1986-87. The State Office of Traffic Safety has awarded a two year grant for a comprehensive community safety belt program in San Diego County. A new contract with the Navy provides \$6,600 for (0.25 SY) a Public Health Nurse. Additional funding includes an additional \$10,000 in SNAP funds, and an additional \$5,000 in the Adult Preventive Health Grant. The program's proportionate share of the Department's AB 8 allocation is \$340,000 for FY 1986-87. AB 8 revenues are matched on an average 35-65 basis for Public and Physical Health Programs in the Department. The total net County cost of this Program is comprised of the matching amount for AB 8 funds plus the unallowable portion of external overhead costs.

FIXED ASSETS:

| <u>Item</u>              | <u>Quantity</u> | <u>Total Cost</u> |
|--------------------------|-----------------|-------------------|
| Audiometers              | 2               | \$ 1,550          |
| Typewriter (electronic)* | 1               | 2,200             |
| <b>Total</b>             |                 | <b>\$ 3,750</b>   |

One typewriter is needed to replace equipment no longer cost effective to repair. Two audiometers will be shared across programs in the health centers for Child Health Clinics and school contract services.

\* This item was funded through reductions in Public Health services and supplies with offsetting Baseline revenue and a two year grant from the State Office of Traffic Safety for a comprehensive community safety belt program for North County residents.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None



PERFORMANCE INDICATORS

PROGRAM: ADULT SPECIAL HEALTH SERVICES

DEPARTMENT: HEALTH SERVICES

|  | 1983-84 | 1984-85 | 1985-86 | 1985-86 | 1986-87 |
|--|---------|---------|---------|---------|---------|
|  | Actual  | Actual  | Actual  | Budget  | Adopted |

ACTIVITY A: Adult Special Health Services

% of Resources

100%

Workload

|   |       |       |        |       |       |
|---|-------|-------|--------|-------|-------|
| Public Health Nurse Visits              | 8,592 | 7,745 | 6,838* | 8,500 | 7,000 |
| Individuals Visited                     | 2,058 | 1,550 | 1,293  | 4,600 | 1,400 |
| Senior Citizen Screenings               | 7,724 | 8,733 | 8,572  | 6,000 | 8,500 |
| Individuals Screened                    | 2,575 | 2,183 | 2,096  | 3,000 | 2,100 |
| Anti-Smoking Educational Presentations  | 0     | 35    | 23     | 50    | 0**   |
| Number of Individuals Reached           | 0     | 2,182 | 5,906  | 2,000 | 0**   |
| No-Smoking Ordinance Complaints Handled | 0     | 53    | 274    | 25    | 100   |

Efficiency

Unit Costs:

|                                    |          |          |          |          |          |
|------------------------------------|----------|----------|----------|----------|----------|
| Cost per Community Nursing Service | \$ 23.00 | \$ 21.83 | \$ 27.27 | \$ 25.30 | \$ 24.62 |
|------------------------------------|----------|----------|----------|----------|----------|

Effectiveness

N/A

\* Actual FY 1985-86 figures for public health nurse visits and numbers of individuals served in the home are below projections due in part to staff vacancies across the Division. In addition, all public health nurses were pulled from regular assignments in FY 1985-86 to assist with special environmental health crises, i.e. cheese and watermelon recalls and toxic waste investigations.

Actual FY 1985-86 figures for senior citizen screenings and individuals served exceed projections. This increase is due in part to augmentation of services through a State SNAP grant and a State Adult Preventive Health grant.

Revised service projections for FY 1986-87 are based on the above trends.

\*\* Anti-smoking campaign position deleted due to loss of CMS funds.

## STAFFING SCHEDULE

PROGRAM: ADULT SPECIAL HEALTH SERVICES

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |            |
|-------------------|--|---------------|-------|-----------|-------|--------------------------|------------|
|                   |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87    |
|                   |  | Positions     | SY    | Positions | SY    | Budget                   | Adopted    |
| 4560              | Chief Nurse, Public Health   | 0             | 0.25  | 0         | 0.25  | \$ 10,293                | \$ 10,611  |
| 4805              | Chief, Public Health Education   | 0             | 0.08  | 0         | 0.08  | 3,437                    | 3,537      |
| 4567              | Senior Public Health Nurse   | 2             | 2.00  | 2         | 2.00  | 59,376                   | 63,600     |
| 4103              | Public Health Nutrition Manager  | 1             | 0.08  | 1         | 0.08  | 2,549                    | 2,153      |
| 4565              | Public Health Nurse II   | 7             | 6.50  | 8         | 8.25  | 182,988                  | 243,936    |
| 4825              | Health Educator  | 0             | 0.00  | 3         | 2.06  | 0                        | 55,416     |
| 4830              | Health Information Specialist  | 1             | 1.00  | 0         | 0.00  | 23,604                   | 0          |
| 4824              | Health Education Associate   | 1             | 1.00  | 1         | 1.00  | 22,428                   | 23,100     |
| 2730              | Senior Clerk   | 2             | 2.25  | 2         | 2.25  | 38,178                   | 40,986     |
| 2756              | Administrative Secretary I   | 1             | 0.50  | 1         | 0.50  | 7,806                    | 8,190      |
| 8851              | Health Center Clerk I  | 0             | 0.00  | 0         | 0.08  | 0                        | 1,437      |
| 4911              | Social Services Aid II   | 0             | 0.00  | 0         | 0.20  | 0                        | 2,798      |
| 2700              | Intermediate Clerk Typist  | 0             | 0.08  | 0         | 0.50  | 1,212                    | 7,560      |
| 9999              | Extra Help   |               | 0.50  |           | 0.50  | 16,414                   | 18,021     |
|                   | Total  | 15            | 14.24 | 18        | 17.75 | \$ 368,285               | \$ 481,345 |
| Adjustments:      |  |               |       |           |       |                          |            |
|                   | County Contributions and Benefits  |               |       |           |       | \$ 98,467                | \$ 129,772 |
|                   | Salary Settlement Costs  |               |       |           |       | 22,925                   | 0          |
| Special Payments: |  |               |       |           |       |                          |            |
|                   | Premium  |               |       |           |       | 1,100                    | 1,100      |
|                   | Salary Adjustment  |               |       |           |       | 0                        | 0          |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |       |           |       | (8,323)                  | (10,177)   |
|                   | Total Adjustments  |               |       |           |       | \$ 114,169               | \$ 120,695 |
| PROGRAM TOTALS:   |  | 15            | 14.24 | 18        | 17.75 | \$ 482,454               | \$ 602,040 |

PROGRAM: CALIFORNIA CHILDREN SERVICES # 41005 MANAGER: Georgia P. Reaser, M.D.  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget Pg: 192

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 1,489,530          | \$ 1,441,257          | \$ 2,033,317          | \$ 2,083,708          | \$ 2,145,262          |
| Services & Supplies       | 38,810                | 45,200                | 71,267                | 54,904                | 55,269                |
| Other Charges             | 2,355,957             | 3,114,601             | 4,105,601             | 5,604,568             | 6,315,294             |
| Fixed Assets              | 0                     | 3,062                 | 13,050                | 12,855                | 24,916                |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 3,884,297</b>   | <b>\$ 4,604,120</b>   | <b>\$ 6,223,235</b>   | <b>\$ 7,756,035</b>   | <b>\$ 8,540,741</b>   |
| Dept. Overhead            | 161,396               | 138,898               | 111,692               | 172,667               | 106,849               |
| Ext. Support Costs        | 227,663               | 141,013               | 157,934               | 227,069               | 187,853               |
| <b>FUNDING</b>            | <b>\$ (3,906,121)</b> | <b>\$ (4,769,155)</b> | <b>\$ (5,514,204)</b> | <b>\$ (7,009,748)</b> | <b>\$ (7,809,658)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 367,235</b>     | <b>\$ 114,876</b>     | <b>\$ 978,657</b>     | <b>\$ 1,146,023</b>   | <b>\$ 1,025,785</b>   |
| <b>STAFF YEARS</b>        | <b>58.91</b>          | <b>47.43</b>          | <b>62.34</b>          | <b>67.06</b>          | <b>69.56</b>          |

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 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 services 10,000. The program provides care for very serious illnesses such as renal disease, leukemia, cancer, muscular dystrophy, cerebral palsy, cystic fibrosis, serious heart conditions, liver and bone marrow transplants 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 State-approved CCS panel physicians working at and in conjunction with State-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 and follow-up. Therapy and rehabilitation are provided in Medical Therapy Units (MTU's) in conjunction with schools for the physically handicapped. MTU's 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 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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

New referrals to the CCS program increased during the last two fiscal years by 45% from the previous ten-year averages of 4,000 - 5,000 to 9,000 - 10,000. This is due primarily to increases in the numbers of children determined to be Medi-Cal eligible, to the State CCS approval of an additional two Intermediate Neonatal Intensive Care Units, and to a lesser but significant extent the increased numbers of undocumented alien children served. Medical services for those eligible for Medi-Cal or with private insurance have been increasingly billed to those sources, thereby decreasing CCS State/County costs in 1984-85 whereas, in FY 1985-86 the services for undocumented alien children increased CCS State/County costs. Computer programming began development under a SNAP program grant. Staffing adjustments have increased productivity and will continue to do so. Program service levels will continue to increase due to increases in the County's population and the referrals noted above and additional clerical assistance is needed. Management efforts continue to be focused on the improvement and efficiency and cost-effectiveness of the program. With the availability of the CCS computerized Case-Management system, the program manager will have the ability to more accurately forecast future program needs and evaluate efficiency.

Salaries and benefit costs were slightly below budget due to staff vacancies.

Services and supplies were over budget partially as a result of contract help usage and fixed assets were slightly over budget for a net change of 20% below budget for all direct costs.

Revenues were also 20% below budget due to a reduction in funds received for CCS-Treatment and Administration from the State.

Contract help amounted to 2.17 staff years for FY 1985-86.

1986-87 OBJECTIVES:

1. To develop and implement the billing portion of the computerized CCS Case-Management System.
2. To increase provision of therapy services to 1,290 children by CCS staff with the Medical Therapy Unit setting utilizing County staff instead of vendored services.
3. To provide 128,900 physical and occupational therapy treatments to eligible children through a combination of more County-provided and fewer contract provided services.
4. To process at least 95% of private providers claims within 30 days or less.
5. To reorganize the administrative structure of the therapy units in order to provide more efficient administration and supervision.

1986-87 ADOPTED BUDGET:

Appropriations for this program increase slightly due to the state required fund allocation of one-fortieth mill per dollar of assessed valuation.

Staffing has been increased overall by 2.50 staff years. One position (1.00 SY) of Intermediate Account Clerk and one position (1.00 SY) of Intermediate Clerk have been added to process Medi-Cal claims for payment within 3 days as mandated by State CCS and to pay local CCS providers within 30 days. These positions are required as new referrals to the CCS program have increased during the last fiscal year by 45% from the previous ten-year averages of 4,000 - 5,000 to 9,000 - 10,000. Also one position (1.00 SY) of Senior Therapist was added with the offsetting deletion of Supervising Physical Therapist. This change will improve MTU Program efficiency by reallocation of administrative and supervisory responsibilities. In addition, the Budget Change Letter has added one-half (0.50 SY) of Intermediate Clerk to this program.

PROGRAM: CALIFORNIA CHILDREN SERVICES

MANAGER: Georgia P. Reaser, M.D.

SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

California Children Services (CCS) Program (69.56 SY; E-\$8,540,741 direct cost; R-\$7,809,658) will:

- Implement Public Law 94-142 and the State Health and Safety Code, Sec. 248-273.
- Mandated/Mandated Service Level.
- Elevate Medi-Cal claim processing to a maximum of three working days, mandated by AB 1281.
- Offset direct program expenses 91% by program revenue. The State CCS Program requires the County appropriate funds equal to 1/40th mill per dollar of assessed valuation.
- Reclassify one position of Supervising Occupational Therapist to Chief Rehabilitation Therapist to provide more consistent supervision to four Medical Therapy Units and provide a higher level of overall management and administrative support.
- Add the three new positions of Intermediate Account Clerk, Intermediate Clerk and Senior Therapist with the offsetting deletion of one position of Supervising Physical Therapist and .50 SY of Intermediate Clerk added in the Budget Change Letter.
- Process 22,176 claims.
- Provide services for 9,218 children.
- Provide 128,900 therapy treatments given in Medical Therapy Units.
- Include \$24,916 in fixed assets.

Funding at the adopted amount will maintain 1985-86 service levels through 1986-87 and accommodate the Medi-Cal claim processing requirements.

Total direct costs have increased by the same percentage as revenues to give an insignificant change in net County cost.

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Budgeted, 1985-86 Actual and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>                   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---|
| <b>Charges:</b>                            |                           |                             |                            |   |
| Family Repayment for Services              | \$ 102,134                | \$ 100,000                  | \$ 120,000                 | \$ 20,000                                 |
| Adoption Fees                              | 617                       | 0                           | 0                          | 0   |
| <b>Subventions:</b>                        |                           |                             |                            |   |
| State - California Children Services (CCS) |                           |                             |                            |   |
| CCS - Treatment                            | 3,375,093                 | 5,166,775                   | 5,802,183                  | 635,408                                   |
| CCS - Administration                       | 200,139                   | 300,000                     | 350,000                    | 50,000                                    |
| CCS - Medi-Cal                             | 312,764                   | 325,000                     | 375,000                    | 50,000                                    |
| <b>Grants:</b>                             |                           |                             |                            |   |
| State - AB 8                               | 1,419,057                 | 1,117,973                   | 1,162,475                  | 44,502                                    |
| <b>Other:</b>                              |                           |                             |                            |   |
| Court Fees                                 | 135                       | 0                           | 0                          | 0   |
| Prior Year - State Aid                     | 110,715                   | 0                           | 0                          | 0   |
| Recovered Expenditures                     | (6,450)                   | 0                           | 0                          | 0   |
| <b>Total</b>                               | <b>\$ 5,514,204</b>       | <b>\$ 7,009,748</b>         | <b>\$ 7,809,658</b>        | <b>\$ 799,910</b>                         |

Explanation/Comments:

Subvention revenues for the California Children Services budget is set by a 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.

AB 8 revenues were allocated on a department wide basis. This allocation was based on program costs and other revenue.

PROGRAM: CALIFORNIA CHILDREN SERVICES

MANAGER: Georgia P. Reaser, M.D.

FIXED ASSETS:

| <u>Item</u>                      | <u>Quantity</u> | <u>Total Cost</u> |
|----------------------------------|-----------------|-------------------|
| Computer Equipment               | 12              | \$ 13,300         |
| Computer Work Center             | 1               | 674               |
| Typewriter (electronic memory)   | 1               | 4,000             |
| Typewriter (electronic)          | 4               | 2,800             |
| Dictating Transcribing Equipment | 4               | 3,168             |
| Wheelchair Evaluator             | 1               | 339               |
| Industrial Sewing Machine        | 1               | 635               |
| Total                            |                 | \$ 24,916         |

A printer and additional terminals will add to the existing CCS case management system, will increase productivity and efficiency and allow greater staff access. A computer work center will provide adequate and space saving furnishing for those who must input and access the computer. Five new typewriters will replace obsolete machinery and new dictation/transcription equipment is needed by the therapy units for physician use in dictating medical reports and prescriptions. A wheelchair evaluator will be utilized in the evaluation of clients that have power drive electric wheelchairs. In addition, a heavy duty sewing machine will be used for the fabrication of various special rehabilitative equipment such as splints, adaptive equipment and seating devices.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: CALIFORNIA CHILDREN SERVICES

DEPARTMENT: HEALTH SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: California Children Services</b>  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  |                   |                   |                   |                   |                    |
| 100%   |                   |                   |                   |                   |                    |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Total number of children receiving physical or occupational therapy treatment in Medical Therapy Units | 922               | 969               | 1,037             | 1,290             | 1,290              |
| Total therapy treatments given in Medical Therapy Units  | 146,654           | 127,924           | 137,166           | 114,000           | 128,900            |
| New Referrals  | 5,082             | 8,343             | 8,073             | 4,000             | 9,218              |
| Number of CCS claims processed   | 19,162            | 19,500            | 27,206            | 19,500            | 22,176             |
| Number of CCS claims processed within 30 days or less  | 14,636            | 19,100            | 26,117            | 19,100            | 21,067             |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| <u>Units Costs:</u>  |                   |                   |                   |                   |                    |
| Cost per therapy treatment   | \$ 27.48          | \$ 27.48          | \$ 32.60          | \$ 30.40          | \$ 33.51           |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Percent of claims processed within 30 days   | 95.0%             | 95.0%             | 96.0%             | 95.0%             | 95.0%              |
| Percent of children improving enough to discontinue therapy  | 34.5%             | 34.5%             | 34.5%             | 34.5%             | 34.5%              |
| Percent of children awaiting therapy now receiving treatment   | N/A               | N/A               | N/A               | 90.0%             | 90.0%              |



## STAFFING SCHEDULE

PROGRAM: CALIFORNIA CHILDREN SERVICES

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |              |
|-------------------|--|---------------|-------|-----------|-------|--------------------------|--------------|
|                   |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87      |
|                   |  | Positions     | SY    | Positions | SY    | Budget                   | Adopted      |
| 4124              | Chief, Maternal & Child Health   | 0             | 0.08  | 0         | 0.08  | \$ 6,370                 | \$ 6,513     |
| 4192              | Senior Physician   | 1             | 0.92  | 1         | 0.92  | 54,120                   | 54,131       |
| 4805              | Chief, Public Health Education   | 0             | 0.08  | 0         | 0.08  | 3,437                    | 3,537        |
| 4390              | Chief, California Children Services  | 1             | 1.00  | 1         | 1.00  | 35,640                   | 38,496       |
| 8822              | Chief, Rehabilitation Therapist  | 0             | 0.00  | 1         | 1.00  | 0                        | 36,696       |
| 4430              | Supervising Occupational Therapist   | 1             | 1.00  | 0         | 0.00  | 32,112                   | 0            |
| 4435              | Supervising Physical Therapist   | 1             | 1.00  | 0         | 0.00  | 30,024                   | 0            |
| 4844              | Supervising Health Educator  | 0             | 0.08  | 0         | 0.08  | 2,906                    | 2,367        |
| 4567              | Senior Public Health Nurse   | 2             | 2.00  | 2         | 2.00  | 59,376                   | 63,600       |
| 5261              | Social Worker V  | 2             | 2.00  | 2         | 2.00  | 58,224                   | 63,048       |
| 4841              | Senior Health Information Specialist   | 0             | 0.08  | 0         | 0.08  | 2,474                    | 2,622        |
| 4428              | Senior Therapist   | 4             | 4.00  | 5         | 5.00  | 119,280                  | 151,560      |
| 4103              | Public Health Nutrition Manager  | 0             | 0.08  | 0         | 0.08  | 2,549                    | 2,153        |
| 4565              | Public Health Nurse II   | 3             | 2.00  | 3         | 2.00  | 56,304                   | 59,136       |
| 4400              | Occupational Therapist II  | 17            | 17.00 | 17        | 17.00 | 435,540                  | 462,468      |
| 4410              | Physical Therapist II  | 14            | 14.00 | 14        | 14.00 | 359,352                  | 379,512      |
| 4825              | Health Educator  | 1             | 0.08  | 1         | 0.08  | 2,232                    | 2,309        |
| 2745              | Supervising Clerk  | 1             | 1.00  | 1         | 1.00  | 19,704                   | 20,688       |
| 5221              | Eligibility Technician   | 3             | 3.00  | 3         | 3.00  | 55,800                   | 59,400       |
| 2730              | Senior Clerk   | 1             | 1.08  | 1         | 1.08  | 18,382                   | 19,734       |
| 2756              | Administrative Secretary I   | 0             | 0.08  | 0         | 0.08  | 1,301                    | 1,365        |
| 2493              | Intermediate Account Clerk   | 4             | 4.00  | 5         | 5.00  | 58,272                   | 74,580       |
| 4395              | Medical Therapy Unit Clerk   | 4             | 4.00  | 4         | 4.00  | 53,856                   | 55,920       |
| 2700              | Intermediate Clerk Typist  | 7             | 6.50  | 8         | 8.00  | 94,536                   | 120,960      |
| 2710              | Junior Clerk Typist  | 1             | 1.00  | 1         | 1.00  | 11,412                   | 11,820       |
| 9999              | Extra Help   |               | 1.00  |           | 1.00  | 11,128                   | 11,128       |
|                   | Total  | 68            | 67.06 | 70        | 69.56 | \$ 1,584,331             | \$ 1,703,743 |
| Adjustments:      |  |               |       |           |       |                          |              |
|                   | County Contributions and Benefits  |               |       |           |       | \$ 433,357               | \$ 474,084   |
|                   | Salary Settlement Costs  |               |       |           |       | 97,842                   | 0            |
| Special Payments: |  |               |       |           |       |                          |              |
|                   | Premium  |               |       |           |       | 3,700                    | 3,700        |
|                   | Salary Adjustment  |               |       |           |       | 0                        | 0            |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |       |           |       | (35,522)                 | (36,265)     |
|                   | Total Adjustments  |               |       |           |       | \$ 499,377               | \$ 441,519   |
| PROGRAM TOTALS:   |  | 68            | 67.06 | 70        | 69.56 | \$ 2,083,708             | \$ 2,145,262 |

PROGRAM: CHILD HEALTH # 41013 MANAGER: Georgia P. Reaser, M.D.

Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 196

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 1,573,655          | \$ 2,024,250          | \$ 2,134,983          | \$ 2,204,980          | \$ 2,238,541          |
| Services & Supplies       | 106,043               | 81,374                | 107,492               | 115,893               | 113,754               |
| Other Charges             | 0                     | 0                     | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                     | 1,618                 | 769                   | 2,289                 | 6,896                 |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,679,698</b>   | <b>\$ 2,107,242</b>   | <b>\$ 2,243,244</b>   | <b>\$ 2,323,162</b>   | <b>\$ 2,359,191</b>   |
| Dept. Overhead            | 96,370                | 88,116                | 125,712               | 103,569               | 120,265               |
| Ext. Support Costs        | 236,987               | 169,332               | 183,266               | 239,516               | 241,120               |
| <b>FUNDING</b>            | <b>\$ (1,693,933)</b> | <b>\$ (1,937,658)</b> | <b>\$ (1,808,477)</b> | <b>\$ (1,819,534)</b> | <b>\$ (1,854,406)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 319,122</b>     | <b>\$ 427,032</b>     | <b>\$ 743,745</b>     | <b>\$ 846,713</b>     | <b>\$ 866,170</b>     |
| <b>STAFF YEARS</b>        | <b>60.29</b>          | <b>66.49</b>          | <b>57.78</b>          | <b>69.58</b>          | <b>70.60</b>          |

PROGRAM DESCRIPTION:

This program includes as its primary components the Women, Infants & Children (WIC), the Child Health & Disability Prevention (CHDP) Program, the Child Health and Youth Clinics (CHYC) and the Outreach and Early Intervention Program (OEIP). 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 assessment. 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 who are in Head Start/State Preschool, first-grade or who are from birth to 13 months of age. 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. The County, through CHYC, provides periodic health assessments and health supervision for eligible children from birth through first grade entry. These services identify potentially handicapping problems for which treatment is necessary to correct the defects and prevent costly physical and mental disabilities. The OEIP provides public health nurse follow-up on referrals from three Neonatal Intensive Care Units through a State-contracted grant which is a discretionary service. Some school nursing services in remote, rural areas are provided by public health nurses under County-school contracts.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

The decreases between Actual 1985-86 from 1985-86 Budgeted figures represented by the 3.3% decrease in salaries and benefits and 16.6% in staff years were due primarily to delays in recruitment and reclassification of staff in the CHDP Program. Of the workload, 28.3% and 12.2% increases in Medi-Cal Outreach Contacts and CHDP Screenings of Medi-Cal-eligible children, respectively, represents the continued increase in number of Medi-Cal-eligible patients in the County beginning July 1, 1985.

1986-87 OBJECTIVES:

1. Provide CHDP screenings through County clinics to 4,725 Medi-Cal-eligible and non-Medi-Cal-eligible children, birth to first-grade entry, whose families are at or below 200% of poverty level.
2. Provide outreach contacts and referral services to 19,000 of the Medi-Cal eligibles, birth through 20 years, who need assistance in obtaining preventive health care including dental care services and are referred from the Department of Social Services.
3. Provide screening services through private physicians and clinics for 40,000 of the Medi-Cal eligibles, birth through 20 years.
4. Provide screening services through private physicians and clinics for 10,000 of the non-Medi-Cal children, birth to 13 months and first-grade entrants, whose families are at or below 200% of poverty level.
5. Provide WIC program services and nutritional counseling and supplements to at least 5,500 low-income women, infants and children.

1986-87 ADOPTED BUDGET:

For 1986-87, the direct cost of \$2,359,191 represents a 1.6% increase over the 1985-86 budget. Subventions for CHDP and EPSDT for cost-of-living increased an average of 6% but were offset by the 6% reduction of an expected WIC program expansion. The 6.1% increase in Medi-Cal/CHDP/EPSDT charges was offset by a similar decrease in expected non-Medi-Cal patient fees.

Staffing reflects one additional position of Intermediate Clerk Typist. Reclassifications relative to Health Education staff were accomplished mid-year and a redistribution of these positions is reflected throughout various Public Health Services programs. The reclassification of 1.17 SY Senior Clerk to Health Center Clerk II, and .17 Supervising Clerk to Health Center Clerk III and 6 Intermediate Clerks to Health Center Clerk I is also reflected here as well as in other Public Health programs where these positions are assigned.

Services and supplies were reduced to offset \$4,728 of new 100% WIC-funded fixed assets and to replace certain old equipment in the Health Centers.

## SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

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 SY; E-\$159,764 direct cost; R-\$159,764) 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.
  - Provide service and nutritional counseling to 5,500 women and children participants.
  - Includes \$3,456 in equipment for a typewriter and a photocopier funded by WIC.
  - Discretionary Program/Mandated Service Level.
2. Child Health and Disability Program (CHDP) (23.25 SY; E-\$698,553 direct cost; R-\$793,382) 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.
  - Provide 10,000 non Medi-Cal health screenings.
  - Monitor 40,000 Medi-Cal private provider health screenings.
  - Provide 19,000 Medi-Cal outreach contacts.
  - Includes the addition of one Intermediate Clerk Typist.
  - Mandatory Program/Mandated Service Level.
3. Child Health and Youth Clinics (CHYC) and other Child Health Services (41.35 SY; E-\$1,500,874 direct cost; R-\$901,260) 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 4,725 patient screenings in CHYC.
  - Provide 36,000 Public Health Nursing home contacts.
  - Mandated Program/Discretionary Service Level.

PROGRAM: CHILD HEALTH

MANAGER: Georgia P. Reaser, M.D.

FIXED ASSETS:

| <u>Item</u>                    | <u>Quantity</u> | <u>Total Cost</u> |
|--------------------------------|-----------------|-------------------|
| Photocopier                    | 1               | \$ 2,756          |
| Photocopier                    | 1               | 1,972*            |
| Typewriter (electronic)        | 1               | 700               |
| Typewriter (standard electric) | 1               | 900*              |
| Cash Register                  | 1               | <u>568*</u>       |
| Total                          |                 | \$ 6,896          |

One photocopier will replace obsolete equipment no longer cost effective to repair at an outlying Health Center. A second will be used by the WIC program which services 2,500 program participants with severely limited access to a photocopier. One typewriter is a replacement for worn out equipment and the other is needed to improve the efficiency of the WIC program. An increase in the number and dollar amount of fees at the various health centers has resulted in a recommendation to install cash registers in the interest of efficiency and accountability.

\*These items were funded through reductions in Public Health services and supplies with offsetting Baseline revenue. For items not asterisked, services and supplies reductions had already been taken by the program to fund that equipment.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Budgeted, 1985-86 Actual and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---|
| <b>Charges:</b>  |                           |                             |                            |   |
| School Nursing Contacts*   | \$ 21,591                 | \$ 22,351                   | \$ 22,351                  | \$ 0                                      |
| State - Medi-Cal/CHDP/EPSTLevel)   | 121,622                   | 87,550                      | 88,900                     | 1,350                                     |
| Patient Fees - Non Medi-Cal or CHDP  | 7,321                     | 12,000                      | 12,000                     | 0   |
| <b>Subventions:</b>  |                           |                             |                            |   |
| State - Child Health and Disability<br>Prevention Program (CHDP)             | 303,080                   | 355,362                     | 366,219                    | 10,857                                    |
| State - Early Periodic Screening, Diagnosis<br>and Treatment Contract (EPST) | 275,724                   | 298,912                     | 320,760                    | 21,848                                    |
| State - Women and Infant Children Program                                    | 156,470                   | 170,000                     | 159,764                    | (10,236)                                  |
| <b>Grants:</b>   |                           |                             |                            |   |
| State - Outreach and Early Inter (SDRC)                                      | 61,488                    | 76,264                      | 76,264                     | 0   |
| State - AB 8   | 870,145                   | 797,095                     | 802,645                    | 5,550                                     |
| <b>Other:</b>  |                           |                             |                            |   |
| Prior Year Revenue Adjustment  | (13,924)                  | 0                           | 0                          | 0   |
| Other Miscellaneous  | 4,960                     | 0                           | 0                          | 0   |
| <b>Total</b>   | <u>\$ 1,808,477</u>       | <u>\$ 1,819,534</u>         | <u>\$ 1,848,903</u>        | <u>\$ 29,369</u>                          |

## Explanation/Comments:

\*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 [11/29/83 (15-23)].

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.

PERFORMANCE INDICATORS

PROGRAM: CHILD HEALTH

DEPARTMENT: HEALTH SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Child Health   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  |                   |                   |                   |                   |                    |
| 100%   |                   |                   |                   |                   |                    |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Child Health Patient Services  |                   |                   |                   |                   |                    |
| Child Health and Youth Clinic  |                   |                   |                   |                   |                    |
| Patients Screened  |                   |                   |                   |                   |                    |
| County   | 4,274             | 4,364             | 4,456             | 4,500             | 4,725              |
| San Ysidro Community Clinic  | 895               | 0*                | 0*                | 0                 | 0                  |
| Patient Visits   |                   |                   |                   |                   |                    |
| County   | 4,779             | 5,014             | 4,987             | 5,000             | 5,250              |
| San Ysidro Community Clinic  | 895               | 0                 | 0*                | 0                 | 0                  |
| Child Health PHN Home Contacts   | 26,718            | 46,073            | 26,017**          | 26,000            | 36,000             |
| Medi-Cal County-Wide Outreach Contacts   | 21,070            | 23,013            | 23,101            | 18,000            | 19,000             |
| Women, Infants and Children Program  | 5,070             | 5,489             | 5,368             | 5,500             | 5,500              |
| Participants   |                   |                   |                   |                   |                    |
| Child Health and Disability Prevention   |                   |                   |                   |                   |                    |
| Program Services (Screenings)  |                   |                   |                   |                   |                    |
| 0 through 6 year old, non-Medi-Cal   | 6,497             | 9,536             | 16,752            | 7,000             | 10,000             |
| 0 through 20 year old Medi-Cal<br>(Private provider screenings resulting<br>from Public Health outreach and<br>coordination efforts.)  | 40,710            | 33,342            | 44,894            | 40,000            | 40,000             |
| * The County's FY 1982-83/1983-84 contracts with San Ysidro Health Services for CHYC services were terminated by mutual agreement at the end of the FY 1983-84 contract year (September 1984). |                   |                   |                   |                   |                    |
| ** Coding methodology changed June 1985 for increased accuracy.  |                   |                   |                   |                   |                    |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>   |                   |                   |                   |                   |                    |
| Child Health & Youth Clinics (CHYC)  |                   |                   |                   |                   |                    |
| Average cost per patient visit - County  | \$ 28.35          | \$ 33.10          | \$ 29.47          | \$ 32.14          | \$ 30.70           |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Percent Patients Referred by CHDP Providers  |                   |                   |                   |                   |                    |
| Medi-Cal birth through 20 years old  | 20.0%             | 20.0%             | 20.0%             | 20.0%             | 20.0%              |
| Non-Medical 6 year olds below 200%<br>of poverty level   | 20.0%             | 20.0%             | 20.0%             | 20.0%             | 20.0%              |
| Percent Patients Initiating Treatment<br>referred by CHDP  |                   |                   |                   |                   |                    |
| Medi-Cal birth through 20 year olds  | 90.0%             | 90.0%             | 90.0%             | 90.0%             | 90.0%              |
| Non-Medi-Cal 6 year olds below 200%<br>of poverty level  | 90.0%             | 90.0%             | 90.0%             | 90.0%             | 90.0%              |

STAFFING SCHEDULE

PROGRAM: CHILD HEALTH

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |              |
|-------------------|--|---------------|-------|-----------|-------|--------------------------|--------------|
|                   |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87      |
|                   |  | Budget        |       | Adopted   |       | Budget                   | Adopted      |
|                   |  | Positions     | SY    | Positions | SY    |                          |              |
| 4124              | Chief, Maternal & Child Health   | 0             | 0.42  | 0         | 0.42  | \$ 31,850                | \$ 32,565    |
| 4192              | Senior Physician   | 1             | 0.17  | 1         | 0.17  | 9,840                    | 9,842        |
| 4193              | Physician  | 2             | 0.33  | 2         | 0.33  | 16,188                   | 17,004       |
| 4560              | Chief Nurse, Public Health   | 1             | 0.25  | 1         | 0.25  | 10,293                   | 10,611       |
| 4805              | Chief, Public Health Education   | 1             | 0.25  | 1         | 0.25  | 10,311                   | 10,611       |
| 4570              | Supervising Public Health Nurse  | 3             | 3.00  | 3         | 3.00  | 99,720                   | 106,452      |
| 4112              | Child Health and Disability Program<br>Coordinator   | 1             | 1.00  | 1         | 1.00  | 34,764                   | 35,796       |
| 4840              | Senior Health Educator   | 0             | 0.33  | 1         | 0.67  | 9,904                    | 23,528       |
| 4517              | Certified Nurse Practitioner   | 1             | 1.00  | 1         | 1.00  | 27,768                   | 29,724       |
| 4844              | Supervising Health Educator  | 1             | 0.50  | 1         | 0.50  | 17,436                   | 14,202       |
| 4567              | Senior Public Health Nurse   | 2             | 1.67  | 2         | 1.67  | 49,480                   | 53,000       |
| 4841              | Senior Health Information Specialist   | 0             | 0.25  | 0         | 0.25  | 7,422                    | 7,866        |
| 4103              | Public Health Nutrition Manager  | 1             | 1.25  | 1         | 1.25  | 35,439                   | 32,295       |
| 4565              | Public Health Nurse II   | 28            | 26.00 | 28        | 26.00 | 731,952                  | 768,768      |
| 4538              | Staff Nurse II   | 2             | 2.00  | 2         | 2.00  | 55,200                   | 55,320       |
| 4825              | Health Educator  | 1             | 0.83  | 1         | 0.50  | 22,320                   | 13,854       |
| 4770              | Dietitian  | 2             | 1.50  | 2         | 1.50  | 33,246                   | 34,758       |
| 8853              | Health Center Clerk III  | 0             | 0.00  | 0         | 0.17  | 0                        | 3,982        |
| 4824              | Health Education Associate   | 2             | 1.50  | 2         | 1.50  | 33,642                   | 34,650       |
| 4826              | Health Education Specialist  | 2             | 0.50  | 2         | 0.50  | 9,756                    | 10,080       |
| 2745              | Supervising Clerk  | 1             | 1.17  | 1         | 1.00  | 22,988                   | 20,688       |
| 8852              | Health Center Clerk II   | 0             | 0.00  | 2         | 1.17  | 0                        | 24,304       |
| 4625              | Licensed Vocational Nurse  | 2             | 2.00  | 2         | 2.00  | 37,032                   | 36,504       |
| 2730              | Senior Clerk   | 2             | 1.58  | 1         | 0.42  | 26,866                   | 7,590        |
| 2756              | Administrative Secretary I   | 1             | 0.75  | 1         | 0.75  | 11,709                   | 12,285       |
| 8851              | Health Center Clerk I  | 0             | 0.00  | 6         | 6.00  | 0                        | 103,464      |
| 4911              | Social Services Aid II   | 13            | 12.00 | 13        | 12.00 | 182,160                  | 201,456      |
| 2700              | Intermediate Clerk Typist  | 11            | 9.08  | 6         | 4.08  | 132,108                  | 61,740       |
| 9999              | Extra Help   |               | 0.25  |           | 0.25  | 3,662                    | 3,662        |
|                   | Total  | 81            | 69.58 | 84        | 70.60 | \$ 1,663,056             | \$ 1,776,601 |
| Adjustments:      |  |               |       |           |       |                          |              |
|                   | County Contributions and Benefits  |               |       |           |       | \$ 471,245               | \$ 496,582   |
|                   | Salary Settlement Costs  |               |       |           |       | 105,942                  | 0            |
| Special Payments: |  |               |       |           |       |                          |              |
|                   | Premium  |               |       |           |       | 3,200                    | 3,200        |
|                   | Salary Adjustment  |               |       |           |       | 0                        | 0            |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |       |           |       | (38,463)                 | (37,842)     |
|                   | Total Adjustments  |               |       |           |       | \$ 541,924               | \$ 461,940   |
| PROGRAM TOTALS:   |  | 81            | 69.58 | 84        | 70.60 | \$ 2,204,980             | \$ 2,238,541 |



PROGRAM: COMMUNITY DISEASE CONTROL # 41003 MANAGER: William A. Townsend, M.D.  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 201

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 3,200,208          | \$ 3,114,235          | \$ 3,703,721          | \$ 3,532,553          | \$ 4,049,891          |
| Services & Supplies       | 311,287               | 430,992               | 587,257               | 575,234               | 698,011               |
| Other Charges             | 0                     | 0                     | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                     | 8,083                 | 250,636               | 193,848               | 53,906                |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 3,511,495</b>   | <b>\$ 3,553,310</b>   | <b>\$ 4,541,614</b>   | <b>\$ 4,301,635</b>   | <b>\$ 4,801,808</b>   |
| Dept. Overhead            | 153,393               | 135,653               | 243,270               | 169,356               | 232,729               |
| Ext. Support Costs        | 523,702               | 396,674               | 367,171               | 510,605               | 463,165               |
| <b>FUNDING</b>            | <b>\$ (3,247,602)</b> | <b>\$ (2,814,041)</b> | <b>\$ (3,338,771)</b> | <b>\$ (3,071,330)</b> | <b>\$ (3,361,366)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 940,988</b>     | <b>\$ 1,271,596</b>   | <b>\$ 1,813,284</b>   | <b>\$ 1,910,266</b>   | <b>\$ 2,136,336</b>   |
| <b>STAFF YEARS</b>        | <b>116.57</b>         | <b>103.38</b>         | <b>107.71</b>         | <b>105.16</b>         | <b>121.99</b>         |

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) confidential screening of HTLV-III antibodies; (6) follow-up of cases, close contacts, and others exposed or at risk of communicable diseases; (7) immunization of children and adults; (8) providing consultation and education for health care professionals to up-date their knowledge of communicable disease control; (9) massage technician proficiency examinations. The above services in the Community Disease Control Program are directly administered through Epidemiology, Tuberculosis Control, Venereal Disease Control, Immunization Units, and other Disease Control Programs. These units receive essential supporting services from the Bureau of Health Education, the Public Health Laboratory, the Bureau of Vital Statistics, the Division of Public Health Nursing, the Division of Environmental Health Protection and other units in the Department of Health Services.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Salary and benefits costs exceeded budgeted levels due to staffing increases in mid 1985-86. During the 1985-86 budget year a total of 9.75 staff years were added to assist with the AIDS surveillance education and HTLV-III Antibody screening activity. These positions were: Health Educator (1.25 SY), Intermediate Clerks (2.5 SY), Public Health Microbiologist (1.0 SY), Epidemiologist (1.0 SY), Administrative Secretary II (1.25 SY), and Communicable Disease Investigators (3.0 SY), 8/20/85 (63), 10/21/85 (21, 22), and 12/17/85 (45). A total of 1.06 staff years of contract clerical help was needed to assist these new positions. A mid-year budget change of the Pharmacy Storekeeper's status from permanent half-time to permanent full-time was made. This change was offset by reducing extra help from one staff year to one-half staff year and adding a new 0.50 SY of Pharmacy Storekeeper in the Budget Change Letter. Services and supplies were on target and revenues exceeded budgeted levels due to an increased need for clinical services (AIDS) which are reimbursed by the State.

The disease AIDS created a major new mid-year problem. An AIDS virus antibody screening test to protect the County's blood supply was initiated. By December, an average of about 120 tests per week were provided. The incidence of AIDS cases identified through surveillance increased sharply. The estimated 1985-86 cases will be about 170 compared to 60 for FY 1984-85. The demand for AIDS education increased sharply so that an estimated 25,000 individuals will be served in FY 1985-86 rather than the 6,062 served in FY 1984-85.

The Board also approved \$10,500 to purchase fixed asset laboratory equipment to facilitate the HTLV-III screening program and authorized the Department to accept State reimbursement fees for HTLV-III Alternative Site screening services. Fixed assets estimated actuals include the purchase of prior year fixed assets (laboratory equipment) which were offset with FY 1984-85 funds and reflect in 1985-86 actuals due to purchase date and cost reporting systems.

1986-87 OBJECTIVES:

1. Contain or reduce the FY 1983-84 through 1985-86 average annual reported levels of the following immunizable diseases: measles, diphtheria, tetanus, polio and pertussis.
2. Have over 94% of entering school children adequately immunized against measles, diphtheria, tetanus, polio and pertussis.
3. Contain or reduce the FY 1983-84 through 1985-86 average annual reported rates of tuberculosis among non-Indochinese and Indochinese populations.
4. Contain or reduce the FY 1983-84 through 1985-86 average annual levels of reported gonorrhoea and syphilis.
5. Contain or reduce the FY 1983-84 through 1985-86 average annual levels of reported infectious hepatitis cases.
6. Reduce the current annual doubling of AIDS cases to a lower rate of increase.

1986-87 ADOPTED BUDGET:

The Community Disease Control Program reflects an increase of 16.83 staff years through a combination of mid-year changes, new positions included in the proposed budget and changes made in the Budget Change Letter. Seven of the new staff years are included for the Mental Health Clinical Laboratory Service. Reclassifications relative to Health Education staff were accomplished mid-year and a redistribution of these positions is reflected throughout various Public Health Services programs. The reclassification of 1.33 Senior Clerk to Health Center Clerk II and 6.42 Intermediate Clerks to Health Center Clerk I is also reflected here as well as in other Public Health Programs where these positions are assigned.

Additional staff changes made in the Budget Change Letter include the addition of 0.50 SY Pharmacy Storekeeper, the addition of one (1.00) Assistant Chief Public Health Nursing and the deletion of one (1.00) of Radiologic Technician. The Change Letter also included \$160,000 in new revenue, a grant from the State to reimburse the County for AIDS virus antibody testing.

## SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

1. Epidemiology (22.21 SY; \$714,457 direct costs; R-\$513,647):
  - Description: Identification of disease or suspect disease through a reporting system and diagnostic assistance. Recommend and implement prevention and control practices. Follow-up on contacts to assure exposed persons are appropriately protected. Provide consultation and education to professional health workers and the public.
  - Target Group: General population
  - Units of Service:
 

|   |       |
|---|-------|
| Food related complaints   | 625   |
| Hepatitis and enteric investigations                                    | 600   |
| Malaria, Toxic Shock, Legionnaire's disease, Meningitis, investigations | 120   |
| Public Health Nursing visits  | 3,100 |
| Major investigations (1-several days)                                   | 12    |
  - Mandated/Discretionary Service Level.
  
2. Tuberculosis Control (34.02 SY; E-\$1,349,809 direct costs; R-\$884,822):
  - Description: Case finding through a reporting system and diagnostic services. Preventive and therapeutic treatment in clinics. Develop community control programs such as contact follow-up to assure protection of exposed persons. Provide consultation and education to professionals and the public.
  - Target Group: General population and groups at high risk for tuberculosis.
  - Units of Service:
 

|  |       |
|--|-------|
| Clinic visits  | 5,100 |
| Tuberculosis cases under supervision at a given time               | 200   |
| Positive tuberculin reactors on preventive therapy at a given time | 1,000 |
| Public Health Nursing visits                                       | 3,400 |
  - Mandated/Discretionary Service Level.
  
3. Venereal Disease (29.69 SY; E-\$1,220,012 direct costs; R-\$788,562):
  - Description: Provides clinic services, case finding and contact follow-up, consultation and diagnosis, treatment, and control. Involves physicians, nurses, communicable disease investigators, clerks, laboratory services, health educators, and associated costs.
  - Target Group: General population and high risk groups.
  - Units of Service:
 

|                             |        |
|-----------------------------|--------|
| Clinic Visits               | 19,000 |
| Lab Tests                   | 90,000 |
| Gonorrhea Cases             |        |
| Reported in County          | 6,000  |
| Reported by DHS Clinic Only | 3,000  |
| Syphilis Cases              |        |
| Reported in County          | 400    |
| Reported by DHS Clinics     | 300    |
  - Mandated/Discretionary Service Level.

## SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

4. Immunization (17.61 SY; E-\$647,455 direct costs; R-\$476,699):
- Description: Common vaccines for children and adults provided in special clinics and child screening clinics. State purchased vaccine distributed to community organizations and hospitals. Provides control measures for immunizable diseases (including medicine, nursing, laboratory and health education).
  - Target Group: General population with emphasis on children.
  - Units of Service:
 

|  |        |
|--|--------|
| DPT, Td, Polio, Measles doses given by DHS Clinics   | 48,000 |
| Number of Immunization Sites   |        |
| Special Clinic Sites   | 16     |
| Child Examination Sites  | 14     |
| DPT, Td, Polio and Measles doses provided to non-DHS sites (State vaccine provided at no cost to County) | 42,000 |
  - Mandated/Discretionary Service Level.
5. Chronic Disease Control (2.37 SY; E-\$100,119 direct costs; R-\$62,153):
- Description: This activity is very limited relative to the scope of the problem. Health Education offers programs and educational materials. The Public Health Nursing service includes assessment, referral, counseling, teaching, monitoring, and follow-up of clients at risk or identified as having chronic illness as well as special educational programs regarding hypertension control.
  - Target Group: General population
  - Units of Service:
 

|  |       |
|--|-------|
| Nursing Visits for arthritis, cardiovascular disease, diabetes, etc. | 3,601 |
|--|-------|
  - Mandated/Discretionary Service Level.
6. AIDS Screening (4.22 SY; E-\$240,621 direct cost; R-\$209,931):
- Description: Walk in clinics to provide information and anonymously test persons for the HTLV-III virus antibodies. Basic function is to protect the transfusion blood supply from HTLV-III contamination. No fees are permitted by State law.
  - Target Group: Persons at high risk for AIDS infection.
  - Units of Service:
 

|                         |       |
|-------------------------|-------|
| Persons served per year | 4,000 |
|-------------------------|-------|
  - Mandated/Discretionary Service Level.
7. Mental Health Clinical Laboratory Services (7.0 SY; E-\$268,003 direct cost; R-\$241,203):
- Description: Clinical laboratory services are needed to assist Mental Health medical staff in providing services to their patients. To date, all clinical lab services have been obtained from contract laboratories; however, these services have often been unsatisfactory with respect to turn-around time and accuracy of test results and exorbitant cost for testing during evenings and weekends. This new activity will provide for these services.
  - Target Group: County Mental Health Patients
  - Units of Service:
 

|   |  |
|---|--|
| Will provide approximately 190,000 routine tests per year during normal working hours.                              |  |
| Will provide approximately 10,000 on-call urgently needed tests per year on a 24-hour a day, 7 days per week basis. |  |
  - Includes seven new positions as follows: one Supervising Clinical Lab Technician, one Senior Clinical Lab Technician, three Clinical Lab Technicians, one Laboratory Assistant and one Intermediate Clerk Typist.
  - Includes \$8,000 in equipment for two fume hoods necessary for employee safety when working with acids.
  - 90% revenue offset.
  - Mandated/Discretionary Service Level.

## SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

8. X-Ray Contract (contract SY; E-\$23,024 direct cost; R-\$15,276):
- Description: Provides portable X-rays to persons having a problem with access to the program's permanent unit in the Askew Tuberculosis Clinic.
  - Target Group: General population and high-risk groups.
  - Units of Service:
    - X-rays per year 450
  - Mandated/Discretionary Service Level.
9. Massage Technician Proficiency Testing (contract plus 0.05 County SY; E-\$4,980 direct cost; R-\$4,980)
- Description: Giving written and practical examinations to test massage proficiency of persons applying for massage technician licenses in San Diego City and the unincorporated areas of the County.
  - Target Group: Massage Technician License Applicants.
  - Units of Service:
    - Persons examined 240
  - Discretionary/Discretionary Service Level.
10. AIDS, General (4.82 SY; E-\$225,368 direct cost; R-\$156,133):
- Description: Case finding, consultation, screening for AIDS antibodies, community and high-risk group education, occupational group education.
  - Target Group: High-risk groups and general population.
  - Units of Service:
    - 25,000 persons served by Health Education Unit. 170 cases reported in FY 1985/86. These cases and numerous suspects closely followed by staff epidemiologists working with community health agencies, patients, families, and high risk groups.
  - Mandated/Discretionary Service Level.
11. Leprosy Clinic Contract (contract SY; E-\$7,960 direct cost; R-\$7,960):
- Description: Contract provides physician services for Hansen's Disease Clinic on a fee-for-service basis. Rest of services and costs are included in Epidemiology.
  - Target Group: Leprosy cases, contacts and patients.
  - Units of Service:
    - 115 leprosy cases on County Registry virtually all are under UHS clinic supervision.
  - Mandated/Discretionary Service Level.

PROGRAM: COMMUNITY DISEASE CONTROL

MANAGER: William A. Townsend, M.D.

FIXED ASSETS:

| <u>Item</u>                | <u>Quantity</u> | <u>Total Cost</u> |
|----------------------------|-----------------|-------------------|
| Cash Registers             | 2               | \$ 1,135*         |
| Portable Power Conditioner | 1               | 600               |
| Laboratory Equipment       | 15              | 43,504            |
| Photocopier                | 1               | 1,093*            |
| Refrigerators              | 2               | 1,232             |
| Typewriters                | 6               | 5,400             |
| Typewriter                 | 1               | 942               |
| Total                      |                 | \$ 53,906         |

Cash registers are required for efficiency and fiscal control. The refrigerators and the photocopier replace items beyond economical repair. Typewriters will replace equipment that is no longer cost effective to repair. The portable power conditioner will stabilize voltage going into the Bac Tec equipment in order to insure reliable results on TB cultures. The 15 pieces of laboratory equipment include: four fume hoods that are necessary for employee safety when working with acids and chemicals; two biological safety cabinets to handle infectious material such as serum for AIDS and hepatitis tests; a two chamber, dry air incubator to grow cells necessary for viral diagnostic work and avoid private purchase averaging \$300-400 per week, plus freight; four temperature controllers with probes to avoid overheating of cultures and risk delay in diagnosis of patients' illnesses; one inverted and two standard microscopes to replace two items with lenses and parts that are worn and obsolete and one to avoid contamination and increase productivity by staff that presently must leave their area to use a single shared piece of equipment. In addition, A glassware drying oven will replace equipment that is 24 years old, incompatible with the glassware washer and which requires parts that are no longer available.

\*These items were funded through reductions in Public Health services and supplies with offsetting Baseline revenue.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Budgeted, 1985-86 Actuals and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>               | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---|
| <b>Charges:</b>                        |                           |                             |                            |   |
| Employment Tbc Skin Tests              | \$ 29,975                 | \$ 25,400                   | \$ 27,000                  | \$ 1,600                                  |
| Employment Tbc X-rays                  | 23,110                    | 26,200                      | 22,000                     | (4,200)                                   |
| Immunizations                          | 115,309                   | 101,000                     | 105,000                    | 4,000                                     |
| Venereal Disease Clinic Visits         | 48,333                    | 59,000                      | 75,000                     | 16,000                                    |
| Laboratory Fees (Virology)             | 30,434                    | 67,000                      | 25,000                     | (42,000)                                  |
| Massage Technician Proficiency Testing | 7,614                     | 0                           | 0                          | 0   |
| <b>Grants:</b>                         |                           |                             |                            |   |
| State and Federal                      |                           |                             |                            |   |
| State - Special P.H. Assistance        | 24,789                    | 16,000                      | 16,000                     | 0   |
| State - Tuberculosis Allocation        | 29,190                    | 27,010                      | 27,010                     | 0   |
| State - Pediatric Immunization Project | 94,384                    | 102,000                     | 95,000                     | (7,000)                                   |
| State - Rabies Exam                    | 400                       | 768                         | 768                        | 0   |
| State - Gonorrhea Screening            | 22,975                    | 20,941                      | 20,941                     | 0   |
| State - AIDS Grant                     | 25,000                    | 25,000                      | 44,000                     | 19,000                                    |
| State - AIDS Alt. Site Grant           | 111,030                   | 0                           | 160,000                    | 160,000                                   |
| State - Short-Doyle                    | 0                         | 0                           | 241,203                    | 241,203                                   |
| Federal - Comp. Public Health (314d)   | 20,500                    | 16,641                      | 18,355                     | 1,714                                     |
| Federal - Tuberculosis Grant           | 73,147                    | 51,350                      | 51,350                     | 0   |
| Federal - Other (Hansens)              | 200,626                   | 143,520                     | 123,331                    | (20,189)                                  |
| State AB 8                             | 2,407,375                 | 2,389,500                   | 2,290,408                  | (99,092)                                  |
| State Aid, Prior Year                  | 13,475                    | 0                           | 0                          | 0   |
| State Aid, Other                       | 42,067                    | 0                           | 19,000                     | 19,000                                    |
| Other Gov. Agencies/Interfund          | 4,062                     | 0                           | 0                          | 0   |
| Prior Year - Revenue (C)               | 14,642                    | 0                           | 0                          | 0   |
| Federal Aid - Prior Year               | <u>334</u>                | <u>0</u>                    | <u>0</u>                   | <u>0</u>                                  |
| <b>Total</b>                           | <b>\$ 3,338,771</b>       | <b>\$ 3,071,330</b>         | <b>\$ 3,361,366</b>        | <b>\$ 290,036</b>                         |

## Explanation/Comments:

FY 1985-86 Actuals - Revenues are higher than budgeted due to unanticipated increases from State and Federal sources plus an increased demand for clinical services.

Revenues of \$254,000 are anticipated in FY 1986-87 as a result of fee collections (charges). The fees are for tuberculosis employment screening tests, immunizations, Venereal Disease Clinic visits and laboratory virus tests. Venereal Disease Clinic visit revenue reflects a higher than budgeted collection rate per visit. Laboratory Fees are reduced due to the private sector requiring fewer tests that involve a fee.

A revenue change made in the Budget Change Letter was for a grant from the State for AIDS virus testing for \$160,000.

Grants in the amount of \$637,958 will also be received, exclusive of AB 8. The Federal grant for Hansen's Disease will end in mid FY 1986-87.

PERFORMANCE INDICATORS

PROGRAM: COMMUNITY DISEASE CONTROL

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Community Disease Control             |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                             |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>                                   |                   |                   |                   |                   |                    |
| Gonorrhea Reported by DHS                         | 3,016             | 2,879             | 2,448             | 3,500             | 3,000              |
| Syphilis Reported by DHS                          | 325               | 287               | 216               | 350               | 300                |
| Tuberculosis Cases Under DHS Supervision          | 244               | 220               | 215               | 250               | 200                |
| Indochinese Cases Only                            | 31                | 32                | 32                | 32                | 32                 |
| Food Borne Illness Complaints Investigated        | 602               | 630               | 719               | 625               | 625                |
| Enteric Disease & Hepatitis Investigations        |                   |                   |                   | --                | 600                |
| Individuals Served by AIDS Educ. Presentations    | 3,620             | 6,062             | 28,887            | 4,500             | 25,000             |
| Individuals Serviced by Other Educ. Presentations | 15,180            | 13,771            | 17,041            | 10,500            | 15,000             |
| PHN Communicable Disease Visits                   | 8,979             | 8,595             | 8,242             | 10,000            | 10,101             |
| V.D. Laboratory Tests                             | 88,789            | 88,075            | 73,806            | 90,000            | 90,000             |
| V.D. Clinic Visits                                | 19,403            | 18,432            | 20,234            | 20,000            | 19,000             |
| Tuberculosis Clinic Visits                        | 4,681             | 5,103             | 5,083             | 5,100             | 5,100              |
| Immunizations                                     |                   |                   |                   |                   |                    |
| Administered by DHS Clinics                       | 49,015            | 43,775            | 51,514            | 50,000            | 48,000             |
| Administered by Contract Clinics                  | 42,719            | 42,650            | 38,675            | 43,000            | 42,000             |
| AIDS Screening Interviews*                        | 0                 | 0                 | 3,839             | 0                 | 4,000              |
| <u>Efficiency</u>                                 |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>                                |                   |                   |                   |                   |                    |
| V.D. Clinic Visit                                 | \$ 37.00          | \$ 47.40          | \$ 43.56          | \$ 37.00          | \$ 43.56           |
| Average Immunization Cost                         | 3.00              | 3.91              | 6.13              | 3.00              | 6.13               |
| TB Skin Test                                      | 4.00              | 4.88              | 7.67              | 4.00              | 7.67               |
| TB Clinic Cost                                    | 97.00             | 90.83             | 89.27             | 97.00             | 89.27              |
| <u>Effectiveness</u>                              |                   |                   |                   |                   |                    |
| New Cases Reported in County:                     |                   |                   |                   |                   |                    |
| AIDS  | 35                | 66                | 135               | 0                 | 340                |
| Gonorrhea   | 6,144             | 6,042             | 5,936             | 6,400             | 6,000              |
| Syphilis  | 441               | 427               | 332               | 450               | 400                |
| Tuberculosis, Indochinese Ref.                    | 23                | 20                | 25                | 25                | 23                 |
| Tuberculosis, Other                               | 224               | 158               | 225               | 225               | 130                |
| Measles   | 9                 | 15                | 31                | 40                | 25                 |
| Percent of School Entrants Adequately Immunized:  |                   |                   |                   |                   |                    |
| Measles   | 94%               | 96+%              | 95+%              | 94%               | 94+%               |
| Polio   | 92%               | 96+%              | 95+%              | 92%               | 94+%               |
| Diphtheria  | 92%               | 96+%              | 95+%              | 92%               | 94+%               |

\* New Indicators



## STAFFING SCHEDULE

PROGRAM: COMMUNITY DISEASE CONTROL

DEPARTMENT: HEALTH SERVICES

| Class | Title   | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |           |
|-------|---|---------------|-------|-----------|-------|--------------------------|-----------|
|       |   | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87   |
|       |   | Positions     | SY    | Positions | SY    | Budget                   | Adopted   |
| 4123  | Chief, Community Disease Control              | 1             | 0.92  | 1         | 0.92  | \$ 70,070                | \$ 71,819 |
| 4192  | Senior Physician                              | 7             | 3.67  | 7         | 3.67  | 216,480                  | 216,524   |
| 4193  | Physician                                     | 4             | 2.17  | 4         | 2.17  | 105,222                  | 110,526   |
| 4315  | Chief, Public Health Laboratory               | 1             | 0.83  | 1         | 0.83  | 39,690                   | 40,980    |
| 4300  | Assistant Chief, Public Health Laboratory     | 1             | 0.83  | 1         | 0.83  | 34,270                   | 35,390    |
| 4560  | Chief Nurse, Public Health                    | 0             | 0.33  | 0         | 0.33  | 13,724                   | 14,148    |
| 4805  | Chief, Public Health Education                | 0             | 0.25  | 0         | 0.25  | 10,311                   | 10,611    |
| 4354  | Supervising Clinical Lab Technician           | 0             | 0.00  | 1         | 1.00  | 0                        | 36,852    |
| 4555  | Assistant Chief Nurse, Public Health          | 0             | 0.00  | 1         | 1.00  | 0                        | 35,796    |
| 4570  | Supervising Public Health Nurse               | 2             | 2.00  | 2         | 2.00  | 66,480                   | 70,968    |
| 4840  | Senior Health Educator                        | 0             | 0.33  | 1         | 1.33  | 9,904                    | 47,056    |
| 4346  | Supervising Public Health Microbiologist      | 2             | 1.83  | 2         | 1.83  | 57,354                   | 62,260    |
| 5794  | Supervising Communicable Disease Investigator | 1             | 1.00  | 1         | 1.00  | 31,740                   | 33,636    |
| 4844  | Supervising Health Educator                   | 0             | 0.33  | 1         | 1.00  | 11,624                   | 28,404    |
| 2412  | Analyst II                                    | 1             | 1.00  | 1         | 1.00  | 30,132                   | 30,540    |
| 4567  | Senior Public Health Nurse                    | 5             | 5.08  | 5         | 5.08  | 150,914                  | 161,650   |
| 5261  | Senior Social Worker, MSW                     | 1             | 1.00  | 1         | 1.00  | 29,112                   | 31,524    |
| 4841  | Senior Health Information Specialist          | 1             | 0.25  | 1         | 0.25  | 7,422                    | 7,866     |
| 4353  | Senior Public Health Microbiologist           | 5             | 4.67  | 5         | 4.67  | 142,352                  | 145,320   |
| 4103  | Public Health Nutrition Manager               | 0             | 0.17  | 0         | 0.17  | 5,098                    | 4,306     |
| 4565  | Public Health Nurse II                        | 11            | 7.50  | 11        | 7.50  | 211,140                  | 221,760   |
| 8823  | Senior Clinical Lab Technician                | 0             | 0.00  | 1         | 1.00  | 0                        | 29,544    |
| 4538  | Staff Nurse II                                | 18            | 11.92 | 18        | 11.92 | 328,900                  | 329,615   |
| 4346  | Public Health Microbiologist                  | 7             | 6.08  | 8         | 7.08  | 161,330                  | 191,845   |
| 5735  | Communicable Disease Investigator             | 5             | 5.00  | 8         | 8.00  | 133,020                  | 208,704   |
| 4175  | Epidemiology Specialist                       | 0             | 0.00  | 1         | 1.00  | 0                        | 27,804    |
| 4825  | Health Educator                               | 4             | 4.25  | 3         | 3.83  | 113,832                  | 106,214   |
| 4317  | Clinical Lab Technician                       | 0             | 0.00  | 3         | 3.00  | 0                        | 75,204    |
| 4824  | Health Education Associate                    | 0             | 0.50  | 0         | 0.50  | 11,214                   | 11,550    |
| 4826  | Health Education Specialist                   | 1             | 0.50  | 1         | 0.50  | 9,756                    | 10,080    |
| 4370  | Radiologic Technician                         | 3             | 2.00  | 1         | 1.00  | 41,136                   | 21,588    |
| 2745  | Supervising Clerk                             | 1             | 0.92  | 2         | 2.00  | 18,062                   | 41,376    |
| 8852  | Health Center Clerk II                        | 0             | 0.00  | 2         | 1.33  | 0                        | 27,776    |
| 2757  | Administrative Secretary II                   | 0             | 0.00  | 1         | 1.00  | 0                        | 19,260    |
| 2662  | Pharmacy Storekeeper                          | 1             | 0.50  | 1         | 1.00  | 9,252                    | 19,776    |
| 4351  | Senior Laboratory Assistant                   | 2             | 1.75  | 3         | 2.75  | 33,159                   | 51,843    |
| 4625  | Licensed Vocational Nurse                     | 2             | 2.00  | 2         | 2.00  | 37,032                   | 36,504    |
| 2730  | Senior Clerk                                  | 5             | 4.33  | 4         | 4.00  | 73,528                   | 72,864    |
| 2756  | Administrative Secretary I                    | 3             | 3.00  | 2         | 2.00  | 46,836                   | 32,760    |
| 8851  | Health Center Clerk I                         | 0             | 0.00  | 7         | 6.42  | 0                        | 110,649   |
| 4330  | Laboratory Assistant                          | 5             | 4.33  | 5         | 4.33  | 66,976                   | 70,460    |
| 4911  | Social Services Aid II                        | 4             | 3.50  | 4         | 3.50  | 53,130                   | 58,758    |
| 3039  | Mail Clerk Driver                             | 1             | 1.00  | 1         | 1.00  | 15,372                   | 15,828    |

STAFFING SCHEDULE

PROGRAM: COMMUNITY DISEASE CONTROL

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |              |
|-------------------|--|---------------|--------|-----------|--------|--------------------------|--------------|
|                   |  | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87      |
|                   |  | Positions     | SY     | Positions | SY     | Budget                   | Adopted      |
| 2700              | Intermediate Clerk Typist  | 19            | 18.42  | 15        | 15.00  | 267,852                  | 226,800      |
| 9999              | Extra Help   |               | 1.00   |           | 0.00   | 9,970                    | 0            |
|                   | Total  | 124           | 105.16 | 140       | 121.99 | \$ 2,673,396             | \$ 3,214,738 |
| Adjustments:      |  |               |        |           |        |                          |              |
|                   | County Contributions and Benefits  |               |        |           |        | \$ 748,681               | \$ 900,415   |
|                   | Salary Settlement Costs  |               |        |           |        | 168,424                  | 0            |
| Special Payments: |  |               |        |           |        |                          |              |
|                   | Premium  |               |        |           |        | 3,200                    | 3,200        |
|                   | Salary Adjustment  |               |        |           |        | 0                        | 0            |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |        |           |        | (61,148)                 | (68,462)     |
|                   | Total Adjustments  |               |        |           |        | \$ 859,157               | \$ 835,153   |
| PROGRAM TOTALS:   |  | 124           | 105.16 | 140       | 121.99 | \$ 3,532,553             | \$ 4,049,891 |

PROGRAM: COUNTY VETERINARIAN # 41018 MANAGER: Dr. H.C. Johnstone  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 205

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.

|                           | 1983-84<br>Actual  | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget  | 1986-87<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>COSTS</b>              |                    |                    |                    |                    |                    |
| Salaries & Benefits       | \$ 190,290         | \$ 212,438         | \$ 232,243         | \$ 237,163         | \$ 238,587         |
| Services & Supplies       | 14,345             | 20,227             | 23,397             | 17,555             | 23,176             |
| Other Charges             | 0                  | 0                  | 0                  | 0                  | 0                  |
| Fixed Assets              | 0                  | 0                  | 0                  | 0                  | 1,396              |
| Operating Transfers       | 0                  | 0                  | 0                  | 0                  | 0                  |
| Less Reimbursements       | 0                  | 0                  | 0                  | 0                  | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 204,635</b>  | <b>\$ 232,665</b>  | <b>\$ 255,640</b>  | <b>\$ 254,718</b>  | <b>\$ 263,159</b>  |
| Dept. Overhead            | 4,002              | 3,710              | 7,217              | 4,729              | 6,904              |
| Ext. Support Costs        | 42,735             | 19,172             | 23,745             | 41,079             | 32,867             |
| <b>FUNDING</b>            | <b>\$ (36,925)</b> | <b>\$ (38,536)</b> | <b>\$ (47,839)</b> | <b>\$ (35,000)</b> | <b>\$ (40,500)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 214,447</b>  | <b>\$ 217,011</b>  | <b>\$ 238,763</b>  | <b>\$ 265,526</b>  | <b>\$ 262,430</b>  |
| <b>STAFF YEARS</b>        | <b>6.15</b>        | <b>6.05</b>        | <b>5.91</b>        | <b>6.25</b>        | <b>6.25</b>        |

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.

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 County Health Officer, and the State and Federal veterinarians' offices.

PROGRAM: COUNTY VETERINARIAN

MANAGER: Dr. H.C. Johnstone

SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Laboratory accessions (workload) exceeded expectations. This entailed more cost, but also provided even more revenue.

1986-87 OBJECTIVES:

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

1986-87 ADOPTED BUDGET:

There is no change to program staffing. Decreased salary and benefits costs are due to the required increase in salary savings. Program service has been increased along with fee revenues from FY 1985-86 Budget. The number of laboratory accessions, fee-supported animal autopsies, have been in response to public demand. The increase in service will generate an additional \$5,500 in fee revenue. A portion of this revenue will offset new equipment and a services and supplies increase required to support this program.

County Veterinarian (6.25 SY; E-\$263,159 direct cost; R-\$40,500) will:

- ° Enforce veterinary regulations under the State Food and Agriculture Code, the State Administrative Code and the County Regulatory Code.
- ° Service level is discretionary.
- ° Have direct program costs offset 15% by program revenue fees.
- ° Have no staff changes.
- ° Provide 3,000 laboratory accessions: autopsies, rabies examinations and disease evaluations.
- ° Provide 110 field inspections: salesyards, ranches and zoonotic surveillance.
- ° Respond to 4,200 public inquiries.

Funding at the proposed amounts will maintain County Veterinarian services at the 1985-86 level through 1986-87.

PROGRAM: COUNTY VETERINARIAN

MANAGER: Dr. H.C. Johnstone

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Budgeted, 1985-86 Estimated and 1986-87 Proposed Revenues by Source.

| <u>Source of Revenue</u>        | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------------------------|---------------------------|-----------------------------|----------------------------|---|
| Charges:                        |                           |                             |                            |   |
| Agricultural Livestock Services | \$ 47,900                 | \$ 35,000                   | \$ 40,500                  | \$ 5,500                                  |
| Other:                          |                           |                             |                            |   |
| Prior Year Revenue Allotment    | <u>(61)</u>               | <u>0</u>                    | <u>0</u>                   | <u>0</u>                                  |
| TOTAL                           | \$ 47,839                 | \$ 35,000                   | \$ 40,500                  | \$ 5,500                                  |

Explanation/Comments:

Revenue projections for FY 1986-87 are based on a forecast of increased service requests. Service requests for FY 1985-86 were higher than anticipated, therefore revenues were higher than budgeted.

FIXED ASSETS:

| <u>Item</u>        | <u>Quantity</u> | <u>Total Cost</u> |
|--------------------|-----------------|-------------------|
| Refrigerator       | 1               | \$ 740            |
| Lifting Hand Truck | 1               | <u>656</u>        |
| Total              |                 | \$ 1,396          |

The cost of both the refrigerator and lifting hand truck will be offset by increased fee revenue. The volume of laboratory work requires more refrigeration space for serology samples and bacteriological media. The mechanical lift doubles as a hand truck and is needed to transport heavier animals from vehicles as well as to lift them onto a necropsy table.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: COUNTY VETERINARIAN

DEPARTMENT: HEALTH SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: County Veterinarian</b>   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  |                   |                   |                   |                   |                    |
| 100%   |                   |                   |                   |                   |                    |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| LABORATORY ACCESSIONS<br>(one or more animals or samples<br>received as a single batch)<br>80% of Budget | 2,837             | 2,880             | 3,552             | 2,800             | 3,000              |
| <b>FIELD SERVICES &amp; OFFICE</b><br>20% of Budget  |                   |                   |                   |                   |                    |
| Salesyard Inspections  | 2                 | 2                 | 2                 | 2                 | 2                  |
| Hog Ranch Inspections  | 8                 | 8                 | 8                 | 8                 | 8                  |
| Zoonotic Inspections   | 100               | 110               | 105               | 100               | 100                |
| Public Inquiries & Consultations   | 4,000             | 4,000             | 3,500             | 4,000             | 4,200              |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>   |                   |                   |                   |                   |                    |
| LABORATORY SERVICES<br>Average Cost per Accession  | \$ 76.94          | \$ 72.57          | \$ 74.00          | \$ 76.49          | \$ 76.81           |
| Staffing Ratio<br>Accession Cases/Staff Year   | 531:1             | 576:1             | 710:1             | 560:1             | 600:1              |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| LABORATORY SERVICES<br>Average Laboratory Response Time (days)   | 5.0               | 4.0               | 5.2               | 4.0               | 4.5                |

## STAFFING SCHEDULE

PROGRAM: COUNTY VETERINARIAN

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |      |           |      | SALARY AND BENEFITS COST |            |  |
|-------------------|--|---------------|------|-----------|------|--------------------------|------------|--|
|                   |  | 1985-86       |      | 1986-87   |      | 1985-86                  | 1986-87    |  |
|                   |  | Positions     | SY   | Positions | SY   | Budget                   | Adopted    |  |
| 2120              | County Veterinarian  | 1             | 1.00 | 1         | 1.00 | \$ 46,560                | \$ 50,448  |  |
| 4230              | Veterinary Pathologist   | 1             | 1.00 | 1         | 1.00 | 37,860                   | 39,948     |  |
| 4210              | Associate VeterInary Pathologist   | 1             | 0.50 | 1         | 0.50 | 17,676                   | 18,942     |  |
| 4317              | Clinical Laboratory Technician   | 1             | 1.00 | 1         | 1.00 | 26,352                   | 25,068     |  |
| 4318              | Histology Technician   | 1             | 1.00 | 1         | 1.00 | 22,488                   | 23,616     |  |
| 2757              | Administrative Secretary II  | 1             | 1.00 | 1         | 1.00 | 18,324                   | 19,260     |  |
| 9999              | Extra Help   |               | 0.75 |           | 0.75 | 8,738                    | 8,738      |  |
|                   | Total  | 6             | 6.25 | 6         | 6.25 | \$ 177,998               | \$ 186,020 |  |
| Adjustments:      |  |               |      |           |      |                          |            |  |
|                   | County Contributions and Benefits  |               |      |           |      | \$ 51,887                | \$ 56,500  |  |
|                   | Salary Settlement Costs  |               |      |           |      | 11,269                   | 0          |  |
| Special Payments: |  |               |      |           |      |                          |            |  |
|                   | Premium  |               |      |           |      | 100                      | 100        |  |
|                   | Salary Adjustment  |               |      |           |      | 0                        | 0          |  |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |      |           |      | (4,091)                  | (4,033)    |  |
|                   | Total Adjustments  |               |      |           |      | \$ 59,165                | \$ 52,567  |  |
| PROGRAM TOTALS:   |  | 6             | 6.25 | 6         | 6.25 | \$ 237,163               | \$ 238,587 |  |

PROGRAM: ENVIRONMENTAL HEALTH PROTECTION # 41029 MANAGER: Gary Stephany  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 208

Authority: Division 5, 13, 20, 21 and 22 of the Health and Safety Code provides for the regulation of establishments involved in food production, public housing, public pools and drinking water systems, mobile home parks, sewage and solid waste disposal. Also regulated under the Health and Safety Code are vector control problems and occupational health issues for county employees. 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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 3,175,479          | \$ 3,863,403          | \$ 4,462,730          | \$ 4,700,590          | \$ 6,065,984          |
| Services & Supplies       | 339,913               | 263,031               | 415,396               | 465,075               | 1,163,570             |
| Other Charges             | 0                     | 0                     | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                     | 102,987               | 53,294                | 114,252               | 165,402               |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 3,515,392</b>   | <b>\$ 4,229,421</b>   | <b>\$ 4,931,420</b>   | <b>\$ 5,279,917</b>   | <b>\$ 7,394,956</b>   |
| Dept. Overhead            | 200,410               | 182,649               | 290,916               | 216,953               | 278,314               |
| Ext. Support Costs        | 491,067               | 535,527               | 554,993               | 491,654               | 730,199               |
| <b>FUNDING</b>            | <b>\$ (3,971,488)</b> | <b>\$ (4,525,887)</b> | <b>\$ (5,162,345)</b> | <b>\$ (5,119,244)</b> | <b>\$ (7,085,685)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 235,381</b>     | <b>\$ 421,710</b>     | <b>\$ 614,984</b>     | <b>\$ 869,280</b>     | <b>\$ 1,317,784</b>   |
| <b>STAFF YEARS</b>        | <b>119.93</b>         | <b>132.47</b>         | <b>143.64</b>         | <b>152.34</b>         | <b>191.34</b>         |

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 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, public health nuisances, radiation producing equipment and radioactive materials. 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, environmental conditions, and overexposures to x-rays and radiation. All Environmental Health Protection programs include general public complaint response services for each area of enforcement.



## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Salary and benefit costs were on target in spite of the mid-year addition of 21 new and reclassified positions. Most of the costs for these positions were offset by vacancies and delays in recruitment of new positions.

Services and supplies were under budget due to reduced private vehicle mileage cost and professional staff vacancies.

Fixed asset purchases were under budget due to delays in ordering specialized equipment. These costs should appear in the FY 1986-87 actuals.

Contract help of 1.70 staff years was needed to help with the increased clerical workload in the Underground Storage Tanks Program.

Revenues for FY 1985-86 have exceeded budgeted levels due to an increase in Land Use activities and new revenue agreements in the Hazardous Materials Program.

EHP performance indicators are generally below budgeted levels due to the high number of professional vacancies, and new trainees. In spite of the large amount of staff time devoted to the new Underground Storage Tanks Program, hazardous materials inspections have exceeded budgeted levels.

The increase in the unit costs is due to the amount of new staff training time required in most program areas. Unit costs for FY 1986-87 should be close to the adopted figures.

The workload indicator for the Land Use Program has been revised to reflect a new, more accurate, representation of the field staff production.

Effectiveness indicators are in-line with the budgeted percentages except for pools where, due to new State regulations on fencing, a larger number were not meeting State standards. This should improve in FY 1986-87.

1986-87 OBJECTIVES:

1. Regulate food establishments by completing four inspections of all restaurants per fiscal year (20,356 inspections) and two inspections of retail food markets per fiscal year (3,124 inspections) to ensure at least 90% of all food establishment inspections score an evaluation of above 90.
2. Provide four inspections each fiscal year for all public swimming pools (19,000 inspections) to protect public swimming safety in San Diego County.
3. Inspect all apartment houses and hotels at least once per fiscal year (2,200 inspections) within the unincorporated area of the County and within the Cities that have designated the Department of Health Services to enforce the State Housing Act.
4. 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.
5. Provide annual inspection of all small water systems to assure that all systems achieve 85% or more compliance with the State Standards for Bacteriological Quality.
6. Provide one inspection annually for all known hazardous materials generators (3,600 inspections) to ensure that all hazardous materials are handled and disposed of in an appropriate manner.
7. Perform 5,000 underground tank inspections annually to assure that all known existing underground storage tanks are monitored and not leaking.
8. Reach an estimated 5,000 citizens county-wide with an educational message on household toxics and provide disposal services to an estimated 1,400 qualified households.
9. Inspect 100 County worksites to assure compliance with CAL/OSHA and other State and local environmental work standards.
10. Provide 688 radiation source inspections of X-ray machine users and radioactive material license holders to prevent unnecessary exposure to ionizing radiation.
11. Provide 105,000 Vector Control services throughout the County to prevent the transmission of vector borne diseases.
12. Investigate 1,000 chemical materials complaints and 1,500 excessive noise complaints within 3 working days. Investigate 7,000 housing complaints within 5 working days.

## SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET:

For 1986-87 the Environmental Health Protection Program has expanded its Hazardous Materials operations and increased the operations in other sub-programs in proportion to the increased demand for services.

1. Urban and Land Use Program (72.0 SY; E-\$3,042,962 direct cost; R-\$3,015,173):

- 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 Standards for Bacteriological Quality.
- Program mandate: California Health and Safety Code and California Administrative Code.
- Program revenue: approximately 99% revenue offset; includes all related permit fees and State AB 8 grant funds.
- Performance indicators:
  - 23,480 Food Handling Establishment Inspections
  - 5,400 Land Use Projects Processed
  - 19,000 Public Pool Inspections
  - 2,200 Public Housing Inspections
- New staff approved:
  - a. Two sanitarians and one senior sanitarian to handle the increased numbers of restaurants, public pools, public housing, and food vending establishments. Funded by industry fees.
  - b. One sanitarian to implement AB 1803 which requires the screening of all small water systems for organic chemical contamination. Funded by contract revenues.
- Reclassification studies approved:
  - a. One sanitarian to senior sanitarian to be in charge of the mobile home park inspection program, a specialized area.
  - b. One sanitarian to senior sanitarian to be in charge of the county small water systems programs, a specialized area.

2. Hazardous Materials Management Program (37.83 SY; E-\$1,738,743 direct cost; R-\$1,840,550):

- Scope of Program: This program regulates the storage, processing, transporting and disposal of Hazardous Materials and the regulation of all underground storage tanks in San Diego County.
- Program mandate: County Code of Regulatory Ordinances and California Health and Safety Code.
- Program revenue: direct costs are approximately 86% recovered by revenues earned by HMMU activities. Overhead and remaining direct costs are covered by AB 8 funds.
- Performance indicator: 3,600 Hazardous Materials Inspections
- New staff approved:
  - a. One Hazardous Materials Specialist II to assist in regulating newly discovered industries generating hazardous waste. Funded by industry fees.
  - b. Six Hazardous Materials Specialists to implement AB 2185 (Waters Bill) which mandates county-wide "Right to Know" and emergency contingency plans. Funded by industry fees.
  - c. One Hazardous Materials Specialist II and one Hazardous Materials Specialist III approved in the Budget Change Letter for the San Diego County Emergency Response Program. Funded by the Unified Disaster Council.
- Positions Approved Mid-Year 1985-86:
  - a. Seventeen (17) new and reclassified positions were added by Board Action 8/20/85(17) which approved the Underground Storage Tanks Program. These positions were all offset by industry fees.
- Reclassifications Approved Mid-Year 1985-86:
  - a. Eight (8) Hazardous Materials Specialists and three Senior Hazardous Materials Specialists were reclassified mid-year to a new range of county classes; Hazardous Materials Specialists II, III and IV. 8/20/85(17).
  - b. Sanitarian to Senior Sanitarian 1/22/85(19). This reclass was requested to enforce the San Diego County Solid Waste Program and classified by Office of Employee Services as a Hazardous Materials Specialist II.

## SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

3. Vector Control (23.0 SY; E-\$701,315 direct cost; R-\$439,069):
- Scope of Program: Responsible for the control of disease-bearing rodents in contract cities and the control of mosquito breeding county-wide.
  - Program mandate: California Administrative Code.
  - Program revenue: approximately 62% revenue offset; includes city contract revenues and AB 8 grant funds.
  - Performance indicator: 105,000 Vector Control Services
  - New staff approved:
    - a. One Vector Control Technician to work under contract with the San Diego Zoo. Funded by contract revenues. NOTE: One Vector Control Technician position was deleted as a Baseline reduction by Financial Management.
    - b. One Vector Ecologist added for mosquito control county-wide. Approved by special Board request during budget hearings on 7/29/86.
  - Reclassification studies approved:
    - a. Reclass the Vector Control Manager to bring equity with subordinates and to reflect increased responsibilities.
    - b. Reclass of 2 Vector Control Technicians to Senior Vector Control Technicians.
  - Position approved Mid-Year 1985-86:  
One (1) new position approved to monitor fly breeding sources in the County. Includes the regulation of poultry ranches and other agricultural operations 8/20/85 (46-49).
4. Occupational Health Program (7.0 SY; E-\$324,670 direct cost; R-\$226,268):
- Scope of Program: Conducts workplace safety inspections for county employees and provides occupational hazard information to the general public, noise control, regulation of radiation producing equipment and radioactive materials and investigation of overexposure to x-rays and radiation.
  - Program mandate: California Administrative Code and San Diego County Code Ordinance 6212.
  - Program revenue: approximately 70% revenue offset; includes AB 8 Grant Funds.
  - Performance indicator: 9,200 Occupational Health Services
  - New staff approvals:  
Two (2.00) Industrial Hygienists added in the Budget Change Letter to improve the level of occupational health protection given to county employees. Also to meet State standards.
  - Reclassification studies approved:  
Reclass the Occupational Health Engineer to bring equity with subordinates and to reflect increased responsibilities.
  - Positions approved Mid-Year 1985-86:  
Three (3) new staff positions were approved for the Radiation Control Program. These positions will enforce radiation control laws in San Diego County and will be completely cost offset by State contract revenues 12/3/86 (16).
5. Environmental Health Protection Administration and Support (51.51 SY; E-\$1,587,266 direct cost; R-\$1,564,625):
- 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 98% revenue offset; includes proportionate share of fees and AB 8 funds.
  - New staff approved:
    - a. Supervising Clerk (1) - Needed to direct the expanding EHP clerical unit.
    - b. One-half (0.50) staff year Intermediate Clerk to support the Radiation Control Program.
    - c. One-half (0.50) staff year Intermediate Clerk to support the Occupational Health Program.
  - Reclassification studies approved:
    - a. Reclass of a Supervising Clerk to Principal Clerk because of multiple offices and expanding programs.
    - b. Reclass of a Senior Clerk to Supervising Clerk to supervise the Hazardous Materials Clerical Unit.

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted, and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>                                     | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---|
| <b>Charges:</b>  |                           |                             |                            |   |
| Public Health Permits  | \$ 2,642,339              | \$ 2,616,427                | \$ 4,251,436               | \$ 1,635,009                              |
| Construction Permits - Septic                                | 156,250                   | 130,230                     | 134,190                    | 3,960                                     |
| Land Use Project Permits                                     | 375,661                   | 219,960                     | 243,030                    | 23,070                                    |
| Construction Permits - Grading                               | 14,860                    | 12,830                      | 15,840                     | 3,010                                     |
| Construction Permits - Miscellaneous                         | 180                       | 0                           | 0                          | 0   |
| <b>Contracts:</b>  |                           |                             |                            |   |
| City (San Diego) - Rodent Control/<br>Miscellaneous Services | 239,617                   | 240,000                     | 248,452                    | 8,452                                     |
| San Diego Zoo - Rodent Control                               | 0                         | 0                           | 27,175                     | 27,175                                    |
| City (San Diego) - Solid Waste                               | 25,128                    | 30,000                      | 33,000                     | 3,000                                     |
| State - Radiation Control Program                            | 0                         | 0                           | 170,764                    | 170,764                                   |
| City (Del Mar) - Rodent Survey                               | 0                         | 0                           | 0                          | 0   |
| Water Purveyors - Cross Connection                           | 0                         | 60,000                      | 0                          | (60,000)                                  |
| City (Vista) - Noise Control                                 | 3,000                     | 3,000                       | 3,000                      | 0   |
| City (Coronado) - Rodent Control                             | 46,679                    | 48,105                      | 50,000                     | 1,895                                     |
| State - AB 1803 - Water Systems                              | 0                         | 0                           | 39,968                     | 39,968                                    |
| <b>Subventions:</b>  |                           |                             |                            |   |
| State - Other Hazardous Waste                                | 0                         | 0                           | 0                          | 0   |
| County/DPW - Household Toxics                                | 0                         | 0                           | 100,000                    | 100,000                                   |
| County - JPA   | 20,000                    | 0                           | 20,000                     | 20,000                                    |
| Unified Disaster Council - Emerg. Resp.                      | 0                         | 0                           | 75,961                     | 75,961                                    |
| County DPW - Solid Waste Enforcement                         | 0                         | 0                           | 70,900                     | 70,900                                    |
| Other Government Agencies                                    | 0                         | 0                           | 0                          | 0   |
| Encina Water District  | 0                         | 0                           | 4,735                      | 4,735                                     |
| City (San Diego) - Household Toxics                          | 77,500                    | 0                           | 259,364                    | 259,364                                   |
| Interfund Charges - Other Gov. Agencies                      | 0                         | 20,000                      | 0                          | (20,000)                                  |
| Charge in Liquid Waste Enterprise Fund                       | 115,048                   | 0                           | 70,000                     | 70,000                                    |
| <b>Other:</b>  |                           |                             |                            |   |
| Services to the Property Owner                               | 350                       | 0                           | 0                          | 0   |
| Third Party Recovery   | 0                         | 0                           | 0                          | 0   |
| Prior Year Revenue (Subdivisions)                            | 26,910                    | 50,000                      | 50,000                     | 0   |
| Fines and Penalties  | 0                         | 0                           | 20,000                     | 20,000                                    |
| Other Miscellaneous Revenue                                  | 3,226                     | 0                           | 0                          | 0   |
| Other Sales Taxable  | 10,298                    | 5,000                       | 10,000                     | 5,000                                     |
| Returned Check Fees  | 0                         | 0                           | 0                          | 0   |
| Court Case Fees  | 0                         | 0                           | 0                          | 0   |
| Prior Year Revenue Adjustments                               | (818)                     | 0                           | 0                          | 0   |
| Prior Year Fines, Forfeits, Penalties                        | 30,881                    | 0                           | 0                          | 0   |
| <b>Grants:</b>   |                           |                             |                            |   |
| State AB 8   | <u>1,375,236</u>          | <u>1,683,692</u>            | <u>1,187,870</u>           | <u>(495,822)</u>                          |
| <b>Total</b>   | <b>\$ 5,162,345</b>       | <b>\$ 5,119,244</b>         | <b>\$ 7,085,685</b>        | <b>\$ 1,966,441</b>                       |

REVENUE BY SOURCE (Continued):

## Explanation/Comments:

Public Health Permit revenue has increased by \$1,635,009 for FY 1986-87. The increase came from the Hazardous Materials Underground Tank Program - \$890,000, 8/20/85 (17), increased permit fees, \$460,431, 5/27/86 (65), and new establishment growth.

Additional highlights include a new State contract for the Radiation Control Program - \$170,764, 12/3/86 (16), and a State contract to conduct a Small Water System Survey. Also new is an agreement with Encina Water District to pay for a portion of the Household Hazardous Waste Project.

A contract to provide services to water companies (\$60,000) did not formalize in FY 1985-86; it is not budgeted for FY 1986-87. The AB 8 revenues are matched on an average 35-65 basis for Public Health 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.

FIXED ASSETS:

| <u>Item</u>  | <u>Quantity</u> | <u>Total Cost</u> |
|--|-----------------|-------------------|
| Cash Register  | 1               | \$ 567*           |
| Institutional Furniture                                      | 1               | 1,000             |
| Desks, Metal   | 17              | 9,587             |
| Garden Equipment   | 4               | 6,784             |
| Shop Tools   | 1               | 424               |
| Laboratory Equipment   | 4               | 34,836            |
| Hazard Detecting Equipment                                   | 9               | 11,250            |
| Flash Point Tester   | 1               | 1,927             |
| Microfiche Reader/Printer                                    | 1               | 4,280             |
| Dictating Transcribing Equipment                             | 1               | 364               |
| Rotary File  | 1               | 12,137            |
| Time/Date Stamp  | 1               | 465               |
| Photocopier  | 1               | 1,522*            |
| Camera, Still  | 6               | 5,106             |
| Projectors   | 3               | 1,608             |
| Television   | 1               | 418               |
| Refrigerator   | 2               | 1,234*            |
| Safety Equipment   | 2               | 4,790             |
| Typewriter [Standard Electric - 6;<br>Electronic Memory (5)] | 11              | 25,938            |
| Total  |                 | \$ 124,237        |

Four pieces of laboratory equipment are required to handle added workload, replace obsolete equipment and properly control and discard pathogenic bacteria. A rotary file will save space, double the retrieval speed and provide the security vital to protecting the confidentiality contained in hazardous material disclosure records. Hazard detecting equipment includes an HNU Organic Vapor Analyzer with a 10.2 Probe vital in assessing concentrations of fuel contamination in the soil when underground tanks are reportedly leaking, combustible gas indicators to determine explosive limits, landfill methane gas monitoring equipment and a detector to measure employee exposure to airborne contaminants. Replacement typewriters and electronic equipment with memory capability are provided for current and new staff. The balance of the items requested includes office furniture and equipment for new staff, a cash register to improve accountability, specialized equipment needed for sampling, specialized suits with breathing apparatus protection, cameras for documentation of violations as well as educational purposes and a time/dater for substantially increased permit processing.

\*These items were funded through reductions in Public Health services and supplies with offsetting Baseline revenue.

PROGRAM: ENVIRONMENTAL HEALTH PROTECTION

MANAGER: Gary Stephany

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

| <u>Item</u>          | <u>Quantity</u> | <u>Total Cost</u> |
|----------------------|-----------------|-------------------|
| Pagers/Walkie-Talkie | 1               | \$ 1,165          |
| Automobile           | 1               | 15,000            |
| Trucks               | 2               | <u>25,000</u>     |
| Total                |                 | \$ 41,165         |

Additional portable communication equipment is needed to communicate with personnel in contaminated areas, monitor conversations and make decisions. An unmarked vehicle is required for use in illegal waste disposal investigations. Two Code 3 vehicles, specifically equipped to deal with hazardous materials, are necessary to cover the widespread county terrain. Funding will be provided through Joint Powers Agreement with the Cities.

PERFORMANCE INDICATORS

PROGRAM: ENVIRONMENTAL HEALTH PROTECTION

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Environmental Health Protection                                       |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Food Handling Estab. Inspections  | 18,961            | 18,017            | 26,756            | 25,200            | 23,480             |
| Land Use Projects (D)   | 5,489             | 5,207             | 5,356             | 5,000             | 5,000              |
| Multi-Family Housing Inspections  | 2,169             | 1,704             | 2,327             | 2,204             | 2,200              |
| Public Pool Inspections   | 9,000             | 8,406             | 6,843 (A)         | 9,400             | 19,000             |
| Hazardous Materials Inspections   | 1,800             | 3,407             | 3,568             | 3,000             | 3,600              |
| Occupational Health and Noise<br>Regulation and Radiation Services                | 10,129            | 9,959             | 8,068 (A)         | 9,200             | 9,200(C)           |
| Vector Control Services   | 95,000            | 106,411           | 104,726 (A)       | 110,000           | 105,000            |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>  |                   |                   |                   |                   |                    |
| Food Establishment Inspections  | \$ 27.20          | \$ 30.25          | \$ 23.53          | \$ 29.75          | \$ 31.24           |
| Land Use Projects (D)   | 83.33             | 162.85            | 153.28            | 164.19            | 159.63             |
| Public Pool Inspections   | 16.00             | 23.59             | 27.49             | 21.15             | 22.21              |
| Hazardous Materials Inspections   | 32.20             | 38.68             | 36.29             | 43.19             | 37.47              |
| Occupational Health and Noise<br>Regulation Services                              | 7.71              | 15.58             | 27.41             | 24.03             | 25.34              |
| Vector Control Services   | 5.66              | 5.94              | 6.30              | 6.00              | 7.00               |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Percent of Restaurants Scoring 90%  | 94.0%             | 95.4%             | 95.0%             | 94.0%             | 94.0%              |
| Percent of Small Water Systems Samples<br>Meeting State Bacteriological Standards | 85.0%             | 85.0%             | 85.0%             | 85.0%             | 85.0%              |
| Percent of Septic Tank Failures in Systems<br>10 Years or Older                   | 80.0%             | 77.5%             | 78.0%             | 75.0%             | 75.0%              |
| Response to Noise Complaints Within 3<br>Working Days                             | 80.0%             | 85.0%             | 80.0% (B)         | 90.0%             | 80.0%              |
| Response to Vector Complaints Within 3<br>Working Days                            | 80.0%             | 80.0%             | 81.0%             | 80.0%             | 80.0%              |
| Percent of Pool Inspections Meeting<br>State Standards                            | N/A               | 90.0%             | 81.0% (E)         | 90.0%             | 90.0%              |
| Percent of Hazardous Materials Producer<br>Inspections Meeting State Standards    | N/A               | 85.0%             | 93.0%             | 90.0%             | 90.0%              |

\*NOTES

- (A) Work outputs were down this fiscal year because of a large number of professional and technical staff vacancies.
- (B) Noise complaint response rate has dropped to 80% because of equipment shortages. Increased demands for monitoring equipment will keep this rate at 80% for FY 1986-87.
- (C) This indicator would have been reduced for FY 1986-87 to be more in line with FY 1985-86 actuals but the new Radiation Control Program will add to the services produced in this area.
- (D) This workload indicator has been changed to more accurately reflect the type of work and the number of projects processed.
- (E) There were more pools than normal that did not meet State standards due to new State regulations on pool fencing.

## STAFFING SCHEDULE

PROGRAM: ENVIRONMENTAL HEALTH PROTECTION

DEPARTMENT: HEALTH SERVICES

| Class | Title  | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |           |
|-------|--|---------------|-------|-----------|-------|--------------------------|-----------|
|       |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87   |
|       |  | Budget        |       | Adopted   |       | Budget                   | Adopted   |
|       |  | Positions     | SY    | Positions | SY    |                          |           |
| 4123  | Chief, Community Disease Control                   | 0             | 0.08  | 0         | 0.08  | \$ 6,370                 | \$ 6,529  |
| 4193  | Physician  | 1             | 0.33  | 1         | 0.33  | 16,188                   | 17,004    |
| 4711  | Chief, Division of Environmental Health Protection | 1             | 1.00  | 1         | 1.00  | 48,876                   | 50,364    |
| 4315  | Chief, Public Health Laboratory                    | 0             | 0.08  | 0         | 0.08  | 3,969                    | 4,096     |
| 3710  | Public Health Engineer                             | 1             | 1.00  | 1         | 1.00  | 45,852                   | 46,536    |
| 4756  | Manager, Hazardous Materials Program               | 1             | 1.00  | 1         | 1.00  | 33,864                   | 39,468    |
| 4300  | Assistant Chief, Public Health Laboratory          | 0             | 0.08  | 0         | 0.08  | 3,427                    | 3,539     |
| 4805  | Chief, Public Health Education                     | 0             | 0.17  | 0         | 0.17  | 6,874                    | 7,074     |
| 4700  | Assistant Chief, Division of Sanitation            | 2             | 2.00  | 2         | 2.00  | 70,080                   | 75,288    |
| 8825  | Manager, Occupational Health                       | 0             | 0.00  | 1         | 1.00  | 0                        | 39,624    |
| 4754  | Hazardous Materials Specialist IV                  | 0             | 0.00  | 4         | 4.00  | 0                        | 131,424   |
| 3692  | Hydrogeologist                                     | 0             | 0.00  | 1         | 1.00  | 0                        | 32,676    |
| 3859  | Occupational Health Engineer                       | 1             | 1.00  | 0         | 0.00  | 35,136                   | 0         |
| 4753  | Hazardous Materials Specialist III                 | 0             | 0.00  | 6         | 6.00  | 0                        | 183,456   |
| 4701  | Senior Health Physicist                            | 0             | 0.00  | 1         | 1.00  | 0                        | 36,084    |
| 2302  | Administrative Assistant III                       | 0             | 0.17  | 0         | 0.17  | 5,672                    | 5,896     |
| 4755  | Supervising Environmental Health Sanitarian        | 9             | 9.00  | 9         | 9.00  | 277,668                  | 309,204   |
| 4348  | Supervising Public Health Microbiologist           | 0             | 0.08  | 0         | 0.08  | 2,607                    | 2,830     |
| 4763  | Manager, Vector Control                            | 1             | 1.00  | 0         | 0.00  | 32,184                   | 0         |
| 4844  | Supervising Health Educator                        | 0             | 0.08  | 0         | 0.08  | 2,906                    | 2,367     |
| 4752  | Hazardous Materials Specialist II                  | 0             | 0.00  | 24        | 24.00 | 0                        | 667,296   |
| 2303  | Administrative Assistant II                        | 1             | 1.00  | 1         | 1.00  | 29,964                   | 30,924    |
| 4841  | Senior Health Information Specialist               | 0             | 0.17  | 0         | 0.17  | 4,948                    | 5,244     |
| 4353  | Senior Public Health Microbiologist                | 0             | 0.17  | 0         | 0.17  | 5,084                    | 5,190     |
| 4103  | Public Health Nutrition Manager                    | 0             | 0.17  | 0         | 0.17  | 5,098                    | 4,306     |
| 3888  | Assistant Noise Control Officer                    | 1             | 1.00  | 1         | 1.00  | 28,452                   | 30,024    |
| 4745  | Senior Environmental Health Sanitarian             | 17            | 17.00 | 18        | 18.00 | 462,468                  | 524,232   |
| 4747  | Hazardous Materials Specialist                     | 8             | 7.50  | 0         | 0.00  | 207,630                  | 0         |
| 8824  | Manager, Public Health Biologist & Vector Control  | 0             | 0.00  | 1         | 1.00  | 0                        | 29,676    |
| 4764  | Vector Ecologist                                   | 0             | 0.00  | 2         | 2.00  | 0                        | 58,776    |
| 4346  | Public Health Microbiologist                       | 0             | 0.50  | 0         | 0.50  | 13,260                   | 13,542    |
| 4757  | Radiation Management Specialist                    | 0             | 0.00  | 2         | 2.00  | 0                        | 55,608    |
| 4825  | Health Educator                                    | 2             | 1.83  | 2         | 1.83  | 49,104                   | 50,798    |
| 4748  | Senior Hazardous Materials Specialist              | 3             | 3.00  | 0         | 0.00  | 82,980                   | 0         |
| 2304  | Administrative Assistant I                         | 0             | 0.00  | 1         | 1.00  | 0                        | 24,348    |
| 4735  | Environmental Health Sanitarian                    | 48            | 48.00 | 45        | 45.00 | 1,143,360                | 1,157,760 |
| 4765  | Vector Control Supervisor                          | 2             | 2.00  | 2         | 2.00  | 45,216                   | 52,032    |
| 8861  | Industrial Hygienist                               | 0             | 0.00  | 2         | 2.00  | 0                        | 51,120    |
| 2725  | Principal Clerk                                    | 0             | 0.00  | 1         | 1.00  | 0                        | 23,748    |
| 8853  | Health Center Clerk III                            | 0             | 0.00  | 0         | 0.25  | 0                        | 5,973     |
| 4750  | Senior Vector Control Technician                   | 0             | 0.00  | 2         | 2.00  | 0                        | 38,952    |



## STAFFING SCHEDULE

PROGRAM: ENVIRONMENTAL HEALTH PROTECTION

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |              |
|-------------------|--|---------------|--------|-----------|--------|--------------------------|--------------|
|                   |  | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87      |
|                   |  | Positions     | SY     | Positions | SY     | Budget                   | Adopted      |
| 2745              | Supervising Clerk  | 1             | 1.25   | 2         | 2.00   | \$ 24,630                | \$ 41,376    |
| 4760              | Vector Control Technician  | 15            | 15.00  | 14        | 13.00  | 284,580                  | 264,732      |
| 8852              | Health Center Clerk II   | 0             | 0.00   | 1         | 1.58   | 0                        | 32,984       |
| 2757              | Administrative Secretary II  | 1             | 1.00   | 1         | 1.00   | 18,324                   | 19,260       |
| 4351              | Senior Laboratory Assistant  | 0             | 0.17   | 0         | 0.17   | 3,158                    | 3,142        |
| 2730              | Senior Clerk   | 10            | 9.75   | 8         | 7.17   | 165,438                  | 130,548      |
| 2756              | Administrative Secretary I   | 3             | 2.67   | 4         | 3.67   | 41,632                   | 60,060       |
| 8851              | Health Center Clerk I  | 0             | 0.00   | 1         | 1.00   | 0                        | 17,244       |
| 4330              | Laboratory Assistant   | 0             | 0.42   | 0         | 0.42   | 6,440                    | 6,775        |
| 2493              | Intermediate Account Clerk   | 1             | 1.00   | 1         | 1.00   | 14,568                   | 14,916       |
| 2700              | Intermediate Clerk Typist  | 20            | 19.50  | 26        | 24.00  | 283,608                  | 362,880      |
| 2709              | Department Clerk   | 1             | 1.00   | 1         | 1.00   | 11,988                   | 12,708       |
| 2710              | Junior Clerk Typist  | 0             | 0.17   | 0         | 0.17   | 1,902                    | 1,970        |
| 9999              | Extra Help   |               | 1.00   |           | 2.00   | 9,970                    | 14,705       |
|                   | Total  | 151           | 152.34 | 191       | 191.34 | \$ 3,535,475             | \$ 4,806,310 |
| Adjustments:      |  |               |        |           |        |                          |              |
|                   | County Contributions and Benefits  |               |        |           |        | \$ 983,214               | \$ 1,312,231 |
|                   | Salary Settlement Costs  |               |        |           |        | 222,786                  | 0            |
| Special Payments: |  |               |        |           |        |                          |              |
|                   | Premium  |               |        |           |        | 40,000                   | 49,987       |
|                   | Salary Adjustment  |               |        |           |        | 0                        | 0            |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |        |           |        | (80,885)                 | (102,544)    |
|                   | Total Adjustments  |               |        |           |        | \$ 1,165,115             | \$ 1,259,674 |
| PROGRAM TOTALS:   |  | 151           | 152.34 | 191       | 191.34 | \$ 4,700,590             | \$ 6,065,984 |

PROGRAM: MATERNAL HEALTH

# 41006

MANAGER: Georgia P. Reaser, M.D.

Department: HEALTH SERVICES

# 6000

Ref: 1985-86 Final Budget - Pg: 214

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 1,217,954          | \$ 1,418,490          | \$ 1,524,977          | \$ 1,554,587          | \$ 1,580,922          |
| Services & Supplies       | 260,975               | 359,119               | 428,904               | 568,685               | 553,521               |
| Other Charges             | 0                     | 0                     | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                     | 2,849                 | 7,955                 | 11,296                | 33,121                |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,478,929</b>   | <b>\$ 1,780,458</b>   | <b>\$ 1,961,836</b>   | <b>\$ 2,134,568</b>   | <b>\$ 2,167,564</b>   |
| Dept. Overhead            | 103,374               | 91,932                | 91,796                | 111,309               | 87,815                |
| Ext. Support Costs        | 212,899               | 182,564               | 174,777               | 209,043               | 230,090               |
| <b>FUNDING</b>            | <b>\$ (1,573,085)</b> | <b>\$ (1,674,439)</b> | <b>\$ (1,635,278)</b> | <b>\$ (1,738,668)</b> | <b>\$ (1,693,650)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 222,117</b>     | <b>\$ 380,515</b>     | <b>\$ 593,131</b>     | <b>\$ 716,252</b>     | <b>\$ 791,819</b>     |
| <b>STAFF YEARS</b>        | <b>42.03</b>          | <b>41.44</b>          | <b>33.86</b>          | <b>43.32</b>          | <b>45.24</b>          |

**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 Alan Guttmacher Institute data reports). The Maternal Health Program provides regional program coordination/contract administration, clinic services, and public health nursing services directed at this population. As of July, 1985, the County has been mandated to facilitate the development of a comprehensive perinatal services system for Medi-Cal patients. The services will be provided by private providers. The County role will be as a coordinator and facilitator in accordance with the State Department of Health Services regulations which are currently being developed. The County manages contracts with family planning grant recipients and County-provided clinic services operate in areas unserved or underserved by private providers for low-income and working-poor women. The Maternal Health Program includes Dysplasia Clinics for cervical dysplasia care (minor treatment of abnormal Pap smears or exposure to genital carcinogenic agents such as DES), Pap smear screening, birth control and other Maternal Health nursing activities. It is funded through patient fees, subventions and grant revenues. 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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

During FY 1985-86, the program began identifying resources for development of a comprehensive perinatal services system for Medi-Cal-eligible clients as required by the Governor's Budget to Implement AB 3021 (Margolin). Program funding was increased \$16,500 by the Margolin Bill, but was offset by a reduction of revenue from the State Family Planning subvention. The subvention revenues will recover in the next fiscal year due to a planned expansion in eligibility criteria and a raise in the reimbursement billing limit.

Salary and benefit costs were on target. Services and supplies and fixed assets were below budget.

Revenues were lower than budgeted due to a department wide allocation of AB 8 revenues which was based on program costs and other revenue. Contract help for FY 1985-86 was 0.48 staff years.

1986-87 OBJECTIVES:

1. To provide treatment and/or referral services to 57 percent of the cases investigated in dysplasia clinics.
2. To provide family planning services through Title X to at least 12 percent of low-income women within the target population.
3. Implement AB 3021 (Margolin) by identifying private, non-profit, as well as potential governmental resources for a comprehensive perinatal services system for Medi-Cal patients as now mandated.

1986-87 ADOPTED BUDGET:

Salary and benefit costs have increased slightly due to minor staff changes.

Staffing increases include .50 SY Administrative Secretary I, offset by the deletion of .50 Extra Help, and one extra help professional position to implement AB 3021 legislation approved 12/17/85 (16). The .50 SY Administrative Secretary I was added in the Budget Change Letter. In addition, .50 SY Administrative Secretary I is included to support increased workload for contracted family planning services. This will result in one full time position. Also included is the reclassification of Administrative Assistant II to Administrative Assistant III to provide improved administrative support and analysis related to shifts in Maternal Health services delivery. Reclassifications relative to Health Education staff were accomplished mid-year and a redistribution of these positions is reflected throughout various Public Health Services programs. The reclassification of 1.33 SY Senior Clerk to Health Center Clerk II and Supervising Clerk to Health Center Clerk III is also reflected here as well as in other Public Health programs where these positions are assigned.

Reductions in services and supplies were made to offset the cost of fixed asset equipment included in this program.

1. Cervical Cancer Services (3.03 SY; E-\$170,177 direct cost; R-\$126,269) 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 1,300 women for early cervical cancer in pap smear clinics.
  - Treat or refer 57% of clients investigated for cervical cancer.
  - Provide diagnosis and service to 425 patients through 600 dysplasia clinic visits for women with abnormal pap smears.
  - Provide 400 Public Health Nurse visit/contacts for early cancer case finding, counseling and follow-up.
2. Other Maternal Health Nursing (17.91 SY; E-\$531,804 direct cost; R-\$393,277) 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 16,300 Public Health Nurse visit/contacts.

PROGRAM: MATERNAL HEALTH

MANAGER: Georgia P. Reaser, M.D.

SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

3. Family Planning Services (24.30 SY; E-\$1,465,583 direct cost; R-\$1,174,104) will:
  - Continue to follow State Administrative Code, Sec. 1276(k).
  - Provide family planning services to 12% of the target population.
  - Provide 8,200 Public Health Nurse visit/contacts.

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted and 1986-87 Adopted Revenues by Source.

| <u>Source of Revenue</u>   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---|
| Charges:   |                           |                             |                            |   |
| Patient Fees   | \$ 46,843                 | \$ 40,000                   | \$ 40,000                  | \$ 0                                      |
| Subventions:   |                           |                             |                            |   |
| State - Family Planning - Title XIX<br>(Medi-Cal)                    | 20,444                    | 11,000                      | 11,000                     | 0   |
| State - Maternal and Child Health<br>Categorical Allotment - Title V | 69,882                    | 55,000                      | 71,500                     | 16,500                                    |
| State - Family Planning - Title X                                    | 227,194                   | 215,713                     | 227,600                    | 11,887                                    |
| Prior Year - State Aid   | 38,446                    | 3,405                       | 3,405                      | 0   |
| Grants:  |                           |                             |                            |   |
| Federal - Family Planning - Title X                                  | 575,588                   | 575,588                     | 586,588                    | 11,000                                    |
| State AB 8   | 653,575                   | 837,962                     | 753,557                    | (84,405)                                  |
| Other:   |                           |                             |                            |   |
| Third Party Reimbursements   | <u>3,306</u>              | <u>0</u>                    | <u>0</u>                   | <u>0</u>                                  |
| Total  | \$ 1,635,278              | \$ 1,738,668                | \$ 1,693,650               | \$ (45,018)                               |

## Explanation/Comments:

Revenues for FY 1985-86 Actuals are close to the budgeted amounts except for a reduction in the AB 8 allocation which was revised department wide. The AB 8 allocation was based on program costs and other revenues.

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 FY 1985-86 budget. State Maternal and Child Health Categorical Allotment - Title V was increased by the State to implement AB 3021 (Margolin). State - Family Planning is increased due to expanded eligibility criteria and a 5% raise in the reimbursement billing limit. Federal Family Planning has increased by \$11,000 due to a grant from the California Family Planning Council (a federal agency).

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: MATERNAL HEALTH

MANAGER: Georgia P. Reaser, M.D.

FIXED ASSETS:

| <u>Item</u>                      | <u>Quantity</u> | <u>Total Cost</u> |
|----------------------------------|-----------------|-------------------|
| Autoclaves                       | 4               | \$ 8,480          |
| Desks                            | 2               | 1,160             |
| *Typewriters (standard electric) | 2               | 1,800             |
| Slide Projector                  | 2               | 1,519             |
| *Photocopier                     | 1               | 1,522             |
| *Cash Registers                  | 2               | 1,135             |
| Microcomputer Systems            | 3 (9 pcs)       | <u>17,505</u>     |
| Total                            |                 | \$ 33,121         |

Modern autoclaves will replace 20-year-old equipment and comply with infectious disease control standards. Desks and typewriters are required to equip new staff and replace 1 typewriter not cost effective to repair. Increased demands for in-service training and public information assistance require two additional slide projectors and a photocopier is needed to replace an existing machine which is no longer cost effective to repair. Fiscal accountability and efficiency demand cash registers at locations involved with substantial fee collection. A microcomputer system will permit on-line access to the main frame at each health site which will supplement the current "batch" system and provide better utilization of several programs.

\*These items were funded through reductions in Public Health services and supplies with offsetting Baseline revenue. For items not asterisked, services and supplies reductions had already been taken by the Program to fund that equipment.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: MATERNAL HEALTH

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Cervical Cancer Services                              |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   | 9%                | 11%               | 9%                | 9%                | 8%                 |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Pap Smear Clinics   |                   |                   |                   |                   |                    |
| Number of Patients  |                   |                   |                   |                   |                    |
| County Provided (Clinics)   | 799               | 703               | 864*              | 650               | 1,300              |
| Contract Provided (San Ysidro<br>County Clinic)                   | 212               | 0**               | 0                 | 0                 | 0                  |
| Number of Abnormal Pap Smears                                     |                   |                   |                   |                   |                    |
| County Provided (Clinics)   | 10                | 12                | 15                | 8                 | 20                 |
| Contract Provided (Clinics)                                       | 2                 | 0                 | N/A               | 0                 | 0                  |
| Cervical Dysplasia Clinics  |                   |                   |                   |                   |                    |
| Number of Patients  |                   |                   |                   |                   |                    |
|   | 383               | 478               | 526               | 400               | 425                |
| Number of Visits  |                   |                   |                   |                   |                    |
|   | 608               | 629               | 724               | 600               | 600                |
| Number of Investigations and/or Treatments                        |                   |                   |                   |                   |                    |
|   | 329               | 360               | 412               | 300               | 325                |
| Cervical Cancer Nursing   |                   |                   |                   |                   |                    |
| Number of PHN Visits/Contacts***                                  | 487               | 323               | 398               | 500               | 400                |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>  |                   |                   |                   |                   |                    |
| County Provided Pap Smear Clinic<br>Patients                      | \$ 56.89          | \$ 81.48          | \$ 53.43          | \$ 79.53          | \$ 71.62           |
| Cervical Dysplasia Patients                                       | 207.53            | 210.02            | 187.75            | 220.79            | 283.75             |
| Cervical Cancer PHN Contact                                       | 87.77             | 89.61             | 65.62             | 97.52             | 60.01              |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Percentage of Pap Smear Patients<br>Requiring Follow-up           |                   |                   |                   |                   |                    |
| County Provided   | 1.3%              | 1.7%              | 1.7%              | 1.0%              | 1.5%               |
| Contract Provided   | 1.0%              | 0                 | N/A               | 0                 | 0                  |
| Percent of Dysplasia Investigations<br>Treated/Referred by County |                   |                   |                   |                   |                    |
|   | 76.0%             | 57%               | 57%               | 65.0%             | 57%                |

\* Improved public access to services.

\*\* Contract with San Ysidro Health Services not renewed by mutual consent.

\*\*\* Indicator redefined to refer to abnormal Pap smear follow-up only.

PERFORMANCE INDICATORS

PROGRAM: MATERNAL HEALTH

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY B: Other Maternal Health Services</b>                 |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   | 24%               | 24%               | 31%               | 24%               | 25%                |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Other Maternal Health Services<br>Number of PHN Visits & Contacts | 16,037            | 16,547            | 16,398            | 16,328            | 16,300             |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>  |                   |                   |                   |                   |                    |
| Cost per PHN Visit/Contact  | \$ 27.17          | \$ 33.88          | \$ 40.24          | \$ 32.63          | \$ 38.57           |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| N/A   |                   |                   |                   |                   |                    |
| <b>ACTIVITY C: Family Planning Service Activity</b>               |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   | 67%               | 61%               | 60%               | 67%               | 67%                |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Number of Family Planning Patients                                |                   |                   |                   |                   |                    |
| County Provided   | 9,578             | 8,414             | 8,435             | 8,000             | 8,000              |
| Contract Provided (Urban League)                                  | 648               | 424               | 0                 | 0                 | 0                  |
| Contract Provided (Utopian, Inc.)                                 | 1,540             | 1,136             | 683               | 1,110             | 1,100              |
| Contract Provided (Community Medical Center)                      | 649               | 528               | 771               | 600               | 650                |
| Contract Provided (Comprehensive Health Center)                   | 1,415             | 1,754             | 1,811             | 2,000             | 1,760              |
| Contract Provider - (Imperial Beach Community Clinic)             | N/A               | N/A               | 1,288             | 1,500             | 4,900              |
| Number of Medical Encounters                                      |                   |                   |                   |                   |                    |
| County Provided   | 8,999             | 7,895             | 7,342             | 7,220             | 7,220              |
| Contract Provided (Urban League)                                  | 779               | 0                 | N/A               | 0                 | 0                  |
| Contract Provided (Utopian, Inc.)                                 | 1,915             | 1,540             | 1,477             | 1,600             | 2,040              |
| Contract Provided (Community Medical Center)                      | 1,012             | 913               | 1,146             | 1,050             | 1,045              |
| Contract Provided (Comprehensive Health Center)                   | 2,249             | 3,060             | 3,249             | 2,330             | 2,265              |
| Contract Provider - unknown                                       | N/A               | N/A               | 1,453             | 2,000             | 6,800              |



PERFORMANCE INDICATORS

PROGRAM: MATERNAL HEALTH

DEPARTMENT: HEALTH SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY C: Family Planning Service Activity (continued)       |                   |                   |                   |                   |                    |
| Number of PHN Family Planning<br>Visits & Contacts             | 9,133             | 8,293             | 8,795             | 7,745             | 8,200              |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>   |                   |                   |                   |                   |                    |
| Cost per Family Planning Patient                               |                   |                   |                   |                   |                    |
| County Provided  | \$ 96.67          | \$109.97          | \$115.30          | \$114.54          | \$120.90           |
| Contract Provided (Urban League)                               | 168.56            | 83.48             | 0                 | 0                 | 0                  |
| Contract Provided (Utopian, Inc.)                              | 54.84             | 75.06             | 101.62            | 76.88             | 79.95              |
| Contract Provided (Community<br>Medical Center)                | 113.39            | 157.62            | 120.60            | 122.81            | 124.75             |
| Contract Provided (Comprehensive<br>Health Center)             | 131.43            | 112.66            | 111.54            | 92.51             | 109.23             |
| Contract Provided (Imperial Beach<br>Community Clinic)         | N/A               | N/A               | 76.65             | 56.78*            | 70.05              |
| Cost per Medical Encounter                                     |                   |                   |                   |                   |                    |
| County Provided  | \$ 27.84          | \$ 33.68          | \$ 37.28          | \$ 37.87          | \$ 53.75           |
| Contract Provided (Urban League)                               | 23.23             | 0                 | 0                 | 0                 | 0                  |
| Contract Provided (Utopian, Inc.)                              | 18.94             | 28.60             | 23.38             | 27.26             | 22.03              |
| Contract Provided (Community<br>Medical Center)                | 23.73             | 35.41             | 37.88             | 33.49             | 30.11              |
| Contract Provided (Comprehensive<br>Health Center)             | 27.03             | 22.12             | 34.08             | 27.24             | 29.11              |
| Contract Provided (Imperial Beach<br>Community Clinic)         | N/A               | N/A               | 39.27             | N/A*              | N/A*               |
| Cost per PHN Visit/Contact                                     | \$ 23.83          | \$ 27.59          | \$ 32.21          | 29.66             | \$ 27.99           |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Percent of Population in Need<br>Serviced by Title X Providers | 10%               | 9%                | 10%               | 10%               | 12%                |

\* New contracted service provider

## STAFFING SCHEDULE

PROGRAM: MATERNAL HEALTH

DEPARTMENT: HEALTH SERVICES

| Class  | Title                                     | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |              |
|--|---|---------------|-------|-----------|-------|--------------------------|--------------|
|  |   | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87      |
|  |   | Budget        |       | Adopted   |       | Budget                   | Adopted      |
|  |   | Positions     | SY    | Positions | SY    |                          |              |
| 4124   | Chief, Maternal & Child Health            | 1             | 0.50  | 1         | 0.50  | \$ 38,220                | \$ 39,078    |
| 4192   | Senior Physician                          | 2             | 1.00  | 2         | 1.00  | 59,040                   | 59,052       |
| 4193   | Physician                                 | 3             | 1.58  | 3         | 1.58  | 76,893                   | 80,769       |
| 4315   | Chief, Public Health Laboratory           | 0             | 0.08  | 0         | 0.08  | 3,969                    | 4,098        |
| 4300   | Assistant Chief, Public Health Laboratory | 0             | 0.08  | 0         | 0.08  | 3,427                    | 3,539        |
| 4560   | Chief Nurse, Public Health                | 0             | 0.17  | 0         | 0.17  | 6,862                    | 7,074        |
| 4805   | Chief, Public Health Education            | 0             | 0.17  | 0         | 0.17  | 6,874                    | 7,074        |
| 4570   | Supervising Public Health Nurse           | 3             | 3.00  | 3         | 3.00  | 99,720                   | 106,452      |
| 2302   | Administrative Assistant III              | 0             | 0.00  | 1         | 1.00  | 0                        | 35,376       |
| 4840   | Senior Health Educator                    | 1             | 0.33  | 0         | 0.00  | 9,904                    | 0            |
| 4348   | Supervising Public Health Microbiologist  | 0             | 0.08  | 0         | 0.08  | 2,607                    | 2,830        |
| 4844   | Supervising Health Educator               | 0             | 0.00  | 0         | 0.33  | 0                        | 9,468        |
| 2303   | Administrative Assistant II               | 1             | 1.00  | 0         | 0.00  | 29,964                   | 0            |
| 4567   | Senior Public Health Nurse                | 2             | 2.25  | 2         | 2.25  | 66,798                   | 71,550       |
| 4841   | Senior Health Information Specialist      | 0             | 0.17  | 0         | 0.17  | 4,948                    | 5,244        |
| 4353   | Senior Public Health Microbiologist       | 0             | 0.17  | 0         | 0.17  | 5,084                    | 5,190        |
| 4103   | Public Health Nutrition Manager           | 0             | 0.25  | 0         | 0.25  | 7,647                    | 6,459        |
| 4565   | Public Health Nurse II                    | 20            | 15.50 | 20        | 15.50 | 436,356                  | 458,304      |
| 4538   | Staff Nurse II                            | 4             | 3.58  | 4         | 3.58  | 98,900                   | 99,115       |
| 4346   | Public Health Microbiologist              | 1             | 0.92  | 1         | 0.92  | 24,310                   | 24,827       |
| 8853   | Health Center Clerk III                   | 0             | 0.00  | 1         | 0.25  | 0                        | 5,973        |
| 2745   | Supervising Clerk                         | 1             | 0.33  | 0         | 0.00  | 6,568                    | 0            |
| 2403   | Accounting Technician                     | 1             | 1.00  | 1         | 1.00  | 18,840                   | 20,400       |
| 8852   | Health Center Clerk II                    | 0             | 0.00  | 1         | 1.33  | 0                        | 27,776       |
| 4351   | Senior Laboratory Assistant               | 0             | 0.08  | 0         | 0.08  | 1,579                    | 1,571        |
| 4625   | Licensed Vocational Nurse                 | 2             | 2.00  | 2         | 2.00  | 37,032                   | 36,504       |
| 2730   | Senior Clerk                              | 1             | 1.33  | 0         | 0.00  | 22,624                   | 0            |
| 2756   | Administrative Secretary I                | 1             | 1.00  | 2         | 2.00  | 15,612                   | 32,760       |
| 4330   | Laboratory Assistant                      | 0             | 0.25  | 0         | 0.25  | 3,864                    | 4,065        |
| 4911   | Social Services Aid II                    | 3             | 3.00  | 3         | 3.00  | 45,540                   | 50,364       |
| 2493   | Intermediate Account Clerk                | 1             | 1.00  | 1         | 1.00  | 14,568                   | 14,916       |
| 2700   | Intermediate Clerk Typist                 | 0             | 0.42  | 0         | 0.42  | 6,060                    | 6,300        |
| 2710   | Junior Clerk Typist                       | 1             | 0.08  | 1         | 0.08  | 951                      | 985          |
| 9999   | Extra Help                                |               | 2.00  |           | 3.00  | 26,530                   | 33,732       |
|  | Total                                     | 49            | 43.32 | 49        | 45.24 | \$ 1,181,291             | \$ 1,260,845 |
| Adjustments:   |   |               |       |           |       |                          |              |
| County Contributions and Benefits  |   |               |       |           |       | \$ 323,146               | \$ 343,702   |
| Salary Settlement Costs  |   |               |       |           |       | 73,869                   | 0            |
| Special Payments:  |   |               |       |           |       |                          |              |
| Premium  |   |               |       |           |       | 3,100                    | 3,100        |
| Salary Adjustment  |   |               |       |           |       | 0                        | 0            |
| Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |   |               |       |           |       | (26,819)                 | (26,725)     |
| Total Adjustments  |   |               |       |           |       | \$ 373,296               | \$ 320,077   |
| PROGRAM TOTALS:  |   | 49            | 43.32 | 49        | 45.24 | \$ 1,554,587             | \$ 1,580,922 |

PROGRAM: RECORDS AND STATISTICS # 41002 MANAGER: Donald G. Ramras, M.D.  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 218

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 199,132          | \$ 201,917          | \$ 243,165          | \$ 242,947          | \$ 246,825          |
| Services & Supplies       | 142,162             | 130,036             | 139,720             | 169,063             | 145,979             |
| Other Charges             | 0                   | 0                   | 0                   | 0                   | 0                   |
| Fixed Assets              | 0                   | 896                 | 4,806               | 8,609               | 12,660              |
| Operating Transfers       | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements       | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 341,294</b>   | <b>\$ 332,849</b>   | <b>\$ 387,691</b>   | <b>\$ 420,619</b>   | <b>\$ 405,464</b>   |
| Dept. Overhead            | 25,342              | 23,446              | 15,305              | 29,238              | 14,641              |
| Ext. Support Costs        | 43,512              | 124,812             | 168,436             | 41,951              | 221,486             |
| <b>FUNDING</b>            | <b>\$ (595,476)</b> | <b>\$ (658,518)</b> | <b>\$ (677,060)</b> | <b>\$ (636,832)</b> | <b>\$ (725,177)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ (185,328)</b> | <b>\$ (177,411)</b> | <b>\$ (105,628)</b> | <b>\$ (145,024)</b> | <b>\$ (83,586)</b>  |
| <b>STAFF YEARS</b>        | <b>10.66</b>        | <b>9.49</b>         | <b>8.89</b>         | <b>10.57</b>        | <b>10.57</b>        |

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 54,000 birth and death records are expected to be processed in 1986-87. 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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

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.

A total of 55,037 birth and death records were 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.

Revenues did exceed costs during FY 1985-86. Fees are set by the State. The net gain in revenue is used to reduce net County costs in other Public Health programs.

1986-87 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 births and deaths by 3:00 p.m. the following working day.
3. To process 96% of mail requests for certified copies of births and deaths within 3 working days of receipt.
4. To continue the orderly transfer of original birth and death records to the County Recorder within 5 working days of receipt.

1986-87 ADOPTED BUDGET:

The cost of this program will decrease in FY 1986-87, while revenue continues to increase. The program staffing level will not change, however, the reclassification of 1.58 SY Senior Clerk to Health Center Clerk is reflected here as in other Public Health Programs where these positions function.

Vital Records and Statistics (10.57 SY; E-\$405,464 direct cost; R-\$725,177) will:

- Mandated/Discretionary Service Level
- Register, process, reproduce, store and analyze birth and death records within the County.
- Satisfy County requirement to register births and deaths under State Health and Safety Code, Section 10000-10690.
- Be more than 100% offset by program revenue.
- Continue current level of vital record statistical reporting.
- Store current and prior year vital records.
- Process 54,468 birth and death records.
- Provide 133,392 fee paid copies of vital records on file.
- Process 111,420 letters and orders for vital records information.

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Budgeted, 1985-86 Estimated and 1986-87 Proposed Revenues by Source.

| <u>Source of Revenue</u>              | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------------------------------|---------------------------|-----------------------------|----------------------------|---|
| Charges:                              |                           |                             |                            |   |
| Returned check fees                   | \$ 0                      | \$ 0                        | \$ 0                       | \$ 0                                      |
| Certified Copies - Vital Statistics   | 623,295                   | 596,549                     | 680,933                    | 84,384                                    |
| Permits for Disposal of Human Remains | <u>53,765</u>             | <u>40,283</u>               | <u>44,244</u>              | <u>3,961</u>                              |
| Total                                 | \$ 677,060                | \$ 636,832                  | \$ 725,177                 | \$ 88,345                                 |

Explanation/Comments:

All fees are set by the State of California. The fee for certified copies of death certificates increased from \$4.00 to \$5.00 effective January 1, 1986, with \$4.25 being retained by the County and \$.75 going to the State. The birth certificate fee increased from \$8.00 to \$9.00 effective January 1, 1986 with \$4.65 being retained by the County, \$.75 going to the State and the remaining \$3.60 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.

FIXED ASSETS:

| <u>Item</u>                    | <u>Quantity</u> | <u>Total Cost</u> |
|--------------------------------|-----------------|-------------------|
| Photocopier                    | 1               | \$ 6,625          |
| Photocopier                    | 3               | 4,567             |
| Typewriter (standard electric) | 1               | 900               |
| Cash Register                  | 1               | <u>568</u>        |
| Total                          |                 | \$ 12,660         |

Four photocopiers, heavily used, are no longer cost effective to repair. Records and Statistics needs good quality copies of original birth and death certificates. The typewriter is old, lacks modern features and no longer warrants repair costs. A cash register will effect accountability and efficiency. All of the above equipment is 100% revenue offset.

\*These items are funded through reductions in Public Health services and supplies with offsetting Baseline revenue.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: RECORDS AND STATISTICS

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Records and Statistics  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Births Registered   | 34,588            | 37,005            | 39,066            | 37,563            | 39,720             |
| Deaths Registered   | 14,803            | 15,844            | 15,971            | 14,652            | 14,748             |
| Certified Copies of Births  | 34,944*           | 36,840            | 34,520            | 37,821            | 34,932             |
| Certified Copies of Deaths  | 103,412*          | 108,544           | 106,802           | 103,752           | 98,460             |
| Mail (Letters, Orders, etc.)  | 109,203           | 109,339           | 116,730           | 105,963           | 111,420            |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>  |                   |                   |                   |                   |                    |
| Average cost per document processed   | \$ 3.82           | \$ 2.53           | \$ 2.91           | \$ 2.43           | \$ 2.49            |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Percent of certified copies of birth and death records provided within 3 working days | 96%               | 96%               | 96%               | 96%               | 96%                |

\* During Fiscal Year 1983-84, responsibility for storage of vital records was transferred to the County Recorder's Office. Records and Statistics maintains a duplicate copy of birth and death certificates for the current and one prior year filings. Workload was higher than forecast for the current year since services required by the public did not decrease as anticipated. In accordance with the Health and Safety Code, the Department of Health Services will continue to register all birth and death certificates and gather statistical data.

STAFFING SCHEDULE

PROGRAM: RECORDS AND STATISTICS

DEPARTMENT: HEALTH SERVICES

| Class             | Title  | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |            |
|-------------------|--|---------------|-------|-----------|-------|--------------------------|------------|
|                   |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87    |
|                   |  | Positions     | SY    | Positions | SY    | Budget                   | Adopted    |
| 2302              | Administrative Assistant III   | 1             | 0.83  | 1         | 0.83  | \$ 28,360                | \$ 29,480  |
| 4841              | Senior Health Information Specialist   | 0             | 0.08  | 0         | 0.08  | 2,474                    | 2,622      |
| 4825              | Health Educator  | 0             | 0.08  | 0         | 0.08  | 2,232                    | 2,309      |
| 2725              | Principal Clerk  | 1             | 1.00  | 1         | 1.00  | 23,076                   | 23,748     |
| 2745              | Supervising Clerk  | 1             | 1.00  | 1         | 1.00  | 19,704                   | 20,688     |
| 8852              | Health Center Clerk  | 0             | 0.00  | 2         | 1.58  | 0                        | 32,984     |
| 2730              | Senior Clerk   | 2             | 1.58  | 0         | 0.00  | 26,866                   | 0          |
| 2700              | Intermediate Clerk Typist  | 5             | 5.00  | 5         | 5.00  | 72,720                   | 75,600     |
| 9999              | Extra Help   |               | 1.00  |           | 1.00  | 9,970                    | 9,970      |
|                   | Total  | 10            | 10.57 | 10        | 10.57 | \$ 185,402               | \$ 197,401 |
| Adjustments:      |  |               |       |           |       |                          |            |
|                   | County Contributions and Benefits  |               |       |           |       | \$ 49,092                | \$ 52,497  |
|                   | Salary Settlement Costs  |               |       |           |       | 11,544                   | 0          |
| Special Payments: |  |               |       |           |       |                          |            |
|                   | Premium  |               |       |           |       | 1,100                    | 1,100      |
|                   | Salary Adjustment  |               |       |           |       | 0                        | 0          |
|                   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |       |           |       | (4,191)                  | (4,173)    |
|                   | Total Adjustments  |               |       |           |       | \$ 57,545                | \$ 49,424  |
| PROGRAM TOTALS:   |  | 10            | 10.57 | 10        | 10.57 | \$ 242,947               | \$ 246,825 |

PROGRAM: SUPPORT SERVICES # 92199 MANAGER: William J. Burfitt  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 221

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 2,412,623          | \$ 2,302,768          | \$ 2,598,636          | \$ 2,678,697          | \$ 2,825,684          |
| Services & Supplies       | 447,830               | 512,592               | 510,830               | 448,051               | 306,626               |
| Other Charges             | 0                     | 0                     | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                     | 42,383                | 349,378               | 302,611               | 4,700                 |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 2,860,453</b>   | <b>\$ 2,857,743</b>   | <b>\$ 3,458,844</b>   | <b>\$ 3,429,359</b>   | <b>\$ 3,137,010</b>   |
| Dept. Overhead            | 0                     | 0                     | 0                     | 0                     | 0                     |
| Ext. Support Costs        | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>FUNDING*</b>           | <b>\$ (2,640,198)</b> | <b>\$ (2,772,010)</b> | <b>\$ (3,083,012)</b> | <b>\$ (2,983,542)</b> | <b>\$ (2,666,433)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 220,255</b>     | <b>\$ 85,733</b>      | <b>\$ 375,832</b>     | <b>\$ 445,817</b>     | <b>\$ 470,577</b>     |
| <b>STAFF YEARS</b>        | <b>92.54</b>          | <b>90.63</b>          | <b>94.75</b>          | <b>93.52</b>          | <b>98.52</b>          |

**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.

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.

\* Each direct program budget is allocated its proportionate share of Support Services and Department Administration costs through department overhead. Therefore, it is consistent that their funding is already reflected in the direct program budgets.



## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Total actual costs reflect an increase from the FY 1985-86 Budget primarily due to the addition of the cost of prior year fixed assets in the amount of \$293,130. Actually, these were FY 1984-85 expenditures that had not yet been paid out at the time of the Auditor's closing date for 1984-85 line item actuals. Also, 1.73 SY of contract temporary help was utilized during FY 1985-86.

1986-87 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 122,000 pharmacy prescriptions and issues.
4. To process 2,950 storeroom issues and receipts.
5. To implement the relocation of the Askew, Grantville and Hillcrest facilities as well as portions of the Loma Portal facility's operations into the Health Services Complex.
6. To decrease the percentage of disciplinary actions appealed to the Civil Service Commission from 25% (10 in 1985-86) to 15% (an estimated 4), and to decrease the percentage of disciplinary actions overturned by the Commission from 40% of those appealed to 20%.

1986-87 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 1986-87, salary and benefits increase due to the inclusion of 5.00 additional staff years. Services and supplies are down 31% in the Adopted Budget. Baseline Budget reductions include \$5,000 for Other Clothing and Personal Expenses, \$5,000 for Bedding, \$25,000 for Housekeeping Supplies, \$1,724 for Printing and \$20,039 in adjustments. In addition, a services and supplies reduction in the amount of \$1,800 was taken to offset the purchase of fixed assets. A further Budget Change Letter reduction transferred \$115,000 for pharmaceuticals from Support Services to Edgemoor.

An addition to services and supplies is \$5,105 in computer software for the maintenance of the EDP Division's data processing support to all Health Programs.

The cost of the program is 85% revenue offset. Each program activity is summarized as follows:

1. Management and General Administrative Services (12.75 SY; E-\$552,471; R-\$470,761):
  - Mandated/Discretionary Service Level.
  - 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 reclassifications of Chief, Staff and Support Services, Analyst IV and Analyst III to reflect the duties and responsibilities actually being performed due to both Departmental and programmatic changes.
  - Includes the addition of one Associate Accountant and one Senior Clerk with the partial offsetting deletion of .50 staff year of Extra Help. These positions will meet increased demands for services placed upon this division due to direct service program expansion through budget and mid-year changes, increased complexities of the budget process involving more and more hours of staff time, and the need to respond to the increasing and continuing requests for information and studies and explanations by other County departments as well as State and other funding agencies.
  - Includes the position of .50 SY Mail Clerk Driver, added in the Budget Change Letter, to support the centralized mail center for the Department.

## SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

2. EDP Support Services (5.00 SY; E-\$226,544; R-\$197,666):
  - Mandated/Discretionary Service Level.
  - 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 \$8,005 in additional appropriations for maintenance of data processing and word processing support to all programs and divisions within Health Services.
  
3. Fiscal Services (32.00 SY; E-\$1,055,052; R-\$899,713):
  - Mandated/Discretionary Service Level.
  - 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 \$3,200 in additional appropriations to replace old and worn out equipment, uneconomical to repair.
  - Includes a shift in staff years from Junior to Intermediate Clerk which corrects an existing personnel action by providing the required funding to an existing position.
  
4. Personnel Services (18.25 SY; E-\$572,832; R-\$492,571):
  - Mandated/Discretionary Service Level.
  - 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 reclassifications of two Analyst II positions to Analyst III because of increased responsibilities due to increased demand for wider recruitment, a 10% increase in new hires, a 100% increase in training, a 300% increase over three years in disciplinary actions and new reporting requirements.
  - Includes the reclassification of Audio Visual Specialist to Video Production Specialist to reflect the change in program emphasis from photography and slide shows to industrial level video productions which have increased primarily due to the educational and training needs of the County's new Trauma System.
  - Includes the Budget Change Letter deletion of one Analyst II position (1.00 SY) and the addition of two positions (2.00 SY) of Personnel Aid due to reorganization of workload as a result of increases in all areas of personnel activities.
  
5. Laundry (15.00 SY; E-\$317,347; R-\$268,095):
  - Mandated/Discretionary Service Level.
  - 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 1986-87.

## SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):6. Pharmacy (10.25 SY; E-\$283,467; R-\$230,389):

- Mandated/Discretionary Service Level.
- 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 122,000 pharmacy prescriptions during FY 1986-87.
- Includes two new positions added in the Budget Change Letter. These are one position (1.00 SY) of Delivery Vehicle Driver to provide twice daily deliveries of pharmaceuticals (1,500 annually) to three inpatient hospital facilities (Edgemoor and Mental Health Loma Portal and Hillcrest) and one position (1.00 SY) of Pharmacist Assistant for quality assurance monitoring.
- Transfers \$115,000 for pharmaceuticals from Support Services to Edgemoor in the Budget Change Letter. This action establishes a pharmacy component at Edgemoor whereby pharmaceuticals can be directly charged to that program.

7. DHS Storeroom (5.27 SY; E-\$129,297; R-\$107,238):

- Mandated/Discretionary Service Level.
- 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: SUPPORT SERVICES

MANAGER: William J. Burfitt

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted, and 1986-87 Adopted Revenues.

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| Various Funding Source   | \$ 3,083,012              | \$ 2,983,542                | \$ 2,666,433               | \$ (317,109)                              |

Explanation/Comments:

Support Services is funded through direct program funding. Revenue has gone down proportionate to the reduction in the Program's direct cost.

FIXED ASSETS:

| <u>Item</u>                     | <u>Quantity</u> | <u>Total Cost</u> |
|---------------------------------|-----------------|-------------------|
| Printer                         | 1               | \$ 2,900          |
| Typewriter, Electric (standard) | 2               | <u>1,800 *</u>    |
| Total                           |                 | \$ 4,700          |

A laser printer is needed because of the print quality and speed for budget and management reports. The system currently uses a Dot-matrix printer, which will continue to be used for draft quality and graphics but is completely unsatisfactory for numeric use.

Two typewriters will replace existing worn out, obsolete and unreliable machines.

\*These items were funded through reductions in Support Services' services and supplies with offsetting Baseline revenue.

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None.

PERFORMANCE INDICATORS

PROGRAM: SUPPORT SERVICES

DEPARTMENT: HEALTH SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Support Services                        |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                               |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>                                     |                   |                   |                   |                   |                    |
| Claims and receiving requests processed             | 37,284            | 37,313            | 37,102            | 37,330            | 37,600             |
| Number of employees, plus estimated<br>new hires    | 1,872             | 2,080             | 2,628             | 2,087             | 2,300              |
| Number of pharmacy prescriptions<br>and issues      | 98,375            | 105,000           | 110,000           | 105,000           | 122,000***         |
| Laundry pounds                                      | 1,868,247         | 2,013,052         | 2,216,443         | 1,900,000         | 1,900,000          |
| Storeroom Issues and receipts**                     | 2,780             | 2,860             | 2,911             | 2,860             | 2,950              |
| <u>Efficiency</u>                                   |                   |                   |                   |                   |                    |
| <u>Unit Costs:</u>                                  |                   |                   |                   |                   |                    |
| Laundry cost per pound                              | \$ .30            | \$ .28            | \$ .30            | \$ .24            | \$ .31             |
| Cost per pharmacy prescription issue*               | 9.66              | 10.19             | 10.35             | 10.16             | 10.62              |
| <u>Staffing Ratio:</u>                              |                   |                   |                   |                   |                    |
| Laundry pounds per staff year                       | 124,550:1         | 134,203:1         | 147,762:1         | 126,667:1         | 126,667:1          |
| Pharmacy prescriptions and issues per<br>staff year | 12,300:1          | 13,000:1          | 13,333:1          | 13,000:1          | 13,200:1           |
| <u>Effectiveness</u>                                |                   |                   |                   |                   |                    |
| Not applicable.                                     |                   |                   |                   |                   |                    |

\* Pharmacy unit costs are for services provided to Mental Health Services, Edgemoor Geriatric Hospital, the Sheriff's Department (five facilities) and the County's protective institutions which include Hillcrest Receiving Home, Honor Camps (six facilities), Juvenile Hall and Rancho Del Campo.

\*\* Public Health Storeroom Only

\*\*\* Assumes six months activity in the Health Services Complex providing direct prescription services to Disease Control Programs (TB and VD).

## STAFFING SCHEDULE

PROGRAM: SUPPORT SERVICES

DEPARTMENT: HEALTH SERVICES

| Class                                  | Title                                   | STAFF - YEARS |      |           |       | SALARY AND BENEFITS COST |            |
|--|---|---------------|------|-----------|-------|--------------------------|------------|
|  |   | 1985-86       |      | 1986-87   |       | 1985-86                  | 1986-87    |
|  |   | Positions     | SY   | Positions | SY    | Budget                   | Adopted    |
| <u>MANAGEMENT SERVICES</u>             |   |               |      |           |       |                          |            |
| 8857                                   | Assistant Director, Finance & Admin.    | 0             | 0.00 | 1         | 1.00  | \$ 0                     | \$ 61,392  |
| 2301                                   | Chief Staff & Support Services          | 1             | 1.00 | 0         | 0.00  | 43,524                   | 0          |
| 2758                                   | Administrative Secretary III            | 1             | 1.00 | 1         | 1.00  | 20,292                   | 21,876     |
|  | Sub-Total                               | 2             | 2.00 | 2         | 2.00  | \$ 63,816                | \$ 83,268  |
| <u>GENERAL ADMINISTRATIVE SERVICES</u> |   |               |      |           |       |                          |            |
| 8818                                   | Deputy Director, Finance & Admin.       | 0             | 0.00 | 1         | 1.00  | \$ 0                     | \$ 52,380  |
| 8836                                   | Asst. Deputy Director, Finance & Admin. | 0             | 0.00 | 1         | 1.00  | 0                        | 45,420     |
| 2414                                   | Analyst IV                              | 1             | 1.00 | 0         | 0.00  | 39,600                   | 0          |
| 2413                                   | Analyst III                             | 2             | 2.00 | 1         | 1.00  | 67,752                   | 35,184     |
| 2303                                   | Administrative Assistant II             | 2             | 2.00 | 2         | 2.00  | 59,928                   | 61,848     |
| 2425                                   | Associate Accountant                    | 0             | 0.00 | 1         | 1.00  | 0                        | 27,060     |
| 2306                                   | Administrative Trainee                  | 1             | 1.00 | 1         | 1.00  | 19,428                   | 20,124     |
| 2730                                   | Senior Clerk                            | 1             | 1.00 | 2         | 2.00  | 16,968                   | 36,432     |
| 3050                                   | Offset Equipment Operator               | 1             | 1.00 | 1         | 1.00  | 13,620                   | 12,528     |
| 3039                                   | Mail Clerk Driver                       | 0             | 0.00 | 1         | 0.50  | 0                        | 7,914      |
|  | Sub-Total                               | 8             | 8.00 | 11        | 10.50 | \$ 217,296               | \$ 298,890 |
| <u>EDP SUPPORT SERVICES SECTION</u>    |   |               |      |           |       |                          |            |
| 2525                                   | Senior Systems Analyst                  | 1             | 1.00 | 1         | 1.00  | \$ 37,560                | \$ 42,444  |
| 2427                                   | Associate Systems Analyst               | 1             | 1.00 | 0         | 0.00  | 30,720                   | 0          |
| 2426                                   | Assistant Systems Analyst               | 1             | 1.00 | 2         | 2.00  | 30,624                   | 59,832     |
| 3008                                   | Senior Word Processor Operator          | 1             | 1.00 | 1         | 1.00  | 19,560                   | 19,116     |
| 3009                                   | Word Processor Operator                 | 1             | 1.00 | 1         | 1.00  | 16,668                   | 18,348     |
| 2700                                   | Intermediate Clerk Typist               | 2             | 0.00 | 2         | 0.00  | 0                        | 0          |
|  | Sub-Total                               | 7             | 5.00 | 7         | 5.00  | \$ 135,132               | \$ 139,740 |

## STAFFING SCHEDULE

PROGRAM: SUPPORT SERVICES

DEPARTMENT: HEALTH SERVICES

| Class                             | Title   | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |            |
|-----------------------------------|---|---------------|-------|-----------|-------|--------------------------|------------|
|                                   |   | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87    |
|                                   |   | Positions     | SY    | Positions | SY    | Budget                   | Adopted    |
| <u>PERSONNEL SERVICES SECTION</u> |   |               |       |           |       |                          |            |
| 2312                              | Departmental Personnel & Training Administrator | 1             | 1.00  | 1         | 1.00  | \$ 41,988                | \$ 44,580  |
| 2413                              | Analyst III                                     | 0             | 0.00  | 2         | 2.00  | 0                        | 70,368     |
| 2412                              | Analyst II                                      | 3             | 3.00  | 0         | 0.00  | 90,396                   | 0          |
| 8819                              | Video Production Specialist                     | 0             | 0.00  | 1         | 1.00  | 0                        | 27,720     |
| 2359                              | Audio-Visual Specialist                         | 1             | 1.00  | 0         | 0.00  | 24,720                   | 0          |
| 2745                              | Supervising Clerk                               | 1             | 1.00  | 1         | 1.00  | 19,704                   | 20,688     |
| 2761                              | Group Secretary                                 | 0             | 0.00  | 1         | 1.00  | 0                        | 18,552     |
| 2511                              | Senior Payroll Clerk                            | 4             | 4.00  | 4         | 4.00  | 73,488                   | 77,136     |
| 2320                              | Personnel Aid                                   | 0             | 0.00  | 2         | 2.00  | 0                        | 35,304     |
| 2730                              | Senior Clerk                                    | 1             | 1.00  | 0         | 0.00  | 16,968                   | 0          |
| 2494                              | Payroll Clerk                                   | 5             | 5.00  | 5         | 5.00  | 74,940                   | 80,820     |
| 2700                              | Intermediate Clerk Typist                       | 2             | 1.00  | 2         | 1.00  | 14,544                   | 15,120     |
|                                   | Sub-Total                                       | 18            | 17.00 | 19        | 18.00 | \$ 356,748               | \$ 390,288 |
| <u>FISCAL SERVICES SECTION</u>    |   |               |       |           |       |                          |            |
| 2497                              | Principal Accountant                            | 1             | 1.00  | 1         | 1.00  | \$ 38,496                | \$ 39,468  |
| 2413                              | Analyst III                                     | 1             | 1.00  | 1         | 1.00  | 33,876                   | 35,184     |
| 2505                              | Senior Accountant                               | 3             | 3.00  | 3         | 3.00  | 96,624                   | 104,220    |
| 2425                              | Associate Accountant                            | 8             | 8.00  | 8         | 8.00  | 210,528                  | 216,480    |
| 2405                              | Assistant Accountant                            | 1             | 0.00  | 1         | 0.00  | 0                        | 0          |
| 2500                              | Junior Accountant                               | 2             | 1.50  | 2         | 1.50  | 28,188                   | 31,086     |
| 2403                              | Accounting Technician                           | 2             | 2.00  | 2         | 2.00  | 37,680                   | 40,800     |
| 2510                              | Senior Account Clerk                            | 4             | 4.00  | 4         | 4.00  | 70,896                   | 72,624     |
| 2730                              | Senior Clerk                                    | 2             | 2.00  | 2         | 2.00  | 33,936                   | 36,432     |
| 2756                              | Administrative Secretary I                      | 1             | 1.00  | 1         | 1.00  | 15,612                   | 16,380     |
| 2760                              | Stenographer                                    | 1             | 0.00  | 1         | 0.00  | 0                        | 0          |
| 2430                              | Cashier   | 2             | 2.00  | 2         | 2.00  | 31,656                   | 34,032     |
| 2493                              | Intermediate Account Clerk                      | 5             | 4.50  | 5         | 4.50  | 65,556                   | 67,122     |
| 2700                              | Intermediate Clerk Typist                       | 5             | 1.00  | 5         | 2.00  | 14,544                   | 30,240     |
| 2710                              | Junior Clerk Typist                             | 1             | 1.00  | 0         | 0.00  | 11,412                   | 0          |
|                                   | Sub-Total                                       | 39            | 32.00 | 38        | 32.00 | \$ 689,004               | \$ 724,068 |
| <u>DHS LAUNDRY</u>                |   |               |       |           |       |                          |            |
| 6510                              | Laundry Supervisor                              | 1             | 1.00  | 1         | 1.00  | \$ 19,608                | \$ 20,400  |
| 6530                              | Laundry Worker III                              | 1             | 1.00  | 1         | 1.00  | 17,832                   | 18,024     |
| 6531                              | Laundry Worker II                               | 5             | 5.00  | 5         | 5.00  | 79,380                   | 80,940     |
| 7520                              | Sewing Room Operator                            | 1             | 1.00  | 1         | 1.00  | 14,304                   | 14,448     |
| 6500                              | Laundry Worker I                                | 7             | 7.00  | 7         | 7.00  | 86,268                   | 86,856     |
|                                   | Sub-Total                                       | 15            | 15.00 | 15        | 15.00 | \$ 217,392               | \$ 220,668 |

STAFFING SCHEDULE

PROGRAM: SUPPORT SERVICES

DEPARTMENT: HEALTH SERVICES

| Class  | Title                   | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |              |
|--|-------------------------|---------------|-------|-----------|-------|--------------------------|--------------|
|  |                         | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87      |
|  |                         | Positions     | SY    | Positions | SY    | Budget                   | Adopted      |
| <u>DHS PHARMACY</u>  |                         |               |       |           |       |                          |              |
| 4245   | Chief Pharmacist        | 1             | 1.00  | 1         | 1.00  | \$ 41,976                | \$ 43,512    |
| 4250   | Pharmacist              | 3             | 3.00  | 3         | 3.00  | 108,756                  | 112,644      |
| 4260   | Pharmacy Technician     | 1             | 1.00  | 1         | 1.00  | 22,284                   | 20,832       |
| 4255   | Pharmacist Assistant    | 3             | 3.00  | 4         | 4.00  | 54,432                   | 69,024       |
| 7516   | Delivery Vehicle Driver | 0             | 0.00  | 1         | 1.00  | 0                        | 14,412       |
|  | Sub-Total               | 8             | 8.00  | 10        | 10.00 | \$ 227,448               | \$ 260,424   |
| <u>DHS STOREROOM</u>   |                         |               |       |           |       |                          |              |
| 2658   | Storekeeper II          | 1             | 1.00  | 1         | 1.00  | \$ 19,212                | \$ 20,172    |
| 2662   | Pharmacy Storekeeper    | 1             | 1.00  | 1         | 1.00  | 18,504                   | 19,776       |
| 2664   | Pharmacy Stock Clerk    | 1             | 1.00  | 1         | 1.00  | 17,424                   | 18,312       |
| 2650   | Stock Clerk             | 2             | 2.00  | 2         | 2.00  | 30,240                   | 30,264       |
|  | Sub-Total               | 5             | 5.00  | 5         | 5.00  | \$ 85,380                | \$ 88,524    |
| 9999   | Extra Help              |               | 1.52  |           | 1.02  | 11,651                   | 7,976        |
|  | TOTAL                   | 102           | 93.52 | 107       | 98.52 | \$ 2,003,867             | \$ 2,213,846 |
| Adjustments:   |                         |               |       |           |       |                          |              |
| County Contributions and Benefits  |                         |               |       |           |       | \$ 568,559               | \$ 634,405   |
| Salary Settlement Costs  |                         |               |       |           |       | 127,282                  | 0            |
| Special Payments:  |                         |               |       |           |       |                          |              |
| Premium  |                         |               |       |           |       | 25,200                   | 25,200       |
| Salary Adjustment  |                         |               |       |           |       | 0                        | 0            |
| Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |                         |               |       |           |       | (46,211)                 | (47,767)     |
| Total Adjustments  |                         |               |       |           |       | \$ 674,830               | \$ 611,838   |
| PROGRAM TOTALS:  |                         | 102           | 93.52 | 107       | 98.52 | \$ 2,678,697             | \$ 2,825,684 |



PROGRAM: DEPARTMENT ADMINISTRATION # 92199 MANAGER: Donald G. Ramras, M.D.  
 Department: HEALTH SERVICES # 6000 Ref: 1985-86 Final Budget - Pg: 227

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                     |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 776,054          | \$ 964,132            | \$ 1,097,331          | \$ 1,376,652          | \$ 1,202,786          |
| Services & Supplies       | 49,159              | 197,008               | 173,132               | 331,319               | 129,041               |
| Other Charges             | 0                   | 0                     | 0                     | 0                     | 0                     |
| Fixed Assets              | 0                   | 0                     | 0                     | 12,900                | 0                     |
| Operating Transfers       | 0                   | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                   | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 825,213</b>   | <b>\$ 1,161,140</b>   | <b>\$ 1,270,463</b>   | <b>\$ 1,720,871</b>   | <b>\$ 1,331,827</b>   |
| Dept. Overhead            | 0                   | 0                     | 0                     | 0                     | 0                     |
| Ext. Support Costs        | 0                   | 0                     | 0                     | 0                     | 0                     |
| <b>FUNDING*</b>           | <b>\$ (761,672)</b> | <b>\$ (1,126,306)</b> | <b>\$ (1,130,712)</b> | <b>\$ (1,459,292)</b> | <b>\$ (1,132,053)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 63,541</b>    | <b>\$ 34,834</b>      | <b>\$ 139,751</b>     | <b>\$ 261,579</b>     | <b>\$ 199,774</b>     |
| <b>STAFF YEARS</b>        | <b>16.97</b>        | <b>20.28</b>          | <b>17.95</b>          | <b>29.33</b>          | <b>24.33</b>          |

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.

\* Each direct program budget is allocated its proportionate share of Support Services and Department Administration costs through department overhead. Therefore, it is consistent that their funding is already reflected in the direct program budgets.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Actual costs are down from the FY 1985-86 Adopted Budget for both salaries and benefits and services and supplies. Six positions were frozen and a contract for quality assurance services was not implemented. .62 SY of contract temporary help was utilized by Physical Health Services Administration.

1986-87 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.

1986-87 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.

Appropriations for this program are down 23% because of Baseline Budget reductions. These include the deletion of five staff years and \$202,276 in services and supplies including \$140,000 in Professional and Special Services for contract quality assurance services, \$20,000 in Special Departmental Expense, \$5,276 for printing, \$12,000 in postage and \$25,000 for travel and training.

1. Director's Office (5.12 SY; E-\$302,107; R-\$253,798):
  - Provides overall department direction and general management, liaison with the Board of Supervisors, Health Systems Agency, Health Services Advisory Board, and the various State and Federal Health agencies.
  - Mandated/Discretionary Service Level.
  - Is offset by 84% program revenue.
  - Is established by County Administrative Code, Article XV, Section 231.
  - Reflects the reduction of seven staff years. The positions of Medical Director, .50 SY Analyst III and .50 Administrative Secretary II were transferred to Physical Health General Administration where they actually function. Baseline reductions include the positions of Analyst III, Administrative Assistant II, Administrative Secretary III and Senior Clerk, and reduced Baseline funding of an additional staff year for the position of Assistant Director.
  - Reflects the Baseline reduction of funds for contract quality assurance services.
2. Physical Health General Administration (7.12 SY; E-\$421,972; R-\$348,168):
  - 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.
  - Mandated/Discretionary Service Level.
  - Offset by 84% program revenue.
  - Includes the reclassifications of Analyst IV to Deputy Director, Programs, and of Physical Health Care Standards Analyst to Chief, Health Planning.
  - Reflects the transfer of Medical Director, .50 SY Analyst III and .50 SY Administrative Secretary II from the Director's Office to Physical Health General Administration, where these positions actually function.
  - Reflects the Baseline reduction of one Intermediate Clerk Typist.
  - Includes the Budget Change letter addition of one Senior Clerk (1.00 SY) reinstated from the Baseline Reduction in lieu of the Intermediate Clerk Typist.

SUPPORTING DOCUMENTATION

1986-87 ADOPTED BUDGET (Continued):

3. Mental Health General Administration (5.12 SY; E-\$326,334; R-\$293,700):
  - Administers County Short-Doyle Mental Health treatment systems including 95 County and contracted program elements.
  - Mandated/Discretionary Service Level.
  - Is offset by 90% program revenue and subventions.
  - Acts as Local Mental Health Director.
  - Is established by Welfare and Institutions Code, Chapter 1, Section 5607.
  - Has no change in staffing.
  
4. Public Health General Administration (6.97 SY; E-\$281,414; R-\$236,387):
  - Is responsible for the overall direction of public health programs and for enforcing the health and sanitary laws of the County.
  - Mandated/Discretionary Service Level.
  - Is offset by 84% 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.
  - Includes the reclassification of 1.33 Supervising Clerk to Health Center Clerk to more appropriately cover their broad scope of duties and responsibilities.

PROGRAM: DEPARTMENT ADMINISTRATION

MANAGER: Donald G. Ramras, M.D.

REVENUE BY SOURCE:

The following is a comparison of 1985-86 Actual, 1985-86 Budgeted, and 1986-87 Adopted Revenues.

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| Various Funding Sources  | \$ 1,130,712              | \$ 1,459,292                | \$ 1,132,053               | \$ 1,341                                  |

Explanation/Comments:

Department Administration is funded through direct program funding. Adopted revenue is down from Budgeted proportionate to the reduction in the Program's direct costs.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

## STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: HEALTH SERVICES

| Class   | Title                                     | STAFF - YEARS |       |           |      | SALARY AND BENEFITS COST |            |
|---|---|---------------|-------|-----------|------|--------------------------|------------|
|   |   | 1985-86       |       | 1986-87   |      | 1985-86                  | 1986-87    |
|   |   | Positions     | SY    | Positions | SY   | Budget                   | Adopted    |
| <u>DIRECTOR'S OFFICE</u>                      |   |               |       |           |      |                          |            |
| 2126  | Director, Health Services                 | 1             | 1.00  | 1         | 1.00 | \$ 71,760                | \$ 75,360  |
| 2130  | Medical Director, Health Services         | 1             | 1.00  | 0         | 0.00 | 69,024                   | 0          |
| 2270  | Assistant Director, Health Services       | 1             | 1.00  | 1         | 0.00 | 69,996                   | 0          |
| 2414  | Analyst IV                                | 2             | 2.00  | 2         | 2.00 | 79,200                   | 84,888     |
| 2413  | Analyst III                               | 2             | 1.50  | 0         | 0.00 | 50,814                   | 0          |
| 2303  | Administrative Assistant II               | 1             | 1.00  | 0         | 0.00 | 32,724                   | 0          |
| 2412  | Analyst II                                | 1             | 1.00  | 1         | 1.00 | 30,132                   | 30,540     |
| 2759  | Administrative Secretary IV               | 1             | 1.00  | 1         | 1.00 | 23,268                   | 24,828     |
| 2758  | Administrative Secretary III              | 1             | 1.00  | 0         | 0.00 | 20,292                   | 0          |
| 2757  | Administrative Secretary II               | 1             | 0.50  | 0         | 0.00 | 9,162                    | 0          |
| 2730  | Senior Clerk                              | 1             | 1.00  | 0         | 0.00 | 16,968                   | 0          |
|   | Sub-Total                                 | 13            | 12.00 | 6         | 5.00 | \$ 473,340               | \$ 215,616 |
| <u>MENTAL HEALTH GENERAL ADMINISTRATION</u>   |   |               |       |           |      |                          |            |
| 4146  | Clinical Director, M.H. Services          | 1             | 1.00  | 1         | 1.00 | \$ 68,340                | \$ 82,248  |
| 2213  | Deputy Director, M.H. Services            | 1             | 1.00  | 1         | 1.00 | 60,984                   | 65,520     |
| 4144  | Assistant Deputy Director, M.H. Services  | 1             | 1.00  | 1         | 1.00 | 43,524                   | 45,072     |
| 2758  | Administrative Secretary III              | 1             | 1.00  | 1         | 1.00 | 20,724                   | 21,876     |
| 2757  | Administrative Secretary II               | 0             | 0.50  | 0         | 0.50 | 9,216                    | 9,630      |
| 2756  | Administrative Secretary I                | 1             | 0.50  | 1         | 0.50 | 6,396                    | 8,190      |
|   | Sub-Total                                 | 5             | 5.00  | 5         | 5.00 | \$ 209,184               | \$ 232,536 |
| <u>PHYSICAL HEALTH GENERAL ADMINISTRATION</u> |   |               |       |           |      |                          |            |
| 2130  | Medical Director, Health Services         | 0             | 0.00  | 1         | 1.00 | \$ 0                     | \$ 72,480  |
| 8849  | Deputy Director, Programs                 | 0             | 0.00  | 1         | 1.00 | 0                        | 55,860     |
| 2223  | Deputy Director, Physical Health Services | 1             | 1.00  | 1         | 1.00 | 51,072                   | 54,432     |
| 2414  | Analyst IV                                | 1             | 1.00  | 0         | 0.00 | 39,600                   | 0          |
| 4107  | Physical Health Care Std. Analyst         | 1             | 1.00  | 0         | 0.00 | 39,600                   | 0          |
| 8850  | Chief, Health Planning                    | 0             | 0.00  | 1         | 1.00 | 0                        | 41,808     |
| 2413  | Analyst III                               | 0             | 0.00  | 1         | 0.50 | 0                        | 17,592     |
| 2758  | Administrative Secretary III              | 1             | 1.00  | 1         | 1.00 | 20,292                   | 21,876     |
| 2757  | Administrative Secretary II               | 0             | 0.00  | 1         | 0.50 | 0                        | 9,630      |
| 2730  | Senior Clerk                              | 0             | 0.00  | 1         | 1.00 | 0                        | 18,216     |
| 2700  | Intermediate Clerk Typist                 | 1             | 1.00  | 0         | 0.00 | 14,544                   | 0          |
|   | Sub-Total                                 | 5             | 5.00  | 8         | 7.00 | \$ 165,108               | \$ 291,894 |

STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: HEALTH SERVICES

| Class                                       | Title  | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |              |
|---|--|---------------|-------|-----------|-------|--------------------------|--------------|
|   |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87      |
|   |  | Positions     | SY    | Positions | SY    | Budget                   | Adopted      |
| <u>PUBLIC HEALTH GENERAL ADMINISTRATION</u> |  |               |       |           |       |                          |              |
| 2221  | Deputy Director, Public Health Services  | 1             | 1.00  | 1         | 1.00  | \$ 79,128                | \$ 83,076    |
| 2725  | Principal Clerk  | 1             | 1.00  | 1         | 1.00  | 23,076                   | 23,748       |
| 8853  | Health Center Clerk III  | 0             | 0.00  | 2         | 1.33  | 0                        | 31,856       |
| 2758  | Administrative Secretary III   | 1             | 1.00  | 1         | 1.00  | 20,292                   | 21,876       |
| 2745  | Supervising Clerk  | 2             | 1.33  | 0         | 0.00  | 26,272                   | 0            |
| 2760  | Stenographer   | 1             | 0.50  | 1         | 0.50  | 7,218                    | 7,770        |
| 2700  | Intermediate Clerk Typist  | 2             | 2.00  | 2         | 2.00  | 29,088                   | 30,240       |
|   | Sub-Total  | 8             | 6.83  | 8         | 6.83  | \$ 185,074               | \$ 198,566   |
| 9999  | Extra Help   |               | 0.50  |           | 0.50  | 14,650                   | 7,360        |
|   | TOTAL  | 31            | 29.33 | 27        | 24.33 | \$ 1,047,356             | \$ 945,972   |
| Adjustments:                                |  |               |       |           |       |                          |              |
|   | County Contributions and Benefits  |               |       |           |       | \$ 282,180               | \$ 269,947   |
|   | Salary Settlement Costs  |               |       |           |       | 63,346                   | 0            |
| Special Payments:                           |  |               |       |           |       |                          |              |
|   | Premium  |               |       |           |       | 7,200                    | 7,200        |
|   | Salary Adjustment  |               |       |           |       | 0                        | 0            |
|   | Salary Savings (2% mandated, unfunded reclasses and unfunded management employee benefits) |               |       |           |       | (23,430)                 | (20,333)     |
|   | Total Adjustments  |               |       |           |       | \$ 329,296               | \$ 256,814   |
| PROGRAM TOTALS:                             |  | 31            | 29.33 | 27        | 24.33 | \$ 1,376,652             | \$ 1,202,786 |

SOCIAL SERVICES

|   | 1983-84<br>Actual  | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget  | 1986-87<br>Adopted | Change From<br>1985-86<br>Budget | %<br>Change |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|----------------------------------|-------------|
| <u>Social Services Bureau</u>                               |                    |                    |                    |                    |                    |                                  |             |
| Adult Social Services                                       | \$ 9,673,847       | \$ 9,801,817       | \$ 10,742,877      | \$ 10,524,337      | \$ 11,457,285      | 932,948                          | 8.9%        |
| Emergency Response Child<br>Protective Services             | 5,277,511          | 6,747,855          | 7,926,543          | 7,959,069          | 10,125,815         | 2,166,746                        | 27.2%       |
| Continuing Child<br>Protective Services                     | 8,226,679          | 10,024,957         | 10,863,074         | 10,620,962         | 11,938,181         | 1,317,219                        | 12.4%       |
| <u>Community Action Partnership</u>                         | 7,627,807          | 7,876,163          | 6,890,544          | 6,269,372          | 6,265,100          | (4,272)                          | (.1%)       |
| <u>Employment Services Bureau</u>                           |                    |                    |                    |                    |                    |                                  |             |
| Employment Development                                      | 4,543,498          | 5,516,400          | 6,475,448          | 6,960,578          | 6,779,076          | (181,502)                        | (2.6%)      |
| Workfare  | 1,595,915          | 1,413,215          | 1,538,243          | 1,623,316          | 1,640,682          | 17,366                           | 1%          |
| <u>Income Maintenance Bureau</u>                            |                    |                    |                    |                    |                    |                                  |             |
| Aid to Families with<br>Dependent Children                  | 209,537,750        | 218,527,926        | 238,025,025        | 235,605,858        | 257,358,887        | 21,753,029                       | 9.2%        |
| Aid to Families with<br>Dependent Children -<br>Foster Care | 19,432,053         | 23,331,654         | 27,301,810         | 26,880,699         | 27,310,773         | 430,074                          | 1.6%        |
| Eligibility Review  | 1,178,267          | 1,655,531          | 2,125,476          | 2,193,433          | 2,392,439          | 199,006                          | 9.1%        |
| Food Stamp Administration                                   | 3,464,752          | 3,093,673          | 3,111,382          | 3,225,530          | 3,228,336          | 2,806                            | .1%         |
| General Relief  | 5,073,295          | 4,028,044          | 5,838,463          | 5,614,300          | 9,896,158          | 4,281,858                        | 31.1%       |
| Medi-Cal  | 5,891,801          | 6,497,966          | 6,926,095          | 6,734,559          | 7,227,303          | 492,744                          | 7.3%        |
| Refugee Assistance  | 15,864,157         | 11,783,022         | 10,716,876         | 10,080,668         | 12,695,641         | 2,614,973                        | 25.9%       |
| <u>Management Services Bureau</u>                           | 4,760,111          | 5,569,103          | 6,243,653          | 6,993,213          | 6,158,377          | (834,836)                        | (11.9%)     |
| Department Administration                                   | <u>720,800</u>     | <u>796,504</u>     | <u>892,513</u>     | <u>854,825</u>     | <u>871,184</u>     | <u>16,359</u>                    | <u>1.9%</u> |
| Total Direct Costs  | \$302,868,243      | \$316,663,830      | \$345,618,022      | \$342,140,719      | \$375,345,237      | \$33,204,518                     | 9.7%        |
| Funding   | <u>277,916,409</u> | <u>295,066,686</u> | <u>319,313,462</u> | <u>312,697,659</u> | <u>339,517,063</u> | <u>26,819,404</u>                | <u>8.6%</u> |
| Net Program Cost  | \$ 24,951,834      | \$ 21,597,144      | \$ 29,304,560      | \$ 29,443,060      | \$ 35,828,174      | \$ 6,385,114                     | 21.7%       |
| Staff Years   | 2,089.00           | 2,130.25           | 2,238.50           | 2,240.25           | 2,336.50           | 96.25                            | 4.3%        |

PROGRAM: ADULT SOCIAL SERVICES

# 27004

MANAGER: L. WILLINGHAM

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 234

Authority: "The administration of public social services" is "a county function and responsibility therefore rests upon the boards of supervisors in the respective counties pursuant to the applicable laws and . . . subject to the regulations of the [State] Department [of Social Services] and the State Department of Health Services." (Welfare and Institutions Code, Section 10800) Adult social services are "to assist aged, blind or disabled persons . . . to achieve self-care, economic independence, or personal well being," (W&I Code, Section 12250) and include "in-home supportive services, information and referral services, protective services . . . as such services are defined" by the State Department of Social Services (W&I Code, Section 12251).

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                     |                     |                      |                      |                      |
| Salaries & Benefits       | \$ 4,994,696        | \$ 4,795,315        | \$ 5,485,118         | \$ 5,380,272         | \$ 5,965,696         |
| Services & Supplies       | 331,808             | 366,453             | 444,764              | 504,907              | 640,627              |
| IHSS Contract             | 4,347,343           | 4,640,049           | 4,812,995            | 4,639,158            | 4,850,962            |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 9,673,847</b> | <b>\$ 9,801,817</b> | <b>\$ 10,742,877</b> | <b>\$ 10,524,337</b> | <b>\$ 11,457,285</b> |
| <b>FUNDING</b>            | <b>(8,231,671)</b>  | <b>(7,502,377)</b>  | <b>(8,167,698)</b>   | <b>(8,066,282)</b>   | <b>(7,892,387)</b>   |
| <b>NET COUNTY COST</b>    | <b>\$ 1,442,176</b> | <b>\$ 2,299,440</b> | <b>\$ 2,575,179</b>  | <b>\$ 2,458,055</b>  | <b>\$ 3,564,898</b>  |
| <hr/>                     |                     |                     |                      |                      |                      |
| <b>STAFF YEARS</b>        | <b>177.50</b>       | <b>164.00</b>       | <b>176.25</b>        | <b>182.00</b>        | <b>191.00</b>        |

**PROGRAM DESCRIPTION:**

The In-Home Supportive Services (IHSS) Program helps aged and disabled persons remain safely in their own homes. Clients are provided with 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 bathroom. Two delivery systems are used to provide these services. The individual provider system uses individuals hired by the clients and the contract system uses 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.

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.



PROGRAM DESCRIPTION (continued)

The In-Home Supportive Services Contract Program consists of a contract with a private agency to provide direct homemaker services through trained and supervised providers. The current contractor is Remedy Home and Health Care. The current contract period is December 1, 1984 through November 30, 1986. An estimated 715,000 hours of service are to be provided each contract 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.

## SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

Staff costs in the 1985-86 Budget were calculated by the County's budget preparation system. The budget preparation system used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for fiscal 1984-85. Therefore, the 1985-86 budget understated the actual cost of authorized staff.

The actual cost of the IHSS contract was higher than budgeted; the Board authorized payment of a State mandated COLA to IHSS contract providers on November 12, 1985 (35), thus increasing the appropriation and the total amount of the contract.

Actual services and supplies were lower than budgeted because the lease/purchase of hardware and software to run the Social Services Reporting System was deferred and because the new Social Services building was not leased for the partial year as assumed in the 85-86 budget.

1986-87 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.

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

1986-87 OBJECTIVES: (continued)

3. To make initial contact within 24 hours upon assignment of a case to Conservatorship, at least 90% of the time.
4. To insure provision of In-Home Supportive Services to 8,700 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.

1986-87 ADOPTED BUDGET:

Nine staff years were added and organizational changes were made.

SUB-PROGRAM ACTIVITIES:

1. Adult Social Services Administration (2.00 staff years; expenditures of \$72,980 are offset by \$49,761 in revenue for a net County cost of \$23,219) This program continues at FY 85-86 levels.
2. In-Home Supportive Services (IHSS) (107.00 staff years; expenditures of \$3,435,501 are offset by \$2,342,474 in revenue for a net County cost of \$1,093,027) This activity provides case management for IHSS clients served by both individual and contract providers. One Social Worker III staff year was added to handle increased caseloads; and one Intermediate Clerk staff year was replaced by one Supervising Clerk staff year.
3. In-Home Supportive Services (IHSS) Contract Staff (8.00 staff years; expenditures of \$257,503 are offset by \$175,577 in revenue for a net County cost of \$81,926) This program administers and monitors the IHSS contract. This program continues at FY 85-86 levels.
4. In-Home Supportive Services Contract & Individual Provider Services (0.00 staff years; expenditures of \$4,850,962 are offset by \$3,767,150 in revenue for a net County cost of \$1,083,812) The 1% provider COLA required by the State budget is included in this budget.
5. Adult Protective Services (APS) (28.00 staff years; expenditures of \$901,261 are offset by \$614,519 in revenue for a net County cost of \$286,742) This activity provides case management services for adults in need of protective services. This program continues at FY 85-86 levels.

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

SUB-PROGRAM ACTIVITIES: (continued)

6. Conservatorship Services (46.00 staff years; expenditures of \$1,939,078 are offset by \$942,906 in revenue for a net County cost of \$996,172) This activity provides Conservatorship services by order of the Superior Court. One Senior Social Work Supervisor staff year and three Social Worker IV staff years were added, three Social Services Aid II staff years were transferred to this program from Family Maintenance and Reunification, and one Intermediate Clerk Typist staff year was added.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>                                    | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|---------------------------|----------------------------|---|
| County Services Block Grant (Title XX) (25% match required) | \$ 3,186,373              | \$ 3,132,067              | \$ 3,100,910               | \$ (31,157)                               |
| Short-Doyle (10% match required)                            | 935,457                   | 895,307                   | 942,906                    | 47,599                                    |
| Refugee Social Services (no match required)                 | 38,893                    | 80,000                    | 55,464                     | (24,536)                                  |
| In-Home Supportive Services                                 | 3,998,470                 | 3,939,158                 | 3,767,150                  | (172,008)                                 |
| Non-Medical Out-of-Home Care                                | 8,505                     | 19,750                    | 25,957                     | 6,207                                     |
| TOTAL   | \$ 8,167,698              | \$ 8,066,282              | \$ 7,892,387               | \$ (173,895)                              |

Discussion:

The actual Refugee Social Services allocation was less than budgeted. The 1986-87 Adopted budget assumes a continued decline in this revenue source.

The State's FY 86-87 support for San Diego County's In-Home Supportive Services (IHSS) appears to decrease because the revenue displayed in this budget decreases. In fact, this County's total State allocation for IHSS will increase from \$23,632,693 to \$27,543,455 with a required match of \$1,083,812. This County will spend a portion of its allocation on the IHSS contract. The budget contains the contract expenditures at \$4,850,962 with the total required County match of \$1,083,812. Revenues are budgeted as the difference between contract expenditures and the required County cost match for the total allocation. As a result, an increase in this County's total allocation and the corresponding increase in County cost, results in a decrease in the revenue shown in this budget.

COUNTY COST DETAIL:

|                                   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|-----------------------------------|---------------------------|---------------------------|----------------------------|---|
| Revenue Match:                    |                           |                           |                            |   |
| County Services Block Grant       | \$ 1,062,124              | \$ 1,044,022              | \$ 1,033,637               | \$ (10,385)                               |
| Short-Doyle                       | 103,940                   | 99,479                    | 104,767                    | 5,288                                     |
| IHSS                              | 870,994                   | 700,000                   | 1,083,812                  | 383,812                                   |
| Sub total:                        | \$ 2,037,058              | \$ 1,843,501              | \$ 2,222,216               | \$ 378,715                                |
| Unfunded Short-Doyle Expenditures | 538,121                   | 410,633                   | 891,405                    | 480,772                                   |
| Unfunded Salary Increases         | 0                         | 203,921                   | 451,277                    | 247,356                                   |
| TOTAL:                            | \$ 2,575,179              | \$ 2,458,055              | \$ 3,564,898               | \$ 1,106,843                              |

PERFORMANCE INDICATORS

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload (monthly)</u>   |                   |                   |                   |                   |                    |
| IHSS case management cases  | 7,328             | 7,764             | 8,401             | 8,532             | 8,700              |
| IHSS cases served by contract   | 2,733             | 2,467             | 2,492             | 2,880             | 2,520              |
| Adults provided protective services   | 883               | 1,049             | 1,345             | 1,450             | 1,450              |
| Adults provided conservatorship services  | 1,635             | 1,603             | 1,619             | 1,650             | 1,600              |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| IHSS cases per social worker  | 188               | 203               | 168               | 171               | 170                |
| Adult Protective cases per social worker  | 68                | 67                | 75                | 81                | 81                 |
| Conservatorship cases per social worker   | 68                | 68                | 58                | 67                | 57                 |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| To make initial contact within 7 days of<br>IHSS referral                                     | 95%               | 94%               | 93%               | 95%               | 95%                |
| To make initial contact within 5 days of<br>APS referral                                      | 95%               | 80%               | 94%               | 75%               | 75%                |
| To make initial contact within 24 hours,<br>upon assignment of a case to Conser-<br>vatorship | N/A               | N/A               | 97%               | N/A               | 90%                |

Discussion:

The 1985-86 Budget assumed a per worker caseload of 81 in Adult Protective Services. Actual experience has shown that this caseload is too high to manage effectively. The actual caseload per worker of 75 was achieved only with the addition of temporary social workers to this program during peak periods. Because funding for additional staff is not available, the budgeted caseloads remain at 81 cases per worker.

## STAFFING SCHEDULE

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

| Class  | Title                     | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |              |
|--|---------------------------|---------------|--------|-----------|--------|--------------------------|--------------|
|  |                           | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87      |
|  |                           | Positions     | SY     | Positions | SY     | Budget                   | Adopted      |
| 5296   | Soc Svcs Admin IV         | 1             | 1.00   | 1         | 1.00   | \$ 41,969                | \$ 43,515    |
| 2757   | Admin Sec II              | 1             | 1.00   | 1         | 1.00   | 19,381                   | 20,547       |
|  | Sub-Total                 | 2             | 2.00   | 2         | 2.00   | \$ 61,350                | \$ 64,062    |
| <u>3944 In-Home Supportive Services</u>          |                           |               |        |           |        |                          |              |
| 5288   | Soc Svcs Admin II         | 1             | 1.00   | 1         | 1.00   | \$ 32,082                | \$ 35,791    |
| 5244   | Program Specialist        | 1             | 1.00   | 1         | 1.00   | 29,824                   | 32,446       |
| 5270   | Social Work Supv          | 6             | 6.00   | 6         | 6.00   | 177,794                  | 187,920      |
| 5260   | Social Worker III         | 47            | 47.00  | 48        | 48.00  | 1,222,601                | 1,365,835    |
| 5235   | Social Worker I           | 3             | 3.00   | 3         | 3.00   | 56,946                   | 70,294       |
| 5222   | Eligibility Supv          | 1             | 1.00   | 1         | 1.00   | 23,387                   | 24,324       |
| 5221   | Eligibility Technician    | 5             | 5.00   | 5         | 5.00   | 95,918                   | 101,389      |
| 2745   | Supervising Clerk         | 0             | 0.00   | 1         | 1.00   | 0                        | 18,262       |
| 2730   | Senior Clerk              | 5             | 5.00   | 5         | 5.00   | 87,910                   | 93,235       |
| 4911   | Soc Svcs Aid II           | 4             | 4.00   | 4         | 4.00   | 61,392                   | 67,860       |
| 2700   | Intermediate Clerk Typist | 33            | 33.00  | 32        | 32.00  | 479,810                  | 491,174      |
|  | Sub-Total                 | 106           | 106.00 | 107       | 107.00 | \$ 2,267,664             | \$ 2,488,530 |
| <u>3945 In-Home Supportive Services Contract</u> |                           |               |        |           |        |                          |              |
| 5287   | Soc Svcs Admin I          | 1             | 1.00   | 1         | 1.00   | \$ 32,095                | \$ 34,075    |
| 2412   | Analyst II                | 3             | 3.00   | 3         | 3.00   | 84,500                   | 92,891       |
| 2730   | Senior Clerk              | 1             | 1.00   | 1         | 1.00   | 17,582                   | 16,717       |
| 2493   | Inter Acct Clerk          | 1             | 1.00   | 1         | 1.00   | 15,111                   | 16,206       |
| 2700   | Intermediate Clerk Typist | 2             | 2.00   | 2         | 2.00   | 25,902                   | 31,250       |
|  | Sub-Total                 | 8             | 8.00   | 8         | 8.00   | \$ 175,190               | \$ 191,139   |
| <u>3919 Adult Protective Services</u>            |                           |               |        |           |        |                          |              |
| 5263   | Sr Soc Work Supv          | 3             | 3.00   | 3         | 3.00   | \$ 96,343                | \$ 105,741   |
| 5261   | Social Worker V           | 5             | 5.00   | 5         | 5.00   | 148,208                  | 160,950      |
| 5266   | Social Worker IV          | 10            | 10.00  | 10        | 10.00  | 273,133                  | 273,740      |
| 5221   | Eligibility Technician    | 3             | 3.00   | 3         | 3.00   | 56,874                   | 61,662       |
| 2700   | Intermediate Clerk Typist | 4             | 4.00   | 4         | 4.00   | 59,111                   | 62,652       |
| 4911   | Soc Svcs Aid II           | 3             | 3.00   | 3         | 3.00   | 45,769                   | 50,895       |
|  | Sub-Total                 | 28            | 28.00  | 28        | 28.00  | \$ 679,438               | \$ 715,640   |

STAFFING SCHEDULE

PROGRAM: ADULT SOCIAL SERVICES (continued page 2)

DEPARTMENT: SOCIAL SERVICES

| Class                                | Title                     | <u>STAFF - YEARS</u> |        |           |        | <u>SALARY AND BENEFITS COST</u> |              |
|--------------------------------------|---------------------------|----------------------|--------|-----------|--------|---------------------------------|--------------|
|                                      |                           | 1985-86              |        | 1986-87   |        | 1985-86                         | 1986-87      |
|                                      |                           | Positions            | Budget | Positions | Budget | Budget                          | Adopted      |
| <u>3943 Conservatorship Services</u> |                           |                      |        |           |        |                                 |              |
| 5289                                 | Soc Svcs Admin III        | 1                    | 1.00   | 1         | 1.00   | \$ 35,384                       | \$ 37,584    |
| 5263                                 | Sr Soc Work Supv          | 3                    | 3.00   | 4         | 4.00   | 97,256                          | 135,134      |
| 5244                                 | Program Specialist        | 1                    | 1.00   | 1         | 1.00   | 27,723                          | 32,446       |
| 5261                                 | Social Worker V           | 4                    | 4.00   | 4         | 4.00   | 116,069                         | 127,321      |
| 5266                                 | Social Worker IV          | 16                   | 16.00  | 19        | 19.00  | 432,032                         | 539,050      |
| 5260                                 | Social Worker III         | 5                    | 5.00   | 5         | 5.00   | 131,630                         | 142,740      |
| 2903                                 | Legal Procedures Clk I    | 2                    | 2.00   | 2         | 2.00   | 26,976                          | 29,602       |
| 2700                                 | Intermediate Clerk Typist | 3                    | 3.00   | 4         | 4.00   | 44,652                          | 60,674       |
| 4911                                 | Soc Svcs Aid II           | 3                    | 3.00   | 6         | 6.00   | 46,044                          | 97,421       |
|                                      | Sub-Total                 | 37                   | 37.00  | 46        | 46.00  | \$ 957,766                      | \$ 1,201,972 |
| TOTAL                                |                           | 182                  | 182.00 | 191       | 191.00 | \$ 4,141,408                    | \$ 4,661,343 |
| ADJUSTMENTS:                         |                           |                      |        |           |        |                                 |              |
| County Contribution/Benefits         |                           |                      |        |           |        | \$ 1,121,657                    | \$ 1,350,784 |
| Salary Settlement Costs              |                           |                      |        |           |        | 146,423                         | 0            |
| Bilingual Compensation               |                           |                      |        |           |        | 26,100                          | 15,540       |
| Overtime                             |                           |                      |        |           |        | 0                               | 3,677        |
| Worker's Comp and UIB                |                           |                      |        |           |        | 50,324                          | 67,010       |
| Salary Savings                       |                           |                      |        |           |        | (105,640)                       | (132,658)    |
| TOTAL ADJUSTMENTS:                   |                           |                      |        |           |        | \$ 1,238,864                    | \$ 1,304,353 |
| PROGRAM TOTALS:                      |                           | 182                  | 182.00 | 191       | 191.00 | \$ 5,380,272                    | \$ 5,965,696 |

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES # 27001

MANAGER: L. WILLINGHAM

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 240

Authority: "The administration of public social services" is "a county function and responsibility and therefor rests upon the boards of supervisors in the respective counties pursuant to the applicable laws and . . . subject to the regulation of the [State] Department [of Social Services] and the State Department of Health Services." (Welfare and Institutions Code, Section 10800). The State mandates "specialized organizational entities within the county welfare department" shall be responsible for child welfare services (W&I Code, Section 16501).

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 4,920,179        | \$ 6,313,403        | \$ 7,394,069        | \$ 7,354,590        | \$ 8,907,228        |
| Services & Supplies       | 357,332             | 434,452             | 532,474             | 604,479             | 1,194,528           |
| Fixed Assets              | 0                   | 0                   | 0                   | 0                   | 24,059              |
| <b>TOTAL DIRECT COSTS</b> | <u>\$ 5,277,511</u> | <u>\$ 6,747,855</u> | <u>\$ 7,926,543</u> | <u>\$ 7,959,069</u> | <u>\$10,125,815</u> |
| <b>FUNDING</b>            | (3,705,720)         | (4,984,427)         | (5,955,544)         | (5,972,015)         | (7,671,871)         |
| <b>NET COUNTY COST</b>    | <u>\$ 1,571,791</u> | <u>\$ 1,763,428</u> | <u>\$ 1,970,999</u> | <u>\$ 1,987,054</u> | <u>\$ 2,453,944</u> |
| <hr/>                     |                     |                     |                     |                     |                     |
| <b>STAFF YEARS</b>        | 174.00              | 206.00              | 241.25              | 238.00              | 283.00              |

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.

Court Intervention Services provides investigations and assessment of all referrals on children who are in protective custody or who may require services of the Juvenile Court to insure their safety.

Emergency Services provides 24-hour screening and response via the Child Abuse Hotline and a team of Social Workers who respond immediately to referrals which indicate the reported victim is in imminent danger.

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. Crisis intervention and brief protective services up to thirty days may be provided to resolve identified protective issues.

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 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 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 determines the level of intervention necessary.

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

Staff costs in the 1985-86 Budget were calculated by the County's Budget Preparation System. The Budget Preparation System used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for FY 1984-85. Therefore, the 1985-86 Budget understates the actual cost of authorized staff.

Services and supplies were lower than budgeted because the lease/purchase of hardware and software to run the Social Services Reporting System was deferred to 1986-87 and because the new Social services building was not leased for the partial year as assumed in the 85-86 budget.

1986-87 OBJECTIVES:

1. To limit the average stay in Hillcrest Receiving Home to 3 days.
2. To complete services within 24 hours to 55% of the children referred to Immediate Response Services.
3. To complete services within 30 days to 75% of the children referred for Initial Services.
4. To obtain juvenile court concurrence in the Department's recommendations in at least 90% of the petitions filed.
5. To limit the number of children transferred from Emergency Response to Continuing Services to 15% of children served.



1986-87 ADOPTED BUDGET:

The State budget included an increase in Child Welfare Services revenue, and the Board authorized the addition of forty-five staff years and a number of organizational changes.

SUB-PROGRAM ACTIVITIES:

1. Emergency Response Child Protective Services Administration (2.00 staff years; expenditures of \$322,988 are offset by \$244,714 in revenue for a net County cost of \$78,275) The administrative unit is responsible for the administration of all Emergency Response Child Protective Service activities. This program continues at FY 85-86 levels.
2. Court Intervention Services (106.00 staff years, expenditures of \$3,868,344 are offset by \$2,930,869 in revenue for a net County cost of \$937,475) This activity investigates and assesses all referrals of children who are in protective custody or may require services of the Juvenile Court to insure their safety. Staff for this program were formerly budgeted in Emergency and Court Services. The 86-87 budget added two Social Worker IV staff years.
3. Emergency Services (41.00 staff years; expenditures of \$1,162,306 are offset by \$880,627 in revenue for a net County cost of \$281,679) This activity responds to emergency reports of child abuse and neglect. Staffing of this program as a separate activity was made possible by the availability of additional Child Welfare Services funding included in the Governor's May revised budget. Positions added include one Social Services Administrator III staff year, three Senior Social Work Supervisor staff years, 25 Social Worker IV staff years, two Social Worker III staff years, one Senior Clerk staff year and nine Intermediate Clerk staff years.
4. Initial Services (89.00 staff years; expenditures of \$3,247,950 are offset by \$2,460,824 in revenue for a net County cost of \$787,126) This activity receives and investigates reports of abuse and neglect, assesses service needs, and provides short term services. This program continues at FY 85-86 levels.
5. Hillcrest/Emergency Shelter Care (35.00 staff years; expenditures of \$1,159,288 are offset \$878,340 in revenue for a net County cost of \$280,948) The 86-87 budget added one Social Work Supervisor staff year, and one Intermediate Clerk Typist staff year.
6. Hillcrest/Initial Services (10.00 staff years; expenditures of \$364,938 are offset by \$276,497 in revenue for a net County cost of \$88,441) This activity provides initial social work services to children admitted to emergency shelter care. This program continues at FY 85-86 levels.

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>                               | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|---------------------------|----------------------------|---|
| Child Welfare Services (Title XX) (25% match required) | \$ 3,225,522              | \$ 3,358,683              | \$ 4,691,737               | \$ 1,333,054                              |
| Emergency Assistance (25% match required)              | 2,642,974                 | 2,435,514                 | 2,856,000                  | 420,486                                   |
| Refugee Social Services (no match required)            | 87,048                    | 177,818                   | 124,134                    | (53,684)                                  |
| TOTAL  | \$ 5,955,544              | \$ 5,972,015              | \$ 7,671,871               | \$ 1,699,856                              |

Discussion:

The actual 85-86 allocations of Child Welfare Services and Refugee Social Services revenue allocated to this program were slightly less than anticipated. This was partially offset by an increase in Emergency Assistance revenue.

Projected Child Welfare Services revenue is based on the 86-87 State budget.

The Refugee Social Services funding projection assumes a continued decrease in this funding.

COUNTY COST DETAIL:

|                           | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------------------|---------------------------|---------------------------|----------------------------|---|
| Revenue Match:            |                           |                           |                            |   |
| Child Welfare Services    | \$ 1,090,008              | \$ 1,119,561              | \$ 1,501,944               | \$ 382,383                                |
| Emergency Assistance      | 880,991                   | 811,838                   | 952,000                    | 140,162                                   |
| Sub total:                | \$ 1,970,999              | \$ 1,931,399              | \$ 2,453,944               | \$ 522,545                                |
| Unfunded Salary Increases | 0                         | 55,655                    | 0                          | (55,655)                                  |
| TOTAL:                    | \$ 1,970,999              | \$ 1,987,054              | \$ 2,453,944               | \$ 466,890                                |

PERFORMANCE INDICATORS

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload (monthly)</u>   |                   |                   |                   |                   |                    |
| Children admitted to Hillcrest Receiving Home                                       | 309               | 338               | 379               | 290               | 342                |
| Number of children served by Emergency Response workers                             | 1,553             | 2,060             | 2,584             | 2,550             | 2,700              |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Children per Emergency Response worker  | 18                | 23                | 23                | 22                | 24                 |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Average length of stay in Hillcrest Receiving Home                                  | 1.4 days          | 2.1 days          | 2.1 days          | 3.0 days          | 3.0 days           |
| Percent of children directed to Emerg. Shelter Care homes                           | 51%               | 45%               | 61%               | 50%               | 50%                |
| Percent of petitions accepted by the Court  | 72%               | 80%               | 91%               | N/A               | 90%                |
| Percent of referrals served and closed by Initial Services staff within 30 days.    | N/A               | 71%               | 82%               | N/A               | 75%                |
| Percent of referrals served and closed by Immediate Response staff within 24 hours. | N/A               | 58%               | 51%               | N/A               | 55%                |

Discussion:

The number of children served by Emergency Response workers is expected to increase over the 85-86 actual level.

STAFFING SCHEDULE

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

| Class                          | Title                     | STAFF - YEARS |        |           |         | SALARY AND BENEFITS COST |              |
|--------------------------------|---------------------------|---------------|--------|-----------|---------|--------------------------|--------------|
|                                |                           | 1985-86       |        | 1986-87   |         | 1985-86                  | 1986-87      |
|                                |                           | Positions     | SY     | Positions | SY      | Budget                   | Adopted      |
|                                |                           |               | Budget |           | Adopted |                          |              |
| 5296                           | Soc Svcs Admin IV         | 1             | 1.00   | 1         | 1.00    | \$ 41,969                | \$ 43,515    |
| 2757                           | Admin Sec II              | 1             | 1.00   | 1         | 1.00    | 19,381                   | 20,547       |
|                                | Sub-Total                 | 2             | 2.00   | 2         | 2.00    | \$ 61,350                | \$ 64,062    |
| <u>3983 Court Intervention</u> |                           |               |        |           |         |                          |              |
| 5289                           | Soc Svcs Admin III        | 1             | 1.00   | 1         | 1.00    | \$ 38,063                | \$ 39,462    |
| 5263                           | Sr Soc Work Supv          | 4             | 4.00   | 5         | 4.00    | 135,532                  | 134,025      |
| 5261                           | Social Worker V           | 9             | 9.00   | 9         | 9.00    | 267,174                  | 285,642      |
| 5244                           | Program Specialist        | 1             | 1.00   | 1         | 1.00    | 29,824                   | 30,902       |
| 5270                           | Soc Work Supv             | 4             | 4.00   | 4         | 4.00    | 120,440                  | 131,839      |
| 5266                           | Social Worker IV          | 27            | 27.00  | 34        | 29.00   | 717,104                  | 750,460      |
| 5260                           | Social Worker III         | 36            | 36.00  | 36        | 36.00   | 930,432                  | 1,026,266    |
| 2745                           | Supv Clerk                | 1             | 1.00   | 1         | 1.00    | 20,420                   | 21,651       |
| 2730                           | Senior Clerk              | 1             | 1.00   | 1         | 1.00    | 15,306                   | 17,130       |
| 4911                           | Soc Svcs Aid II           | 4             | 4.00   | 4         | 4.00    | 60,136                   | 67,860       |
| 2700                           | Intermediate Clerk Typist | 16            | 16.00  | 16        | 16.00   | 222,585                  | 240,145      |
|                                | Sub-Total                 | 104           | 104.00 | 112       | 106.00  | \$ 2,557,016             | \$ 2,745,382 |
| <u>3972 Emergency Services</u> |                           |               |        |           |         |                          |              |
| 5289                           | Soc Svcs Admin II         | 0             | 0      | 1         | 1.00    | \$ 0                     | \$ 36,691    |
| 5263                           | Sr Soc Work Supv          | 0             | 0      | 3         | 3.00    | 0                        | 89,323       |
| 5266                           | Social Worker IV          | 0             | 0      | 25        | 25.00   | 0                        | 616,050      |
| 5260                           | Social Worker III         | 0             | 0      | 2         | 2.00    | 0                        | 48,158       |
| 2730                           | Senior Clerk              | 0             | 0      | 1         | 1.00    | 0                        | 15,714       |
| 2700                           | Intermediate Clerk        | 0             | 0      | 9         | 9.00    | 0                        | 119,790      |
|                                | Sub-total                 | 0             | 0      | 41        | 41.00   | \$ 0                     | \$925,726    |
| <u>3987 Initial Services</u>   |                           |               |        |           |         |                          |              |
| 5289                           | Soc Svcs Admin III        | 1             | 1.00   | 1         | 1.00    | \$ 35,384                | \$ 39,462    |
| 5263                           | Sr Soc Work Supv          | 8             | 8.00   | 8         | 8.00    | 265,758                  | 277,107      |
| 5261                           | Social Worker V           | 9             | 9.00   | 9         | 9.00    | 254,946                  | 281,574      |
| 5244                           | Program Specialist        | 1             | 1.00   | 1         | 1.00    | 27,723                   | 32,446       |
| 5266                           | Social Worker IV          | 32            | 32.00  | 32        | 32.00   | 817,576                  | 869,920      |
| 5260                           | Social Worker III         | 20            | 20.00  | 20        | 20.00   | 522,543                  | 567,334      |
| 4911                           | Soc Svcs Aid II           | 1             | 1.00   | 1         | 1.00    | 15,348                   | 16,965       |
| 2700                           | Intermediate Clerk Typist | 17            | 17.00  | 17        | 17.00   | 240,421                  | 245,608      |
|                                | Sub-Total                 | 89            | 89.00  | 89        | 89.00   | \$ 2,179,699             | \$ 2,330,416 |

STAFFING SCHEDULE

PROGRAM: EMERGENCY RESPONSE CHILD PROTECTIVE SERVICES (continued page 2)

DEPARTMENT: SOCIAL SERVICES

| Class                        | Title                            | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |              |
|------------------------------|----------------------------------|---------------|--------|-----------|--------|--------------------------|--------------|
|                              |                                  | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87      |
|                              |                                  | Positions     | SY     | Positions | SY     | Budget                   | Adopted      |
| 3946                         | Hillcrest/Emergency Shelter Care |               |        |           |        |                          |              |
| 5289                         | Soc Svcs Admin III               | 1             | 1.00   | 1         | 1.00   | \$ 38,063                | \$ 39,462    |
| 5263                         | Sr Soc Work Supv                 | 1             | 1.00   | 1         | 1.00   | 33,883                   | 35,247       |
| 5244                         | Program Specialist               | 1             | 1.00   | 1         | 1.00   | 29,638                   | 32,446       |
| 5270                         | Social Work Supv                 | 4             | 4.00   | 5         | 5.00   | 112,305                  | 151,018      |
| 5266                         | Social Worker IV                 | 3             | 3.00   | 3         | 3.00   | 74,457                   | 83,979       |
| 5260                         | Social Worker III                | 3             | 3.00   | 3         | 3.00   | 76,477                   | 84,237       |
| 5072                         | Child Care Wkr                   | 9             | 9.00   | 9         | 9.00   | 150,552                  | 151,256      |
| 2730                         | Senior Clerk                     | 1             | 1.00   | 1         | 1.00   | 13,490                   | 17,810       |
| 2700                         | Intermediate Clerk               | 6             | 6.00   | 7         | 7.00   | 87,356                   | 108,038      |
|                              | Temp & Seasonal                  | 4             | 4.00   | 4         | 4.00   | 46,000                   | 48,300       |
|                              | Sub-Total                        | 33            | 33.00  | 35        | 35.00  | \$ 662,221               | \$ 751,793   |
| 3984                         | Hillcrest/Initial Services       |               |        |           |        |                          |              |
| 5263                         | Sr Soc Work Supv                 | 1             | 1.00   | 1         | 1.00   | \$ 33,883                | \$ 35,247    |
| 5261                         | Social Worker V                  | 1             | 1.00   | 1         | 1.00   | 29,671                   | 32,190       |
| 5266                         | Social Worker IV                 | 3             | 3.00   | 3         | 3.00   | 78,583                   | 81,461       |
| 5260                         | Social Worker III                | 3             | 3.00   | 3         | 3.00   | 80,022                   | 85,644       |
| 2700                         | Intermediate Clerk               | 2             | 2.00   | 2         | 2.00   | 27,444                   | 30,464       |
|                              | Sub-Total                        | 10            | 10.00  | 10        | 10.00  | \$ 249,603               | \$ 265,006   |
|                              | TOTAL                            | 238           | 238.00 | 289       | 283.00 | \$ 5,709,889             | \$ 7,082,385 |
| ADJUSTMENTS:                 |                                  |               |        |           |        |                          |              |
| County Contribution/Benefits |                                  |               |        |           |        | \$ 1,465,274             | \$ 1,819,599 |
| Salary Settlement Costs      |                                  |               |        |           |        | 189,757                  | 0            |
| Bilingual Compensation       |                                  |               |        |           |        | 40,500                   | 20,580       |
| Overtime                     |                                  |               |        |           |        | 30,000                   | 95,406       |
| Worker's Comp and UIB        |                                  |               |        |           |        | 66,976                   | 99,139       |
| Salary Savings               |                                  |               |        |           |        | (147,806)                | (209,881)    |
| TOTAL ADJUSTMENTS:           |                                  |               |        |           |        | \$ 1,644,701             | \$ 1,824,843 |
| PROGRAM TOTALS:              |                                  | 238           | 238.00 | 289       | 283.00 | \$ 7,354,590             | \$ 8,907,228 |

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES # 27002

MANAGER: L. WILLINGHAM

Department: SOCIAL SERVICES # 3900

Ref: 1985-86 Final Budget - Pg: 246

Authority: Family Maintenance and Reunification, Permanent Placement: "The administration of public social services" is "a county function and responsibility and therefore rests upon the boards of supervisors in the respective counties pursuant to the applicable laws . . . subject to the regulation of the [State] Department [of Social Services] and the State Department of Health Services" (Welfare and Institutions Code, Section 10800). The State mandates "specialized organizational entities within the county welfare department" shall be responsible for child welfare services (W&I Code, Section 16500). Adoptions: Counties may apply for licenses as "county adoption agencies," provide adoption services and, under agreement with the State, receive reimbursement for performing these services (W&I Code, Sections 16100-16105). Licensing: Licensing of family day care and foster care homes is a State responsibility (Health & Safety Code, Section 1509) which may be delegated under contract to other agencies (H&S Code, Section 1511). The contract between the State and San Diego County delegates this authority to the San Diego County Department of Social Services.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                     |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 7,329,987        | \$ 8,673,682         | \$ 9,355,534         | \$ 9,167,524         | \$ 10,252,581        |
| Services & Supplies       | 405,664             | 632,983              | 721,261              | 818,795              | 1,010,619            |
| Support & Care            | 6,859               | 29,222               | 20,658               | 25,000               | 30,000               |
| Child Care Contracts      | 484,169             | 689,070              | 765,621              | 609,643              | 630,534              |
| Fixed Assets              | 0                   | 0                    | 0                    | 0                    | 14,447               |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 8,226,679</b> | <b>\$ 10,024,957</b> | <b>\$ 10,863,074</b> | <b>\$ 10,620,962</b> | <b>\$ 11,938,181</b> |
| <b>FUNDING</b>            | <b>(6,615,152)</b>  | <b>(8,354,580)</b>   | <b>(9,017,445)</b>   | <b>(8,681,094)</b>   | <b>(9,738,399)</b>   |
| <b>NET COUNTY COST</b>    | <b>\$ 1,611,527</b> | <b>\$ 1,670,377</b>  | <b>\$ 1,845,629</b>  | <b>\$ 1,939,868</b>  | <b>\$ 2,199,782</b>  |
| <hr/>                     |                     |                      |                      |                      |                      |
| <b>STAFF YEARS</b>        | <b>259.50</b>       | <b>274.75</b>        | <b>290.00</b>        | <b>288.25</b>        | <b>312.75</b>        |

PROGRAM DESCRIPTION:

There are children in the community who are physically or sexually abused, neglected or exploited, or who have no permanent homes or families 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

PROGRAM DESCRIPTION: (continued)

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. The Licensing section recruits foster family homes and 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. The Licensing Section is also responsible for the State Department of Education Child Care contract which provides respite care to abuse cycle families.

SUPPORTING DOCUMENTATION1985-86 ACTUALS:

Staff costs in the 1985-86 Budget were calculated by the County's Budget Preparation System. The Budget Preparation System used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for FY 1984-85. Therefore, the 1985-86 Budget understates the actual cost of authorized staff.

The 1985-86 expenditures for the child care contract exceed the budgeted amount. The State allocation for child care was higher than anticipated; the Board accepted the contract and unanticipated revenue on September 17, 1985 (22).

Services and supplies expenditures were lower than budgeted because the lease/purchase of hardware and software to run the Social Services Reporting System was deferred and because the new Social Services building was not leased for the partial year as assumed in the 85-86 budget.

1986-87 OBJECTIVES:

1. To terminate services due to achievement of objectives for 3% of cases receiving Family Maintenance/ Reunification and Permanent Placement each month.
2. To make 4.5 adoption placements per adoption worker per year.
3. To investigate 84 complaints monthly in foster home and day care facilities.
4. To expand foster home placement capacity by 10%.

1986-87 ADOPTED BUDGET:

The State budget included an increase in Child Welfare Services revenue, and the Board authorized the addition of 24.5 staff years, and a number of organizational changes.

SUB-PROGRAM ACTIVITIES:

1. Continuing Child Protective Services Administration (2.00 staff years; expenditures of \$73,479 are offset by \$53,677 in revenue for a net County cost of \$19,802) This program is responsible for the administration of Continuing Child Protective Services and continues at FY 85-86 levels.
2. Family Maintenance and Reunification (132.00 staff years; expenditures of \$4,712,732 are offset by \$3,668,080 in revenue for a net County cost of \$1,044,652) As a result of the State budget which included additional Child Welfare Services revenue, additional staff were authorized. Staffing changes included: deletion of 3.0 Social Service Aide staff years; addition of .50 Program Specialist staff year to an existing .50 staff year in order to create a full-time Volunteer Specialist position; and addition of 12.00 Social Worker IV, 6.00 Social Worker III, 2.00 Senior Social Worker Supervisor, and 5.00 Intermediate Clerk staff years.
3. Adoptions (63.25 staff years; expenditures of \$2,353,776 are offset by \$2,091,091 in revenue for a net County cost of \$262,685) This program provides adoption services under a contract to the State and also provides pre-adoptive placement services to children in foster care. This program continues at FY 85-86 levels.
4. Permanent Placement (77.50 staff years; expenditures of \$2,847,315 are offset by \$2,080,003 in revenue for a net County cost of \$767,312) This program continues at FY 85-86 levels.
5. Licensing (38.00 staff years; expenditures of \$1,320,345 are offset by \$1,305,076 in revenue for a net County cost of \$15,269) This program performs Licensing activities for foster family homes and family day care homes. It is also responsible for the administration of the Department of Education Child Care Contract. This program continues at FY 85-86 levels.
6. Department of Education Child Care Contract (0.00 staff years; expenditures of \$630,534 are offset by \$540,471 in revenue for a net County cost of \$90,063) This contract provides child care for eligible families and is expected to provide 500,000 hours of child care in 86-87. This program continues at FY 85-86 levels.



PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>                             | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|---------------------------|----------------------------|---|
| Child Welfare Services (Title XX)<br>(25% match req) | \$ 5,220,892              | \$ 4,850,752              | \$ 6,147,311               | \$ 1,296,559                              |
| Foster Care Licensing Contract (no match req)        | 466,328                   | 467,044                   | 472,385                    | 5,341                                     |
| Day Care Licensing Contract (no match req)           | 719,017                   | 732,685                   | 741,063                    | 8,378                                     |
| Adoptions Contract (no match req)                    | 1,582,848                 | 1,678,320                 | 1,379,013                  | (299,307)                                 |
| Refugee Social Services (no match req)               | 59,266                    | 120,000                   | 84,515                     | (35,485)                                  |
| Refugee Unaccompanied Minor (no match req)           | 225,047                   | 117,432                   | 173,600                    | 56,168                                    |
| Department of Education Child Care                   | 638,626                   | 606,748                   | 632,099                    | 25,351                                    |
| Child Abuse Prevention Foundation (grant)            | 84,413                    | 84,413                    | 84,413                     | 0   |
| Adoption fees  | 21,008                    | 23,700                    | 24,000                     | 300                                       |
| TOTAL  | \$ 9,017,445              | \$ 8,681,094              | \$ 9,738,399               | \$ 1,057,305                              |

Discussion:

The 1985-86 Child Welfare Services allocation allocated to this program was slightly higher than budgeted. The 1986-87 Adopted budget is based on the 1986-87 State budget.

The actual Adoptions contract was lower than anticipated. Projected revenue is based upon the State budget.

The Refugee Social Services allocation was lower than budgeted.

The open-ended Refugee Unaccompanied Minor revenue was higher than anticipated; the population of refugee children eligible for this funding was larger than anticipated.

The Department of Education Child Care program was funded at a higher level than anticipated in the adopted budget. Adopted 86-87 revenue assumed funding at the higher '85-86 level.

COUNTY COST DETAIL:

|   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|---------------------------|----------------------------|---|
| Revenue Match:  |                           |                           |                            |   |
| Child Welfare Services  | \$ 1,740,297              | \$ 1,616,917              | \$ 2,049,104               | \$ 432,187                                |
| Department of Education Child Care<br>(Maintenance of effort) | 105,332                   | 105,332                   | 105,332                    | 0   |
| Sub total:  | \$ 1,845,629              | \$ 1,722,249              | \$ 2,154,436               | \$ 432,187                                |
| Unfunded Salary Increases                                     | 0                         | 217,619                   | 45,346                     | (172,273)                                 |
| TOTAL:  | \$ 1,845,629              | \$ 1,939,868              | \$ 2,199,782               | \$ 259,914                                |

PERFORMANCE INDICATORS

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload (monthly)</u>  |                   |                   |                   |                   |                    |
| Adoptive applicant requests  | 160               | 153               | 123               | 166               | 166                |
| Foster/day care license actions  | 375               | 463               | 672               | 440               | 690                |
| Children receiving Family Maintenance/<br>Reunification or Permanent Placement<br>Services | 3,864             | 4,254             | 4,669             | 4,200             | 4,900              |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Adoptive applicants served per adoption<br>social worker                                   | 46                | 43                | 36                | 48                | 48                 |
| License actions per social worker  | 22                | 20.6              | 29                | 20                | 30                 |
| Children supervised per social worker  | 38                | 43                | 42                | 39                | 44                 |
| <u>Effectiveness (monthly)</u>   |                   |                   |                   |                   |                    |
| Children placed in adoptive homes  | 12.0              | 16.5              | 18.2              | 16                | 16                 |
| Number of children maintained in their<br>own homes with supervision                       | 1,478             | 1,636             | 1,600             | 1,600             | 1,600              |
| Number of cases closed due to<br>successful achievement of goals                           | N/A               | 193               | 209               | 175               | 225                |
| Number of applicants provided with<br>licensing orientation                                | 211               | 220               | 240               | 230               | 243                |

Discussion:

Adoptive applicant requests are expected to remain relatively stable.

The workload in Licensing, Family Maintenance/Reunification and Permanent Placement is expected to increase. The expected increase is based on actual data from July, 1985 through March, 1986. The calculation of the 1986-87 per worker caseload is based on budgeted staff years.

STAFFING SCHEDULE

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES

DEPARTMENT: SOCIAL SERVICES

| Class  | Title                     | STAFF - YEARS |        |           |         | SALARY AND BENEFITS COST |              |
|--|---------------------------|---------------|--------|-----------|---------|--------------------------|--------------|
|  |                           | 1985-86       |        | 1986-87   |         | 1985-86                  | 1986-87      |
|  |                           | Positions     | SY     | Positions | SY      | Budget                   | Adopted      |
|  |                           |               | Budget |           | Adopted |                          |              |
| 5296   | Soc Svcs Admin IV         | 1             | 1.00   | 1         | 1.00    | \$ 41,709                | \$ 43,515    |
| 2757   | Admin Sec II              | 1             | 1.00   | 1         | 1.00    | 19,381                   | 20,547       |
|  | Sub-Total                 | 2             | 2.00   | 2         | 2.00    | \$ 61,090                | \$ 64,062    |
| <u>3986 Family Maintenance &amp; Reunification</u> |                           |               |        |           |         |                          |              |
| 5087   | Sr. Clinical Psychologist | 1             | 1.00   | 1         | 1.00    | \$ 38,462                | \$ 38,838    |
| 5289   | Soc Svcs Admin III        | 1             | 1.00   | 1         | 1.00    | 38,063                   | 39,462       |
| 5263   | Sr Soc Work Supv          | 8             | 8.00   | 10        | 10.00   | 265,758                  | 339,141      |
| 5244   | Program Specialist        | 2             | 1.50   | 2         | 2.00    | 41,088                   | 63,348       |
| 5261   | Social Worker V           | 10            | 10.00  | 10        | 10.00   | 291,565                  | 321,900      |
| 5266   | Social Worker IV          | 34            | 34.00  | 46        | 46.00   | 873,644                  | 1,217,515    |
| 4831   | Mental Hlth Consultant II | 1             | 1.00   | 1         | 1.00    | 23,929                   | 25,657       |
| 5260   | Social Worker III         | 21            | 21.00  | 27        | 27.00   | 550,368                  | 728,183      |
| 2725   | Principal Clerk           | 1             | 1.00   | 1         | 1.00    | 22,466                   | 24,510       |
| 2730   | Senior Clerk              | 1             | 1.00   | 1         | 1.00    | 17,152                   | 18,647       |
| 4911   | Soc Svc Aid II            | 12            | 12.00  | 9         | 9.00    | 180,872                  | 153,970      |
| 2700   | Intermediate Clerk Typist | 16            | 16.00  | 23        | 23.00   | 234,686                  | 337,381      |
|  | Sub-Total                 | 108           | 107.50 | 132       | 132.00  | \$ 2,578,053             | \$ 3,308,552 |
| <u>3988 Adoptions</u>                              |                           |               |        |           |         |                          |              |
| 5289   | Soc Svcs Admin III        | 1             | 1.00   | 1         | 1.00    | \$ 35,384                | \$ 39,904    |
| 5263   | Sr Soc Work Supv          | 5             | 5.00   | 5         | 5.00    | 169,415                  | 176,235      |
| 5244   | Program Specialist        | 1             | 1.00   | 1         | 1.00    | 29,824                   | 32,446       |
| 5261   | Social Worker V           | 8             | 8.00   | 8         | 8.00    | 237,368                  | 259,975      |
| 5266   | Social Worker IV          | 34            | 33.25  | 34        | 33.25   | 892,445                  | 955,811      |
| 2730   | Senior Clerk              | 2             | 2.00   | 2         | 2.00    | 32,888                   | 37,294       |
| 2760   | Steno                     | 1             | 1.00   | 1         | 1.00    | 16,788                   | 17,792       |
| 2903   | Legal Proc Clerk I        | 2             | 2.00   | 2         | 2.00    | 30,123                   | 29,746       |
| 2700   | Intermediate Clerk Typist | 10            | 10.00  | 10        | 10.00   | 147,736                  | 149,541      |
|  | Sub-Total                 | 64            | 63.25  | 64        | 63.25   | \$ 1,591,971             | \$ 1,698,744 |

STAFFING SCHEDULE

PROGRAM: CONTINUING CHILD PROTECTIVE SERVICES (continued page 2)

DEPARTMENT: SOCIAL SERVICES

| Class                           | Title                     | STAFF - YEARS |               |            |               | SALARY AND BENEFITS COST |                     |
|---------------------------------|---------------------------|---------------|---------------|------------|---------------|--------------------------|---------------------|
|                                 |                           | 1985-86       |               | 1986-87    |               | 1985-86                  | 1986-87             |
|                                 |                           | Budget        | Adopted       | Budget     | Adopted       | Budget                   | Adopted             |
|                                 |                           | Positions     | SY            | Positions  | SY            |                          |                     |
| <b>3985 Permanent Placement</b> |                           |               |               |            |               |                          |                     |
| 5288                            | Soc Svcs Admin II         | 1             | 1.00          | 1          | 1.00          | \$ 32,082                | \$ 35,791           |
| 5263                            | Sr Soc Work Supv          | 6             | 6.00          | 6          | 6.00          | 198,905                  | 207,017             |
| 5261                            | Social Worker V           | 6             | 6.00          | 6          | 6.00          | 178,701                  | 189,072             |
| 5244                            | Program Specialist        | 2             | 2.00          | 2          | 2.00          | 59,244                   | 61,888              |
| 5266                            | Social Worker IV          | 15            | 15.00         | 15         | 15.00         | 406,186                  | 434,827             |
| 5260                            | Social Worker III         | 31            | 31.00         | 31         | 31.00         | 794,002                  | 874,303             |
| 2730                            | Senior Clerk              | 1             | 1.00          | 1          | 1.00          | 15,306                   | 16,717              |
| 2700                            | Intermediate Clerk Typist | 10            | 9.50          | 10         | 9.50          | 134,291                  | 139,931             |
| 4911                            | Soc Svcs Aid II           | 6             | 6.00          | 6          | 6.00          | 90,520                   | 101,164             |
|                                 | Sub-Total                 | 78            | 77.50         | 78         | 77.50         | \$ 1,909,237             | \$ 2,060,710        |
| <b>3989 Licensing</b>           |                           |               |               |            |               |                          |                     |
| 5288                            | Soc Svcs Admin II         | 1             | 1.00          | 1          | 1.00          | \$ 32,082                | \$ 35,791           |
| 5270                            | Soc Work Supv             | 3             | 3.00          | 3          | 3.00          | 90,330                   | 93,960              |
| 5260                            | Social Worker III         | 23            | 23.00         | 23         | 23.00         | 607,586                  | 653,909             |
| 5221                            | Eligibility Technician    | 1             | 1.00          | 1          | 1.00          | 18,958                   | 22,103              |
| 2730                            | Senior Clerk              | 1             | 1.00          | 1          | 1.00          | 17,184                   | 18,647              |
| 2700                            | Intermediate Clerk Typist | 9             | 9.00          | 9          | 9.00          | 125,580                  | 133,355             |
|                                 | Sub-Total                 | 38            | 38.00         | 38         | 38.00         | \$ 891,720               | \$ 957,765          |
|                                 | <b>TOTAL</b>              | <b>290</b>    | <b>288.25</b> | <b>314</b> | <b>312.75</b> | <b>\$ 7,032,071</b>      | <b>\$ 8,089,833</b> |
| <b>ADJUSTMENTS:</b>             |                           |               |               |            |               |                          |                     |
| County Contribution/Benefits    |                           |               |               |            |               | \$ 1,951,549             | \$ 2,210,386        |
| Salary Settlement Costs         |                           |               |               |            |               | 219,380                  | 0                   |
| Bilingual Compensation          |                           |               |               |            |               | 23,400                   | 20,160              |
| Overtime                        |                           |               |               |            |               | 30,000                   | 55,567              |
| Worker's Comp and UIB           |                           |               |               |            |               | 93,328                   | 114,035             |
| Salary Savings                  |                           |               |               |            |               | (182,204)                | (237,400)           |
| <b>TOTAL ADJUSTMENTS:</b>       |                           |               |               |            |               | <b>\$ 2,135,453</b>      | <b>\$ 2,162,748</b> |
| <b>PROGRAM TOTALS:</b>          |                           | <b>290</b>    | <b>288.25</b> | <b>314</b> | <b>312.75</b> | <b>\$ 9,167,524</b>      | <b>\$10,252,581</b> |

PROGRAM: COMMUNITY ACTION PARTNERSHIP

# 27017

MANAGER: G. Tate

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 253

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, AB1733, AB2994, SB1246, and AB90, and County General Funds to provide necessary social services to the County's poor and disadvantaged.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 425,426          | \$ 439,719          | \$ 463,901          | \$ 493,709          | \$ 454,617          |
| Services & Supplies       | 43,446              | 47,518              | 41,268              | 40,900              | 22,848              |
| Contracts                 | 7,158,935           | 7,388,926           | 6,385,375           | 5,734,763           | 5,787,635           |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 7,627,807</b> | <b>\$ 7,876,163</b> | <b>\$ 6,890,544</b> | <b>\$ 6,269,372</b> | <b>\$ 6,265,100</b> |
| <b>FUNDING</b>            | <b>(7,465,263)</b>  | <b>(7,876,163)</b>  | <b>(5,988,058)</b>  | <b>(6,244,887)</b>  | <b>(4,814,104)</b>  |
| <b>NET COUNTY COST</b>    | <b>\$ 162,544</b>   | <b>\$ 0</b>         | <b>\$ 902,486</b>   | <b>\$ 24,485</b>    | <b>\$ 1,450,996</b> |
| <hr/>                     |                     |                     |                     |                     |                     |
| <b>STAFF YEARS</b>        | <b>12.50</b>        | <b>12.00</b>        | <b>12.00</b>        | <b>13.00</b>        | <b>12.00</b>        |

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.

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

A reduced administrative allocation in the Community Services Block Grant necessitated holding one planning staff position vacant. Contract expenditures and Net County Cost reflect the Board's August 6, 1985 (43-48) decision to fund Social Service contractors for the last 7 months of FY 85-86 with County General Funds of up to \$846,415.

1986-87 OBJECTIVES:

1. To conduct one needs assessment for the Community Services Block Grant Program.
2. To administer 47 contracts for a variety of social services including juvenile diversion, emergency assistance, child abuse prevention, and services to the poor.
3. To continue to maintain community input through six regional councils throughout the County.

1986-87 ADOPTED BUDGET:

Program administration was reduced to the level that can be funded with available revenue and to the level that is required to administer a smaller number of contracts. Contracts for community programs are authorized at the levels that can be funded from available revenues. This includes continuing the General Fund funded contracts at the expenditure levels established by the Board on August 6, 1985 (43-48).

SUB-PROGRAM ACTIVITIES:

1. Program Administration (12 staff years; expenditures of \$477,465; offset by revenues of \$477,465) Includes all program staff and administrative activities. This program decreased (one staff year Analyst II) due to a reduction in the number of contracts.
2. Contract Services (no staff, expenditures of \$5,787,635 offset by revenue of \$4,336,639 for a net County cost of \$1,450,996) This budget provides for grant funded contract expenditures augmented by County General funds at the level established by the Board on August 6, 1985 (43-48).

PROGRAM: COMMUNITY ACTION PARTNERSHIP

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE:

The Community Action Partnership program will administer funds from six different sources in FY 86-87.

| <u>Source of Revenue</u>       | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------------|---------------------------|-----------------------------|----------------------------|---|
| Community Services Block Grant | \$ 1,727,252              | \$ 1,679,431                | \$ 1,716,638               | \$ 37,207                                 |
| Assembly Bill 90               | 1,524,588                 | 1,667,602                   | 1,854,173                  | 186,571                                   |
| Assembly Bill 1733             | 502,255                   | 538,477                     | 538,477                    | 0   |
| Senate Bill 1246               | 380,892                   | 436,803                     | 395,816                    | (40,987)                                  |
| Refugee Resettlement           | 37,465                    | 120,000                     | 0                          | (120,000)                                 |
| City of San Diego              | 75,944                    | 0                           | 75,000                     | 75,000                                    |
| Assembly Bill 2994             | 192,895                   | 210,000                     | 234,000                    | 24,000                                    |
| Revenue Sharing                | <u>1,546,767*</u>         | <u>1,592,574</u>            | <u>0</u>                   | <u>(1,592,574)</u>                        |
| TOTAL                          | \$ 5,988,058              | \$ 6,244,887                | \$ 4,814,104               | \$ (1,430,783)                            |

\* Includes a carryover of prior year funds of \$26,966

COUNTY COST DETAIL:

|                               | <u>1985-86<br/>Budget</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|-------------------------------|---------------------------|---------------------------|----------------------------|---|
| **Board Directed General Fund |                           |                           |                            |   |
| Contracts                     | \$ 0                      | \$ 819,449                | \$ 1,450,996               | \$ 1,450,996                              |
| Unfunded Salary Increases     | <u>\$ 24,485</u>          | <u>\$ 83,037</u>          | <u>\$ 0</u>                | <u>\$ (24,485)</u>                        |
| TOTAL:                        | \$ 24,485                 | \$ 902,486                | \$ 1,450,996               | \$ 1,426,511                              |

\*\* Replaces Revenue Sharing Expenditures

PERFORMANCE INDICATORS

PROGRAM: COMMUNITY ACTION PARTNERSHIP

DEPARTMENT: SOCIAL SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload (monthly)</u>                               |                   |                   |                   |                   |                    |
| Projects supervised                                     | 70                | 86                | 47                | 83                | 47                 |
| <u>Efficiency</u>                                       |                   |                   |                   |                   |                    |
| Projects supervised per contract specialist             | 23:1              | 29:1              | 24:1              | 28:1              | 24:1               |
| <u>Effectiveness</u>                                    |                   |                   |                   |                   |                    |
| Number of clients served by contract services (monthly) | 6,268             | 8,403             | 6,861             | 7,592             | 4,297              |

Discussion:

Due to Revenue Sharing reductions and the shift to reduced levels of contract funding from the General Fund, the numbers of contracts were reduced by the Board on August 6, 1985 (43-48). The projected workloads reflect these reductions.



STAFFING SCHEDULE

PROGRAM: COMMUNITY ACTION PARTNERSHIP

DEPARTMENT: SOCIAL SERVICES

| Class           | Title                        | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |            |
|-----------------|------------------------------|---------------|-------|-----------|-------|--------------------------|------------|
|                 |                              | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87    |
|                 |                              | Positions     | SY    | Positions | SY    | Budget                   | Adopted    |
| 5300            | Deputy Director, CAP         | 1             | 1.00  | 1         | 1.00  | \$ 41,969                | \$ 43,515  |
| 2413            | Analyst III                  | 2             | 2.00  | 2         | 2.00  | 65,934                   | 71,582     |
| 2412            | Analyst II                   | 3             | 3.00  | 2         | 2.00  | 93,510                   | 64,892     |
| 2411            | Analyst I                    | 1             | 1.00  | 1         | 1.00  | 22,176                   | 27,354     |
| 2505            | Senior Accountant            | 1             | 1.00  | 1         | 1.00  | 32,890                   | 34,911     |
| 2425            | Assoc Accountant             | 1             | 1.00  | 1         | 1.00  | 27,666                   | 28,773     |
| 2403            | Accounting Tech              | 1             | 1.00  | 1         | 1.00  | 17,617                   | 19,612     |
| 2758            | Admin Secretary III          | 1             | 1.00  | 1         | 1.00  | 21,422                   | 23,050     |
| 2730            | Senior Clerk                 | 1             | 1.00  | 1         | 1.00  | 17,582                   | 18,647     |
| 2760            | Stenographer                 | 1             | 1.00  | 1         | 1.00  | 16,788                   | 17,792     |
|                 | Sub-Total                    | 13            | 13.00 | 12        | 12.00 | \$ 357,554               | \$ 350,128 |
| ADJUSTMENTS:    |                              |               |       |           |       |                          |            |
|                 | County Contribution/Benefits |               |       |           |       | \$ 115,980               | \$ 114,633 |
|                 | Salary Settlement Costs      |               |       |           |       | 24,485                   | 0          |
|                 | Bilingual Compensation       |               |       |           |       | 1,680                    | 1,680      |
|                 | Worker's Comp and UIB        |               |       |           |       | 3,586                    | 3,679      |
|                 | Salary Savings               |               |       |           |       | (9,576)                  | (15,503)   |
|                 | TOTAL ADJUSTMENTS:           |               |       |           |       | \$ 136,155               | \$ 104,489 |
| PROGRAM TOTALS: |                              | 13            | 13.00 | 12        | 12.00 | \$ 493,709               | \$ 454,617 |

PROGRAM: EMPLOYMENT DEVELOPMENT

# 27008

MANAGER: T. SCHWEND

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 257

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, Sections 5000 and 11300, the Job Training Partnership Act and the Refugee Act, as amended.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 3,494,885        | \$ 3,505,828        | \$ 4,055,026        | \$ 3,903,290        | \$ 4,143,111        |
| Services & Supplies       | 428,472             | 648,317             | 435,338             | 612,732             | 694,344             |
| Contracts                 | 620,141             | 1,362,255           | 1,985,084           | 2,444,556           | 1,941,621           |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 4,543,498</b> | <b>\$ 5,516,400</b> | <b>\$ 6,475,448</b> | <b>\$ 6,960,578</b> | <b>\$ 6,779,076</b> |
| <b>FUNDING</b>            | <b>(4,161,313)</b>  | <b>(4,805,090)</b>  | <b>(6,227,302)</b>  | <b>(6,441,346)</b>  | <b>(6,369,839)</b>  |
| <b>NET COUNTY COST</b>    | <b>\$ 382,185</b>   | <b>\$ 711,310</b>   | <b>\$ 248,146</b>   | <b>\$ 519,232</b>   | <b>\$ 409,237</b>   |
| <hr/>                     |                     |                     |                     |                     |                     |
| <b>STAFF YEARS</b>        | <b>125.75</b>       | <b>115.25</b>       | <b>128.75</b>       | <b>131.00</b>       | <b>131.00</b>       |

PROGRAM DESCRIPTION:

Persons throughout the County seek public assistance for themselves and their families because they are unemployed or not self-sufficient. The Employment Development program seeks to reduce their dependency through promotion of employment as an alternative to public assistance.

Federal Work Incentive (WIN) funds are used to provide 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 state and federal demonstration funds to work with the State Employment Development Department to provide AFDC clients with job placement and job search assistance services.

1986-87 ADOPTED BUDGET:

While this program continues at FY 85-86 staffing levels, there are a number of revisions in sub-programs and a new GAIN Planning activity.

SUB-PROGRAM ACTIVITIES:

1. Administration (5.00 staff years; expenditures of \$257,699; offset by revenue of \$154,660; for a net County cost of \$103,039) Administers to the day-to-day needs of the Employment Development programs. This program continues at FY 85-86 levels.
2. Work Incentive Program (36.00 staff years; expenditures of \$1,372,395; offset by revenues of \$1,156,366; for a net County cost of \$216,029) Provides personal, family and vocational counseling, skill training, on-the-job training, job search assistance, job placement and child care for Aid to Families with Dependent Children recipients. This program continues at FY 85-86 levels.
3. Employment Preparation Program (43.00 staff years; expenditures of \$1,602,522; offset by revenues of \$1,602,522; leaving no net County cost) Uses State Employment Development Department funding to provide unemployed Aid to Families with Dependent Children recipients with job placement, job search assistance, child care and health related services, transportation, counseling and referral to training and work experience resources. This program continues at FY 85-86 levels.
4. Saturated Work Incentive Model (19.00 staff years; expenditures of \$632,390; offset by revenue of \$542,222; for a net County cost of \$90,168) A demonstration project to test the concept of saturating hard-to-employ Aid to Families with Dependent Children recipients in work experience and/or employment and training activities on an ongoing basis. This program continues at FY 85-86 levels.
5. Refugee Employment Services (9.00 staff years; expenditures of \$357,818; offset by revenue of \$357,818; there is no net County cost) This program was formerly the Refugee Orientation and Employment program, the Refugee Employment Services program and the County-provided service portion of the Refugee Targeted Assistance Program. This reorganized program provides the employment related social services of English as a second language, counseling, job search, job training and job development for the refugee population who have specialized needs to be both assimilated into the American culture and employed. This program was reorganized and increased a total of one staff year. The revisions authorized were:
  - Deletion of 1 staff year Social Services Administrator II;
  - Addition of 1 Supervising Job Developer Counselor;
  - Full year funding of 1 staff year at the Job Developer Counselor I level, transfer of 4 staff years Job Developer Counselor II from RTAP;
  - Deletion of 2.25 staff years Social Worker I and .50 staff year Senior Social Worker III;
  - Transfer of one staff year Social Services Aid II from the contract refugee Targeted Assistance program;
  - Delete 1.25 staff years of Intermediate Clerk.
6. Refugee Targeted Assistance (2.00 staff years; expenditures of \$1,566,324; offset by revenue of \$1,566,324; leaving no net County cost) This program manages a series of contracts which provide employment and training services to hard-to-employ refugee cash aid recipients. This program continues at FY 85-86 levels after the staff transfers noted above.

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

PROGRAM DESCRIPTION: (continued)

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 Employment Services Program, Federal refugee funds are used to assist refugees who need language skills and assistance in entering the labor market. To assist refugees in becoming productive members of the community, the following services are provided: English as a Second Language (ESL), Job Readiness, Job Development and Placement.

The Refugee Targeted Assistance Program (RTAP) supports community projects that enhance refugee employment potential and increase job finding and job retention.

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

Staff costs in the 1985-86 Budget were calculated by the County's Budget Preparation System. The Budget Preparation System used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for FY 1984-85. Therefore, the 1985-86 Budget understates the actual cost of authorized staff.

The services and supplies show a significant savings because expenditures for classroom training were significantly lower than anticipated. Contract expenditures reflect delays in RTAP Contractor program start-up.

Although there were a number of differences between the Revenue budgeted and the Actual revenue for FY 85-86, the shortfall fell entirely in the area of Contract expenditures and resulted in no increased County cost. It should be noted that while ROEP funding was not anticipated, \$109,000 was received and used for English as a Second Language services through the Community College. The Refugee Social Services funds received were not adequate to fund Adult and Children's Social Services and Employment Services programs. This funding loss was more than made up by the additional EPP and SWIM funding received. The RTAP shortfall entirely results from difficulties with contractor start-up and service levels. The revenue was carried over into FY 86-87 as a result of a series of Contract modifications authorized by the Board in June '86.

1986-87 OBJECTIVES:

1. To place 5,000 participants in permanent, unsubsidized employment through the Work Incentive (WIN) and Employment Preparation Programs (EPP).
2. To place 140 participants in permanent, unsubsidized employment through Refugee Employment Services.

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

1986-87 PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES: (continued)

7. Job Training (14.00 staff years; expenditures of \$813,445; offset by revenue of \$813,445; leaving no net County cost) Provides employment and training for AFDC recipients. Services include supervised job search, individual subsidized on-the-job training contracts with private employers and contracts for occupational skills training. This program was increased by a total of 2 staff years Job Developer Counselor II to comply with funding source mandates.
  
8. Greater Avenues to Independency (GAIN) Planning (3.00 staff years; expenditures of \$176,483; offset by revenue of \$176,483; leaving no net County cost) San Diego plans to implement this new State employment program on July 1, 1987. This staff will be writing the San Diego County plan and obtaining State approval during FY 86-87. This program added .75 staff year Social Services Administrator IV, .75 staff year Program Specialist, .75 staff year Analyst I, and .75 staff year Intermediate Clerk. This staff will research, write, obtain approval and coordinate implementation of the GAIN Program.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>                          | 1985-86       | 1985-86       | 1986-87        | Change From           |
|---|---------------|---------------|----------------|-----------------------|
|   | <u>Actual</u> | <u>Budget</u> | <u>Adopted</u> | <u>1985-86 Budget</u> |
| State WIN   | \$ 15,360     | \$ 22,970     | \$ 22,970      | \$ 0                  |
| Work Incentive (WIN) 90%                          | 1,173,759     | 1,070,554     | 1,070,554      | 0                     |
| Employment Preparation Program (EPP)              | 1,691,791     | 1,478,505     | 1,651,914      | 173,409               |
| Refugee Orientation and Employment Program (ROEP) | 109,381       | 0             | 115,142        | 115,142               |
| Saturated Work Incentive Model (SWIM)             | 679,883       | 535,445       | 542,222        | 6,777                 |
| Refugee Social Services                           | 0             | 152,516       | 0              | (152,516)             |
| Refugee Targeted Assistance Program (RTAP)        | 1,783,142     | 2,292,230     | 1,875,457      | (416,773)             |
| Job Training                                      | 773,986       | 889,126       | 895,520        | 6,394                 |
| GAIN Planning                                     | 0             | 0             | 196,060        | 196,060               |
| TOTAL   | \$ 6,227,302  | \$ 6,441,346  | \$ 6,369,839   | \$ (71,507)           |

COUNTY COST DETAIL:

|                                       | 1985-86       | 1985-86       | 1986-87        | Change From           |
|---------------------------------------|---------------|---------------|----------------|-----------------------|
|                                       | <u>Actual</u> | <u>Budget</u> | <u>Adopted</u> | <u>1985-86 Budget</u> |
| Revenue Match:                        |               |               |                |                       |
| Work Incentive (WIN)                  | \$ 115,058    | \$ 84,085     | \$ 95,980      | \$ 11,895             |
| Saturated Work Incentive Model (SWIM) | 19,445        | 19,445        | 19,445         | 0                     |
| Sub Total:                            | \$ 134,503    | \$ 103,530    | \$ 115,425     | \$ 11,895             |
| Unfunded Salary Increases             | 113,643       | 415,702       | 293,812        | (121,890)             |
| TOTAL:                                | \$ 248,146    | \$ 519,232    | \$ 409,237     | \$ (109,995)          |

PERFORMANCE INDICATORS

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| <u>Work Incentive Program (WIN)/Employment Preparation Program (EPP)</u> |                   |                   |                   |                   |                    |
| Clients Entering Program (annual)  | 4,220             | 4,500             | 4,841             | 4,500             | 4,500              |
| WIN Clients Served (annual)  | 14,499            | 13,176            | 13,618            | 14,000            | 14,000             |
| <u>Refugee Program (ROEP/RTAP)</u>                                       |                   |                   |                   |                   |                    |
| Clients served (annual)  | 1,863             | 1,300             | 1,627             | 700               | 243                |
| <u>Job Training Program</u>  |                   |                   |                   |                   |                    |
| Clients enrolled (annual)  | 513               | 552               | 600               | 555               | 452                |
| Jobs Developed in Private Sector   | N/A               | N/A               | 1,210             | N/A               | 1,080              |
| <u>Efficiency (Annual)</u>   |                   |                   |                   |                   |                    |
| WIN/EPP clients served per counselor                                     | 382               | 368               | 393               | 394               | 394                |
| Clients per Refugee Counselor  | 113               | 118               | 232               | 118               | 48.6               |
| Clients per Job Training Worker  | 64                | 69                | 85.7              | 69                | 65                 |
| Jobs Developed per Job Training Worker                                   | N/A               | N/A               | 172.9             | N/A               | 154                |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| WIN Program AFDC Savings   | \$17.8m           | \$17.2m           | \$19.1m           | \$17m             | \$18.0m            |
| Refugee Clients Employed   | 459               | 470               | 146               | 198               | 140                |
| Job Training Clients Employed  | 364               | 200               | 361               | 389               | 335                |
| WIN/EPP Clients Employed   | 4,270             | 4,479             | 4,980             | 4,500             | 5,000              |

Discussion:

Reductions in Refugee funding for FY 86-87 will result in a major reduction in the number of Refugee clients that can be served.

STAFFING SCHEDULE

PROGRAM: EMPLOYMENT DEVELOPMENT

DEPARTMENT: SOCIAL SERVICES

| Class  | Title               | STAFF - YEARS |              |           |              | SALARY AND BENEFITS COST |              |
|--|---------------------|---------------|--------------|-----------|--------------|--------------------------|--------------|
|  |                     | 1985-86       |              | 1986-87   |              | 1985-86                  | 1986-87      |
|  |                     | Budget        | CAO Proposed | Budget    | CAO Proposed | Budget                   | CAO Proposed |
|  |                     | Positions     | SY           | Positions | SY           |                          |              |
| <u>Employment Preparation Division</u>       |                     |               |              |           |              |                          |              |
| 5296   | Soc Svcs Admin IV   | 1             | 1.00         | 1         | 1.00         | \$ 41,969                | \$ 43,515    |
| 5244   | Program Specialist  | 1             | 1.00         | 1         | 1.00         | 29,824                   | 30,902       |
| 2757   | Admin Sec II        | 1             | 1.00         | 1         | 1.00         | 16,851                   | 17,943       |
|  | Sub-Total           | 3             | 3.00         | 3         | 3.00         | \$ 88,644                | \$ 92,360    |
| <u>Work Incentive Program (WIN)</u>          |                     |               |              |           |              |                          |              |
| 5288   | Soc Svcs Admin II   | 1             | 1.00         | 1         | 1.00         | \$ 34,515                | \$ 35,443    |
| 5270   | Soc Work Supv       | 2             | 2.00         | 2         | 2.00         | 60,220                   | 62,640       |
| 5260   | Sr Soc Worker       | 19            | 19.00        | 19        | 19.00        | 493,281                  | 535,915      |
| 2700   | Intermediate Clerk  | 14            | 14.00        | 14        | 14.00        | 197,716                  | 211,809      |
|  | Sub-Total           | 36            | 36.00        | 36        | 36.00        | \$ 785,732               | \$ 845,807   |
| <u>Employment Preparation Program (EPP)</u>  |                     |               |              |           |              |                          |              |
| 2412   | Analyst II          | 1             | 1.00         | 1         | 1.00         | 31,170                   | \$ 32,446    |
| 5270   | Soc Wrk Supv        | 4             | 4.00         | 4         | 4.00         | 120,440                  | 125,280      |
| 5260   | Sr Soc Worker       | 31            | 31.00        | 31        | 31.00        | 799,402                  | 873,756      |
| 2700   | Intermediate Clerk  | 7             | 7.00         | 7         | 7.00         | 102,718                  | 104,984      |
|  | Sub-Total           | 43            | 43.00        | 43        | 43.00        | \$ 1,053,730             | \$ 1,136,466 |
| <u>Saturated Work Incentive Model (SWIM)</u> |                     |               |              |           |              |                          |              |
| 5296   | Soc Svcs Admin IV   | 1             | 1.00         | 1         | 1.00         | \$ 41,969                | \$ 43,515    |
| 5202   | Supv Job Devel Cnsl | 2             | 2.00         | 2         | 2.00         | 50,344                   | 55,125       |
| 5201   | Job Devel Cnsl II   | 11            | 11.00        | 11        | 11.00        | 243,890                  | 252,635      |
| 2700   | Intermediate Clerk  | 4             | 4.00         | 4         | 4.00         | 53,940                   | 57,389       |
| 2709   | Dept Clerk          | 1             | 1.00         | 1         | 1.00         | 10,399                   | 11,589       |
|  | Sub-Total           | 19            | 19.00        | 19        | 19.00        | \$ 400,542               | \$ 420,253   |
| <u>Employment Training Division</u>          |                     |               |              |           |              |                          |              |
| 5296   | Soc Svcs Admin IV   | 1             | 1.00         | 1         | 1.00         | \$ 41,969                | \$ 43,515    |
| 2412   | Analyst II          | 1             | 1.00         | 0         | 0.00         | 29,311                   | 0            |
| 2757   | Admin Sec II        | 1             | 1.00         | 1         | 1.00         | 16,851                   | 18,413       |
|  | Sub-Total           | 3             | 3.00         | 2         | 2.00         | \$ 88,131                | \$ 61,928    |

STAFFING SCHEDULE

PROGRAM: EMPLOYMENT DEVELOPMENT (continued page 2)

DEPARTMENT: SOCIAL SERVICES

| Class   | Title              | STAFF - YEARS |         |           |         | SALARY AND BENEFITS COST |              |
|---|--------------------|---------------|---------|-----------|---------|--------------------------|--------------|
|   |                    | 1985-86       |         | 1986-87   |         | 1985-86                  | 1986-87      |
|   |                    | Budget        | Adopted | Budget    | Adopted | Budget                   | Adopted      |
|   |                    | Positions     | SY      | Positions | SY      |                          |              |
| <u>Job Training</u>                               |                    |               |         |           |         |                          |              |
| 2413  | Analyst III        | 1             | 1.00    | 1         | 1.00    | \$ 33,592                | \$ 33,263    |
| 5270  | SW Supervisor      | 1             | 1.00    | 1         | 1.00    | 25,402                   | 31,320       |
| 5201  | Job Devl Cnsl II   | 8             | 8.00    | 10        | 10.00   | 188,935                  | 238,963      |
| 2700  | Intermediate Clerk | 2             | 2.00    | 2         | 2.00    | 29,768                   | 29,445       |
|   | Sub-Total          | 12            | 12.00   | 14        | 14.00   | \$ 277,697               | \$ 332,991   |
| <u>Refugee Employment Services</u>                |                    |               |         |           |         |                          |              |
| 5288  | Soc Svcs Admin II  | 1             | 1.00    | 0         | 0.00    | \$ 34,515                | \$ 0         |
| 5202  | Supv Job Dvl Couns | 0             | 0.00    | 1         | 1.00    | 0                        | 23,929       |
| 5260  | Social Worker III  | 1             | .50     | 0         | 0.00    | 12,549                   | 0            |
| 5235  | Social Worker I    | 3             | 2.25    | 0         | 0.00    | 42,647                   | 0            |
| 5201  | Job Dvl Couns II   | 1             | .25     | 4         | 4.00    | 4,953                    | 84,172       |
| 5200  | Job Dvl Couns I    | 1             | .75     | 1         | 1.00    | 12,817                   | 21,043       |
| 2730  | Senior Clerk       | 1             | 1.00    | 1         | 1.00    | 17,582                   | 18,647       |
| 4911  | Soc Svcs Aid II    | 0             | 0.00    | 1         | 1.00    | 0                        | 16,264       |
| 2700  | Intermediate Clerk | 3             | 2.25    | 1         | 1.00    | 30,543                   | 15,788       |
|   | Sub-Total          | 11            | 8.00    | 9         | 9.00    | \$ 155,606               | \$ 179,843   |
| <u>Refugee Targeted Assistance Program (RTAP)</u> |                    |               |         |           |         |                          |              |
| 2413  | Analyst III        | 1             | 1.00    | 1         | 1.00    | 34,764                   | \$ 35,791    |
| 5201  | Job Dvl Couns II   | 4             | 4.00    | 0         | 0.00    | 92,118                   | 0            |
| 2700  | Intermediate Clerk | 1             | 1.00    | 1         | 1.00    | 12,560                   | 13,899       |
| 4911  | Soc Svcs Aid II    | 1             | 1.00    | 0         | 0.00    | 14,782                   | 0            |
|   | Sub-Total          | 7             | 7.00    | 2         | 2.00    | \$ 154,224               | \$ 49,690    |
| <u>GAIN Planning Program</u>                      |                    |               |         |           |         |                          |              |
| 5296  | Soc Svcs Adm IV    | 0             | 0.00    | 1         | .75     | \$ 0                     | \$ 30,138    |
| 5244  | Program Specialist | 0             | 0.00    | 1         | .75     | 0                        | 20,393       |
| 2411  | Analyst I          | 0             | 0.00    | 1         | .75     | 0                        | 19,374       |
| 2700  | Intermediate Clerk | 0             | 0.00    | 1         | .75     | 0                        | 9,915        |
|   | Sub-Total          | 0             | 0.00    | 4         | 3.00    | \$ 0                     | \$ 79,820    |
|   | TOTAL              | 134           | 131.00  | 131       | 132.00  | \$ 3,004,306             | \$ 3,199,158 |



STAFFING SCHEDULE

PROGRAM: EMPLOYMENT DEVELOPMENT (continued page 3)

DEPARTMENT: SOCIAL SERVICES

| Class           | Title                        | STAFF - YEARS     |                    | SALARY AND BENEFITS COST |                    |    |           |    |           |
|-----------------|------------------------------|-------------------|--------------------|--------------------------|--------------------|----|-----------|----|-----------|
|                 |                              | 1985-86<br>Budget | 1986-87<br>Adopted | 1985-86<br>Budget        | 1986-87<br>Adopted |    |           |    |           |
|                 |                              | Positions         | SY                 | Positions                | SY                 |    |           |    |           |
| ADJUSTMENTS     |                              |                   |                    |                          |                    |    |           |    |           |
|                 | County Contribution/Benefits |                   |                    |                          |                    | \$ | 820,515   | \$ | 964,473   |
|                 | Salary Settlement Costs      |                   |                    |                          |                    |    | 134,162   |    | 0         |
|                 | Bilingual Compensation       |                   |                    |                          |                    |    | 19,320    |    | 18,900    |
|                 | Worker's Comp and UIB        |                   |                    |                          |                    |    | 37,326    |    | 41,606    |
|                 | Salary Savings               |                   |                    |                          |                    |    | (112,339) |    | (81,026)  |
|                 | TOTAL ADJUSTMENTS:           |                   |                    |                          |                    | \$ | 898,984   | \$ | 943,953   |
| PROGRAM TOTALS: |                              | 134               | 131.00             | 131                      | 131.00             | \$ | 3,903,290 | \$ | 4,143,111 |

PROGRAM: WORKFARE PROGRAM

# 27030

MANAGER: T. SCHWEND

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 263

Authority: The AFDC Employment Work Experience Program (EWE) is authorized by 42 USC 609, 45 CFR 238, and W&I 11311. The Food Stamp Workfare Program is authorized by 7 USC 2011 and 7 CFR 273.22. The Food Stamp Job Club Program is authorized by 7 USC 2011 and 7 CFR 273.7. The Refugee Work Experience Program (RWE) is authorized by Public Law 96-212 as amended, MPP 69-208.1, and Board of Supervisor action dated June 24, 1982.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 1,244,557        | \$ 1,191,522        | \$ 1,309,872        | \$ 1,391,535        | \$ 1,404,717        |
| Services & Supplies       | 351,358             | 221,693             | 227,027             | 220,781             | 224,965             |
| Contract                  | 0                   | 0                   | 1,344               | 11,000              | 11,000              |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,595,915</b> | <b>\$ 1,413,215</b> | <b>\$ 1,538,243</b> | <b>\$ 1,623,316</b> | <b>\$ 1,640,682</b> |
| <b>FUNDING</b>            | <b>(1,081,610)</b>  | <b>(961,646)</b>    | <b>(1,193,429)</b>  | <b>(1,091,975)</b>  | <b>(1,129,390)</b>  |
| <b>NET COUNTY COST</b>    | <b>\$ 514,305</b>   | <b>\$ 451,569</b>   | <b>\$ 344,814</b>   | <b>\$ 531,341</b>   | <b>\$ 511,292</b>   |
| <hr/>                     |                     |                     |                     |                     |                     |
| <b>STAFF YEARS</b>        | <b>50.25</b>        | <b>42.00</b>        | <b>45.00</b>        | <b>45.00</b>        | <b>47.00</b>        |

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 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

DEPARTMENT: SOCIAL SERVICES

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

This program operated within the Adopted Budget without significant deviations in expenditures. The contract expenditure for the General Relief Grant Diversion Program, are below budget due to program start-up delays and initial difficulty placing participants.

1986-87 OBJECTIVES:

1. To continue to develop and maintain sufficient job sites to accommodate the 4,190 monthly Food Stamp, AFDC, Refugee and General Relief clients referred to the program.
2. To increase the average monthly value of earned AFDC and General Relief aid payments and Food Stamp benefits to \$200,000.

1986-87 ADOPTED BUDGET:

The Workfare programs are a combination of several interdependent work-for-benefit programs operated at Board direction. The interdependent components are organized and operated in a way that minimizes the net County cost required for program operation. Workfare Division staff work concurrently in several of the employment service programs identified below as program operations are integrated throughout all of the Department's district offices. An integrated program has provided staff efficiencies through economy of scale.

SUB-PROGRAM ACTIVITIES:

1. Administration (3 staff years; expenditures of \$139,720; offset by revenue of \$92,224; for a net County cost of \$47,496) Administers the Food Stamp Workfare, Job Clubs, Employment Work Experience, Refugee Work Experience and General Relief Grant Diversion Programs. This program continues at FY 85-86 levels.
2. Food Stamp Workfare (15 staff years; expenditures of \$486,696; offset by revenue of \$237,848 for a net County cost of \$248,848) Provides Food Stamp and General Relief recipients an opportunity to work for their benefits and obtain a work history while working for public and non-profit agencies. This program increased (1.00 staff year Intermediate Clerk at a cost of \$18,056) to document that Workfare clients have become employed in unsubsidized jobs as a result of program participation.
3. Job Clubs (13 staff years; expenditures of \$457,981; offset by revenue of \$391,199; for a net County cost of \$66,782) Provides workshop instruction in job finding, interview techniques and supervised job search efforts for Food Stamp recipients. This program continues at FY 85-86 levels.

SUB-PROGRAMS ACTIVITIES: (continued)

4. Employment Work Experience Program (15 staff years; expenditures of \$519,907; offset by revenue of \$389,930; for a net County cost of \$129,977) Increases the employability of Aid to Families With Dependent Children recipients by providing work experience assignments to develop both work history and skills at worksites developed and maintained by program staff. This program increased (1 staff year Job Developer Counselor I at a cost of \$21,971) to meet the increased State reporting requirements resulting from AB1303 (June, 1985).
5. Refugee Work Experience (1 staff year; expenditures of \$36,378; offset by revenue of \$18,189; for a net County cost of \$18,189) Provides refugee cash aid recipients/Food Stamp recipients an opportunity to work for their benefits and obtain a work history while working for public and non-profit agencies. This program continues at FY 85-86 levels.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>           | 1985-86       | 1985-86       | 1986-87        | Change from              |
|------------------------------------|---------------|---------------|----------------|--------------------------|
|                                    | <u>Actual</u> | <u>Budget</u> | <u>Adopted</u> | 1985-86<br><u>Budget</u> |
| Food Stamp Workfare                | \$ 336,755    | \$ 285,980    | \$ 318,191     | \$ 32,211                |
| Job Clubs                          | 428,775       | 430,269       | 391,199        | (39,070)                 |
| Employment Work Experience Program | 427,899       | 375,726       | 420,000        | 44,274                   |
| TOTAL                              | \$ 1,193,429  | \$ 1,091,975  | \$ 1,129,390   | \$ 37,415                |

COUNTY COST DETAIL:

|                                | 1985-86       | 1985-86       | 1986-87        | Change From              |
|--------------------------------|---------------|---------------|----------------|--------------------------|
|                                | <u>Actual</u> | <u>Budget</u> | <u>Adopted</u> | 1985-86<br><u>Budget</u> |
| Revenue Match:                 | \$ 343,470    | \$ 408,222    | \$ 458,191     | \$ 49,969                |
| General Relief Grant Diversion | 1,344         | 11,000        | 11,000         | 0                        |
| Unfunded salary increases      | 0             | 112,119       | 42,101         | (70,018)                 |
| TOTAL:                         | \$ 344,814    | \$ 531,341    | \$ 511,292     | \$ (20,049)              |

PERFORMANCE INDICATORS

PROGRAM: WORKFARE

DEPARTMENT: SOCIAL SERVICES

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|   | 1983-84   | 1984-85   | 1985-86    | 1985-86   | 1986-87    |
|---|-----------|-----------|------------|-----------|------------|
|   | Actual    | Actual    | Actual     | Budget    | Adopted    |
| <u>Workload (monthly)</u>               |           |           |            |           |            |
| Clients referred to Workfare Components | 6,295     | 4,385     | 4,318      | 4,160     | 4,190      |
| Clients assigned to Workfare Components | 2,167     | 1,627     | 1,951      | 1,865     | 1,878      |
| <br><u>Efficiency (monthly)</u>         |           |           |            |           |            |
| Cases per program staff year            | 109       | 103.2     | 96         | 92        | 89         |
| <br><u>Effectiveness (monthly)</u>      |           |           |            |           |            |
| Dollar value of hours worked            | \$152,901 | \$165,504 | \$217,748* | \$150,750 | \$200,000* |
| Hours worked                            | 45,642    | 49,404    | 45,541     | 45,000    | 43,000     |

Discussion:

\* Reflects change in calculation of value of Employment Work Experience Program labor from \$3.35 to \$5.31 per hour.

## STAFFING SCHEDULE

PROGRAM: WORKFARE

DEPARTMENT: SOCIAL SERVICES

| Class  | Title               | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |              |
|--|---------------------|---------------|-------|-----------|-------|--------------------------|--------------|
|  |                     | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87      |
|  |                     | Budget        |       | Adopted   |       | Budget                   | Adopted      |
|  |                     | Positions     | SY    | Positions | SY    |                          |              |
| 5296   | Soc Svcs Admin IV   | 1             | 1.00  | 1         | 1.00  | \$ 41,969                | \$ 43,515    |
| 5244   | Program Specialist  | 1             | 1.00  | 1         | 1.00  | 28,767                   | 29,766       |
| 2757   | Admin Sec II        | 1             | 1.00  | 1         | 1.00  | 16,851                   | 20,547       |
|  | Sub-Total           | 3             | 3.00  | 3         | 3.00  | \$ 87,587                | \$ 93,828    |
| <u>Food Stamp Workfare</u>                       |                     |               |       |           |       |                          |              |
| 5202   | Supv Job Devel Cnsl | 2             | 2.00  | 2         | 2.00  | \$ 54,149                | \$ 56,796    |
| 5201   | Job Devel Cnsl II   | 2             | 2.00  | 2         | 2.00  | 47,500                   | 48,857       |
| 5200   | Job Devel Cnsl I    | 9             | 9.00  | 9         | 9.00  | 179,355                  | 185,322      |
| 2700   | Intermediate Clerk  | 1             | 1.00  | 2         | 2.00  | 15,194                   | 28,475       |
|  | Sub-Total           | 14            | 14.00 | 15        | 15.00 | \$ 296,198               | \$ 319,450   |
| <u>Job Clubs</u>                                 |                     |               |       |           |       |                          |              |
| 5287   | Soc Svcs Admin I    | 1             | 1.00  | 1         | 1.00  | \$ 32,095                | \$ 34,075    |
| 5202   | Supv Job Devel Cnsl | 1             | 1.00  | 1         | 1.00  | 27,310                   | 28,398       |
| 5201   | Job Devel Cnsl II   | 7             | 7.00  | 7         | 7.00  | 162,344                  | 163,906      |
| 5200   | Job Devel Cnsl I    | 4             | 4.00  | 4         | 4.00  | 76,978                   | 81,174       |
|  | Sub-Total           | 13            | 13.00 | 13        | 13.00 | \$ 298,727               | \$ 307,553   |
| <u>Employment Work Experience Program (EWEP)</u> |                     |               |       |           |       |                          |              |
| 5288   | Soc Svcs. Admin II  | 1             | 1.00  | 1         | 1.00  | \$ 34,515                | \$ 35,791    |
| 5202   | Supv Job Devel Cnsl | 2             | 2.00  | 2         | 2.00  | 54,150                   | 56,796       |
| 5201   | Job Devel Cnsl II   | 6             | 6.00  | 6         | 6.00  | 142,500                  | 146,571      |
| 5200   | Job Devel Cnsl I    | 3             | 3.00  | 4         | 4.00  | 59,785                   | 79,650       |
| 2700   | Intermediate Clerk  | 2             | 2.00  | 2         | 2.00  | 30,389                   | 30,331       |
|  | Sub-Total           | 14            | 14.00 | 15        | 15.00 | \$ 321,339               | \$ 349,139   |
| <u>Refugee Work Experience Program (RWEP)</u>    |                     |               |       |           |       |                          |              |
| 5201   | Job Devel Cnsl II   | 1             | 1.00  | 1         | 1.00  | \$ 23,750                | \$ 24,429    |
|  | Sub-Total           | 1             | 1.00  | 1         | 1.00  | \$ 23,750                | \$ 24,429    |
|  | TOTAL               | 45            | 45.00 | 47        | 47.00 | \$ 1,027,601             | \$ 1,094,399 |

STAFFING SCHEDULE

PROGRAM: WORKFARE (continued page 2)

DEPARTMENT: SOCIAL SERVICES

| Class           | Title                        | STAFF - YEARS     |                    | SALARY AND BENEFITS COST |                    |              |              |
|-----------------|------------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|--------------|
|                 |                              | 1985-86<br>Budget | 1986-87<br>Adopted | 1985-86<br>Budget        | 1986-87<br>Adopted |              |              |
|                 |                              | Positions         | SY                 | Positions                | SY                 |              |              |
|                 | ADJUSTMENTS:                 |                   |                    |                          |                    |              |              |
|                 | County Contribution/Benefits |                   |                    |                          |                    | \$ 302,112   | \$ 320,855   |
|                 | Salary Settlement Costs      |                   |                    |                          |                    | 70,772       | 0            |
|                 | Bilingual Compensation       |                   |                    |                          |                    | 5,880        | 5,880        |
|                 | Worker's Comp and UIB        |                   |                    |                          |                    | 12,124       | 12,708       |
|                 | Salary Savings               |                   |                    |                          |                    | (26,954)     | (29,125)     |
|                 | TOTAL ADJUSTMENTS:           |                   |                    |                          |                    | \$ 363,934   | \$ 310,318   |
| PROGRAM TOTALS: |                              | 45                | 45.00              | 47                       | 47.00              | \$ 1,391,535 | \$ 1,404,717 |

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN # 24001

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 266

Authority: This program was developed to carry out the Social Security Act (Title IV, Part A, Sections 402, 407, and 408), 45 Code of Federal Regulations 200-499, Welfare and Institutions Code (Sections 11000, 11200, and 11250), and the State Dept. of Soc. Services Eligibility and Assistance Standards (Divisions 15, 19-21, and 40-50), which mandate County administration of this program.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                      |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 12,979,076        | \$ 13,496,182        | \$ 14,571,098        | \$ 14,383,395        | \$ 14,631,142        |
| Services & Supplies       | 1,339,180            | 1,489,414            | 1,462,376            | 1,492,911            | 1,688,099            |
| Support & Care            | 195,219,494          | 203,542,330          | 221,991,551          | 219,729,552          | 241,039,646          |
| <b>TOTAL DIRECT COSTS</b> | <u>\$209,537,750</u> | <u>\$218,527,926</u> | <u>\$238,025,025</u> | <u>\$235,605,858</u> | <u>\$257,358,887</u> |
| <b>FUNDING</b>            | (195,211,503)        | (203,737,675)        | (222,006,914)        | (219,461,172)        | (240,495,317)        |
| <b>NET COUNTY COST</b>    | <u>\$ 14,326,247</u> | <u>\$ 14,790,251</u> | <u>\$ 16,018,111</u> | <u>\$ 16,144,686</u> | <u>\$ 16,863,570</u> |
| <hr/>                     |                      |                      |                      |                      |                      |
| <b>STAFF YEARS</b>        | 572.00               | 560.25               | 587.25               | 579.25               | 577.25               |

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. 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. Operation is on a County-wide basis providing services at seven district offices.

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

Staff costs in the 1985-86 Budget were calculated by the County's Budget Preparation System. The Budget Preparation System used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for FY 1984-85. Therefore, the 1985-86 Budget understates the actual cost of authorized staff.



SUPPORTING DOCUMENTATION (continued)

The 1985-86 actual expenditures also include the cost of 8.00 staff years which were transferred from the Food Stamp and General Relief programs to handle an additional workload. This workload was created, in part, by a series of Statewide court decisions and out-of-court settlements which mandated that former recipients be notified and given the opportunity to apply for retroactive support and care benefits.

Support and care costs were higher than budget due to the court decisions and out-of-court settlements which mandated payment of retroactive benefits and interest to effected welfare recipients. The County received additional revenue for these payments in accordance with the applicable funding formulas.

1986-87 OBJECTIVES:

1. To determine eligibility for 100% of immediate need applicants within one work day.
2. To recertify 100% of cases for continuing eligibility every 12 months.
3. To operate the program with an eligibility dollar accuracy rate of at least 97%.
4. To make 80% of the eligibility determinations within 15 days of application.

1986-87 ADOPTED BUDGET:

Aid to Families with Dependent Children (577.25 staff years; expenditures of \$257,358,887, offset by revenue of \$240,495,317; for a net County cost of \$16,863,570) This program decreased a net total of 2 staff years as follows:

- deleting one vacant Social Services Administrator III staff year;
- transferring one Senior Clerk staff year to Eligibility Review;
- decreasing six Eligibility Technician staff years due to increased productivity anticipated as a result of implementing an Automated Intake System;
- adding six Intermediate Clerk Typist staff years to handle the increased clerical responsibilities associated with the Automated Intake System implementation plan;
  
- A total of \$195,188 in services and supplies was added to fund a new South Bay District Office.
- A total of \$21,310,094 in Support and Care costs were added due to provisions in the Governor's budget for a 5.1% COLA and anticipated caseload growth.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC)

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUES BY SOURCE:

|   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|---------------------------|----------------------------|---|
| State AFDC Administrative Reimbursement   | \$ 4,008,369              | \$ 3,756,969              | \$ 4,084,821               | \$ 327,852                                |
| Federal AFDC Administrative Reimbursement | 8,016,737                 | 7,938,153                 | 8,169,644                  | 231,491                                   |
| State AFDC Aid Payments Reimbursement     | 100,206,319               | 98,436,807                | 108,049,907                | 9,613,100                                 |
| Federal AFDC Aid Payments Reimbursement   | <u>109,775,489</u>        | <u>109,329,243</u>        | <u>120,190,945</u>         | <u>10,861,702</u>                         |
| TOTAL                                     | <u>\$222,006,914</u>      | <u>\$219,461,172</u>      | <u>\$240,495,317</u>       | <u>\$ 21,034,145</u>                      |

COUNTY COST DETAIL:

|                           | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------------------|---------------------------|---------------------------|----------------------------|---|
| Revenue Match:            |                           |                           |                            |   |
| Administrative cost match | \$ 4,008,368              | \$ 4,181,185              | \$ 4,064,776               | \$ (116,409)                              |
| Aid payment match         | <u>12,009,743</u>         | <u>11,963,501</u>         | <u>12,798,794</u>          | <u>835,293</u>                            |
| TOTAL:                    | \$ 16,018,111             | \$ 16,144,686             | \$ 16,863,570.00           | \$ 718,884                                |

PERFORMANCE INDICATORS

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN

DEPARTMENT: SOCIAL SERVICES

|  | 1983-84<br>Actual    | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget   | 1986-87<br>Adopted |
|--|----------------------|--------------------|--------------------|---------------------|--------------------|
| <u>Workload</u>  |                      |                    |                    |                     |                    |
| Pre-Application (monthly)  | 3,380                | 3,830              | 3,443              | 3,920               | 3,544              |
| Eligibility determination (monthly)  | 2,390                | 2,970              | 2,888              | 3,040               | 3,025              |
| Cases supervised (monthly)   | 33,410               | 32,940             | 33,796             | 33,600              | 34,911             |
| <br>   |                      |                    |                    |                     |                    |
| <u>Efficiency</u>  |                      |                    |                    |                     |                    |
| Cases per Eligibility Technician   | 103.0                | 106.5              | 99.2               | 101.1               | 104.9              |
| <br>   |                      |                    |                    |                     |                    |
| <u>Effectiveness</u>   |                      |                    |                    |                     |                    |
| Percentage of delinquent recertifications                                    | 3.5%                 | 4%                 | 5.9%               | 3%                  | 3%                 |
| Percentage of eligibility determinations made within 15 days of application. | 80.7% <sup>(1)</sup> | 98% <sup>(1)</sup> | 96% <sup>(1)</sup> | 100% <sup>(1)</sup> | 100%               |
| Percentage of immediate need determinations made within 1 day of application | N/A                  | N/A                | N/A                | N/A                 | 100%               |
| Percentage of benefits paid with no dollar errors                            | N/A                  | N/A                | N/A                | N/A                 | 97%                |

Discussion:

While preapplications and eligibility determinations were below budget, the cases supervised exceeded budget. This indicates that families found eligible for benefits are remaining on aid longer than anticipated.

(1) Percentages shown reflect calculations of effectiveness based upon eligibility determinations made within 45 days. This indicator has been changed to 15 days, effective 1986-87.

STAFFING SCHEDULE

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN

DEPARTMENT: SOCIAL SERVICES

| Class           | Title                        | STAFF - YEARS |         |           |         | SALARY AND BENEFITS COST |               |
|-----------------|------------------------------|---------------|---------|-----------|---------|--------------------------|---------------|
|                 |                              | 1985-86       |         | 1986-87   |         | 1985-86                  | 1986-87       |
|                 |                              | Budget        | Adopted | Budget    | Adopted | Budget                   | Adopted       |
|                 |                              | Positions     | SY      | Positions | SY      |                          |               |
| 5296            | Soc Svcs Admin IV            | .75           | .75     | .75       | .75     | \$ 31,477                | \$ 32,635     |
| 5289            | Soc Svcs Admin III           | 5.25          | 5.25    | 4.25      | 4.25    | 199,831                  | 167,714       |
| 5288            | Soc Svcs Admin II            | 4.50          | 4.50    | 4.50      | 4.50    | 154,683                  | 161,060       |
| 5287            | Soc Svcs Admin I             | .25           | .25     | .25       | .25     | 7,801                    | 8,486         |
| 5248            | Program Assistant            | 3.00          | 3.00    | 3.00      | 3.00    | 88,594                   | 92,009        |
| 5222            | Eligibility Supv             | 48.75         | 48.75   | 48.75     | 48.75   | 1,126,384                | 1,168,791     |
| 2745            | Supervising Clerk            | 4.25          | 4.25    | 4.25      | 4.25    | 85,792                   | 90,924        |
| 5221            | Eligibility Technician       | 438.00        | 401.25  | 432.00    | 395.25  | 7,556,982                | 7,910,284     |
| 2757            | Admin Secretary II           | 1.00          | 1.00    | 1.00      | 1.00    | 18,481                   | 20,546        |
| 2730            | Senior Clerk                 | 9.50          | 9.50    | 8.50      | 8.50    | 163,080                  | 154,575       |
| 2756            | Admin Secretary I            | 3.25          | 3.25    | 3.25      | 3.25    | 51,027                   | 54,818        |
| 2650            | Stock Clerk                  | 1.50          | 1.50    | 1.50      | 1.50    | 22,836                   | 23,434        |
| 2700            | Intermediate Clerk           | 84.00         | 81.50   | 91.00     | 87.50   | 1,193,694                | 1,335,864     |
| 4911            | Social Svcs Aid II           | 10.00         | 9.00    | 9.00      | 9.00    | 137,644                  | 152,399       |
| 2709            | Departmental Clerk           | 2.00          | 2.00    | 2.00      | 2.00    | 23,241                   | 26,191        |
| 9999            | Extra Help                   | 3.50          | 3.50    | 3.50      | 3.50    | 49,686                   | 49,686        |
|                 | Sub-Total                    | 619.50        | 579.25  | 617.50    | 577.25  | \$ 10,911,233            | \$ 11,449,416 |
| ADJUSTMENTS:    |                              |               |         |           |         |                          |               |
|                 | County Contribution/Benefits |               |         |           |         | \$ 3,053,290             | \$ 3,186,860  |
|                 | Salary Settlement Cost       |               |         |           |         | 386,936                  | 0             |
|                 | Bilingual Compensation       |               |         |           |         | 80,695                   | 95,092        |
|                 | Overtime                     |               |         |           |         | 79,026                   | 88,355        |
|                 | Worker's Comp and UIB        |               |         |           |         | 157,857                  | 166,876       |
|                 | Salary Savings               |               |         |           |         | (285,642)                | (355,457)     |
|                 | TOTAL ADJUSTMENTS:           |               |         |           |         | \$ 3,472,162             | \$ 3,181,726  |
| PROGRAM TOTALS: |                              | 619.50        | 579.25  | 617.50    | 577.25  | \$ 14,383,395            | \$ 14,631,142 |

PROGRAM: AID TO FAMILIES WITH DEPENDENT  
CHILDREN - FOSTER CARE

# 24002

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 270

Authority: This program was developed to carry out the Social Security Act (Title IV, Part A, Sect. 402, 407, and 408), 45 Code of Federal Regulations 200-499, Welfare and Institutions Code (Sections 10800, 11000, 11400, and 11250), and the State Dept. of Social Services Eligibility and Assistance Standards (Division 15, 19-21 and 40-50), which mandate County administration of this program.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                      |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 521,886           | \$ 655,238           | \$ 793,998           | \$ 767,169           | \$ 832,643           |
| Services & Supplies       | 66,796               | 56,526               | 77,118               | 77,964               | 91,404               |
| Support & Care            | 18,843,371           | 22,619,890           | 26,430,694           | 26,035,566           | 26,386,726           |
| <b>TOTAL DIRECT COSTS</b> | <u>\$ 19,432,053</u> | <u>\$ 23,331,654</u> | <u>\$ 27,301,810</u> | <u>\$ 26,880,699</u> | <u>\$ 27,310,773</u> |
| <b>FUNDING</b>            | (17,116,541)         | (21,106,384)         | (25,326,937)         | (24,097,116)         | (25,010,208)         |
| <b>NET COUNTY COST</b>    | <u>\$ 2,315,512</u>  | <u>\$ 2,225,270</u>  | <u>\$ 1,974,873</u>  | <u>\$ 2,783,583</u>  | <u>\$ 2,300,565</u>  |
| <br>                      |                      |                      |                      |                      |                      |
| <b>STAFF YEARS</b>        | 23.00                | 27.00                | 32.00                | 30.25                | 32.00                |

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. 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. The program is centralized at the Kearny Mesa District Office.

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

Staff costs in the 1985-86 Budget were calculated by the County's Budget Preparation System. The Budget Preparation System used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for FY 1984-85. Therefore, the 1985-86 Budget understated the actual cost of authorized staff.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

SUPPORTING DOCUMENTATION (continued)

The 1985-86 actual expenditures also included the cost of the 1.75 staff years which were transferred from the Refugee Assistance Program to handle an increased foster care workload. The increased workload resulted from a larger than anticipated number of children in foster care; this increase occurred because of greater public awareness of child abuse reporting.

Aid payments were \$395,128 more than budgeted primarily due to the increase in AFDC-Foster Care group home placements in the last quarter of the fiscal year. During the first three quarters, the average caseload per month was 407 with a \$2,008 average cost per case. During the last quarter, the average caseload per month increased to 514 with a \$2,215 cost per case.

1986-87 OBJECTIVES:

1. To make 95% of eligibility determinations within one day of receipt of foster care referral.
2. To establish eligibility for Federal funding in 50% of the AFDC-FC cases.
3. To recertify 85% of cases for continuing eligibility every six months.

1986-87 ADOPTED BUDGET

AFDC Foster Care (32.00 staff years; expenditures of \$27,310,773; offset by revenue of \$25,010,208, for a net County cost of \$2,300,565) This program was:

- Increased a net total of 1.75 staff years (.25 Eligibility Supervisor staff year and 1.5 Eligibility Technician staff years).
- Increased a total of \$114,933 in support and care costs due to caseload growth, based on current year expenditures and the 1% COLA contained in the State Budget.

PROGRAM REVENUES BY SOURCE:

|   | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted | Change From<br>1985-86<br>Budget |
|---|-------------------|-------------------|--------------------|----------------------------------|
| State Administrative Reimbursement  | \$ 217,779        | \$ 197,879        | \$ 231,012         | \$ 33,133                        |
| State Aid Payments Reimbursement  | 19,946,578        | 19,083,875        | 19,714,863         | 630,988                          |
| Federal Administrative Reimbursement  | 438,558           | 423,931           | 462,023            | 38,092                           |
| Federal Aid Payments Reimbursement  | 4,608,577         | 4,321,431         | 4,522,310          | 200,879                          |
| Revenue and Recovery Collections (for<br>Children in Court Ordered Placement) | 115,445           | 70,000            | 80,000             | 10,000                           |
| TOTAL   | \$ 25,326,937     | \$ 24,097,116     | \$ 25,010,208      | \$ 913,092                       |

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

COUNTY COST DETAIL:

|                           | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------------------|---------------------------|---------------------------|----------------------------|---|
| Revenue Match:            |                           |                           |                            |   |
| Administrative cost match | \$ 217,779                | \$ 223,323                | \$ 203,946                 | \$ (19,377)                               |
| Aid payment match         | 1,086,649                 | 1,895,260                 | 1,598,159                  | (297,101)                                 |
| Care of Court Wards       | 432,648                   | 395,000                   | 311,464                    | (83,536)                                  |
| Emergency Shelter Care    | <u>237,797</u>            | <u>270,000</u>            | <u>186,996</u>             | <u>(83,004)</u>                           |
| TOTAL:                    | \$ 1,974,873              | \$ 2,783,583              | \$ 2,300,565               | \$ (483,018)                              |

PERFORMANCE INDICATORS

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

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|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Eligibility determination (monthly)  | 349               | 415               | 439               | 425               | 401                |
| Cases supervised (monthly)   | 2,741             | 3,080             | 3,507             | 3,150             | 3,501              |
| <br>   |                   |                   |                   |                   |                    |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Cases per Eligibility Technician   | 171.0             | 188.4             | 193.4             | 170.2             | 173.5              |
| <br>   |                   |                   |                   |                   |                    |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Percentage of eligibility determinations made within 1 day of receipt of Foster Care referral. | 97 %              | 96%               | 100%              | 95%               | 95%                |
| Percentage of delinquent recertifications  | 21.0%             | 31%               | 32.5%             | 15%               | 15%                |
| Percentage of federally eligible children  | 52.4%             | 48%               | 49.4%             | 50%               | 50%                |

Discussion:

Budgeted caseload levels were experienced prior to July 1, 1986. The increase in workload is attributed to a greater awareness of child abuse in our County and the application of additional resources to child abuse investigation.



STAFFING SCHEDULE

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

| Class | Title              | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |            |
|-------|--------------------|---------------|-------|-----------|-------|--------------------------|------------|
|       |                    | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87    |
|       |                    | Positions     | SY    | Positions | SY    | Budget                   | Adopted    |
| 5289  | Soc Svcs Admin III | .25           | .25   | .25       | .25   | \$ 9,516                 | \$ 9,866   |
| 5287  | Soc Svcs Admin I   | .25           | .25   | .25       | .25   | 7,801                    | 8,485      |
| 5248  | Program Assistant  | 1.00          | 1.00  | 1.00      | 1.00  | 29,531                   | 30,670     |
| 5222  | Eligibility Supv   | 2.75          | 2.75  | 3.00      | 3.00  | 63,540                   | 71,926     |
| 5221  | Eligibility Tech   | 21.00         | 21.00 | 22.50     | 22.50 | 395,506                  | 450,301    |
| 2730  | Senior Clerk       | .25           | .25   | .25       | .25   | 4,292                    | 4,546      |
| 2757  | Admin Secretary II | .25           | .25   | .25       | .25   | 4,620                    | 5,137      |
| 2756  | Admin Secretary I  | .25           | .25   | .25       | .25   | 3,925                    | 4,217      |
| 2650  | Stock Clerk        | 1.00          | 1.00  | 1.00      | 1.00  | 15,224                   | 15,622     |
| 2700  | Intermediate Clerk | 3.25          | 3.00  | 3.25      | 3.00  | 43,737                   | 45,858     |
| 4911  | Soc Svcs Aid II    | .25           | .25   | .25       | .25   | 3,823                    | 3,821      |
|       | Sub-Total          | 30.50         | 30.25 | 32.25     | 32.00 | \$ 581,515               | \$ 650,449 |

ADJUSTMENTS:

|                              |            |            |
|------------------------------|------------|------------|
| County Contribution/Benefits | \$ 163,648 | \$ 182,863 |
| Salary Settlement Costs      | 20,638     | 0          |
| Bilingual Compensation       | 4,223      | 5,413      |
| Overtime                     | 4,136      | 5,030      |
| Worker's Comp and UIB        | 8,244      | 9,251      |
| Salary Savings               | (15,235)   | (20,363)   |
| TOTAL ADJUSTMENTS:           | \$ 185,654 | \$ 182,194 |

|                 |       |       |       |       |            |            |
|-----------------|-------|-------|-------|-------|------------|------------|
| PROGRAM TOTALS: | 30.50 | 30.25 | 32.25 | 32.00 | \$ 767,169 | \$ 832,643 |
|-----------------|-------|-------|-------|-------|------------|------------|

PROGRAM: ELIGIBILITY REVIEW

# 21004

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 274

Authority: This program was developed to carry out the 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, Sections 10809, 15200.4, 10950; California Administrative Code Title 22, Chapter 2, Articles 1, 2, 4, 16 & 18, and State Department of Social Service Eligibility and Assistance Standards (Divisions 15, 20 & 22) which mandate County administration of this program.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>        |                   |                   |                   |                   |                    |
| Salaries & Benefits | \$ 1,026,754      | \$ 1,498,341      | \$ 1,965,529      | \$ 2,029,774      | \$ 2,205,346       |
| Services & Supplies | 151,513           | 157,190           | 159,947           | 163,659           | 187,093            |
| TOTAL DIRECT COSTS  | \$ 1,178,267      | \$ 1,655,531      | \$ 2,125,476      | \$ 2,193,433      | \$ 2,392,439       |
| FUNDING             | (891,201)         | (1,236,309)       | (1,624,482)       | (1,637,447)       | (1,794,329)        |
| NET COUNTY COST     | \$ 287,066        | \$ 419,222        | \$ 500,994        | \$ 555,986        | \$ 598,110         |
| <hr/>               |                   |                   |                   |                   |                    |
| STAFF YEARS         | 45.00             | 53.50             | 62.00             | 63.50             | 65.50              |

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: Appeals, Welfare Investigations, and Quality Control.

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.

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.

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.

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

This program operated within budget. The savings in salaries and benefits resulted from minor delays in hiring Welfare Investigators.

1986-87 OBJECTIVES:

1. To achieve resolution of 75% of State hearing issues without conducting a formal hearing.
2. To save, through the Fraud Prevention Program, an average of \$140,000 per month in misspent dollars.
3. To identify for collection through overpayment specialist activity, an average of \$420,000 each month in overpayments resulting from clients failure to report income.
4. To implement 95% of the State hearing decisions within 30 days of receipt.
5. To discover \$24,000 in overpayments each month through the Asset Match program.

1986-87 ADOPTED:

Overall staffing increased 2.0 staff years. These positions were transferred from other programs within the department as noted below.

SUB-PROGRAM ACTIVITIES:

1. Quality Control (17.50 staff years; expenditures of \$526,337; offset by revenue of \$394,752, for a net County cost of \$131,585) This program increased a net total of 0.50 staff year by transferring 0.5 Senior Clerk staff year from the Medi-Cal Program.
2. Welfare Investigations (32.00 staff years; expenditures of \$1,220,143; offset by revenue of \$915,108, for a net County cost of \$305,035) This activity increased a net total of 1.00 staff years by transferring 1.00 Senior Clerk staff year from the AFDC Program.
3. Appeals (16.00 staff years; expenditures of \$645,959; offset by revenue of \$484,469, for a net County cost of \$161,490) This activity increased a net total of 0.5 staff year by transferring 0.5 Senior Clerk staff year from the Medi-Cal Program.

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUES BY SOURCE:

|   | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|---|--------------------------|--------------------------|---------------------------|---|
| State AFDC Administrative Reimbursement     | \$ 501,025               | \$ 490,586               | \$ 558,374                | \$ 67,788                               |
| State CMS Administrative Reimbursement      | 36,400                   | 36,400                   | 41,967                    | 5,567                                   |
| Federal AFDC Administrative Reimbursement   | 1,002,080                | 1,022,055                | 1,116,749                 | 94,694                                  |
| State Food Stamp Reimbursement              | 11,516                   | 13,366                   | 9,685                     | (3,681)                                 |
| Federal Food Stamp Reimbursement            | 24,267                   | 27,680                   | 19,370                    | (8,310)                                 |
| State Medi-Cal Administrative Reimbursement | 49,194                   | 47,360                   | 48,184                    | 824                                     |
| TOTAL                                       | \$ 1,624,482             | \$ 1,637,447             | \$ 1,794,329              | \$ 156,882                              |

COUNTY COST DETAIL:

|                           | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|---------------------------|--------------------------|--------------------------|---------------------------|---|
| Revenue Match:            |                          |                          |                           |   |
| AFDC Administration       | \$ 489,478               | 511,028                  | \$ 558,374                | \$ 47,346                               |
| Food Stamp Administration | 11,516                   | 13,366                   | 9,685                     | (3,681)                                 |
| Sub total:                | \$ 500,994               | \$ 524,394               | \$ 568,059                | \$ 43,665                               |
| Unfunded Salary Increases | 0                        | 31,592                   | 30,051                    | (1,541)                                 |
| TOTAL:                    | \$ 500,994               | \$ 555,986               | \$ 598,110                | \$ 42,124                               |

PERFORMANCE INDICATORS

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload (monthly)</u>   |                   |                   |                   |                   |                    |
| State/County hearing issues   | 558               | 533               | 597               | 575               | 560                |
| Investigations completed (total)  | 522               | 571               | 681.2             | 590               | 612                |
| Field investigations completed  | 72                | 69                | 48.3              | 75                | 75                 |
| Prevention investigations completed   | 450               | 502               | 601               | 467               | 500                |
| Asset match investigations completed  | N/A               | N/A               | 32.5              | 48                | 40                 |
| Quality Control audits completed  | 129               | 122               | 182               | 150               | 190                |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Appeal issues per staff year  | 774               | 564               | 606               | 675               | 560                |
| Investigations per staff year   | 368               | 414               | 416.5             | 337               | 385                |
| Field investigations per staff year   | 96                | 104               | 76                | 113               | 108                |
| Prevention investigations per staff year  | 676               | 708               | 874               | 667               | 750                |
| Asset match investigations per staff year   | N/A               | N/A               | 111               | 144               | 120                |
| Quality Control audits per staff year   | 188               | 183               | 182               | 190               | 193                |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Percentage of Appeal issues resolved<br>without hearing   | 57.9%             | 52%               | 64.9%             | 53%               | 75%                |
| Dollars saved due to Fraud Prevention<br>Program (monthly)                                      | \$118,397         | \$134,665         | \$157,059         | \$118,000         | \$140,000          |
| Overpaid dollars identified for collec-<br>tion by overpayment specialist activity<br>(monthly) | \$407,615         | \$488,641         | \$410,174         | \$320,000         | \$420,000          |
| Percentage of State hearing decisions<br>implemented within 30 days of receipt                  | 52.7%             | 45.2%             | 87.4%             | 75%               | 95%                |
| Overpayments discovered by asset match<br>(monthly)   | N/A               | N/A               | \$48,867          | \$24,000          | \$24,000           |

Discussion:

Appeals: The FY 85-86 actual workload was more than budgeted. The workload is dictated by the number of clients who request hearings and by the hearing schedule established by State hearing officers and as such, is not within the control of the Department.

PERFORMANCE INDICATORS

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

Discussion: (continued)

Welfare Investigations: FY 85-86 was the first year that the Department performed asset match investigations. Having no historical basis, the budget for 1985-86 was based upon data provided by the State. Minor start-up delays were experienced in the asset match section. There were also hiring delays in bringing Welfare Investigators on board. Overall, the average number of investigations performed monthly has increased while certain specific types of investigations have decreased. FY 85-86 experience was considered in developing FY 86-87 workload.

Quality Control: The FY 85-86 workload was more than budgeted. The additional workload resulted from special audits accomplished to measure the effectiveness of efforts to automate the eligibility determination process. This higher workload was considered in establishing the FY 86-87 Adopted budget.

STAFFING SCHEDULE

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

| Class                         | Title                        | STAFF - YEARS |              |              |              | SALARY AND BENEFITS COST |                     |
|-------------------------------|------------------------------|---------------|--------------|--------------|--------------|--------------------------|---------------------|
|                               |                              | 1985-86       |              | 1986-87      |              | 1985-86                  | 1986-87             |
|                               |                              | Budget        | Adopted      | Budget       | Adopted      | Budget                   | Adopted             |
|                               |                              | Positions     | SY           | Positions    | SY           |                          |                     |
| <b>Quality Control</b>        |                              |               |              |              |              |                          |                     |
| 5296                          | Soc Svcs Admin IV            | .25           | .25          | .25          | .25          | \$ 10,492                | \$ 10,879           |
| 5287                          | Soc Svcs Admin I             | .50           | .50          | .50          | .50          | 15,602                   | 16,971              |
| 5233                          | Elig Control Supv            | 1.00          | 1.00         | 1.00         | 1.00         | 24,494                   | 25,474              |
| 2757                          | Admin Secretary II           | .25           | .25          | .25          | .25          | 4,620                    | 5,137               |
| 5225                          | Elig Control Wkr             | 12.00         | 12.00        | 12.00        | 12.00        | 230,944                  | 258,708             |
| 2493                          | Inter Account Clk            | 1.00          | 1.00         | 1.00         | 1.00         | 15,288                   | 16,206              |
| 2730                          | Senior Clerk                 | 0             | 0            | .50          | .50          | 0                        | 9,092               |
| 2700                          | Intermediate Clerk           | 2.00          | 2.00         | 2.00         | 2.00         | 29,058                   | 30,572              |
|                               | Sub-Total                    | 17.00         | 17.00        | 17.50        | 17.50        | \$ 330,498               | \$ 373,039          |
| <b>Welfare Investigations</b> |                              |               |              |              |              |                          |                     |
| 5288                          | Soc Svcs Admin II            | 1.00          | 1.00         | 1.00         | 1.00         | \$ 34,374                | \$ 35,791           |
| 5717                          | Sr Field Invest              | 3.00          | 3.00         | 3.00         | 3.00         | 91,896                   | 96,462              |
| 5719                          | Field Investigator           | 21.00         | 21.00        | 21.00        | 21.00        | 558,663                  | 598,581             |
| 2730                          | Senior Clerk                 | 0             | 0            | 1.00         | 1.00         | 0                        | 18,186              |
| 2700                          | Intermediate Clerk           | 6.00          | 6.00         | 6.00         | 6.00         | 87,773                   | 91,715              |
|                               | Sub-Total                    | 31.00         | 31.00        | 32.00        | 32.00        | \$ 772,706               | \$ 840,735          |
| <b>Appeals</b>                |                              |               |              |              |              |                          |                     |
| 5287                          | Soc Svcs Admin I             | .50           | .50          | .50          | .50          | \$ 15,603                | \$ 16,971           |
| 5248                          | Program Assistant            | 12.00         | 12.00        | 12.00        | 12.00        | 354,374                  | 368,038             |
| 2730                          | Senior Clerk                 | 0             | 0            | .50          | .50          | 0                        | 9,092               |
| 2700                          | Intermediate Clerk           | 3.00          | 3.00         | 3.00         | 3.00         | 44,187                   | 45,857              |
|                               | Sub-Total                    | 15.50         | 15.50        | 16.00        | 16.00        | \$ 414,164               | \$ 439,958          |
|                               | <b>TOTAL</b>                 | <b>63.50</b>  | <b>63.50</b> | <b>65.50</b> | <b>65.50</b> | <b>\$ 1,517,368</b>      | <b>\$ 1,653,732</b> |
| <b>ADJUSTMENTS:</b>           |                              |               |              |              |              |                          |                     |
|                               | County Contribution/Benefits |               |              |              |              | \$ 476,030               | \$ 573,757          |
|                               | Salary Settlement Costs      |               |              |              |              | 54,604                   | 0                   |
|                               | Bilingual Compensation       |               |              |              |              | 2,413                    | 2,887               |
|                               | Overtime                     |               |              |              |              | 2,363                    | 2,683               |
|                               | Worker's Comp and UIB        |               |              |              |              | 17,305                   | 18,935              |
|                               | Salary Savings               |               |              |              |              | (40,309)                 | (46,648)            |
|                               | <b>TOTAL ADJUSTMENTS:</b>    |               |              |              |              | <b>\$ 512,406</b>        | <b>\$ 551,614</b>   |
| <b>PROGRAM TOTALS:</b>        |                              | <b>63.50</b>  | <b>63.50</b> | <b>65.50</b> | <b>65.50</b> | <b>\$ 2,029,774</b>      | <b>\$ 2,205,346</b> |

PROGRAM: FOOD STAMP ADMINISTRATION

# 24007

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 278

Authority: This program carries out State and Federal laws which mandate County Administration of Food Stamps (Federal Food Stamp Act of 1977, as amended; 7 Code of Federal Regulations 277-283; Welfare & Institutions Code, Section 18900; and State Department of Social Services, Manual of Policy and Procedures, Division 63). "Each county welfare department shall carry out the local administrative responsibilities of this chapter [Food Stamps] subject to supervision of the department and to rules and regulations adopted by the department." (W&I Code 18902)

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>        |                   |                   |                   |                   |                    |
| Salaries & Benefits | \$ 3,131,315      | \$ 2,746,162      | \$ 2,828,617      | \$ 2,923,984      | \$ 2,902,708       |
| Services & Supplies | 333,437           | 347,511           | 282,765           | 301,546           | 325,628            |
| TOTAL DIRECT COSTS  | \$ 3,464,752      | \$ 3,093,673      | \$ 3,111,382      | \$ 3,225,530      | \$ 3,228,336       |
| FUNDING             | (2,598,564)       | (2,203,122)       | (2,333,537)       | (2,419,147)       | (2,421,252)        |
| NET COUNTY COST     | \$ 866,188        | \$ 890,551        | \$ 777,845        | \$ 806,383        | \$ 807,084         |
| <hr/>               |                   |                   |                   |                   |                    |
| STAFF YEARS         | 138.00            | 116.25            | 114.00            | 117.00            | 114.00             |

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.

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

Actual expenditures were slightly lower than anticipated because the caseload was not as large as anticipated. The actual caseload required less staff than budgeted. Because revenues are reimbursements of actual expenditures, earnings were not at budgeted levels.



PROGRAM: FOOD STAMP ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

1986-87 OBJECTIVES:

1. To determine eligibility for all expedited services within six calendar days of application.
2. To make 80% of eligibility determinations within 15 days.
3. To complete all case renewals on time.
4. To operate the program with an eligibility accuracy rate of at least 95%.

1986-87 ADOPTED BUDGET:

Food Stamps (114.00 staff years; expenditures of \$3,228,336; offset by revenue of \$2,421,252, for a net County cost of \$807,084) This program was decreased a net total of 3.00 staff years. These changes included:

- The addition of 3.00 Intermediate Clerk Typist staff years to support the implementation of the Automated Intake System (AIS).
  - The deletion of 4.75 Eligibility Technician staff years based upon a declining caseload and worker efficiencies resulting from implementing AIS.
  - The deletion of 1.25 Eligibility Supervisor staff years to maintain a correct supervisory ratio.
- A total of \$24,082 in services and supplies was added to fund this program's share of a new South Bay District Office.

PROGRAM REVENUES BY SOURCE:

|                                      | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|--------------------------------------|--------------------------|--------------------------|---------------------------|---|
| State Administrative Reimbursement   | \$ 777,846               | \$ 806,382               | \$ 807,084                | \$ 702                                  |
| Federal Administrative Reimbursement | <u>1,555,691</u>         | <u>1,612,765</u>         | <u>1,614,168</u>          | <u>1,403</u>                            |
| TOTAL                                | \$ 2,333,537             | \$ 2,419,147             | \$ 2,421,252              | \$ 2,105                                |

COUNTY COST DETAIL:

|                | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|----------------|--------------------------|--------------------------|---------------------------|---|
| Revenue Match: | \$ 777,845               | \$ 806,383               | \$ 807,084                | \$ 701                                  |
| TOTAL:         | <u>\$ 777,845</u>        | <u>\$ 806,383</u>        | <u>\$ 807,084</u>         | <u>\$ 701</u>                           |

PERFORMANCE INDICATORS

PROGRAM: FOOD STAMP ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

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|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Pre-Application (monthly)   | N/A               | 3,260             | 2,911             | 3,340             | 2,705              |
| Eligibility determination (monthly)   | 3,758             | 2,850             | 2,337             | 2,950             | 2,387              |
| Cases supervised (monthly)  | 8,133             | 6,600             | 5,950             | 6,760             | 6,040              |
| <br>  |                   |                   |                   |                   |                    |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Cases per Eligibility Technician  | 146.7             | 151.0             | 154.7             | 179.4             | 163.7              |
| <br>  |                   |                   |                   |                   |                    |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Percentage of eligibility determinations within 15 days of application *    | 82%               | 83%               | 90%               | 90%               | 80%                |
| Percentage of delinquent recertifications                                   | 0%                | 0%                | 0%                | 0%                | 0%                 |
| Percentage of expedited service determinations within 6 days of application | N/A               | N/A               | 94.1              | N/A               | 100%               |
| Percentage of benefits issued with no dollar errors                         | N/A               | N/A               | N/A               | N/A               | 95%                |

Discussion:

During FY 85-86, this program experienced a decline in the number of food stamp applicants and cases supervised. The reason for this reduction has not been identified, but may be a result of changes in the State regulations on income reporting, improvements in local economic conditions, the impact of the Workfare Program or the result of all of these factors.

\* In order to increase services to clients, effective FY 86-87, the program will be measuring the number of eligibility determinations made within 15 days of application. Fiscal year 1985-86 budget and actual data reflect eligibility determinations made within 20 days of application.

STAFFING SCHEDULE

PROGRAM: FOOD STAMP ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

| Class           | Title                        | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |              |
|-----------------|------------------------------|---------------|--------|-----------|--------|--------------------------|--------------|
|                 |                              | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87      |
|                 |                              | Budget        |        | Adopted   |        | Budget                   | Adopted      |
|                 |                              | Positions     | SY     | Positions | SY     |                          |              |
| 5296            | Soc Svcs Admin IV            | .25           | .25    | .25       | .25    | \$ 10,492                | \$ 10,879    |
| 5289            | Soc Svcs Admin III           | 1.00          | 1.00   | 1.00      | 1.00   | 38,063                   | 39,462       |
| 5288            | Soc Svcs Admin II            | 1.50          | 1.50   | 1.50      | 1.50   | 51,561                   | 53,686       |
| 5287            | Soc Svcs Admin I             | .50           | .50    | .50       | .50    | 15,603                   | 16,971       |
| 5248            | Program Assistant            | 2.00          | 2.00   | 2.00      | 2.00   | 59,062                   | 61,340       |
| 5222            | Eligibility Supv             | 9.75          | 9.75   | 8.50      | 8.50   | 225,277                  | 203,790      |
| 2745            | Supervising Clerk            | 1.00          | 1.00   | 1.00      | 1.00   | 20,186                   | 21,394       |
| 5221            | Eligibility Technician       | 72.75         | 72.75  | 68.00     | 68.00  | 1,370,145                | 1,360,909    |
| 2757            | Admin Secretary II           | .25           | .25    | .25       | .25    | 4,620                    | 5,137        |
| 2730            | Senior Clerk                 | 2.00          | 2.00   | 2.00      | 2.00   | 34,333                   | 36,370       |
| 2756            | Admin Secretary I            | 1.75          | 1.75   | 1.75      | 1.75   | 27,476                   | 29,517       |
| 2650            | Stock Clerk                  | 1.50          | 1.50   | 1.50      | 1.50   | 22,836                   | 23,433       |
| 2700            | Intermediate Clerk           | 18.00         | 18.00  | 21.00     | 21.00  | 263,318                  | 321,003      |
| 4911            | Soc Svcs Aid II              | 8.00          | 4.00   | 8.00      | 4.00   | 61,175                   | 67,733       |
| 9999            | Extra Help                   | .75           | .75    | 1.00      | .75    | 10,647                   | 10,647       |
|                 | Sub-Total                    | 121.00        | 117.00 | 118.25    | 114.00 | \$ 2,214,794             | \$ 2,262,271 |
| ADJUSTMENTS:    |                              |               |        |           |        |                          |              |
|                 | County Contribution/Benefits |               |        |           |        | \$ 627,754               | \$ 646,043   |
|                 | Salary Settlement Cost       |               |        |           |        | 78,660                   | 0            |
|                 | Bilingual Compensation       |               |        |           |        | 14,631                   | 16,360       |
|                 | Overtime                     |               |        |           |        | 14,328                   | 15,201       |
|                 | Worker's Comp and UIB        |               |        |           |        | 31,885                   | 32,956       |
|                 | Salary Savings               |               |        |           |        | (58,068)                 | (70,123)     |
|                 | TOTAL ADJUSTMENTS:           |               |        |           |        | \$ 709,190               | \$ 640,437   |
| PROGRAM TOTALS: |                              | 121.00        | 117.00 | 118.25    | 114.00 | \$ 2,923,984             | \$ 2,902,708 |

PROGRAM: GENERAL RELIEF

# 24004

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 281

Authority: This program was developed to carry out the Welfare and Institutions Code, (Sections 17000 & 17100), Board of Supervisors action 1/21/86 (#39), and County Administrative Code, Article XVI, Sections 256 through 262 which mandate County assistance to indigents and administration of this program. W&I Code Section 17001 states "The Board of Supervisors of each county, . . . shall adopt standards of aid and care for indigent and dependent poor of the county or city and county."

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 1,247,988        | \$ 1,164,867        | \$ 1,370,887        | \$ 1,393,859        | \$ 1,744,770        |
| Services & Supplies       | 202,560             | 133,149             | 134,241             | 150,129             | 151,388             |
| Support & Care            | 3,622,747           | 2,730,028           | 4,333,335           | 4,070,312           | 8,000,000           |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 5,073,295</b> | <b>\$ 4,028,044</b> | <b>\$ 5,838,463</b> | <b>\$ 5,614,300</b> | <b>\$ 9,896,158</b> |
| <b>FUNDING</b>            | <b>(512,041)</b>    | <b>(502,565)</b>    | <b>(471,004)</b>    | <b>(500,000)</b>    | <b>(500,000)</b>    |
| <b>NET COUNTY COST</b>    | <b>\$ 4,561,254</b> | <b>\$ 3,525,479</b> | <b>\$ 5,367,459</b> | <b>\$ 5,114,300</b> | <b>\$ 9,396,158</b> |
| <br>                      |                     |                     |                     |                     |                     |
| STAFF YEARS               | 55.00               | 48.00               | 55.25               | 58.25               | 69.25               |

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. 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. The program is operated in three district offices: El Cajon, Logan Heights and Oceanside.

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

Staff costs in the 1985-86 Budget were calculated by the County's Budget Preparation System. The Budget Preparation System used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for 1984-85. Therefore, the 1985-86 Budget understates the actual cost of authorized positions.

Support and care costs exceed budget. This results from revisions to the eligibility standards designed to aid the "homeless" and the January 21, 1986 (#39) revision to the basic grant amount (from \$120 to \$225). Prior to the grant revision, monthly cases averaged 2,221 per month with an average monthly payment of 102.37. After the grant revision the number of cases averaged 3,074 with an average monthly payment of \$192.89.

1986-87 OBJECTIVES:

1. To schedule 95% of applicants for an intake appointment within three work days.
2. To make 95% of the eligibility determinations within three work days.
3. To recertify 100% of cases for continuing eligibility every six months.

1986-87 ADOPTED BUDGET:

General Relief (69.25 staff years; expenditures of \$9,896,158; offset by revenue of \$500,000, for a net County cost of \$9,396,158) This program was:

- Increased a total of \$3,929,688 in support and care costs to fund the changes in the basic grant paid to General Relief applicants as adopted by the Board on January 21, 1986 (39).
- Increased staff eight Eligibility Technicians, one Eligibility Supervisor and two Intermediate Clerk Typists to serve the anticipated increase in caseloads.

PROGRAM REVENUES BY SOURCE:

This program is entirely funded by County funds except for repayment of aid collected by Revenue and Recovery.

|                            | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted | Change From<br>1985-86<br>Budget |
|----------------------------|-------------------|-------------------|--------------------|----------------------------------|
| Collection of Aid Payments | \$ 471,004        | \$ 500,000        | \$ 500,000         | \$ 0                             |

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

COUNTY COST DETAIL:

|                | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|----------------|---------------------------|---------------------------|----------------------------|---|
| Administration | \$ 1,505,128              | \$ 1,543,988              | \$ 1,896,158               | \$ 352,170                                |
| Aid payments   | <u>3,862,331</u>          | <u>3,570,312</u>          | <u>7,500,000</u>           | <u>3,929,688</u>                          |
| TOTAL:         | \$ 5,367,459              | \$ 5,114,300              | \$ 9,396,158               | \$ 4,281,858                              |

PERFORMANCE INDICATORS

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Pre-Application (monthly)  | 2,100             | 1,700             | 2,016             | 1,780             | 2,151              |
| Eligibility determination (monthly)  | 1,022             | 840               | 1,066             | 860               | 1,211              |
| Cases supervised (monthly)   | 2,182             | 1,950             | 2,165             | 2,900             | 2,248              |
| <br>   |                   |                   |                   |                   |                    |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Cases per Eligibility Technician   | 201.5             | 166.5             | 176.7             | 165.4             | 167.5              |
| <br>   |                   |                   |                   |                   |                    |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Percentage of intake appointments<br>within 5 days of application                  | 92%               | 97%               | 85.2%*            | 90%               | 95%                |
| Percentage of eligibility<br>determinations within 3 days of<br>intake appointment | 97%               | 97%               | 95%               | 90%               | 95%                |
| Percentage of delinquent<br>recertification  | 14.3%             | 15.1%             | 22.4%*            | 5%                | 0%                 |

Discussion:

1985-86 Actual:

The number of persons applying for aid has dramatically increased since February, 1986. At that time, an increase in the basic grant amount paid to General Relief recipients was approved by the Board of Supervisors. The increased volume of applications has influenced the number of case per Eligibility Technicians to a level that was so high that effectiveness suffered. Before the change 92% of intake appointments were made within 5 days of application. Since the change, 85.2% of the intake appointments can be scheduled within 5 days of application. Likewise, the number of recertifications made in a timely manner has decreased. The percentage of delinquent recertifications increased from 13% before the increase in workload, to 22.4% at year-end.

STAFFING SCHEDULE

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

| Class | Title              | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |              |
|-------|--------------------|---------------|-------|-----------|-------|--------------------------|--------------|
|       |                    | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87      |
|       |                    | Positions     | SY    | Positions | SY    | Budget                   | Adopted      |
| 5289  | Soc Svcs Admin III | .75           | .75   | .75       | .75   | \$ 28,547                | \$ 29,596    |
| 5287  | Soc Svcs Admin I   | .25           | .25   | .25       | .25   | 7,801                    | 8,485        |
| 5248  | Program Assistant  | 1.00          | 1.00  | 1.00      | 1.00  | 29,531                   | 30,670       |
| 5222  | Eligibility Supv   | 4.25          | 4.25  | 5.25      | 5.25  | 98,198                   | 125,870      |
| 2745  | Supervising Clerk  | .50           | .50   | .50       | .50   | 10,093                   | 10,697       |
| 5221  | Eligibility Tech   | 33.50         | 33.50 | 41.50     | 41.50 | 630,926                  | 820,548      |
| 2730  | Senior Clerk       | 2.25          | 2.25  | 2.25      | 2.25  | 38,624                   | 40,917       |
| 2756  | Admin Secretary I  | .50           | .50   | .50       | .50   | 7,850                    | 8,434        |
| 2650  | Stock Clerk        | 1.00          | 1.00  | 1.00      | 1.00  | 15,224                   | 15,622       |
| 2700  | Intermediate Clerk | 10.25         | 10.25 | 12.25     | 12.25 | 149,670                  | 183,430      |
| 4911  | Social Svcs Aid II | 3.00          | 2.00  | 3.00      | 2.00  | 30,588                   | 33,866       |
| 2709  | Department Clerk   | 2.00          | 1.50  | 2.00      | 1.50  | 17,431                   | 19,643       |
| 9999  | Extra Help         | .50           | .50   | .50       | .50   | 7,098                    | 7,098        |
|       | Sub-Total          | 59.75         | 58.25 | 70.75     | 69.25 | \$ 1,071,581             | \$ 1,334,876 |

ADJUSTMENTS:

|                              |            |            |
|------------------------------|------------|------------|
| County Contribution/Benefits | \$ 288,096 | \$ 415,425 |
| Salary Settlement Cost       | 37,497     | 0          |
| Bilingual Compensation       | 5,329      | 8,060      |
| Overtime                     | 5,219      | 7,489      |
| Worker's Comp and UIB        | 13,819     | 16,839     |
| Salary Savings               | (27,682)   | (37,919)   |
| TOTAL ADJUSTMENTS:           | \$ 322,278 | \$ 409,894 |

PROGRAM TOTALS: 59.75 58.25 70.75 69.25 \$ 1,393,859 \$ 1,744,770



PROGRAM: MEDI-CAL ADMINISTRATION

# 24009

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 284

Authority: This program was developed to carry out the Social Security 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 (Sections 12500, 14000 & 17000), Dept. of Health Services Medi-Cal Elig. Manual, and Dept. of Soc. Services Eligibility and Assistance Standards (Div. 46), which mandate County administration of this program.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>        |                   |                   |                   |                   |                    |
| Salaries & Benefits | \$ 5,218,859      | \$ 5,801,531      | \$ 6,234,123      | \$ 6,028,116      | \$ 6,425,353       |
| Services & Supplies | 608,767           | 633,318           | 622,652           | 631,443           | 726,950            |
| Support & Care      | 64,175            | 63,117            | 69,320            | 75,000            | 75,000             |
| TOTAL DIRECT COSTS  | \$ 5,891,801      | \$ 6,497,966      | \$ 6,926,095      | \$ 6,734,559      | \$ 7,227,303       |
| FUNDING             | (5,562,739)       | (5,790,268)       | (6,551,842)       | (5,881,948)       | (6,667,795)        |
| NET COUNTY COST     | \$ 329,062        | \$ 707,698        | \$ 374,253        | \$ 852,611        | \$ 559,508         |
| <hr/>               |                   |                   |                   |                   |                    |
| STAFF YEARS         | 230.00            | 237.00            | 251.25            | 245.00            | 254.50             |

PROGRAM DESCRIPTION:

The Medi-Cal Program provides Medi-Cal cards to eligible individuals and families. This enables them to receive medical services from authorized providers. Benefits range from free medical care to a share-of-cost for medical services received each month similar to the deductible costs on an insurance policy. Medical care is provided for individuals who do not receive cash assistance, and 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. The program operates County-wide providing services at all eight district offices.

The Adult Special Circumstances component provides funding to replace essential household items and make household repairs for aged, blind and disabled persons who have suffered catastrophic losses. This program's intent is to keep recipients in their own homes to avoid the higher cost alternatives. The program operates County-wide providing services at all eight district offices.

The County Medical Services component processes County Medical Services applications and provides program evaluation, monitoring, data collection and analysis, problem resolution, and quality control reviews. This service is provided for the County Department of Health Services through an intradepartmental agreement. The County Medical Services program is designed to serve medically-indigent adults.

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

Staff costs in the 1985-86 Budget were calculated by the County's Budget Preparation System. The Budget Preparation System used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for FY 1984-85. Therefore, the 1985-86 Budget understated the actual cost of authorized staff.

There have been 5% more eligibility determinations than anticipated in the 1985-86 Budget. To staff the added workload, 3.25 Eligibility Technician staff years and .50 Eligibility Supervisors were transferred to this program from the Refugee Assistance Program.

1986-87 OBJECTIVES:

1. To determine eligibility for 100% of applicants in immediate need within five days.
2. To make 80% of eligibility determinations within 15 days.
3. To recertify 100% of cases for continuing eligibility every twelve months.
4. To operate the program with an eligibility accuracy rate of at least 97%.

1986-87 ADOPTED BUDGET:

Medi-Cal Administration (254.50 staff years; expenditures of \$7,227,303; offset by revenue of \$6,667,795; for a net County cost of \$559,508) This program was:

- Increased a net total of 9.5 staff years, described as follows:
  - adding 0.5 Eligibility Supervisor staff years to insure proper supervision of new Eligibility Technicians.
  - adding 5.00 Eligibility Technician staff years. One-half Eligibility Technician staff year was added by Board action on January 14, 1986 (#25) to expand the County Medical Services program. The remaining 4.50 staff years are added based upon projected workload increases.
  - transferring 1.00 Senior Clerk staff year to Eligibility Review to align budget with duties actually performed by staff.
  - adding 4.00 Intermediate Clerk Typist staff years. One staff year was added by Board action on January 14, 1986 (#25) to expand the County Medical Services program. Three staff years are added to provide adequate support for new staff and for implementation of the Automated Intake System.
- A Total of \$95,507 in services and supplies was added to fund this program's share of a new South Bay district office.

PROGRAM: MEDI-CAL ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUES BY SOURCE:

|                                      | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|--------------------------------------|--------------------------|--------------------------|---------------------------|---|
| State Administrative Reimbursement   | \$ 6,090,862             | \$ 5,406,640             | \$ 6,118,762              | \$ 712,122                              |
| State Special Payments Reimbursement | 69,748                   | 75,000                   | 75,000                    | 0                                       |
| State Reim for County Med Svcs Admin | <u>391,232</u>           | <u>400,308</u>           | <u>474,033</u>            | <u>73,725</u>                           |
| TOTAL                                | \$ 6,551,842             | \$ 5,881,948             | \$ 6,667,795              | \$ 785,847                              |

Discussion:

The increase in State revenue results from the Governor's policy of funding cost-of-living increases one year in arrears.

COUNTY COST DETAIL:

|                           | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|---------------------------|--------------------------|--------------------------|---------------------------|---|
| Denial rate sanction      | \$ 374,253               | \$ 500,000               | \$ 559,508                | \$ 59,508                               |
| Unfunded salary increases | <u>0</u>                 | <u>352,611</u>           | <u>0</u>                  | <u>(352,611)</u>                        |
| TOTAL:                    | \$ 374,253               | \$ 852,611               | \$ 559,508                | \$ (293,103)                            |

PERFORMANCE INDICATORS

PROGRAM: MEDI-CAL ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Pre-Application (monthly)   | 4,620             | 3,980             | 3,549             | 4,130             | 3,610              |
| Eligibility determination (monthly)                                     | 3,915             | 4,120             | 4,526             | 4,260             | 4,518              |
| Cases supervised (monthly)  | 19,739            | 20,220            | 19,662            | 20,900            | 20,210             |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Cases per Eligibility Technician  | 190.0             | 186.0             | 177               | 188.4             | 176.5              |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| *Percentage of eligibility determinations within 15 days of application | 79%               | 83%               | 72.4%             | 90%               | 80%                |
| Percentage of delinquent recertifications                               | 9.2%              | 7.0%              | 6.8%              | 5%                | 0%                 |
| Percentage of benefits issued without dollar error                      | N/A               | N/A               | N/A               | N/A               | 97%                |
| Percentage of immediate need determinations made within 5 days          | N/A               | N/A               | N/A               | N/A               | 100%               |

Discussion:

A 1984-85 program change which stationed Eligibility Technicians in hospitals, has reduced the number of pre-applications because clients seen in hospitals do not go through the pre-application process. This change also caused the number of pre-applications in subsequent years to be less than the number of eligibility determinations. During FY 1985-86, more people applied for Medi-Cal benefits than were projected, but fewer people were found eligible for Medi-Cal benefits.

- \* In order to increase services to clients the program will be measuring the number of eligibility determinations made within 15 days of application rather than 20 days, effective FY 86-87.

STAFFING SCHEDULE

PROGRAM: MEDI-CAL ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

| Class           | Title                         | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |              |
|-----------------|-------------------------------|---------------|--------|-----------|--------|--------------------------|--------------|
|                 |                               | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87      |
|                 |                               | Positions     | SY     | Positions | SY     | Budget                   | Adopted      |
| 5296            | Soc Svcs Admin IV             | .50           | .50    | .50       | .50    | \$ 20,984                | \$ 21,758    |
| 5289            | Soc Svcs Admin III            | 1.25          | 1.25   | 1.25      | 1.25   | 47,579                   | 49,327       |
| 5288            | Soc Svcs Admin II             | 3.00          | 3.00   | 3.00      | 3.00   | 103,122                  | 107,373      |
| 5287            | Soc Svcs Admin I              | .50           | .50    | .50       | .50    | 15,603                   | 16,971       |
| 5248            | Program Assistant             | 2.00          | 2.00   | 3.00      | 3.00   | 59,062                   | 92,010       |
| 5222            | Eligibility Supv              | 19.50         | 19.50  | 20.00     | 20.00  | 450,554                  | 479,505      |
| 2745            | Supervising Clerk             | 1.50          | 1.50   | 1.50      | 1.50   | 30,279                   | 32,091       |
| 5221            | Eligibility Tech              | 166.00        | 155.50 | 171.00    | 160.50 | 2,928,625                | 3,212,146    |
| 2730            | Senior Clerk                  | 4.00          | 4.00   | 3.00      | 3.00   | 68,665                   | 54,555       |
| 2756            | Admin Secretary I             | 1.75          | 1.75   | 2.00      | 1.75   | 27,476                   | 29,517       |
| 2650            | Stock Clerk                   | 2.00          | 2.00   | 2.00      | 2.00   | 30,448                   | 31,245       |
| 2700            | Intermediate Clerk            | 47.00         | 46.00  | 51.00     | 50.00  | 676,121                  | 764,292      |
| 4911            | Soc Svcs Aid II               | 6.00          | 6.00   | 6.00      | 6.00   | 91,763                   | 101,599      |
| 9999            | Extra Help                    | 1.50          | 1.50   | 1.50      | 1.50   | 21,294                   | 21,294       |
|                 | Sub-Total                     | 256.50        | 245.00 | 266.25    | 254.50 | \$ 4,571,575             | \$ 5,013,683 |
| ADJUSTMENTS:    |                               |               |        |           |        |                          |              |
|                 | County Contributions/Benefits |               |        |           |        | \$ 1,285,423             | \$ 1,411,928 |
|                 | Salary Settlement Costs       |               |        |           |        | 162,166                  | 0            |
|                 | Bilingual Compensation        |               |        |           |        | 31,273                   | 38,614       |
|                 | Overtime                      |               |        |           |        | 30,626                   | 35,878       |
|                 | Worker's Comp and UIB         |               |        |           |        | 66,766                   | 73,572       |
|                 | Salary Savings                |               |        |           |        | (119,713)                | (148,322)    |
|                 | TOTAL ADJUSTMENTS:            |               |        |           |        | \$ 1,456,541             | \$ 1,411,670 |
| PROGRAM TOTALS: |                               | 256.50        | 245.00 | 266.25    | 254.50 | \$ 6,028,116             | \$ 6,425,353 |

PROGRAM: REFUGEE ASSISTANCE

# 24008

MANAGER: C. E. REID

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 287

Authority: This program was developed to carry out Public Laws 86-571, 87-64, 87-510, 93-24, 96-212 (Refugee Act of 1980), & 97-363 (Refugee Amendment of 1982); Title XI of the Social Security Act, Section 1113; 45 Code of Federal Regulations Part 400-Title IV; and the State Dept. of Social Services Eligibility and Assistance Standards, (Division 68 and 69) which mandate County administration of this program. The Refugee Act of 1980 states "the Director shall insure that cash assistance is made available to refugees . . . ." (Public Law 96-212, March 17, 1980).

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                      |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 1,089,153         | \$ 1,059,532         | \$ 992,497           | \$ 1,191,541         | \$ 989,473           |
| Services & Supplies       | 172,692              | 117,583              | 117,104              | 121,134              | 108,473              |
| Support & Care            | 14,602,312           | 10,605,907           | 9,607,275            | 8,767,993            | 11,597,695           |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 15,864,157</b> | <b>\$ 11,783,022</b> | <b>\$ 10,716,876</b> | <b>\$ 10,080,668</b> | <b>\$ 12,695,641</b> |
| <b>FUNDING</b>            | <b>(15,864,157)</b>  | <b>(11,783,022)</b>  | <b>(10,716,876)</b>  | <b>(10,072,175)</b>  | <b>(12,695,641)</b>  |
| <b>NET COUNTY COST</b>    | <b>\$ 0</b>          | <b>\$ 0</b>          | <b>\$ 0</b>          | <b>\$ 8,493</b>      | <b>\$ 0</b>          |
| <hr/>                     |                      |                      |                      |                      |                      |
| <b>STAFF YEARS</b>        | <b>48.00</b>         | <b>46.75</b>         | <b>40.00</b>         | <b>47.00</b>         | <b>38.00</b>         |

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.

PROGRAM: REFUGEE ASSISTANCE

DEPARTMENT: SOCIAL SERVICES

SUPPORTING DOCUMENTATION

1985-86 ACTUAL:

Salary savings result from using seven less staff in this program than were included in the budget.

Support and care costs were higher than anticipated. Although the number of cases decreased, the cost per case increased.

1986-87 OBJECTIVES:

1. To determine eligibility for 100% of applicants in immediate need within one day of application.
2. To recertify 100% of cases for continuing eligibility every 12 months.
3. To make 80% of eligibility determinations within 15 days of application.

1986-87 ADOPTED BUDGET:

Refugee Assistance (38 staff years; expenditures of \$12,695,641, offset by revenue of \$12,695,641) This program was:

- Increased (\$2,829,702 in Support and Care costs) based upon current year actual experience with the addition of a 5.1% cost of living increase, as included in the Governor's proposed budget.
- Decreased (9 staff years and \$214,729 in administrative costs) staff were as follows: 1 Eligibility Supervisor staff year and 8 Eligibility Technician staff years are deleted.

PROGRAM REVENUES BY SOURCE:

|                                      | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------------------|---------------------------|---------------------------|----------------------------|---|
| Federal Administrative Reimbursement | \$ 1,109,601              | \$ 1,304,182              | \$ 1,097,946               | \$ (206,236)                              |
| Federal Aid Payments Reimbursement   | <u>9,607,275</u>          | <u>8,767,993</u>          | <u>11,597,695</u>          | <u>2,829,702</u>                          |
| TOTAL                                | \$ 10,716,876             | \$ 10,072,175             | \$ 12,695,641              | \$ 2,623,466                              |

COUNTY COST DETAIL:

|                           | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------------------|---------------------------|---------------------------|----------------------------|---|
| Unfunded Salary Increases | \$ 0                      | \$ 8,493                  | \$ 0                       | \$ (8,493)                                |
| TOTAL                     | \$ 0                      | \$ 8,493                  | \$ 0                       | \$ (8,493)                                |

PERFORMANCE INDICATORS

PROGRAM: REFUGEE ASSISTANCE

DEPARTMENT: SOCIAL SERVICES

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|  | 1983-84            | 1984-85 | 1985-86 | 1985-86 | 1986-87 |
|--|--------------------|---------|---------|---------|---------|
|  | Actual             | Actual  | Actual  | Budget  | Adopted |
| <u>Workload</u>  |                    |         |         |         |         |
| Pre-Application (monthly)  | 370                | 325     | 216     | 325     | 206     |
| Eligibility determination (monthly)  | 261                | 280     | 196     | 295     | 197     |
| Cases supervised (monthly)   | 2,317              | 2,200   | 2,162   | 2,215   | 2,207   |
| <br>   |                    |         |         |         |         |
| <u>Efficiency</u>  |                    |         |         |         |         |
| Cases per Eligibility Technician   | 102.0              | 68.1    | 102.6   | 88.6    | 108.8   |
| <br>   |                    |         |         |         |         |
| <u>Effectiveness</u>   |                    |         |         |         |         |
| Percentage of immediate need determinations made within 1 day of application | N/A                | N/A     | N/A     | N/A     | 100%    |
| Percentage of delinquent recertifications                                    | 12.8%              | 4%      | 12.5%   | 3%      | 3%      |
| Percentage of eligibility determinations made within 45 days of application  | 76% <sup>(1)</sup> | 99%     | 96.6%   | 100%    | 100%    |
| Percentage of eligibility determinations made within 15 days of application  | N/A                | N/A     | N/A     | N/A     | 80%     |

Discussion:

The 1985-86 actual workload for preapplications, eligibility determination, and cases supervised was less than had been budgeted. The reason for the decrease in cases was a decline in the number of refugees entering the country and a Federally Mandated Refugee Demonstration Project (RDP) which required intensive employment efforts as a condition of receiving aid.

(1) Eligibility determinations made within 20 days of application.



STAFFING SCHEDULE

PROGRAM: REFUGEE ASSISTANCE

DEPARTMENT: SOCIAL SERVICES

| Class           | Title                        | STAFF - YEARS |        |           |       | SALARY AND BENEFITS COST |            |
|-----------------|------------------------------|---------------|--------|-----------|-------|--------------------------|------------|
|                 |                              | 1985-86       |        | 1986-87   |       | 1985-86                  | 1986-87    |
|                 |                              | Positions     | SY     | Positions | SY    | Budget                   | Adopted    |
|                 |                              |               | Budget | Adopted   |       |                          |            |
| 5296            | Soc Svcs Admin IV            | .25           | .25    | .25       | .25   | \$ 10,492                | \$ 10,879  |
| 5289            | Soc Svcs Admin III           | .50           | .50    | .50       | .50   | 19,032                   | 19,731     |
| 5287            | Soc Svcs Admin I             | .25           | .25    | .25       | .25   | 7,801                    | 8,486      |
| 5248            | Program Assistant            | 1.00          | 1.00   | 1.00      | 1.00  | 29,531                   | 30,670     |
| 5222            | Eligibility Supv             | 4.00          | 4.00   | 3.00      | 3.00  | 92,421                   | 71,926     |
| 2745            | Supervising Clerk            | .75           | .75    | .75       | .75   | 15,140                   | 16,045     |
| 5221            | Eligibility Tech             | 32.00         | 32.00  | 24.00     | 24.00 | 602,676                  | 480,321    |
| 2757            | Admin Secretary II           | .25           | .25    | .25       | .25   | 4,621                    | 5,137      |
| 2730            | Senior Clerk                 | 1.00          | 1.00   | 1.00      | 1.00  | 17,166                   | 18,185     |
| 2756            | Admin Secretary I            | .50           | .50    | .50       | .50   | 7,850                    | 8,434      |
| 2650            | Stock Clerk                  | 1.00          | 1.00   | 1.00      | 1.00  | 15,224                   | 15,622     |
| 2700            | Intermediate Clerk           | 5.00          | 4.50   | 5.00      | 4.50  | 65,979                   | 68,786     |
| 4911            | Soc Svcs Aid II              | .75           | .75    | .75       | .75   | 11,470                   | 11,464     |
| 9999            | Extra Help                   | .25           | .25    | .25       | .25   | 3,549                    | 3,549      |
|                 | Sub-Total                    | 47.50         | 47.00  | 38.50     | 38.00 | \$ 902,952               | \$ 769,235 |
| ADJUSTMENTS:    |                              |               |        |           |       |                          |            |
|                 | County Contribution/Benefits |               |        |           |       | \$ 254,652               | \$ 219,537 |
|                 | Salary Settlement Costs      |               |        |           |       | 32,054                   | 0          |
|                 | Bilingual Compensation       |               |        |           |       | 6,436                    | 5,774      |
|                 | Overtime                     |               |        |           |       | 6,302                    | 5,364      |
|                 | Worker's Comp and UIB        |               |        |           |       | 12,808                   | 10,985     |
|                 | Salary Savings               |               |        |           |       | (23,663)                 | (21,422)   |
|                 | TOTAL ADJUSTMENTS:           |               |        |           |       | \$ 288,589               | \$ 220,238 |
| PROGRAM TOTALS: |                              | 47.50         | 47.00  | 38.50     | 38.00 | \$ 1,191,541             | \$ 989,473 |

PROGRAM: MANAGEMENT SERVICES

# 92101

MANAGER: R. FELLERS

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 290

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 4,108,799        | \$ 4,382,664        | \$ 5,028,039        | \$ 4,905,965        | \$ 5,206,429        |
| Services & Supplies       | 615,284             | 777,767             | 911,429             | 1,297,386           | 730,029             |
| Fixed Assets              | 36,028              | 408,672             | 304,185             | 789,862             | 221,919             |
| <b>TOTAL DIRECT COSTS</b> | <u>\$ 4,760,111</u> | <u>\$ 5,569,103</u> | <u>\$ 6,243,653</u> | <u>\$ 6,993,213</u> | <u>\$ 6,158,377</u> |
| <b>FUNDING</b>            | (3,818,274)         | (4,455,037)         | (4,797,476)         | (5,371,816)         | (4,721,444)         |
| <b>NET COUNTY COST</b>    | <u>\$ 941,837</u>   | <u>\$ 1,114,066</u> | <u>\$ 1,446,177</u> | <u>\$ 1,621,397</u> | <u>\$ 1,436,933</u> |
| <hr/>                     |                     |                     |                     |                     |                     |
| <b>STAFF YEARS</b>        | 176.00              | 180.50              | 186.50              | 185.75              | 192.25              |

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, program evaluation and special studies. Coordination of these administrative services is provided department-wide to avoid duplication of effort and expenditures.

SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Staff costs in the 1985-86 Budget were calculated by the County's Budget Preparation System. The Budget Preparation System used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for FY 84-85. Therefore, the 1985-86 Budget understated the actual cost of authorized staff.

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

1985-86 ACTUALS: (continued)

The proposal to issue Food Stamps to eligible clients using Automated Teller Machines did not receive State and Federal approval and therefore could not be accomplished. As a result, services and supplies, fixed assets and associated revenues and net County cost were lower than planned.

1986-87 OBJECTIVES:

1. To obtain State and Federal approval for the Automated Teller Machine Food Stamp Issuance project.
2. To begin to implement the Department's personal computer utilization plan throughout the Department.
3. To provide at least 95% availability on all devices in the Social Services computer network.
4. To provide 3 day turnaround on all printing requests and less than 8 hour turnaround on "rush" work.
5. To complete word processing assignments within two days; merge projects and complex reports within one week.
6. To implement a call-in dictation system.
7. To increase word processing utilization at the Levant Street office by adding a second shift of Word Processing Operators.
8. To develop computerized personnel reports from the automated payroll system data base.

1986-87 ADOPTED BUDGET:

The Board authorized the addition of 6.50 staff years to increase support services for direct program staff. This augmentation provides additional capability to manage Conservatee funds, meet Juvenile Court report preparation deadlines, expand line staff training capabilities and increase Analyst staff efficiencies by reassigning tasks better accomplished by secretarial staff.

SUB-PROGRAM ACTIVITIES:

1. Support Services (2.00 staff years; expenditures of \$93,709; offset by revenues of \$71,902; for a net County cost of \$21,807) Provides administrative guidance to the General Services and Word Processing sub-programs. Also provides consolidated facility planning and management for the whole Department. This program continues at the 1985-86 budget levels.
2. Word Processing (29.00 staff years; expenditures of \$836,904; offset by revenue of \$642,151; for a net County cost of \$194,753) Provides centralized Word Processing services at the Department's Mission Valley and Levant Street facilities. This program was increased (.50 staff year Senior Word Processing Operator and 1.50 staff years Word Processing Operator; at a cost of \$44,049). This new staff provides a part-time evening shift of four positions to eliminate a continuing backlog of time sensitive Juvenile Court documents at the Levant Street facility.

SUB-PROGRAM ACTIVITIES: (continued)

3. General Services (35.00 staff years; expenditures of \$908,718; offset by revenue of \$697,253; for a net County cost of \$211,465) Provides inactive case record storage, duplication services, supply requisition control, fixed asset inventory and repair controls for all departmental programs. This program continues at the 1985-86 budget levels.
4. Fiscal Services (67.00 staff years; expenditures of \$1,924,512; offset by revenue of \$1,476,666; for a net County cost of \$447,846) Provides departmentwide accounting services, manages conservatee funds, accounts for Child Support collections, prepares assistance and administrative revenue claims and assembles and mails food stamp coupon packets. This program was increased (2.00 staff years Intermediate Account Clerk at a cost of \$35,508) to meet increased workload in the Substitute Payee section which manages conservatee funds.
5. Public Inquiry/Volunteer Coordination (10.00 staff years; expenditures of \$330,050; offset by revenue of \$253,245; for a net County cost of \$76,805) Responds to inquiries from citizens, other counties, other states and the media; coordinates the departmentwide volunteer program. This program continues at the 1985-86 budget levels.
6. Personnel and Training (29.75 staff years; expenditures of \$1,003,233; offset by revenue of \$769,774; for a net County cost of \$233,459) Provides Departmentwide personnel and payroll services and training coordination. Provides in-house training for Eligibility Technicians and Social Worker staff. This program was increased (1.00 staff year Senior Social Work Supervisor and .50 staff year Eligibility Training Specialist at a cost of \$52,202) to provide the Eligibility Technician and Social Worker training required prior to assignment to live caseloads.
7. Budget Management (3.00 staff years; expenditures of \$143,683; offset by revenue of \$110,247; for a net County cost of \$33,436) Prepares and monitors the Department's Budget; prepares analysis of State and Federal Budgets; performs other fiscal analysis as required. This program continues at 1985-86 budget levels.
8. Evaluation and Contracting (4.50 staff years; expenditures of \$190,598; offset by revenue of \$146,244; for a net County cost of \$44,353) Evaluates the Department's programs, provides centralized contracting-out services, performs planning functions for Departmental programs. This program was increased 1.00 staff year Administrative Secretary II at a cost of \$22,532. Included in services and supplies is \$50,000 to fund the Regional Information and Referral network.
9. Electronic Data Processing (12.00 staff years; expenditures of \$505,051; offset by revenue of \$387,523; for a net County cost of \$117,529) Develops, coordinates and implements Departmental record automation efforts. This program continues operation at FY 85-86 staffing levels. A major decrease in services and supplies of \$451,997 (revenue of \$339,998 and net cost savings of \$112,999) and fixed assets of \$362,557 (revenue of \$271,918 and net cost savings of \$90,639) resulting from the decision to withhold FY86-87 funding for the pilot project to issue Food Stamp coupons using Automated Teller Machines until the required State and Federal Project approval is obtained.

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE:

| <u>Revenue:</u>                             | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> |
|---|---------------------------------|---------------------------------|----------------------------------|---|
| Foster Home Lic. Contracts (100% of cost)   | \$ 112,252                      | \$ 123,445                      | \$ 114,914                       | \$ (8,531)  |
| Adoptions Service Contract (100% of cost)   | 149,929                         | 172,940                         | 130,024                          | (42,916)  |
| Training Block Grant                        | 94,506                          | 112,247                         | 91,586                           | (20,661)  |
| Emerg. Soc. Svc. Subvention (75% of cost)   | 250,290                         | 250,543                         | 270,463                          | 19,920  |
| Refugee Social Services (100% of cost)      | 42,399                          | 56,028                          | 41,452                           | (14,576)  |
| Title XX Block Grant (75% of cost)          | 759,008                         | 1,007,244                       | 1,120,009                        | 112,765   |
| Short-Doyle (90% of cost)                   | 88,588                          | 92,255                          | 89,293                           | (2,962)   |
| Employment Preparation Prog. (100% of cost) | 109,275                         | 152,350                         | 156,436                          | 4,086   |
| Ref. Orient. & Employ. Proj. (100% of cost) | 0                               | 48,456                          | 0                                | (48,456)  |
| Ref. Targeted Assistance (RTAP)             | 35,052                          | 815                             | 28,968                           | 28,153  |
| RETC Contract Administration (100% of cost) | 5,984                           | 8,233                           | 6,361                            | (1,872)   |
| AFDC Administration                         | 1,494,025                       | 1,390,087                       | 1,418,557                        | 28,470  |
| Medi-Cal Prog. Administration               | 520,203                         | 607,993                         | 521,138                          | (86,855)  |
| Food Stamp Program Administration           | 849,194                         | 1,040,999                       | 461,791                          | (579,208)   |
| Refugee Aid Administration                  | 101,211                         | 131,960                         | 103,976                          | (27,984)  |
| Experimental Work Experience Program        | 40,522                          | 38,716                          | 39,774                           | 1,058   |
| Dept. of Education Contract Administration  | 8,515                           | 8,708                           | 8,428                            | (280)   |
| Workfare                                    | 31,891                          | 29,286                          | 29,878                           | 592   |
| Job Clubs                                   | 40,605                          | 44,336                          | 37,047                           | (7,289)   |
| Saturated Work Incentive Model (SWIM)       | 64,027                          | 55,175                          | 51,349                           | (3,826)   |
| TOTAL                                       | \$ 4,797,476                    | \$ 5,371,816                    | \$ 4,721,444                     | \$ (650,372)  |

COUNTY COST DETAIL:

|                            | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> |
|----------------------------|---------------------------------|---------------------------------|----------------------------------|---|
| <b>Revenue Match:</b>      |                                 |                                 |                                  |   |
| Emergency Social Services  | \$ 83,430                       | \$ 83,514                       | \$ 90,154                        | \$ 6,640  |
| Title XX                   | 253,003                         | 335,748                         | 373,336                          | 37,588  |
| Training Block Grant       | 31,502                          | 35,230                          | 91,586                           | 56,356  |
| Short-Doyle                | 9,843                           | 9,652                           | 9,921                            | 269   |
| AFDC Administration        | 679,966                         | 463,362                         | 495,383                          | 32,021  |
| Food Stamp Program         | 267,106                         | 347,000                         | 219,274                          | (127,726)   |
| Workfare                   | 31,891                          | 29,286                          | 29,878                           | 592   |
| Sub total:                 | \$ 1,356,741                    | \$ 1,303,792                    | \$ 1,309,532                     | \$ 5,740  |
| Support for the GR Program | 89,436                          | 193,000                         | 127,401                          | (65,599)  |
| Unfunded salary increases  | 0                               | 124,605                         | 0                                | (124,605)   |
| TOTAL:                     | \$ 1,446,177                    | \$ 1,621,397                    | \$ 1,436,933                     | \$ (184,464)  |

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

FIXED ASSETS

Departmental fixed assets are frequently used by staff in several programs. For that reason, all departmental fixed assets in the FY 86-87 Adopted Budget are shown in this program. Fixed assets are 75% revenue offset.

| <u>Item</u>                      | <u>Quantity</u> | <u>Cost</u> |
|----------------------------------|-----------------|-------------|
| Public Address System            | 1               | \$ 1,300    |
| Personal Computer w/Printer      | 8               | \$43,296    |
| Disk Drive                       | 1               | \$30,000    |
| Math Co-Processor & Memory       | 1               | \$ 1,500    |
| Desk, Executive w/Lock           | 2               | \$ 2,000    |
| Desk, Double Pedestal            | 28              | \$15,596    |
| Collator                         | 1               | \$10,000    |
| Safe, 2 Cu Feet                  | 1               | \$ 700      |
| Check Protector                  | 1               | \$ 350      |
| Paper Shredder                   | 1               | \$ 700      |
| Folding Machine                  | 1               | \$ 1,806    |
| Dictation System                 | 1               | \$16,000    |
| Desk Top Dictator                | 3               | \$ 555      |
| Portable Dictator                | 12              | \$ 1,800    |
| Facsimile Transceiver            | 5               | \$17,500    |
| Telephone Answering Machine      | 2               | \$ 1,016    |
| Automatic Call Distributor       | 1               | \$37,500    |
| Typewriters, Elec. Self-Corr.    | 19              | \$17,100    |
| Television Monitor,<br>Color 19" | 1               | \$ 700      |

NEW VEHICLES

| <u>Item</u>                                | <u>Quantity</u> | <u>Cost</u> |
|--|-----------------|-------------|
| Stationwagon, 9 passenger                  | 1               | \$12,500    |
| Four Wheel-Drive Vehicle<br>Radio Equipped | 1               | \$10,000    |

PERFORMANCE INDICATORS

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| <u>Support Services</u>                                |                   |                   |                   |                   |                    |
| Pages word processed                                   | 90,000            | 89,000            | 100,000           | 95,000            | 110,000            |
| Records input  | 51,000            | 100,000           | 153,780           | 150,000           | 243,028            |
| <u>General Services</u>                                |                   |                   |                   |                   |                    |
| Case records processed                                 | 419,400           | 428,000           | 450,000           | 432,000           | 434,000            |
| Printing impressions                                   | 19.4 mil          | 24 mil            | 27 mil            | 24 mil            | 28 mil             |
| <u>Public Inquiry/Volunteer Coordination</u>           |                   |                   |                   |                   |                    |
| Volunteer hours donated                                | 22,366            | 28,000            | 29,192            | 31,000            | 31,000             |
| Value of donated time                                  | \$238,366         | \$298,200         | \$1,617,896*      | \$326,430         | \$1,213,002*       |
| Public inquiries and or requests                       | 98,412            | 100,000           | 106,000           | 96,000            | 120,000            |
| Client complaints resolved avoiding<br>appeal hearings | 1,914             | 2,100             | 1,159             | 2,400             | 2,500              |
| TV program hours (free)                                | 160               | 160               | 180               | 160               | 180                |
| Value if purchased                                     | \$128,000         | \$144,000         | \$144,000         | \$128,000         | \$144,000          |
| Speaking requests filled/audience                      | 146/3273          | 150/6720          | 127/7000          | 140/6720          | 160/7000           |
| <u>Personnel/Payroll</u>                               |                   |                   |                   |                   |                    |
| Significant personnel activities                       | 2,200             | 2,300             | 2,412             | 2,251             | 2,261              |
| <u>Training</u>  |                   |                   |                   |                   |                    |
| Hours of staff training provided                       | 26,000            | 54,000            | 142,100           | 59,400            | 104,800            |
| <u>Fiscal Services</u>                                 |                   |                   |                   |                   |                    |
| Financial transactions                                 | 387,955           | 410,557           | 488,707           | 416,000           | 486,000            |
| Food stamp packets assembled and mailed                | 481,853           | 427,226           | 428,314           | 424,000           | 416,000            |
| <u>Budget Management</u>                               |                   |                   |                   |                   |                    |
| Management reports prepared                            | 12                | 12                | 16                | 12                | 16                 |

\* The value of volunteer hours includes 14,375 hours of volunteer psychotherapist time valued at \$75 per hour.

PERFORMANCE INDICATORS

PROGRAM: MANAGEMENT SERVICES (continued Page 2)

DEPARTMENT: SOCIAL SERVICES

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Contracts and Evaluations</u>              |                   |                   |                   |                   |                    |
| Contracts negotiated                          | 11                | 11                | 15                | 12                | 12                 |
| Program evaluations conducted                 | N/A               | 1                 | 2                 | 2                 | 2                  |
| Systems studies conducted                     | N/A               | 10                | 12                | 12                | 12                 |
| <u>Electronic Data Processing</u>             |                   |                   |                   |                   |                    |
| Computer documents processed                  | 5,963,000         | 6,173,492         | 6,147,200         | 6,250,000         | 6,450,000          |
| Input records processed                       | 7,906,332         | 8,127,884         | 9,714,222         | 8,200,000         | 8,709,000          |
| Output documents printed on<br>mini-computers | 9,001,000         | 8,142,634         | 7,021,053         | 8,000,000         | 8,200,000          |

Discussion:

FY 85-86 Actual reflect accomplishment of the planned workload with two notable exceptions.

1. Value of donated time. The Budget was exceeded five times over because of a change in the calculated value of volunteer psychotherapist time. This change was anticipated in the Adopted budget.
2. Hours of staff training provided. The Budget was exceeded more than two times over; due to the need to provide initial training to large numbers of new Eligibility Technician and Social Worker staff and increases in in-service staff training on social work subjects.



STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

| Class                                 | Title                | STAFF - YEARS |              |           |              | SALARY AND BENEFITS COST |                |
|---------------------------------------|----------------------|---------------|--------------|-----------|--------------|--------------------------|----------------|
|                                       |                      | 1985-86       |              | 1986-87   |              | 1985-86                  | 1986-87        |
|                                       |                      | Positions     | SY           | Positions | SY           | Budget                   | Adopted        |
| <u>Support Services Division</u>      |                      |               |              |           |              |                          |                |
| 2305                                  | Chief Admin Svcs     | 1             | 1.00         | 1         | 1.00         | \$ 42,300                | \$ 41,493      |
| 2412                                  | Analyst II           | <u>1</u>      | <u>1.00</u>  | <u>1</u>  | <u>1.00</u>  | <u>31,170</u>            | <u>32,446</u>  |
|                                       | Sub-Total            | 2             | 2.00         | 2         | 2.00         | \$ 73,470                | \$ 73,939      |
| <u>Levant Street Word Processing</u>  |                      |               |              |           |              |                          |                |
| 3010                                  | Word Proc Ctr Supv   | 1             | 1.00         | 1         | 1.00         | \$ 18,959                | \$ 23,665      |
| 3008                                  | Sr WP Operator       | 1             | 1.002        | 2         | 1.50         | 18,077                   | 29,467         |
| 3009                                  | Word Proc Operator   | <u>13</u>     | <u>13.00</u> | <u>15</u> | <u>14.50</u> | <u>212,254</u>           | <u>266,011</u> |
|                                       | Sub-Total            | 15            | 15.00        | 18        | 17.00        | \$ 249,290               | \$ 319,143     |
| <u>Mission Valley Word Processing</u> |                      |               |              |           |              |                          |                |
| 3010                                  | Word Proc Ctr Supv   | 1             | 1.00         | 1         | 1.00         | \$ 22,466                | \$ 23,666      |
| 3008                                  | Sr WP Operator       | 3             | 3.00         | 3         | 3.00         | 54,231                   | 62,500         |
| 3009                                  | Word Proc Operator   | 6             | 6.00         | 6         | 6.00         | 97,963                   | 110,074        |
| 2730                                  | Sr Clerk             | 1             | 1.00         | 1         | 1.00         | 17,582                   | 18,647         |
| 2700                                  | Intermediate Clerk   | <u>1</u>      | <u>1.00</u>  | <u>1</u>  | <u>1.00</u>  | <u>14,612</u>            | <u>15,788</u>  |
|                                       | Sub-Total            | 12            | 12.00        | 12        | 12.00        | \$ 206,854               | \$ 230,675     |
| <u>General Services Section</u>       |                      |               |              |           |              |                          |                |
| 2745                                  | Supervising Clerk    | 2             | 2.00         | 2         | 2.00         | \$ 40,749                | \$ 43,302      |
| 2730                                  | Senior Clerk         | 4             | 4.00         | 4         | 4.00         | 67,582                   | 71,622         |
| 3073                                  | Sr Offset Equip Oper | 1             | 1.00         | 1         | 1.00         | 15,936                   | 19,232         |
| 3050                                  | Offset Equip Oper    | 2             | 2.00         | 2         | 2.00         | 33,250                   | 34,906         |
| 2650                                  | Stock Clerk          | 1             | 1.00         | 1         | 1.00         | 15,724                   | 15,108         |
| 2700                                  | Intermediate Clerk   | <u>25</u>     | <u>25.00</u> | <u>25</u> | <u>25.00</u> | <u>353,983</u>           | <u>371,808</u> |
|                                       | Sub-Total            | 35            | 35.00        | 35        | 35.00        | \$ 527,224               | \$ 555,978     |

## STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES (continued page 2)

DEPARTMENT: SOCIAL SERVICES

| Class  | Title                  | STAFF - YEARS |         |           |         | SALARY AND BENEFITS COST |              |
|--|------------------------|---------------|---------|-----------|---------|--------------------------|--------------|
|  |                        | 1985-86       |         | 1986-87   |         | 1985-86                  | 1986-87      |
|  |                        | Budget        | Adopted | Budget    | Adopted | Budget                   | Adopted      |
|  |                        | Positions     | SY      | Positions | SY      |                          |              |
| <u>Fiscal Services Division</u>              |                        |               |         |           |         |                          |              |
| 2535   | Soc Svcs Fin Ofcr      | 1             | 1.00    | 1         | 1.00    | \$ 38,501                | \$ 41,427    |
| 2505   | Senior Accountant      | 2             | 2.00    | 2         | 2.00    | 65,780                   | 69,822       |
| 2425   | Assoc Accountant       | 4             | 4.00    | 4         | 4.00    | 105,419                  | 113,791      |
| 2745   | Supervising Clerk      | 1             | 1.00    | 1         | 1.00    | 20,420                   | 21,651       |
| 2403   | Accounting Tech        | 5             | 5.00    | 5         | 5.00    | 95,987                   | 105,345      |
| 2510   | Sr Account Clerk       | 16            | 14.00   | 16        | 14.00   | 244,322                  | 257,109      |
| 2493   | Inter Account Clk      | 32            | 32.00   | 34        | 34.00   | 476,318                  | 536,097      |
| 2700   | Intermediate Clerk     | 6             | 6.00    | 6         | 6.00    | 87,304                   | 93,043       |
|  | Sub-Total              | 67            | 65.00   | 69        | 67.00   | \$ 1,134,051             | \$ 1,238,285 |
| <u>Public Inquiry/Volunteer Coordination</u> |                        |               |         |           |         |                          |              |
| 5287   | Soc Svcs Admin I       | 1             | 1.00    | 1         | 1.00    | \$ 32,095                | \$ 34,075    |
| 5248   | Program Assistant      | 1             | 1.00    | 1         | 1.00    | 29,824                   | 30,902       |
| 2359   | Audio Visual Spec      | 1             | 1.00    | 1         | 1.00    | 24,720                   | 26,204       |
| 5222   | Eligibility Supervisor | 1             | 1.00    | 1         | 1.00    | 23,387                   | 24,324       |
| 5221   | Eligibility Technician | 4             | 4.00    | 4         | 4.00    | 75,832                   | 81,641       |
| 2730   | Sr Clerk               | 1             | 1.00    | 1         | 1.00    | 15,427                   | 18,647       |
| 2700   | Intermediate Clerk     | 1             | 1.00    | 1         | 1.00    | 13,427                   | 14,157       |
|  | Sub-Total              | 10            | 10.00   | 10        | 10.00   | \$ 214,712               | \$ 229,950   |
| <u>Personnel &amp; Training Division</u>     |                        |               |         |           |         |                          |              |
| 2312   | Dept Persnl Admin      | 1             | 1.00    | 1         | 1.00    | \$ 41,988                | \$ 44,580    |
| 2730   | Sr Clerk               | 1             | 1.00    | 1         | 1.00    | 18,078                   | 20,547       |
|  | Sub-Total              | 2             | 2.00    | 2         | 2.00    | \$ 60,066                | \$ 65,127    |
| <u>Personnel &amp; Payroll Section</u>       |                        |               |         |           |         |                          |              |
| 2413   | Analyst III            | 1             | 1.00    | 1         | 1.00    | \$ 34,764                | \$ 35,791    |
| 2412   | Analyst II             | 2             | 2.00    | 2         | 2.00    | 62,340                   | 64,892       |
| 2320   | Personnel Aide         | 1             | 1.00    | 1         | 1.00    | 19,607                   | 20,924       |
| 2745   | Supervising Clerk      | 1             | 1.00    | 1         | 1.00    | 20,420                   | 21,443       |
| 2511   | Sr Payroll Clerk       | 5             | 5.00    | 5         | 5.00    | 91,057                   | 96,309       |
| 2494   | Payroll Clerk          | 3             | 3.00    | 3         | 3.00    | 45,919                   | 50,859       |
| 2700   | Intermediate Clerk     | 2             | 2.00    | 2         | 2.00    | 29,768                   | 31,576       |
| 9999   | Temporary Extra Help   | 1             | .25     | 1         | .25     | 7,509                    | 8,000        |
|  | Sub-Total              | 16            | 15.25   | 16        | 15.25   | \$ 311,384               | \$ 329,794   |

STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES (continued page 3)

DEPARTMENT: SOCIAL SERVICES

| Class                                      | Title                         | STAFF - YEARS |        |           |        | SALARY AND BENEFITS COST |              |
|--|-------------------------------|---------------|--------|-----------|--------|--------------------------|--------------|
|  |                               | 1985-86       |        | 1986-87   |        | 1985-86                  | 1986-87      |
|  |                               | Positions     | SY     | Positions | SY     | Budget                   | Adopted      |
| <u>Training Section</u>                    |                               |               |        |           |        |                          |              |
| 2308                                       | Dept Trng Admin               | 1             | 1.00   | 1         | 1.00   | \$ 34,515                | \$ 35,791    |
| 2365                                       | Staff Devel. Spec.            | 1             | .50    | 1         | .50    | 13,626                   | 14,889       |
| 5263                                       | Sr Soc Work, Supv             | 1             | 1.00   | 2         | 2.00   | 33,883                   | 65,044       |
| 4925                                       | Instructor                    | 1             | 1.00   | 1         | 1.00   | 19,472                   | 22,741       |
| 5226                                       | Elig Trng Spec                | 5             | 4.50   | 5         | 5.00   | 103,791                  | 123,272      |
| 2730                                       | Sr Clerk                      | 1             | 1.00   | 1         | 1.00   | 14,836                   | 18,647       |
| 2700                                       | Intermediate Clerk            | 2             | 2.00   | 2         | 2.00   | 29,768                   | 29,680       |
|  | Sub-Total                     | 12            | 11.00  | 13        | 12.50  | \$ 249,891               | \$ 310,064   |
| <u>Budget Management Division</u>          |                               |               |        |           |        |                          |              |
| 2414                                       | Analyst IV                    | 1             | 1.00   | 1         | 1.00   | \$ 42,300                | \$ 42,449    |
| 2413                                       | Analyst III                   | 2             | 2.00   | 2         | 2.00   | 69,528                   | 71,582       |
|  | Sub-Total                     | 3             | 3.00   | 3         | 3.00   | \$ 111,828               | \$ 114,031   |
| <u>Evaluation and Contracting Division</u> |                               |               |        |           |        |                          |              |
| 2414                                       | Analyst IV                    | 1             | 1.00   | 1         | 1.00   | \$ 39,516                | \$ 42,449    |
| 2413                                       | Analyst III                   | 2             | 1.50   | 2         | 1.50   | 52,346                   | 53,892       |
| 2412                                       | Analyst II                    | 1             | 1.00   | 1         | 1.00   | 32,095                   | 32,446       |
| 2757                                       | Admin Sec II                  | 0             | 0.00   | 1         | 1.00   | 0                        | 17,332       |
|  | Sub-Total                     | 4             | 3.50   | 5         | 4.50   | \$ 123,957               | \$ 146,119   |
| <u>Electr Data Processing Division</u>     |                               |               |        |           |        |                          |              |
| 2471                                       | EDP Systems Manager           | 1             | 1.00   | 1         | 1.00   | \$ 48,962                | \$ 50,361    |
| 2499                                       | Prin Systems Analyst          | 1             | 1.00   | 1         | 1.00   | 43,389                   | 45,687       |
| 2525                                       | Sr Syst Analyst               | 1             | 1.00   | 1         | 1.00   | 36,401                   | 41,881       |
| 2427                                       | Assoc Syst Analyst            | 4             | 4.00   | 4         | 4.00   | 137,750                  | 147,672      |
| 2487                                       | EDP Dist. Network Coordinator | 1             | 1.00   | 1         | 1.00   | 35,994                   | 35,791       |
| 2756                                       | Admin Secretary I             | 1             | 1.00   | 1         | 1.00   | 16,788                   | 17,792       |
| 2700                                       | Intermediate Clerk            | 2             | 2.00   | 2         | 2.00   | 31,232                   | 31,576       |
| 3033                                       | Data Control Tech II          | 1             | 1.00   | 1         | 1.00   | 15,221                   | 15,684       |
|  | Sub-Total                     | 12            | 12.00  | 12        | 12.00  | \$ 365,737               | \$ 386,444   |
| TOTAL                                      |                               | 190           | 185.75 | 197       | 192.25 | \$ 3,628,464             | \$ 3,999,549 |

STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES (continued page 4)

DEPARTMENT: SOCIAL SERVICES

| Class           | Title                        | STAFF - YEARS |         |           |         | SALARY AND BENEFITS COST |              |
|-----------------|------------------------------|---------------|---------|-----------|---------|--------------------------|--------------|
|                 |                              | 1985-86       |         | 1986-87   |         | 1985-86                  | 1986-87      |
|                 |                              | Budget        | Adopted | Budget    | Adopted | Budget                   | Adopted      |
|                 |                              | Positions     | SY      | Positions | SY      |                          |              |
| ADJUSTMENTS:    |                              |               |         |           |         |                          |              |
|                 | County Contribution/Benefits |               |         |           |         | \$ 1,057,026             | \$ 1,207,249 |
|                 | Salary Settlement Costs      |               |         |           |         | 238,122                  | 0            |
|                 | Overtime                     |               |         |           |         | 34,800                   | 35,000       |
|                 | Bilingual Pay                |               |         |           |         | 1,260                    | 1,260        |
|                 | Worker's Comp and UIB        |               |         |           |         | 41,555                   | 47,463       |
|                 | Salary Savings               |               |         |           |         | (95,262)                 | (84,092)     |
|                 | TOTAL ADJUSTMENTS:           |               |         |           |         | \$ 1,277,501             | \$ 1,206,880 |
| PROGRAM TOTALS: |                              | 190           | 185.75  | 197       | 192.25  | \$ 4,905,965             | \$ 5,206,429 |

PROGRAM: DEPARTMENT ADMINISTRATION

# 93101

MANAGER: R. BACON

Department: SOCIAL SERVICES

# 3900

Ref: 1985-86 Final Budget - Pg: 298

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.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 698,535        | \$ 773,929        | \$ 869,779        | \$ 832,136        | \$ 848,495         |
| Services & Supplies       | 22,265            | 22,575            | 22,734            | 22,689            | 22,689             |
| <b>TOTAL DIRECT COSTS</b> | <u>\$ 720,800</u> | <u>\$ 796,504</u> | <u>\$ 892,513</u> | <u>\$ 854,825</u> | <u>\$ 871,184</u>  |
| <b>FUNDING</b>            | (581,037)         | (633,448)         | (689,091)         | (646,150)         | (659,289)          |
| <b>NET COUNTY COST</b>    | <u>\$ 139,763</u> | <u>\$ 163,056</u> | <u>\$ 203,422</u> | <u>\$ 208,675</u> | <u>\$ 211,895</u>  |
| <hr/>                     |                   |                   |                   |                   |                    |
| <b>STAFF YEARS</b>        | 16.25             | 16.50             | 17.00             | 17.00             | 17.00              |

PROGRAM DESCRIPTION:

This program, consisting of the Director, Assistant Director and Deputy Directors and their administrative staff and secretarial support, provides accountability, coordination, policy development and administration for the Department's programs which are available to eligible citizens throughout the County.

SUPPORTING DOCUMENTATION:

1985-86 ACTUAL:

Staff costs in the 1985-86 Budget were calculated by the County's Budget Preparation System. The Budget Preparation System used a salary level that was less than the final step in the multi-step salary agreement negotiated with represented employees for FY 1984-85. Therefore, the 1985-86 Budget for salaries and benefits understated the actual cost of authorized staff. Staffing in this program was stable with all positions filled for the entire year. Therefore no salary savings were achieved.

While there were differences in the detail of the revenue budgeted and actually received, the total revenue exceeded budget due to the higher actual cost of program staff and receipt of unanticipated prior year revenues.

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

1986-87 OBJECTIVES:

1. Implement the Countywide information and referral telephone system.
2. Implement the Departmentwide personal computer automation plan.
3. Implement the Department plan for public/private partnership.

1986-87 ADOPTED BUDGET:

Department Administration - (17.00 Staff Years; expenditures of \$871,184; offset by revenue of \$659,289; for a net County cost of \$211,895) This program administers the Department's other programs.

The Adopted Budget continued this program at FY 85-86 levels.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>                    | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted | Change From<br>1985-86<br>Budget |
|---|-------------------|-------------------|--------------------|----------------------------------|
| Foster Home Lic. Contracts (100% of cost)   | \$ 16,062         | \$ 16,941         | \$ 16,442          | \$ (499)                         |
| Adoptions Service Contract (100% of cost)   | 21,453            | 23,601            | 18,604             | (4,997)                          |
| Emerg. Soc. Svcs. Subvention (75% of cost)  | 35,812            | 34,415            | 38,699             | 4,284                            |
| Refugee Social Services (100% of cost)      | 6,066             | 14,279            | 5,931              | (8,348)                          |
| Title XX Block Grant (75% of cost)          | 108,602           | 137,455           | 160,254            | 22,799                           |
| Short-Doyle (90% of cost)                   | 12,675            | 12,590            | 12,776             | 186                              |
| Employment Preparation Prog. (100% of cost) | 21,056            | 20,791            | 22,383             | 1,592                            |
| Ref. Targeted Assistance Program (RTAP)     | 5,015             | 158               | 4,145              | 3,987                            |
| RETC Contract Administration (100% of cost) | 856               | 1,124             | 910                | (214)                            |
| AFDC Administration                         | 238,903           | 204,697           | 202,972            | (1,725)                          |
| Medi-Cal Program Administration             | 74,432            | 83,248            | 74,214             | (9,034)                          |
| Food Stamp Program Administration           | 109,569           | 67,511            | 62,910             | (4,601)                          |
| Refugee Aid Administration                  | 12,040            | 18,008            | 14,877             | (3,131)                          |
| Experimental Work Experience Program (EWEP) | 5,798             | 0                 | 5,691              | 5,691                            |
| Department of Education                     | 1,218             | 1,188             | 1,206              | 18                               |
| Non-Medical Care                            | 115               | 0                 | 352                | 352                              |
| Workfare                                    | 4,448             | 4,094             | 4,275              | 181                              |
| Job Clubs                                   | 5,810             | 6,050             | 5,301              | (749)                            |
| Saturated Work Incentive Model (SWIM)       | 9,161             | 0                 | 7,347              | 7,347                            |
| <b>TOTAL</b>                                | <b>\$ 689,091</b> | <b>\$ 646,150</b> | <b>\$ 659,289</b>  | <b>\$ 13,139</b>                 |

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

COUNTY COST DETAIL:

|  | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|---------------------------|----------------------------|---|
| Revenue Match:                         |                           |                           |                            |   |
| Emergency Social Svcs. (25% of cost)   | \$ 11,937                 | \$ 11,471                 | \$ 12,900                  | \$ 1,429                                  |
| Title XX Block Grant (25% of cost)     | 36,201                    | 45,818                    | 53,418                     | 7,600                                     |
| Short-Doyle (10% of cost)              | 645                       | 1,399                     | 1,420                      | 21  |
| AFDC Administration (25% of cost)      | 97,292                    | 69,435                    | 70,881                     | 1,446                                     |
| Food Stamp Admin. (25% of cost)        | 38,218                    | 22,504                    | 31,374                     | 8,870                                     |
| Workfare (50% of cost)                 | <u>4,563</u>              | <u>4,094</u>              | <u>4,275</u>               | <u>181</u>                                |
| Sub Total:                             | \$ 188,856                | \$ 154,721                | \$ 174,268                 | \$ 19,547                                 |
| Support for the General Relief Program | 14,566                    | 21,962                    | 25,000                     | 3,038                                     |
| Unfunded Salary Increases              | <u>0</u>                  | <u>31,992</u>             | <u>12,627</u>              | <u>(19,365)</u>                           |
| <br>TOTAL:                             | <br>\$ 203,422            | <br>\$ 208,675            | <br>\$ 211,895             | <br>\$ 3,220                              |

STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

| Class                             | Title               | STAFF - YEARS |             |           |             | SALARY AND BENEFITS COST |               |
|-----------------------------------|---------------------|---------------|-------------|-----------|-------------|--------------------------|---------------|
|                                   |                     | 1985-86       |             | 1986-87   |             | 1985-86                  | 1986-87       |
|                                   |                     | Positions     | SY          | Positions | SY          | Budget                   | Adopted       |
| <u>DSS Director's Office</u>      |                     |               |             |           |             |                          |               |
| 2121                              | Director, Soc Svcs  | 1             | 1.00        | 1         | 1.00        | \$ 71,763                | \$ 75,357     |
| 2225                              | Asst Dir, Soc Svcs  | 1             | 1.00        | 1         | 1.00        | 58,716                   | 65,523        |
| 2414                              | Analyst IV          | 1             | 1.00        | 1         | 1.00        | 39,892                   | 42,449        |
| 2759                              | Admin Secretary IV  | 1             | 1.00        | 1         | 1.00        | 23,265                   | 24,829        |
| 2758                              | Admin Secretary III | <u>1</u>      | <u>1.00</u> | <u>1</u>  | <u>1.00</u> | <u>21,422</u>            | <u>23,050</u> |
|                                   | Sub-Total           | 5             | 5.00        | 5         | 5.00        | \$ 215,058               | \$ 231,208    |
| <u>Income Maintenance Bureau</u>  |                     |               |             |           |             |                          |               |
| 5293                              | Dep Dir, Soc Svcs   | 1             | 1.00        | 1         | 1.00        | \$ 51,005                | \$ 52,867     |
| 2302                              | Admin Assistant III | 1             | 1.00        | 1         | 1.00        | 33,338                   | 35,791        |
| 2758                              | Admin Secretary III | <u>1</u>      | <u>1.00</u> | <u>1</u>  | <u>1.00</u> | <u>21,422</u>            | <u>23,050</u> |
|                                   | Sub-Total           | 3             | 3.00        | 3         | 3.00        | \$ 105,765               | \$ 111,708    |
| <u>Social Services Bureau</u>     |                     |               |             |           |             |                          |               |
| 5293                              | Dep Dir, Soc Svcs   | 1             | 1.00        | 1         | 1.00        | \$ 49,110                | \$ 52,867     |
| 2302                              | Admin Assistant III | 1             | 1.00        | 1         | 1.00        | 34,764                   | 35,791        |
| 2303                              | Admin Assistant II  | 1             | 1.00        | 1         | 1.00        | 31,170                   | 28,354        |
| 2758                              | Admin Secretary III | <u>1</u>      | <u>1.00</u> | <u>1</u>  | <u>1.00</u> | <u>21,422</u>            | <u>23,050</u> |
|                                   | Sub-Total           | 4             | 4.00        | 4         | 4.00        | \$ 136,466               | \$ 140,062    |
| <u>Employment Services Bureau</u> |                     |               |             |           |             |                          |               |
| 5293                              | Dep Dir, Soc Svcs   | 1             | 1.00        | 1         | 1.00        | \$ 51,005                | \$ 52,867     |
| 2302                              | Admin Assistant III | 1             | 1.00        | 1         | 1.00        | 34,764                   | 35,791        |
| 2758                              | Admin Secretary III | <u>1</u>      | <u>1.00</u> | <u>1</u>  | <u>1.00</u> | <u>21,422</u>            | <u>23,050</u> |
|                                   | Sub-Total           | 3             | 3.00        | 3         | 3.00        | \$ 107,191               | \$ 111,708    |
| <u>Management Services Bureau</u> |                     |               |             |           |             |                          |               |
| 5293                              | Dep Dir, Soc Svcs   | 1             | 1.00        | 1         | 1.00        | \$ 51,005                | \$ 52,867     |
| 2700                              | Intermediate Clerk  | <u>1</u>      | <u>1.00</u> | <u>1</u>  | <u>1.00</u> | <u>15,156</u>            | <u>15,788</u> |
|                                   | Sub-Total           | 2             | 2.00        | 2         | 2.00        | \$ 66,161                | \$ 68,655     |
|                                   | TOTAL               | 17            | 17.00       | 17        | 17.00       | \$ 630,641               | \$ 663,341    |



STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION (continued page 2)

DEPARTMENT: SOCIAL SERVICES

| Class           | Title                            | STAFF - YEARS     |                    | SALARY AND BENEFITS COST |                    |            |            |
|-----------------|----------------------------------|-------------------|--------------------|--------------------------|--------------------|------------|------------|
|                 |                                  | 1985-86<br>Budget | 1986-87<br>Adopted | 1985-86<br>Budget        | 1986-87<br>Adopted |            |            |
|                 |                                  | Positions         | SY                 | Positions                | SY                 |            |            |
| ADJUSTMENTS:    |                                  |                   |                    |                          |                    |            |            |
|                 | County Contribution and Benefits |                   |                    |                          |                    | \$ 165,791 | \$ 197,093 |
|                 | Salary Settlement Costs          |                   |                    |                          |                    | 45,995     | 0          |
|                 | Worker's Comp and UIB            |                   |                    |                          |                    | 5,753      | 6,067      |
|                 | Salary Savings                   |                   |                    |                          |                    | (16,044)   | (18,006)   |
|                 | TOTAL ADJUSTMENTS:               |                   |                    |                          |                    | \$ 201,495 | \$ 185,154 |
| PROGRAM TOTALS: |                                  | 17                | 17.00              | 17                       | 17.00              | \$ 832,136 | \$ 848,495 |

AREA AGENCY ON AGING

|                      | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|----------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Area Agency on Aging | \$ 6,401,763                    | \$ 7,716,399                    | \$ 8,035,336                    | \$ 8,701,169                    | \$ 8,550,021                     | \$ (151,148)                                   | (2)                       |
| Total Direct Costs   | \$ 6,401,763                    | \$ 7,716,399                    | \$ 8,035,336                    | \$ 8,701,169                    | \$ 8,550,021                     | \$ (151,148)                                   | (2)                       |
| Funding              | <u>\$(6,382,029)</u>            | <u>\$(7,645,478)</u>            | <u>\$(7,554,564)</u>            | <u>\$(8,383,343)</u>            | <u>\$(7,833,762)</u>             | <u>\$ 549,581</u>                              | <u>(7)</u>                |
| Net Program Cost     | \$ 19,734                       | \$ 70,921                       | \$ 480,772                      | \$ 317,826                      | \$ 716,259                       | \$ 398,433                                     | 125                       |
| Staff Years          | 42.88                           | 49.19                           | 62.27                           | 66.00                           | 68.00                            | 2.00   | 3                         |

PROGRAM: Area Agency On Aging

# 27014

MANAGER: Daniel L. Laver

Department: Area Agency On Aging

# 3700

Ref: 1985-86 Final Budget - Pg: 303

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.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                      |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 1,272,565         | \$ 1,528,029         | \$ 2,129,098         | \$ 2,072,001         | \$ 2,331,462         |
| Services & Supplies       | 5,127,395            | 6,172,332            | 5,892,323            | 6,629,168            | 6,207,684            |
| Other Charges             | 0                    | 0                    | 0                    | 0                    | 6,000                |
| Fixed Assets              | 1,803                | 16,034               | 13,915               | 0                    | 4,875                |
| 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>\$ 6,401,763</b>  | <b>\$ 7,716,395</b>  | <b>\$ 8,035,336</b>  | <b>\$ 8,701,169</b>  | <b>\$ 8,550,021</b>  |
| <b>FUNDING</b>            | <b>\$(6,382,029)</b> | <b>\$(7,645,478)</b> | <b>\$(7,554,564)</b> | <b>\$(8,383,343)</b> | <b>\$(7,833,762)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 19,734</b>     | <b>\$ 70,917</b>     | <b>\$ 480,772</b>    | <b>\$ 317,826</b>    | <b>\$ 716,259</b>    |
| <b>STAFF YEARS</b>        | <b>42.88</b>         | <b>49.19</b>         | <b>62.27</b>         | <b>66.00</b>         | <b>68.00</b>         |

PERFORMANCE INDICATORS:

|  |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|
| 1) Nutrition Program Meals               | 1,173,891 | 1,255,930 | 1,303,733 | 1,250,000 | 1,300,000 |
| 2) MSSP Avg. Daily Caseload              | 143       | 363       | 637       | 475       | 650       |
| 3) Nursing Home Complaint Investigations | 887       | 611       | 897       | 900       | 900       |

PROGRAM DESCRIPTION:

There are approximately 345,000 persons 60 years and older, and 110,000 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.

1985-86 BUDGET

Salaries and Benefits exceeded budgeted totals by approximately \$57,000. This was due in part to the settlement of a legal action involving certain of the department's former contract specialists, and in part to higher than expected costs in certain new grant funded programs. Services and supplies costs were down due to reductions in grant revenues supporting social services and long term care. Overall revenues were down for the same reason. Net County costs increased by \$162,946 over budgeted totals because four programs formerly funded by revenue sharing were converted to County support in December of 1985. Those programs were the Senior Aides Program and Adult Day Health Care Program contracted out to Adult Protective Services, Inc., the Retired Senior Volunteer Program contracted out to United Way and the Program Development efforts of the AAA. Staff years were below budgeted levels due to normal turnover and because several positions were left vacant due to loss of supporting revenue.

1986-87 OBJECTIVES:

1. Participate in at least 15 health fairs providing preventive medical screening for at least 8,000 seniors.
2. Secure 9,000 hours of volunteer service in the Nursing Home Ombudsman Program.
3. Process 41,000 requests for information or referrals to service through the AAA operated Information and Referral Program.
4. Maintain a long term care daily caseload of at least 650 clients.

1986-87 ADOPTED BUDGET:

The department anticipates continuing its major sub-programs with slight adjustments in 1986-87. Several of those programs were either begun or expanded in recent years and no further significant changes are anticipated.

1. Information and Referral (4.33 SY; E= \$171,625; R= \$141,465) includes receiving requests for information or services available to senior citizens, referral of clients to services where appropriate and follow-up to evaluate the effectiveness of services delivered. Is:
  - Mandated/Discretionary Service Level.
  - Offset 82% by program revenue.
  - Expanding its service scope to include the East County with no increase in staff.
  - Expected to handle 41,000 requests for information or referral to services in 1986-87.
2. Nursing Home Ombudsman Program (4.33 SY; E= \$196,342, R= \$141,465) mediates complaints against long term care institutions made by or on behalf of clients and makes regularly scheduled monitoring visits to all such facilities. Is:
  - Mandated/Mandated Service Level.
  - Offset 72% by revenue.
  - Expected to continue without substantive changes in 1986-87.
  - Expected to make 900 site visits to nursing homes in 1986-87.
3. Program Development (5.33 SY; E= \$207,989, R= \$80,088) develops new programs for the elderly, provides technical assistance or enhancements to existing programs, coordinates activities of the diverse senior program network and advocates on behalf of the elderly before elected and other governmental bodies. Is:
  - Mandated/Discretionary Service Level.
  - Offset 39% by revenue.
  - Eliminating an Aging Program Specialist I position in 1986-87 due to revenue loss. The program was cut by 50% last year for the same reason.

4. Grant/Contract Administration (12.67 SY; E= \$6,181,182, R= \$5,826,372) manages all grant and contract activity associated with 18 discrete sources of grant funds and approximately 60 service contracts. Is:
  - Mandated/Discretionary Service Level.
  - Offset 94% by revenue.
  - Eliminating an Aging Program Specialist III due to loss of revenue. Overall workload in the program is expected to be up slightly and increase will be absorbed by remaining staff.
  
5. Long Term Care (41.34 SY; E= \$1,792,883, R= \$1,644,372) provides a range of services to frail elderly and disabled adults to enable them to remain in their homes and out of long term care institutions. Is:
  - Discretionary/Discretionary Service Level.
  - Offset 92% by revenue.
  - Adding an Aging Program Specialist III to supervise intake screening for contracted in-home support services.
  - Expected to manage an average daily caseload of 650 long term care clients in 1986-87.
  - Reclassifying a Supervising Data Entry Operator to Aging Program Specialist I to better reflect actual duties.
  - Reflecting the addition of an Aging Program Specialist III transferred in mid-year from the Program Development Unit.
  - Seeking to purchase eleven (11) dictaphones to expedite management of case files, two (2) typewriters for clerical support and one (1) air conditioner to prevent state-owned computer equipment from overheating. All equipment costs are revenue offset.

PROGRAM REVENUE BY SOURCE:

Following is a comparison of AAA revenues budgeted in 1985/86, realized in 1985/86 and projected for 1986/87:

| <u>Source of Revenues</u>               | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budgeted</u> |
|---|---------------------------|-----------------------------|----------------------------|---|
| Title III-B                             | \$1,749,993               | \$1,865,951                 | \$1,695,361                | \$(170,590)                                 |
| Title III-C1                            | 1,692,915                 | 1,727,508                   | 1,899,332                  | 171,824                                     |
| Title III-C2                            | 432,649                   | 420,078                     | 418,844                    | (1,234)                                     |
| United States Department of Agriculture | 679,916                   | 790,615                     | 752,056                    | (38,559)                                    |
| State Support Services                  | 221,048                   | 218,092                     | 149,088                    | (69,004)                                    |
| Title V                                 | 378,173                   | 378,173                     | 378,173                    | 0   |
| City of San Diego                       | 136,641                   | 136,641                     | 136,641                    | 0   |
| State Congregate Nutrition              | 411,699                   | 218,966                     | 335,089                    | 116,123                                     |
| State Home Delivered Nutrition          | 313,263                   | 403,450                     | 443,258                    | 39,808                                      |
| State Housing                           | 17,240                    | 0                           | 34,483                     | 34,483                                      |
| Southwestern Bell                       | 3,702                     | 0                           | 45,000                     | 45,000                                      |
| Community Development Block Grant       | 33,645                    | 34,825                      | 34,825                     | 0   |
| Special Needs and Priorities            | 97                        | 4,038                       | 0                          | (4,038)                                     |
| Revenue Sharing                         | 258,444                   | 257,720                     | 0                          | (257,720)                                   |
| Title XIX                               | 949,160                   | 1,579,595                   | 1,193,612                  | (385,983)                                   |
| State General Fund                      | 206,451                   | 308,742                     | 318,000                    | 9,258                                       |
| Senior Center Bond Act                  | 16,250                    | 0                           | 0                          | 0   |
| State Ombudsman                         | 53,278                    | 38,949                      | 0                          | (38,949)                                    |
| <b>Total</b>                            | <b>\$7,554,564</b>        | <b>\$8,383,343</b>          | <b>\$7,833,762</b>         | <b>\$ (549,581)</b>                         |

FIXED ASSETS

| <u>Item</u>     | <u>Quantity</u> | <u>Cost</u>    |
|-----------------|-----------------|----------------|
| Dictaphones     | 11              | \$2,475        |
| Typewriters     | 2               | 1,600          |
| Air Conditioner | 1               | 800            |
| <b>Total</b>    |                 | <b>\$4,875</b> |

PERFORMANCE INDICATORS

Program: Area Agency on Aging

Department: Area Agency on Aging

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Workload</u>                            |                   |                   |                   |                   |                    |
| Information & Referral Contacts            | 28,443            | 19,412            | 41,318            | 20,000            | 41,000             |
| Long Term Care Intake Screens              | 616               | 753               | 839               | 930               | 1,010              |
| Long Term Care Assessments & Reassessments | 397               | 891               | 2,213             | 1,726             | 2,900              |
| Legal Services Hours                       | 12,270            | 15,786            | 16,178            | 11,750            | 14,000             |

Efficiency

|  |           |           |           |           |           |
|--|-----------|-----------|-----------|-----------|-----------|
| Nutrition Program Meal Cost  | \$2.59    | \$2.61    | \$2.67    | \$2.65    | \$2.65    |
| Contract Dollars per Administrative Staff Years (excludes direct services) | \$401,645 | \$447,471 | \$449,195 | \$460,778 | \$446,395 |
| Cost per Long Term Care Client Day   | \$14.33   | \$7.19    | \$5.56    | \$8.40    | \$7.56    |

Effectiveness

|                                     |        |        |        |        |        |
|-------------------------------------|--------|--------|--------|--------|--------|
| Unduplicated Nutrition Clients      | 15,183 | 17,309 | 17,210 | 17,250 | 17,500 |
| Unduplicated Long Term Care Clients | 347    | 741    | 1,223  | 885    | 1,350  |
| Unduplicated Legal Services Clients | 4,753  | 6,003  | 7,159  | 6,700  | 6,100  |

STAFFING SCHEDULE

Program: Area Agency On Aging

| Class           | Title                             | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |             |
|-----------------|-----------------------------------|----------------|-------|-----------------|-------|--------------------------|-------------|
|                 |                                   | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87     |
|                 |                                   | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted     |
| 2119            | Director, Area Agency On Aging    | 1              | 1.00  | 1               | 1.00  | \$ 46,557                | \$ 50,445   |
| 5207            | Chief, Aging Programs             | 3              | 3.00  | 3               | 3.00  | 122,967                  | 127,347     |
| 2497            | Principal Accountant              | 1              | 1.00  | 1               | 1.00  | 35,792                   | 39,462      |
| 5206            | Aging Programs Specialist IV      | 3              | 3.00  | 3               | 3.00  | 101,979                  | 107,373     |
| 2303            | Administrative Assistant III      | 1              | 1.00  | 1               | 1.00  | 33,338                   | 35,791      |
| 2505            | Senior Accountant                 | 1              | 1.00  | 1               | 1.00  | 28,613                   | 34,911      |
| 2302            | Administrative Assistant II       | 1              | 1.00  | 1               | 1.00  | 26,299                   | 32,446      |
| 5205            | Aging Program Specialist III      | 10             | 10.00 | 10              | 10.00 | 259,516                  | 324,270     |
| 4352            | Senior Public Health Nurse        | 1              | 1.00  | 1               | 1.00  | 30,276                   | 28,770      |
| 2425            | Associate Accountant              | 1              | 1.00  | 1               | 1.00  | 27,666                   | 28,773      |
| 4565            | Public Health Nurse II            | 5              | 5.00  | 5               | 5.00  | 127,339                  | 142,134     |
| 5204            | Aging Program Specialist II       | 8              | 8.00  | 8               | 8.00  | 192,678                  | 218,968     |
| 2403            | Accounting Technician             | 1              | 1.00  | 1               | 1.00  | 19,905                   | 21,069      |
| 5203            | Aging Program Specialist I        | 9              | 9.00  | 10              | 10.00 | 170,838                  | 227,548     |
| 2745            | Supervising Clerk                 | 1              | 1.00  | 1               | 1.00  | 17,544                   | 18,919      |
| 2758            | Administrative Secretary III      | 1              | 1.00  | 1               | 1.00  | 20,549                   | 23,050      |
| 2757            | Administrative Secretary II       | 0              | 0.00  | 1               | 1.00  | 0                        | 18,761      |
| 0607            | Supervising Data Entry Operator   | 1              | 1.00  | 0               | 0.00  | 15,714                   | 0           |
| 2730            | Senior Clerk                      | 1              | 1.00  | 1               | 1.00  | 15,306                   | 18,647      |
| 2510            | Senior Account Clerk              | 1              | 1.00  | 1               | 1.00  | 14,836                   | 14,636      |
| 2760            | Stenographer                      | 1              | 1.00  | 1               | 1.00  | 14,613                   | 15,519      |
| 3030            | Data Entry Operator               | 2              | 2.00  | 2               | 2.00  | 28,900                   | 29,557      |
| 2700            | Intermediate Clerk                | 5              | 5.00  | 5               | 5.00  | 69,581                   | 76,945      |
| 2425            | Intermediate Account Clerk        | 1              | 1.00  | 1               | 1.00  | 12,884                   | 16,206      |
| 3009            | Word Processor Operator           | 0              | 0.00  | 1               | 1.00  | 0                        | 16,204      |
| 4615            | Nurses Assistant                  | 6              | 6.00  | 6               | 6.00  | 82,498                   | 90,133      |
| 9999            | Extra Help                        | 0              | 0.00  | 0               | 0.00  | 152,516                  | 40,000      |
|                 | Total                             | 66             | 66.00 | 68              | 68.00 | \$1,668,704              | \$1,797,884 |
|                 | Adjustments:                      |                |       |                 |       |                          |             |
|                 | County Contributions and Benefits |                |       |                 |       | \$ 341,605               | \$ 534,080  |
|                 | Salary Settlement Costs           |                |       |                 |       | 0                        | 0           |
|                 | Salary Adjustments                |                |       |                 |       | 58,196                   | 0           |
|                 | Workers Comp and UIB              |                |       |                 |       | 3,496                    | 18,012      |
|                 | Salary Savings                    |                |       |                 |       | 0                        | (18,514)    |
| PROGRAM TOTALS: |                                   | 66             | 66.00 | 68              | 68.00 | \$2,072,001              | \$2,331,462 |



# COMMUNITY SERVICES

AGRICULTURE, WEIGHTS & MEASURES

|                                   | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Agriculture                       | \$ 1,939,665                    | \$ 2,071,197                    | \$ 2,361,131                    | \$ 2,360,646                    | \$ 2,525,432                     | \$ 164,786  | 7%                        |
| Watershed Resources<br>Management | 92,282                          | 105,248                         | 121,089                         | 110,735                         | 143,912                          | 33,177  | 30%                       |
| Weights & Measures                | 260,259                         | 509,926                         | 441,901                         | 479,343                         | 470,646                          | (8,697)   | (2%)                      |
| Department Overhead               | 229,289                         | 255,480                         | 323,575                         | 343,193                         | 403,531                          | 60,338  | 18%                       |
| <b>TOTAL DIRECT COSTS</b>         | <b>\$ 2,521,495</b>             | <b>\$ 2,941,851</b>             | <b>\$ 3,247,696</b>             | <b>\$ 3,293,917</b>             | <b>\$ 3,543,521</b>              | <b>\$ 249,604</b>                                     | <b>8%</b>                 |
| <b>FUNDING</b>                    | <b>(1,352,276)</b>              | <b>(1,513,523)</b>              | <b>(1,772,310)</b>              | <b>(1,518,288)</b>              | <b>(1,580,750)</b>               | <b>(62,462)</b>                                       | <b>4%</b>                 |
| <b>NET PROGRAM COST</b>           | <b>\$ 1,169,219</b>             | <b>\$ 1,428,328</b>             | <b>\$ 1,475,386</b>             | <b>\$ 1,775,629</b>             | <b>\$ 1,962,771</b>              | <b>\$ 187,142</b>                                     | <b>11%</b>                |
| Staff Years                       | 82.65                           | 85.00                           | 91.89                           | 95.00                           | 101.00                           | 6.00  | 6%                        |

GRAZING LANDS

|                    |                 |                 |                  |                  |                  |          |          |
|--------------------|-----------------|-----------------|------------------|------------------|------------------|----------|----------|
| Total Direct Costs | \$ 0            | \$ 11,900       | \$ 0             | \$ 101,000       | \$ 101,000       | 0        | 0        |
| Funding            | <u>(85,900)</u> | <u>(91,000)</u> | <u>(101,000)</u> | <u>(101,000)</u> | <u>(101,000)</u> | <u>0</u> | <u>0</u> |
| Net Program Costs  | \$ (85,900)     | \$ (79,100)     | \$ (101,000)     | \$ 0             | \$ 0             | 0        | 0        |

PROGRAM: Agriculture

#32001

MANAGER: RAYMOND W. RINDER

Department: Agriculture, Weights & Measures

#4852

REF: 1985-86 Final Budget - Pg: 309

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 1,682,464        | \$ 1,816,592        | \$ 2,058,279        | \$ 2,062,037        | \$ 2,232,698        |
| Services & Supplies       | 257,201             | 252,224             | 275,741             | 288,834             | 283,834             |
| Fixed Assets              | 0                   | 2,381               | 14,544              | 9,775               | 8,900               |
| Vehicles/Comm Equip.      | 0                   | 0                   | 0                   | 0                   | 0                   |
| Operating Transfers       | 0                   | 0                   | 12,567              | 0                   | 0                   |
| Less Reimbursements       | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,939,665</b> | <b>\$ 2,071,197</b> | <b>\$ 2,361,131</b> | <b>\$ 2,360,646</b> | <b>\$ 2,525,432</b> |
| <b>FUNDING</b>            | <b>(1,109,146)</b>  | <b>(1,311,942)</b>  | <b>(1,493,574)</b>  | <b>(1,256,964)</b>  | <b>(1,307,979)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 830,519</b>   | <b>\$ 759,255</b>   | <b>\$ 867,557</b>   | <b>\$ 1,103,682</b> | <b>\$ 1,217,453</b> |
| <b>STAFF YEARS</b>        | <b>64.46</b>        | <b>64.60</b>        | <b>65.98</b>        | <b>67.50</b>        | <b>73.00</b>        |

PROGRAM DESCRIPTION:

The Agriculture Industry in San Diego County produces food and flower crops valued at \$525 million (1985). 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 and Worker Health and Safety;
- 3) Enforcing Fruit, Nut, and Vegetable Standards;
- 4) Enforcing Egg Standards;
- 5) Enforcing Nursery Laws;
- 6) Enforcing Apiary Laws;
- 7) Enforcing Seed Laws; and
- 8) Compiling Agricultural Statistics.

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.

1985-86 ACTUAL:

Estimated actuals in salary were lower in one area and higher in two areas: (1) Provision to fill at mid-year four Agricultural/Standards Specialist III positions did not actualize because of hiring control; (2) Estimated actuals in services and supplies were held to budgeted level because planned expenditures in purchase of pesticides and other chemicals were deferred; (3) Gypsy moth inspection and inspection of imported fruit from Chile were absorbed without additional funding. Also, approximately \$16,000 of actual costs were incurred by watermelon crisis. Potential revenue offset may be available from State of California.

1986-87 OBJECTIVES:

The primary objective is to complete the mandated frequencies of inspections in all activities. For pesticides, a minimum of 5% of all application sites are to be pre-site inspected. All reported pesticide illness (complaints) are to be investigated in a timely manner. Pesticide applications, storage facilities, operators and dealerships are to be inspected at the frequency directed by the California Administrative Code. Methodology will be developed to track citizen pesticide complaints in conjunction with pesticide illnesses and pesticide misuse.

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 Queensland fruit fly and melonfly detections met this mitigation requirement). Gypsy moth quarantine shipments are to be inspected within 10 working days.

Aplary inspection will respond and investigate all multiple bee sting referrals from health officials to prevent Africanized bees from entering and becoming established in San Diego County. A port monitoring program will be developed in cooperation with CDFA.

The performance indicator system instituted for the current fiscal year will be further amended and more indicators will be utilized. Amended performance indicators will be developed in parallel with the implementation of automated cost accounting system.

1986-87 ADOPTED BUDGET:

Based on the University of California multiplier this program protects an industry having economic value of \$1,147,560,000. The activities of this program are summarized as follows:

1. Enforcement Administration (4.00 SY; \$164,793) (MDSL)

- Division Management
- Crop Statistics/Environmental Review
- Plant Pathology/Nematology

1985-86 ADOPTED BUDGET:

2. Agriculture Enforcement (69.0 SY; \$2,067,905) (MMSL)

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. To maximize effectiveness Countywide Pesticide Use Enforcement/Worker Health and Safety has been consolidated under one program and program manager. To provide information data necessary for staff to perform efficiently within mandated programs an entomologist position was developed from a reclass. In protecting the environment and industry, eight significant activities are performed which are allocated below:

|   |                        |
|---|------------------------|
| Pest Exclusion/Detection/Eradication Control            | (42.0 SY; \$1,280,840) |
| Pesticide Use Enforcement/Worker Health and Safety      | (12.0 SY; \$ 367,568)  |
| Seed, Nursery, Apilary Inspection                       | ( 6.0 SY; \$ 185,628)  |
| Fruit, Nuts, Honey and Vegetables Standardization       | ( 1.5 SY; \$ 37,125)   |
| Egg Quality   | ( 1.5 SY; \$ 37,125)   |
| Economic Entomologist                                   | ( 1.0 SY; \$ 37,466)   |
| District Office Clerical Support<br>to above activities | ( 5.0 SY; \$ 122,153)  |

3. Services and Supplies (\$283,834)

The significant allocations are: \$93,500 for purchase of pesticides and chemicals; \$45,000 for ingredients used in mixing of bait to control vertebrate pests; \$112,054 private mileage reimbursement to support all field activities.

PROGRAM REVENUES BY SOURCE:

| <u>Source of Revenue</u>                      | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|-----------------------------|----------------------------|---|
| Business License                              | \$ 7,859                  | \$ 5,000                    | \$ 6,000                   | \$ 1,000                                  |
| Other Licenses                                | 39,744                    | 18,000                      | 23,000                     | 5,000                                     |
| State Nursery Contract                        | 47,480                    | 37,264                      | 45,491                     | 8,227                                     |
| Gas Tax Subvention                            | 256,728                   | 120,000                     | 122,624                    | 2,624                                     |
| I P M Contract                                | 42,769                    | 0                           | 24,010                     | 24,010                                    |
| Pesticide Dealers Tax                         | 780                       | 930                         | 780                        | (150)                                     |
| Road Fund (Plant Pest)                        | 106,073                   | 100,000                     | 100,000                    | 0   |
| Airport Enterprise                            | 21,790                    | 15,000                      | 15,000                     | 0   |
| Flood Control/and other Services              | 18,891                    | 5,900                       | 5,900                      | 0   |
| Special Districts                             | 1,242                     | 0                           | 10,000                     | 10,000                                    |
| Pesticide Enforcement Mill Subvention         | 173,610                   | 173,610                     | 173,610                    | 0   |
| State Egg Quality Control Contract            | 55,270                    | 35,824                      | 32,676                     | (3,148)                                   |
| AB-3765 - Pesticide Control                   | 134,120                   | 107,997                     | 107,886                    | (111)                                     |
| Detection Contract (Medfly, Gypsy Moth, etc.) | 517,596                   | 517,776                     | 566,002                    | 48,226                                    |
| Vertebrate Bait Sales                         | 62,076                    | 75,000                      | 75,000                     | 0   |
| Miscellaneous                                 | 7,546                     | 44,663                      | 0                          | (44,663)                                  |
| <b>TOTAL</b>                                  | <b>\$1,493,574</b>        | <b>\$ 1,256,964</b>         | <b>\$1,307,979</b>         | <b>\$ 51,015</b>                          |

PROGRAM: AGRICULTURE #32001

Manager: Ken Smith (Acting)

FIXED ASSETS:

| <u>Item</u>     | <u>Quantity</u> | <u>Cost</u>  |
|-----------------|-----------------|--------------|
| Slide Projector | 1               | \$ 300       |
| Vikane Detector | 1               | 400          |
| Tape Recorders  | 4               | 200          |
| Copier          | 1               | <u>8,000</u> |
|                 |                 | \$ 8,900     |

NEW VEHICLES AND COMMUNICATION EQUIPMENT:

None

PERFORMANCE INDICATORS

Program: Agriculture

Department: Agriculture/Weights & Measures

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

ACTIVITY A: Exclusion/Pest Detection/Eradication

|                        |     |     |     |     |     |
|------------------------|-----|-----|-----|-----|-----|
| <u>% of Resources:</u> | N/A | 63% | 72% | 72% | 71% |
|------------------------|-----|-----|-----|-----|-----|

Workload:

|                      |         |         |         |         |         |
|----------------------|---------|---------|---------|---------|---------|
| Terminal Inspections | 41,527  | 55,622  | 51,598  | 52,000  | 56,758  |
| Detection Servicing  | 231,660 | 314,749 | 260,058 | 226,075 | 216,800 |

Efficiency:

The efficiency is determined by dividing actual inspections completed by the mandatory inspection totals.

Effectiveness:

The number of inspections and clearances determine the effectiveness of this activity. Negative pest findings may not indicate ineffectiveness. Cost effectiveness will be developed as the cost accounting system is implemented.

ACTIVITY B: Regulation of Pesticides

|                        |     |     |     |     |     |
|------------------------|-----|-----|-----|-----|-----|
| <u>% of Resources:</u> | N/A | 16% | 16% | 14% | 18% |
|------------------------|-----|-----|-----|-----|-----|

Workload:

|                                 |     |     |     |     |     |
|---------------------------------|-----|-----|-----|-----|-----|
| Pre-Application Site Inspection | 202 | 264 | 360 | 360 | 564 |
| Field Worker Safety Inspection  | 35  | 98  | 100 | N/A | 140 |

Efficiency:

The efficiency is determined by dividing actual inspections completed by the mandated inspection totals.

Effectiveness:

The number of episode investigations, restricted materials permits and administrative and judicial actions taken determine the effectiveness of this activity.

ACTIVITY C: Enforcing Nursery Laws

|                        |     |    |    |    |    |
|------------------------|-----|----|----|----|----|
| <u>% of Resources:</u> | N/A | 8% | 6% | 8% | 6% |
|------------------------|-----|----|----|----|----|

Workload:

|             |       |       |       |       |       |
|-------------|-------|-------|-------|-------|-------|
| Inspections | 1,792 | 1,820 | 1,791 | 1,900 | 1,970 |
|-------------|-------|-------|-------|-------|-------|

Efficiency:

The efficiency is determined by dividing actual inspection completed by the mandated inspections total.

Effectiveness:

The number of non-compliance issued, reinspection completed and total pest infestation noted on pest reports determines the effectiveness.

ACTIVITY D: Various

|                            |        |        |        |        |        |
|----------------------------|--------|--------|--------|--------|--------|
| <u>% of Resources:</u>     | N/A    | 13%    | 6%     | 6%     | 5%     |
| Seed Lots Inspected        | 1,539  | 1,094  | 807    | 1,000  | 888    |
| Aplary Colonies Registered | 13,640 | 14,968 | 16,438 | 15,200 | 17,259 |

STAFFING SCHEDULE

PROGRAM: Agriculture

DEPT: Agriculture, Weights & Measures

| Class | Title                                 | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |             |
|-------|---------------------------------------|----------------|-------|-----------------|-------|--------------------------|-------------|
|       |                                       | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87     |
|       |                                       | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted     |
| 2200  | Assistant Agricultural Commissioner   | 1              | 1.00  | 1               | 1.00  | \$ 40,194                | \$ 46,625   |
| 5420  | Plant Pathologist/Nema.               | 1              | 1.00  | 1               | 1.00  | 30,063                   | 31,276      |
| 8801  | Entomologist                          | 0              | 0.00  | 1               | 1.00  | 0                        | 31,296      |
| 5408  | Dep. Agricultural/Sealer Commissioner | 9              | 9.00  | 8               | 8.00  | 272,728                  | 248,178     |
| 5390  | Agricultural/Standards Specialist II  | 0              | 0.00  | 2               | 2.00  | 0                        | 42,552      |
| 5385  | Agricultural/Standards Specialist III | 24             | 22.00 | 24              | 24.00 | 525,596                  | 625,988     |
| 5380  | Agricultural/Standards Specialist IV  | 3              | 3.00  | 3               | 3.00  | 65,241                   | 79,991      |
| 5397  | Senior Ag. Tech                       | 4              | 3.25  | 4               | 4.00  | 71,761                   | 92,689      |
| 5398  | Ag. Tech.                             | 13             | 12.25 | 13              | 13.00 | 237,084                  | 267,302     |
| 5399  | Ag. Tech Aid                          | 11             | 11.00 | 11              | 11.00 | 171,286                  | 184,704     |
| 2730  | Senior Clerk                          | 5              | 5.00  | 5               | 5.00  | 83,206                   | 92,871      |
| TOTAL |                                       | 71             | 67.50 | 73              | 73.00 | \$1,497,159              | \$1,743,472 |

Adjustments

|                                  |            |            |
|----------------------------------|------------|------------|
| County Contributions to Benefits | \$ 403,868 | \$ 530,638 |
| Salary Settlement Costs          | 80,096     | 0          |
| Special Payments                 | 0          | 0          |
| Overtime Premium                 | 3,000      | 4,000      |
| Bilingual Expense                | 0          | 0          |
| Unemployment Expense             | 2,310      | 2,513      |
| Employment Compensation          | 15,487     | 18,486     |
| Salary Adjustments               | 122,557    | 328        |
| Salary Savings                   | (62,440)   | (66,739)   |

TOTAL ADJUSTMENTS

\$ 564,878      \$ 489,226

PROGRAM TOTALS:

71      67.50      73      73.00      \$2,062,037      \$2,232,698



PROGRAM: Weights & Measures

# 32022

MANAGER: Ken Smith (Acting)

Department: Agriculture, Weights & Measures

# 4853

REF: 1985-86 Final Budget - Pg: 313

Authority: The Sealer of Weights & Measures enforces Division 5, California Business and Professions 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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget  | 1986-87<br>Adopted |
|---------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|
| <b>COSTS</b>              |                     |                    |                    |                    |                    |
| Salaries & Benefits       | \$ 277,041          | \$ 344,429         | \$ 418,300         | \$ 444,258         | \$ 435,161         |
| Services & Supplies       | 33,218              | 23,701             | 23,601             | 34,285             | 34,285             |
| Fixed Assets              | 0                   | 0                  | 0                  | 800                | 1,200              |
| Vehicles/Comm. Equip.     | 0                   | 141,796            | 0                  | 0                  | 0                  |
| Less Reimbursements       | 0                   | 0                  | 0                  | 0                  | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 260,259</b>   | <b>\$ 509,926</b>  | <b>\$ 441,901</b>  | <b>\$ 479,343</b>  | <b>\$ 470,646</b>  |
| <b>FUNDING</b>            | <b>\$ (201,235)</b> | <b>\$(133,321)</b> | <b>\$(204,323)</b> | <b>\$(178,724)</b> | <b>\$(180,601)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 59,024</b>    | <b>\$ 376,605</b>  | <b>\$ 237,578</b>  | <b>\$ 300,619</b>  | <b>\$ 290,045</b>  |
| <b>STAFF YEARS</b>        | <b>8.43</b>         | <b>12.70</b>       | <b>13.11</b>       | <b>16.00</b>       | <b>15.00</b>       |

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 quantity, 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).

1985-86 ACTUAL:

Estimated actuals in salary were low mainly due to delays in hiring of two new positions which were reallocated. The impact of two retirements was absorbed. Test purchases were deferred because of California State Division of Measurement Standards focus survey which was offset by CDFA funds.

1986-87 OBJECTIVES:

Completing all of the required inspections outlined in the device fee ordinance is the primary 1986-87 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 maintain the compliance at the State averages.

|                          | Compliance Rates |                          |
|--------------------------|------------------|--------------------------|
|                          | San Diego County | California State Average |
| Vehicle Scales           | 62%              | 66%                      |
| Petroleum Delivery Tanks | 26%              | 40%                      |
| Gasoline Pump Meters     | 81%              | 77%                      |

As indicated above, not having equipment and experienced personnel 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.

1986-87 ADOPTED BUDGET:

A reallocation of departmental resources is planned for FY 86-87. The Assistant Sealer position has been reclassified as the Assistant Commissioner/Sealer of Weights & Measures and transferred to the Overhead Program. The provision of two staff years is the first phase of developing a consumer protection element including a Standardization/Egg Quality activity. The management of egg quality has been transferred to this program. This organizational change is providing for consistent management and enforcement of mandated consumer protection programs Countywide.

1. Clerical Support: (2.0 SY; \$42,348) (MDSL)
  - a. Clerical Service
2. Device Inspection (7.0 SY; \$205,743) (MMSL)
  - a. Weighing (2.5 SY; \$ 74,067)
  - b. Measuring (4.5 SY; \$131,676)
3. Consumer Protection (6.0 SY; \$187,070) (MMSL)
  - a. Quantity Control (2.5 SY; \$78,570)
  - b. Standardization/Egg Quality (2.5 SY; \$78,570)
  - c. Petroleum/Weighmaster (1.0 SY; \$29,930)

1986-87 ADOPTED BUDGET: (Cont'd)4. Services and Supplies (\$34,825) (MDSL)

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>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|-----------------------------|----------------------------|---|
| Device Registration                                   | \$ 147,253                | \$ 120,000                  | \$ 120,000                 | \$ 0                                      |
| Recovered Expenditures<br>(Q.C. Verification Program) | 11,939                    | 11,289                      | 13,166                     | 1,877                                     |
| Other Miscellaneous                                   | 1,060                     | 1,800                       | 1,800                      | 0   |
| Border Contract                                       | <u>44,071</u>             | <u>45,635</u>               | <u>45,635</u>              | <u>0</u>                                  |
| TOTAL   | \$ 204,323                | \$ 178,724                  | \$ 180,601                 | \$ 1,877                                  |

FIXED ASSETS:

| <u>Item</u>             | <u>Quantity</u> | <u>Cost</u> |
|-------------------------|-----------------|-------------|
| Calibrated Tank 100 Gal | 1               | \$ 700      |
| Calibrated Tank 10 Gal  | 1               | <u>500</u>  |
|                         |                 | \$ 1,200    |

NEW VEHICLES AND COMMUNICATION EQUIPMENT:

None

PERFORMANCE INDICATORS

Program: Weights & Measures

Department: Agriculture/Weights & Measures

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Weighing &amp; Measuring Devices</b>   |                   |                   |                   |                   |                    |
| <u>% of Resources:</u>  | 67%               | 67%               | 55%               | 66%               | 55%                |
| <u>Workload:</u>  |                   |                   |                   |                   |                    |
| Weighing & Measuring devices inspected  | 10,984            | 17,318            | 18,984            | 25,400            | 34,300             |
| <u>Efficiency:</u>  |                   |                   |                   |                   |                    |
| Unit cost of inspection   | N/A               | N/A               | N/A               | N/A               | N/A                |
| <u>Effectiveness:</u>   |                   |                   |                   |                   |                    |
| Retail scales % Defective   | 16%               | 13%               | 16%               | 16%               | 17%                |
| Gasoline pumps % Defective  | 20%               | 23%               | 23%               | 23%               | 20%                |
| <b>ACTIVITY B: Quantity Control/Weighmaster/Petroleum</b>   |                   |                   |                   |                   |                    |
| <u>% of Resources:</u>  | 33%               | 26%               | 22%               | 22%               | 22%                |
| <u>Workload:</u>  |                   |                   |                   |                   |                    |
| Establishments visited to determine compliance with regulations: Quantity Control, weighmaster, petroleum | 774               | 1,384             | 1,456             | 2,500             | 2,100              |
| <u>Efficiency:</u>  |                   |                   |                   |                   |                    |
| Unit cost of inspection   | N/A               | N/A               | N/A               | N/A               | N/A                |
| <u>Effectiveness:</u>   |                   |                   |                   |                   |                    |
| Notices of violation issued   | 113               | 105               | 94                | 150               | 150                |
| Packages taken off sale   | 10,170            | 9,587             | 4,461             | 20,000            | 6,000              |
| Judgments obtained  | \$69,200          | \$8,113           | \$9,800           | \$10,000          | \$8,900            |
| Complaints (criminal)   | 19                | 11                | 10                | 40                | 20                 |
| <b>ACTIVITY C: Enforcing Fruit, Nut, Vegetable and Egg Standards.</b>                                     |                   |                   |                   |                   |                    |
| <u>% of Resources:</u>  | --                | 7%                | 23%               | 12%               | 23%                |
| <u>Workload:</u>  |                   |                   |                   |                   |                    |
| Containers inspected  | 2,532,318         | 1,370,716         | 12,630,440        | 2,300,000         | 15,970,000         |
| Dozens inspected  | 951,811           | 951,941           | 787,250           | 960,000           | 850,000            |
| <u>Efficiency:</u>  |                   |                   |                   |                   |                    |

Efficiency is determined by dividing actual inspections completed by the mandated inspection totals.

Effectiveness:

Effectiveness is determined by total number of rejections issued, dozens rejected, and containers rejected.

STAFFING SCHEDULE

PROGRAM: Weights & Measures

Department: Agriculture, Weights & Measures

| Class | Title                                  | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                 |
|-------|--|----------------|-------|-----------------|-------|--------------------------|-----------------|
|       |  | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86 Budget           | 1986-87 Adopted |
|       |  | Positions      | S.Y.  | Positions       | S.Y.  |                          |                 |
| 2235  | Assistant Sealer of Weights & Measures | 1              | 1.00  | 0               | 0.00  | \$ 40,194                | \$ 0            |
| 2730  | Senior Clerk                           | 1              | 1.00  | 1               | 1.00  | 17,506                   | 18,647          |
| 2700  | Intermediate Clerk                     | 1              | 1.00  | 1               | 1.00  | 12,951                   | 15,788          |
| 5408  | Deputy Commissioner/Sealer             | 0              | 0.00  | 2               | 2.00  | 0                        | 47,842          |
| 5451  | Senior Weights & Measures Inspector    | 2              | 2.00  | 0               | 0.00  | 44,646                   | 0               |
| 5385  | Agricultural/Standards Specialist III  | 10             | 10.00 | 10              | 10.00 | 206,724                  | 245,257         |
| 5380  | Agricultural/Standards Specialist IV   | 1              | 1.00  | 1               | 1.00  | 23,470                   | 24,928          |
|       | TOTAL                                  | 16             | 16.00 | 15              | 15.00 | \$ 345,491               | \$ 352,462      |

Adjustments:

|                                 |           |           |
|---------------------------------|-----------|-----------|
| County Contribution to Benefits | \$ 76,166 | \$ 78,334 |
| Salary Settlement Costs         | 17,166    | 0         |
| Special Payments                | 0         | 0         |
| Overtime (Specify type)         | 0         | 0         |
| Bilingual Pay                   | 0         | 0         |
| Unemployment Expense            | 529       | 531       |
| Employee Compensation           | 3,041     | 3,834     |
| Salary Adjustments              | \$ 1,865  | 0         |
| Salary Savings                  | 0         | 0         |
| TOTAL ADJUSTMENTS               | \$ 98,767 | \$ 82,699 |

PROGRAM TOTALS:

16 16.00 15 15.00 \$ 444,258 \$ 435,161

PROGRAM: Watershed Resources Management

#31522

Manager: GARY REECE

Department: Agriculture, Weights & Measures

#4854

REF: 1985-86 Final Budget - Pg: 317

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.

|                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS                 |                   |                   |                   |                   |                    |
| Salaries and Benefits | \$ 80,621         | \$ 88,558         | \$ 108,352        | \$ 78,625         | \$ 82,192          |
| Services and Supplies | 11,661            | 16,074            | 12,737            | 32,110            | 60,820             |
| Fixed Assets          | 0                 | 616               | 0                 | 0                 | 900                |
| Vehicles/Comm. Equip. | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements   | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS    | \$ 92,282         | \$ 105,248        | \$ 121,089        | \$110,375         | \$ 143,912         |
| FUNDING               | (35,151)          | (60,919)          | (67,007)          | (76,000)          | (85,570)           |
| NET COUNTY COSTS      | \$ 57,131         | \$ 44,329         | \$ 54,082         | \$ 34,735         | \$ 58,342          |
| STAFF YEARS           | 2.98              | 2.60              | 3.86              | 2.00              | 2.50               |

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 re-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. The Weed Abatement Ordinance specifies that an accumulation of flammable vegetation or other material may create a hazard that can be injurious to the health, safety and general welfare of the public. This condition constitutes a public nuisance which may be abated in accordance with the ordinance. The CAO has designated the department as the enforcement agency for this ordinance.

The cooperative Animal Damage Control program provides for assistance to the County from the United States Department of Agriculture, Animal and Plant Health Inspection Service in resolving predation problems on a countywide basis.

1985-86 ACTUAL:

Work on contracts with Federal agencies has produced most of the activities in this division. The extra help expenditures on the Indian 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 1986-87.

Due to extended disability leave, certain reallocations of personnel were required to meet contractual obligations. Additionally, an unanticipated retirement payoff was required.

1986-87 OBJECTIVES:

The primary objective will be to reduce fire hazard to the environment and private property by planned vegetation management and enforcement of the Weed Abatement Ordinance. Outside funding will be obtained to maintain County cost at a minimum level.

1986-87 ADOPTED BUDGET:

Reassessment of the job description and program responsibilities resulted in a reclassification of the Field Supervisor to an Agricultural/Standards Specialist II. The activities of this program are summarized below.

1. Watershed Management (1 SY; \$44,013) (DDSL)
2. Field Supervision (1 SY; \$26,161) (DDSL)
3. Weed Abatement (.5 SY; \$12,918) (DDSL)
4. Animal Damage Control (\$28,710) (DDSL)
5. Services & Supplies (\$32,110) (DDSL)

PROGRAM REVENUES BY SOURCE:

| <u>Source of Revenue</u>             | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change from<br/>1985-86<br/>Budget</u> |
|--------------------------------------|---------------------------|-----------------------------|----------------------------|---|
| Department of Interior               | \$ 63,062                 | \$ 54,000                   | \$ 54,000                  | \$ 0                                      |
| Department of the Navy               | 3,945                     | 11,000                      | 11,000                     | 0   |
| Department of Justice                | 0                         | 6,000                       | 6,000                      | 0   |
| Small contracts and equipment rental | 0                         | 5,000                       | 5,000                      | 0   |
| Grazing Land Fund                    | 0                         | 0                           | 9,570                      | 9,570                                     |
| <b>TOTAL</b>                         | <b>\$ 67,007</b>          | <b>\$ 76,000</b>            | <b>\$ 85,570</b>           | <b>\$ 9,570</b>                           |

FIXED ASSETS:

| <u>Item</u>  | <u>Quantity</u> | <u>Cost</u> |
|--------------|-----------------|-------------|
| Mobile Radio | 1               | \$ 900      |

NEW VEHICLES AND COMMUNICATION EQUIPMENT:

None

PERFORMANCE INDICATORS

Program: Watershed Resources Management

Department: Agriculture/Weights & Measures

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Watershed Resources Management</b> |                   |                   |                   |                   |                    |
| <u>% of Resources:</u>                            | 100%              | 100%              | 100%              | 100%              | 100%               |
| <u>Workload:</u>                                  |                   |                   |                   |                   |                    |
| Acres Managed                                     | 50,434            | 56,450            | 56,450            | 56,450            | 56,450             |
| Acres Treated                                     | 2,200             | 2,700             | 2,700             | 2,700             | 2,700              |
| Weed Abatement Complaints                         | N/A               | N/A               | 200               | N/A               | 250                |
| Animal Damage Complaints                          | N/A               | N/A               | N/A               | N/A               | N/A                |
| <u>Efficiency:</u>                                | N/A               | N/A               | N/A               | N/A               | N/A                |
| <u>Effectiveness:</u>                             | N/A               | N/A               | N/A               | N/A               | N/A                |



STAFFING SCHEDULE

PROGRAM: Watershed Resources Management

Department: Agriculture, Weights & Measures

| Class | Title                                   | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |           |
|-------|---|----------------|------|-----------------|------|--------------------------|-----------|
|       |   | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86                  | 1986-87   |
|       |   | Positions      | S.Y. | Positions       | S.Y. | Budget                   | Adopted   |
| 5453  | Watershed Manager                       | 1              | 1.00 | 1               | 1.00 | \$ 29,209                | \$ 30,380 |
| 5452  | Watershed Field Supervisor              | 1              | 1.00 | 0               | 0.00 | 24,055                   | 0         |
| 5390  | Agricultural/Standards<br>Specialist II | 0              | 0.00 | 1               | 1.50 | 0                        | 32,048    |
| TOTAL |   | 2              | 2.00 | 2               | 2.50 | \$ 53,264                | \$ 62,428 |

Adjustments:

|                                   |           |           |
|-----------------------------------|-----------|-----------|
| County Contributions and Benefits | \$ 20,143 | \$ 19,261 |
| Salary Settlement Costs           | 4,576     | 0         |
| Special Payments                  | 0         | 0         |
| Overtime                          | 0         | 0         |
| Unemployment expense              | 71        | 71        |
| Employee Compensation             | 571       | 581       |
| Salary Adjustment                 | 0         | 0         |
| Salary Savings                    | 0         | (149)     |

Total Adjustments \$ 25,361 \$ 19,764

PROGRAM TOTALS:

2 2.00 2 2.50 \$ 78,625 \$ 82,192

PROGRAM: Overhead

# 92101

MANAGER: KATHLEEN A. THUNER

Department: Agriculture, Weights & Measures

# 4851

REF: 1985-86 Final Budget - Pg: 320

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 Agricultural Commissioner. The County Department of Weights and Measures is under the County Sealer of Weights and Measures. In San Diego County, these offices have been combined as allowed in the California Government Code.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 207,570        | \$ 228,163        | \$ 282,560        | \$ 317,593        | \$ 378,931         |
| Services & Supplies       | 21,719            | 26,187            | 30,985            | 24,600            | 24,600             |
| Fixed Assets              | 0                 | 1,130             | 10,030            | 1,000             | 0                  |
| Vehicles/Comm. Equip      | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements       | 0                 | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 229,289</b> | <b>\$ 255,480</b> | <b>\$ 323,575</b> | <b>\$ 343,193</b> | <b>\$ 403,531</b>  |
| <b>FUNDING</b>            | <b>\$ (6,744)</b> | <b>(6,600)</b>    | <b>(7,406)</b>    | <b>(6,600)</b>    | <b>(6,600)</b>     |
| <b>NET COUNTY COSTS</b>   | <b>\$ 222,545</b> | <b>\$ 248,880</b> | <b>\$ 316,169</b> | <b>\$ 336,593</b> | <b>\$ 396,931</b>  |
| <b>STAFF YEARS</b>        | <b>6.78</b>       | <b>5.10</b>       | <b>8.94</b>       | <b>9.50</b>       | <b>10.50</b>       |

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 Commissioner/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 ordinances and resolutions: the Commissioner/Sealer reports directly to the CAO (Board).

1985-86 ACTUAL:

Estimated actuals are lower relative to budgeted salaries due to spreading FY 1985-86 Overhead Actual to other programs. The Assistant Sealer position was redefined and transferred as the Assistant Commissioner/Sealer to the Overhead Program.

1986-87 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. A secondary objective is to provide computer input from each District Office for Pesticide Use Enforcement activity. This will be a pilot program to develop workload data used in budgeting and field pesticide residue sampling.

1986-87 ADOPTED BUDGET:

The activities of this program are summarized as follows:

1. Administrative Service (4.0 SY; \$211,226) (MMSL)

- a. Department Management
- b. Budget and Finance
- c. Secretarial Service

2. Clerical Services (5.0 SY; \$107,496) (MDSL)

- a. Payroll
- b. Purchasing
- c. Word Processing

3. Extra Help (1.5 SY; \$60,209) (MDSL)

- a. Watershed
- b. Clerical
- c. Agriculture

4. Services and Supplies (\$24,600) (MDSL)

Significant items are a provision of \$6,000 to support Office Automation; mandated travel allowance of \$11,780 for the Commissioner/Sealer; \$3,000 mileage allowance.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|----------------------------|---------------------------|---------------------------|----------------------------|---|
| Commissioner Reimbursement | \$ 7,406                  | \$ 6,600                  | \$ 6,600                   | \$ 0                                      |

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u> | <u>Revenue</u> |
|-------------|-----------------|------------------------|-------------|----------------|
| None        |                 |                        |             |                |

NEW VEHICLES AND COMMUNICATION EQUIPMENT:

None

STAFFING SCHEDULE

PROGRAM: Overhead

DEPT: Agriculture, Weights & Measures

| Class | Title  | STAFF YEARS    |      |                 |       | SALARY AND BENEFIT COSTS |            |
|-------|--|----------------|------|-----------------|-------|--------------------------|------------|
|       |  | 1985-86 Budget |      | 1986-87 Adopted |       | 1985-86                  | 1986-87    |
|       |  | Positions      | S.Y. | Positions       | S.Y.  | Budget                   | Adopted    |
| 2102  | Agricultural Commissioner/<br>Sealer Weights & Measures              | 1              | 1.00 | 1               | 1.00  | \$ 46,557                | \$ 54,433  |
| 2235  | Assist. Agricultural Commissioner/<br>Sealer of Weights and Measures | 0              | 0.00 | 1               | 1.00  | 0                        | 46,625     |
| 2302  | Administrative Assistant III   | 1              | 1.00 | 1               | 1.00  | 34,764                   | 35,791     |
| 2758  | Admin. Sec. III  | 1              | 1.00 | 1               | 1.00  | 21,422                   | 23,050     |
| 2511  | Senior Payroll Clerk   | 1              | 1.00 | 1               | 1.00  | 18,437                   | 19,541     |
| 2730  | Senior Clerk   | 0              | 0.00 | 0               | 0.00  | 0                        | 0          |
| 2510  | Senior Account Clerk   | 1              | 1.00 | 1               | 1.00  | 16,832                   | 18,647     |
| 2708  | CRT Operator   | 1              | 1.00 | 0               | 0.00  | 15,616                   | 0          |
| 2700  | Intermediate Clerk   | 2              | 2.00 | 3               | 3.00  | 28,814                   | 43,890     |
| 9999  | Extra Help   | 0              | 1.50 | 0               | 1.50  | 57,342                   | 60,209     |
|       | TOTAL  | 8              | 9.50 | 9               | 10.50 | \$ 239,784               | \$ 302,186 |

Adjustments:

|                                  |           |           |
|----------------------------------|-----------|-----------|
| County Contributions to Benefits | \$ 55,962 | \$ 70,300 |
| Salary Settlement Costs          | 12,586    | 0         |
| Special Payments                 | 0         | 0         |
| Overtime                         | 0         | 0         |
| Bilingual Pay                    | 2,520     | 2,520     |
| Unemployment Expense             | 282       | 319       |
| Employee Compensation            | 1,537     | 2,316     |
| Salary Adjustment                | 4,922     | 1,291     |
| Salary Savings                   | 0         | (1)       |
| TOTAL ADJUSTMENTS                | \$ 77,809 | \$ 76,745 |

|                 |   |      |   |       |            |            |
|-----------------|---|------|---|-------|------------|------------|
| PROGRAM TOTALS: | 8 | 9.50 | 9 | 10.50 | \$ 317,593 | \$ 378,931 |
|-----------------|---|------|---|-------|------------|------------|

PROGRAM: Grazing Lands

# 75803

MANAGER: Kathleen A. Thuner

Department: Grazing Lands Committee

# 4450

REF: 1985-86 Final Budget - Pg: 323

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

|                                    | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS                              |                   |                   |                   |                   |                    |
| 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                 | 11,900            | 0                 | 101,000           | 101,000            |
| Less Reimbursements                | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS                 | \$ 0              | \$ 11,900         | \$ 0              | \$ 101,000        | \$ 101,000         |
| FUNDING (Revenue and Fund Balance) | \$ (85,900)*      | \$ (91,000)*      | \$ (101,000)*     | \$ (101,000)*     | \$ (101,000)*      |
| NET COUNTY COSTS                   | \$ (85,900)       | \$ (79,100)       | \$ (101,000)      | \$ 0              | \$ 0               |
| STAFF YEARS                        | 0                 | 0                 | 0                 | 0                 | 0                  |

PROGRAM DESCRIPTION:

There are 27 lessors grazing 103,000 acres of Federal public land in the County with a total carrying capacity of 7,100 Animal Unit Months (AUM). Thus on the average, it requires 14.5 acres per grazing head. The average fee is \$1.96 per AUM. Most leases will expire during the year 1989. The Grazing Advisory Board has agreed to provide \$9,570 to help offset Animal Damage Control contract costs.

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>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|-----------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Air Pollution Control | \$ 443,006                      | \$ 671,510                      | \$ 810,552                      | \$ 810,552                      | \$ 810,552                       | \$ 0   | 0%                        |
| Total Direct Costs    | 443,006                         | 671,510                         | \$ 810,552                      | \$ 810,552                      | \$ 810,552                       | 0  | 0%                        |
| Less Funding          | <u>0</u>                        | <u>0</u>                        | <u>0</u>                        | <u>0</u>                        | <u>0</u>                         | <u>0</u>                                       | <u>0%</u>                 |
| Net Program Cost      | \$ 443,006                      | \$ 671,510                      | \$ 810,552                      | \$ 810,552                      | \$ 810,552                       | \$ 0   | 0%                        |
| Staff Years           | 0                               | 0                               | 0                               | 0                               | 0                                | 0  | 0                         |

PROGRAM: AIR POLLUTION CONTROL

# 41010

MANAGER: R. J. SOMMERVILLE

Department: AIR POLLUTION CONTROL

# 6710

REF: 1986-87 Final Budget - Pg: 325

Authority: Mandated program to protect public health. Authority and responsibilities are contained in the California Health and Safety Code and Federal Clean Air Act.

|                                      | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>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                  |
| General Fund<br>Contribution to APCD | 443,006           | 671,510           | 810,552           | 810,552           | 810,552            |
| <b>TOTAL DIRECT COSTS</b>            | <b>\$ 443,006</b> | <b>\$ 671,510</b> | <b>\$ 810,552</b> | <b>\$ 810,552</b> | <b>\$ 810,552</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>\$ 443,006</b> | <b>\$ 671,510</b> | <b>\$ 810,552</b> | <b>\$ 810,552</b> | <b>\$ 810,552</b>  |
| <b>STAFF YEARS</b>                   | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>          | <b>0</b>           |

PROGRAM DESCRIPTION:

This program reflects the General Fund Contribution to the Air Pollution Control District.

ANIMAL CONTROL

|   | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Animal Health and Regulation            | \$ 2,246,036                    | \$ 2,573,030                    | \$ 2,784,964                    | \$ 2,873,171                    | \$ 3,105,502                     | \$ 232,331  | 8.1%                      |
| Total Direct Costs                      | \$ 2,246,036                    | \$ 2,573,030                    | \$ 2,784,964                    | \$ 2,873,171                    | \$ 3,105,502                     | \$ 232,331  |                           |
| Funding                                 | (1,699,077)                     | (1,700,880)                     | (1,683,304)                     | (1,865,929)                     | (2,142,320)                      | (276,391)   | 14.8%                     |
| Net Program Cost<br>(Without Externals) | \$ 546,959                      | \$ 872,150                      | \$ 1,101,660                    | \$ 1,007,242                    | \$ 963,182                       | \$ (44,060)   | (4.4%)                    |
| Staff Years                             | 99.30                           | 96.00                           | 99.79                           | 108.00                          | 113.75                           | 5.75  | 5.3%                      |



PROGRAM: ANIMAL HEALTH & REGULATION

# 31523

MANAGER: Sally B. Hazzard, Director

Department: ANIMAL CONTROL

# 4300

REF: 1985-86 Final Budget Pg: 327

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.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual   | 1985-86<br>Budget    | 1986-87<br>Adopted  |
|---------------------------|----------------------|----------------------|---------------------|----------------------|---------------------|
| <b>COSTS</b>              |                      |                      |                     |                      |                     |
| Salaries & Benefits       | \$ 2,025,948         | \$ 2,320,818         | \$ 2,512,371        | \$ 2,690,556         | \$ 2,854,289        |
| Services & Supplies       | 220,088              | 250,198              | 270,544             | 182,615              | 235,815             |
| Other Charges             | 2,358                | 0                    | 0                   | 0                    | 0                   |
| Fixed Assets              | 0                    | 2,014                | 2,049               | 0                    | 15,398              |
| Vehicles/Comm. Equip      | 0                    | 0                    | 0                   | 0                    | 0                   |
| Less Reimbursements       | 0                    | 0                    | 0                   | 0                    | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 2,248,394</b>  | <b>\$ 2,573,030</b>  | <b>\$ 2,789,964</b> | <b>\$ 2,873,171</b>  | <b>\$ 3,105,502</b> |
| <b>FUNDING</b>            | <b>\$(1,699,077)</b> | <b>\$(1,700,880)</b> | <b>(1,683,304)</b>  | <b>\$(1,865,929)</b> | <b>(2,142,320)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 549,317</b>    | <b>\$ 872,150</b>    | <b>\$ 1,101,660</b> | <b>\$ 1,007,242</b>  | <b>\$ 963,182</b>   |
| <b>STAFF YEARS</b>        | <b>99.30</b>         | <b>96.00</b>         | <b>99.79</b>        | <b>108.00</b>        | <b>113.75</b>       |

PROGRAM DESCRIPTION:

The Department of Animal Control provides animal health and regulatory services for over three quarters of the population of San Diego County. The Department serves all unincorporated areas and nine contract cities: San Diego, Poway, Imperial Beach, Del Mar, Lemon Grove, Santee, San Marcos, Vista and Carlsbad.

PROGRAM DESCRIPTION: (Continued)

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

DEGREE OF MANDATE:

Section 597.f of the California Penal Code mandates that local agencies shall be responsible for humane and emergency medical care of all animal found without owners. San Diego County Code of Regulatory Ordinances mandates that the Department of Animal Control performs duties to implement the intent of the California Penal Code. Further, other sections of the State of California Codes noted in the Authority section must also be enforced and the San Diego County Code of Regulatory Ordinances again mandates the Department of Animal Control to implement their intent.

The issue of discretionary service level is focused on "Who", not if, the County implements the State Codes. For example, we would in effect be in violation of the California Penal Code if we did not respond to injured animal calls.

1985-86 ACTUAL:

The difference in overall budget is directly related to AMIS not being operational in 1985-86.

1986-87 OBJECTIVES:

1. Implement a 6-months pilot License Canvassing Program.
2. Renegotiate 9 contracts with cities we serve in order to transfer costs, concurrently, develop an accounting system to monitor expenditures and bill the cities beginning July 1, 1987.
3. Initiate implementation of phase one of a 5 year plan to bring the department to an adequate staffing level (state-wide average) needed to provide basic mandated levels of health & safety and services to our community.

1986-87 ADOPTED BUDGET:

Included in the Adopted 1986-87 budget are the following:

Salaries and Benefits - \$163,733

- Full year funding of 1985-86 reorganization.
- The addition of one Accounting Technician, one Senior Clerk and one Junior Word Processor related to transferring of cost to the cities and license canvassing.
- The addition of .5 Veterinarian for the North County Shelter.
- The addition of .75 SY for Dispatcher (no funding).

1986-87 ADOPTED BUDGET: (Continued)

## Services and Supplies - \$53,200

- \$55,000 for contract services for the License Canvassing program.
- (\$1,800) reduction in overall Services and Supplies.

## Fixed Assets - \$15,398

- Pagers for FLSA stand-by requirements.
- Health and Safety equipment.
- Medical equipment (100% revenue offset).
- Computer equipment for transferring cost to the cities program.

## Revenue - \$276,391

- \$109,914 License Canvassing program
- \$166,477 Fee Increase/AMIS

The following outlines our major activities, staff years (SY) and expenditures:

1. FIELD OPERATIONS (35 SY; \$878,456)

- ° 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 no change to this component.

2. KENNEL OPERATIONS (15 SY; \$307,532)

- ° 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 full-year funding of 1 half-year Animal Control Officer I in the kennel.

3. MEDICAL SERVICES (2 SY; \$90,930)

Provides emergency medical treatment and appropriate inoculations to animals under supervision.

The change to this component is the addition of one-half staff year Veterinarian.

4. LICENSING (12 SY; \$227,830)

- Processing all dog license applications
- Maintaining license informational records
- Staffing rabies clinics
- Enforcing all licensing laws
- Interface with EDP
- Licensing Canvassing Program (6 month pilot)
- Transferring costs to the cities

1986-87 should see the first full year of AMIS operation. The department will take over responsibility from EDP for all data entry and systems management of both licensing and shelter data systems. As other efficiencies are expected, no added staff is presently requested for these additional responsibilities.

With the addition of the Licensing Canvassing Program (6 month pilot) and the transferring of costs to the 9 cities we serve, one Accounting Technician; one Senior Account Clerk; and one Junior Work Processor have been added.

5. CONTRACT SERVICES (14 SY; \$195,363)

These contract services relate to work and associated revenues for the City of San Diego and Port Authority. The staff years are comprised of twelve temporary Student Workers and two Animal Control Officer II's 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 (25 SY; \$609,437)

The shelters are open to the public 5.5 days per week at three locations.

- 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

The changes to this component are the full year funding of 1 Animal Control Office I, adoption counselor, and the addition of 3/4 Animal Control Dispatcher (no funding).

7. ADMINISTRATION (10 SY; \$409,847) - 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

The only change to this component is the full-year funding of the half-year Volunteer Coordinator.

DEPARTMENT-WIDE - SERVICES & SUPPLIES (\$235,815)

The change to this component consists of an addition of \$55,000 for contract expenditures relating to the License Canvassing Pilot Program, and a decrease of (\$1,800) in overall Services and Supplies.

SOURCE OF REVENUES:

| <u>Program Revenue</u>        | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change</u> |
|-------------------------------|---------------------------|-----------------------------|----------------------------|---------------|
| Animal Licenses               | \$ 1,094,191              | \$ 1,289,322                | \$ 1,489,236               | \$ 199,914    |
| Kennel Licenses               | 8,770                     | 10,300                      | 10,600                     | 300           |
| Animal Shelter & Board Fees   | 254,456                   | 252,350                     | 322,920                    | 70,570        |
| Rabies Vaccinations           | 14,365                    | 12,360                      | 12,730                     | 370           |
| Veterinarian Services         | 9,571                     | 9,991                       | 9,991                      | 0             |
| Adoption Fees                 | 39,618                    | 24,720                      | 29,957                     | 5,237         |
| Quarantine Fees               | 30,030                    | 30,900                      | 30,000                     | 0             |
| City of S.D. & Port Authority | 168,541                   | 183,101                     | 183,101                    | 0             |
| Court Fines and Other         | \$ 63,762                 | 52,885                      | 52,885                     | 0             |
|                               | \$ 1,683,304              | \$ 1,865,929                | \$ 2,142,320               | \$ 276,391    |

Stabilization in the control and predictability of Licensing Revenue will occur with the implementation of AMIS. AMIS should also generate staff efficiencies in the processing of resources/staff to handle the management of the licensing data base. Increase in licensing revenues are directly related to fee increases approved by the Board and the 6 month License Canvassing Pilot Program. Increases in Animal Shelter & Board Fee revenues are due to the addition in 1985-86 of the Adoption Counselor position.

FIXED ASSETS:

|                             | <u>Quantity</u> | <u>Cost</u> |
|-----------------------------|-----------------|-------------|
| 1. Washing Machines         | 3               | \$ 825      |
| 2. Dryers                   | 3               | 825         |
| 3. Microscope               | 1               | 800         |
| 4. Computer PC & Components | 1               | 3,000       |
| 5. Treatment Equipment      | 3               | 3,648       |
| 6. Lap Computer             | 15              | 4,500       |
| 7. Pagars                   | 6               | 1,800       |
| TOTAL                       |                 | \$ 15,398   |

CAPITAL PROJECTS:

Discussion: The capital project in the 1986-87 budget is the designs for the Central Shelter remodeling.

| <u>Capital Project</u>                     | <u>Cost</u> | <u>Donations</u> | <u>COF</u> |
|--|-------------|------------------|------------|
| Designs for the Central Shelter remodeling | \$ 7,000    | \$ 7,000         | 0          |

PERFORMANCE INDICATORS

Program: Animal Health & Regulation

Department: Animal Control

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Animal Health &amp; Regulation</b> |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                             |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>                                   |                   |                   |                   |                   |                    |
| Dispositions:                                     |                   |                   |                   |                   |                    |
| Claimed   | 8,500             | 7,000             | 7,000             | 6,794             | 7,000              |
| Adopted   | 3,000             | 6,000             | 6,000             | 6,124             | 6,000              |
| Misc.   | 1,000             | 927               | 927               | 998               | 927                |
| Destroyed   | 25,500            | 27,073            | 27,073            | 29,536            | 27,073             |
| Service Requests:                                 | 36,000            | 39,836            | 43,520            | 39,306            | 43,520             |
| <u>Efficiency</u>                                 |                   |                   |                   |                   |                    |
| Total Animal Shelter Population                   | 42,350            | 45,564            | 47,000            | 47,000            | 47,000             |
| Field Officer Service Requests                    | 1:1,113           | 1:1,350           | 1:1,280           | 1:1,280           | 1:1,280            |
| Field Officer/Population Served Ratio             | 1:46,358          | 1:48,484          | 1:48,484          | 1:48,484          | 1:50,391           |
| <u>Effectiveness</u>                              |                   |                   |                   |                   |                    |
| Licenses Sold                                     | 90,000            | 85,000            | 85,000            | 85,000            | 93,500             |
| Miles Driven                                      |                   |                   | 442,471           | 442,471           | 442,471            |
| Kennel Inspections                                |                   |                   | 200               | 200               | 200                |
| Vicious Dog Investigations                        |                   |                   | 158               | 158               | 158                |
| Court Appearances                                 |                   |                   | 179               | 179               | 179                |
| Volunteer Hours                                   | 5,842             | 5,662             | 11,324            | 14,000            | 15,000             |

STAFFING SCHEDULE

Program: Animal Health and Regulation

Department: Animal Control

| Class                             | Title                              | STAFF YEARS    |        |                 |        | SALARY AND BENEFIT COSTS |                 |
|-----------------------------------|------------------------------------|----------------|--------|-----------------|--------|--------------------------|-----------------|
|                                   |                                    | 1985-86 Budget |        | 1986-87 Adopted |        | 1985-86 Budget           | 1986-87 Adopted |
|                                   |                                    | Positions      | S.Y.   | Positions       | S.Y.   |                          |                 |
| 2112                              | Director of Animal Control         | 1              | 1.00   | 1               | 1.00   | \$ 51,077                | \$ 57,715       |
| 3042                              | Assistant Director, Animal Control | 1              | 1.00   | 1               | 1.00   | 40,363                   | 49,510          |
| 8801                              | Chief, Animal Control Operations   | 1              | 1.00   | 1               | 1.00   | 32,447                   | 32,695          |
| 2302                              | Administrative Assistant III       | 1              | 1.00   | 1               | 1.00   | 35,118                   | 33,263          |
| 2303                              | Administrative Assistant II        | 1              | 1.00   | 1               | 1.00   | 37,407                   | 23,947          |
| 2403                              | Accounting Technician              | 1              | 1.00   | 2               | 2.00   | 20,251                   | 36,151          |
| 2493                              | Intermediate Account Clerk         | 3              | 3.00   | 3               | 3.00   | 45,460                   | 47,067          |
| 2510                              | Senior Account Clerk               | 1              | 1.00   | 2               | 2.00   | 14,631                   | 32,908          |
| 2511                              | Senior Payroll Clerk               | 1              | 1.00   | 1               | 1.00   | 18,273                   | 19,541          |
| 2700                              | Intermediate Clerk Typist          | 7              | 7.00   | 7               | 7.00   | 100,413                  | 108,770         |
| 2730                              | Senior Clerk                       | 3              | 3.00   | 3               | 3.00   | 52,746                   | 55,941          |
| 2758                              | Administrative Secretary III       | 1              | 1.00   | 1               | 1.00   | 21,422                   | 23,050          |
| 2778                              | Animal Control Dispatcher          | 7              | 7.00   | 8               | 7.75   | 104,832                  | 107,112         |
| 2779                              | Senior Animal Control Dispatcher   | 1              | 1.00   | 1               | 1.00   | 14,474                   | 17,852          |
| 4225                              | Veterinarian                       | 1              | 1.50   | 2               | 2.00   | 50,101                   | 70,333          |
| 5700                              | District Supervisor                | 0              | 0.00   | 0               | 0.00   | 0                        | 0               |
| 5701                              | Senior Kennel Officer              | 0              | 0.00   | 0               | 0.00   | 0                        | 0               |
| 5702                              | Animal Control Licensing Officer   | 0              | 0.00   | 0               | 0.00   | 0                        | 0               |
| 5703                              | Animal Control Officer II          | 24             | 24.00  | 24              | 24.00  | 457,275                  | 486,226         |
| 5704                              | Animal Control Officer I           | 15             | 15.00  | 16              | 16.00  | 218,683                  | 230,809         |
| 5791                              | Supervising Animal Control Officer | 0              | 0.00   | 0               | 0.00   | 0                        | 0               |
| 8802                              | Animal Control Officer IV          | 5              | 5.00   | 5               | 5.00   | 117,013                  | 106,080         |
| 8803                              | Animal Control Officer III         | 14             | 14.00  | 14              | 14.00  | 276,607                  | 263,998         |
| 8804                              | District Manager                   | 3              | 3.00   | 3               | 3.00   | 88,975                   | 74,856          |
| 6346                              | Coordinator, Volunteer Programs    | .5             | 0.50   | 1               | 1.00   | 12,879                   | 27,660          |
| 5910                              | Animal Health Technician           | 3              | 3.00   | 3               | 3.00   | 55,373                   | 54,063          |
| 3007                              | Junior Word Processor              | 0              | 0.00   | 1               | 1.00   | 0                        | 14,762          |
| 9999                              | Extra Help                         | 12             | 12.00  | 12              | 12.00  | 126,000                  | 133,300         |
|                                   | Total                              | 108.5          | 108.00 | 114             | 113.75 | \$ 1,991,820             | \$ 2,107,609    |
| Adjustments:                      |                                    |                |        |                 |        |                          |                 |
| County Contributions and Benefits |                                    |                |        |                 |        | \$ 525,297               | \$ 541,698      |
| Salary Settlement Costs           |                                    |                |        |                 |        | 102,783                  | 0               |
| 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                   | 51,893          |
| Unemployment                      |                                    |                |        |                 |        | 3,316                    | 3,928           |
| Workers Compensation              |                                    |                |        |                 |        | 99,606                   | 119,892         |
| Salary Savings                    |                                    |                |        |                 |        | (110,283)                | (87,886)        |
| Salary & Benefit Increase         |                                    |                |        |                 |        | 0                        | 70,088          |
| Total Adjustments                 |                                    |                |        |                 |        | \$ 698,736               | \$ 746,680      |
| PROGRAM TOTALS:                   |                                    | 108.5          | 108.00 | 114             | 113.75 | \$ 2,690,556             | \$ 2,854,289    |

CORONER

|  | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Decedent Investigation                   | \$ 1,847,271                    | \$ 2,070,439                    | \$ 2,283,042                    | \$ 2,265,512                    | \$ 2,559,162                     | \$ 293,650                                     | 13.0%                     |
| Total Direct Costs                       | \$ 1,847,271                    | \$ 2,070,439                    | \$ 2,283,042                    | \$ 2,265,512                    | \$ 2,559,162                     | \$ 293,650                                     | 13.0%                     |
| Less Funding                             | (126,322)                       | (194,238)                       | (184,626)                       | (184,000)                       | (195,000)                        | (11,000)                                       | 6.0%                      |
| Net Program Costs<br>(Without Externals) | \$ 1,720,949                    | \$ 1,876,201                    | \$ 2,098,416                    | \$ 2,081,512                    | \$ 2,364,162                     | \$ 282,650                                     | 13.6%                     |
| Staff Years                              | 45.70                           | 47.61                           | 46.79                           | 46.00                           | 54.00                            | 8.00   | 17.4%                     |



PROGRAM: Decedent Investigation

# 19001

MANAGER: David J. Stark

Department: Coroner

# 2750

REF: 1985-86 Final Budget - Pg: 334

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.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS               |                   |                   |                   |                   |                    |
| Salaries & Benefits | \$ 1,604,850      | \$ 1,816,002      | \$ 1,988,729      | \$ 1,983,212      | \$ 2,227,462       |
| Services & Supplies | 241,639           | 248,999           | 294,313           | 282,300           | 283,300            |
| Fixed Assets        | 782               | 5,438             | 0                 | 0                 | 48,400             |
| TOTAL DIRECT COSTS  | \$ 1,847,271      | \$ 2,070,439      | \$ 2,283,042      | \$ 2,265,512      | \$ 2,559,162       |
| FUNDING             | \$ (126,322)      | (194,238)         | (184,626)         | (184,000)         | (195,000)          |
| NET COUNTY COSTS    | \$ 1,720,949      | \$ 1,876,201      | \$ 2,098,416      | \$ 2,081,512      | \$ 2,364,162       |
| STAFF YEARS         | 45.70             | 47.61             | 47.00             | 46.00             | 54.00              |

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 counselling 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.

1986-87 OBJECTIVES:

1. Establish a cause of death and issue a final death certificate within 30 days of the initial investigation in at least 94% of the cases.
2. Reduce the average weekly toxicology case backlog from 100 to 45 cases.

1986-87 ADOPTED BUDGET: SUB PROGRAM ACTIVITIES:

1. Administrative Services (12.00 SY; E-\$352,403; R-\$17,500) provides payroll, personnel, accounting, property transfer, death certificate preparation, etc. and is:
  - Mandatory/Discretionary Service Level.
  - Continuing operation with no change in staff.
  - Anticipating a reduction of the 800+ case backlog as a result of office automation.
  - Expecting a collection effort for Decedent Transportation to sustain 70% collectability.
  
2. Investigation Services (15.00 SY; E-\$673,575; R-\$0) provides on scene death investigation, follow-up investigation, initial property protection, and next-of-kin notification and is:
  - Mandatory/Discretionary Service Level.
  - Anticipating a 7% workload increase with no staff increases.
  - Expecting automation of reports with direct input to a departmental data base for report preparation.
  
3. Medical Services (27.00 SY; E-\$1,533,184; R-\$177,500) provides decedent handling, autopsy services, evidence documentation, embalming, histology, toxicology, and urine drug/alcohol screening for selected probationers and is:
  - Mandatory/Discretionary Service Level.
  - Reorganizing to staff pathologists vice previous method of fee-for-service autopsies (5.50 additional staff years).
  - Anticipating a 10-15% autopsy workload increase.
  - In the process of reestablishing a coordinated training program with University Hospital.
  - Providing full year funding of additional 1985-86 budgeted staff (1.00 Toxicologist) and staff approved mid-year (1.00 Toxicologist, 1 Lab Assistant) to decrease Coroner's toxicology case backlog from 12 weeks to 3 weeks.
  - Bidding to continue with the Probation Department urine screening contract.

REVENUE BY SOURCE:

The revenue increase anticipated from transportation fees and the sale of report copies is directly related to an estimated increase in case load. The projected decrease in revenue from embalming fees reflects continued popularity of direct cremation which eliminates the need for embalming.

| <u>Source of Revenue</u> | <u>1985-86<br/>Budgeted</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|--------------------------|-----------------------------|---------------------------|----------------------------|---------------------------------------|
| Transportation Fees      | \$ 109,500                  | \$ 114,129                | \$ 122,500                 | \$ 13,000                             |
| Embalming Fees           | 58,000                      | 50,443                    | 55,000                     | (3,000)                               |
| Copies of Reports        | 14,500                      | 16,623                    | 15,500                     | 1,000                                 |
| Other Miscellaneous      | <u>2,000</u>                | <u>3,431</u>              | <u>2,000</u>               | <u>-0-</u>                            |
| TOTAL                    | \$ 184,000                  | \$ 184,626                | \$ 195,000                 | \$ 11,000                             |

PROGRAM: Decedent Investigation

# 19001

MANAGER: David J. Stark

FIXED ASSETS:

| <u>Item</u>              | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u> | <u>Revenue</u> |
|--------------------------|-----------------|------------------------|-------------|----------------|
| Tissue Processor System  | 1               | R                      | \$ 18,800   | -0-            |
| Microscope               | 1               | R                      | 4,000       | -0-            |
| Freezers                 | 2               | R                      | 4,800       | -0-            |
| Centrifuge               | 1               | R                      | 5,000       | -0-            |
| Electric Typewriter      | 1               | R                      | 800         | -0-            |
| Office Automation System | 1               | N                      | 15,000      | -0-            |

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

No new additional vehicles or communications equipment are requested in this budget. Replacement vehicles and communications are included in General Services' Countywide replacement plan.

PERFORMANCE INDICATORS

Program: Decedent Investigation

Department: Coroner

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Decedent Investigation</b>   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Annual Case Load  | 7,287             | 7,755             | 7,700             | 7,655             | 7,900              |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Cases Per Staff Year  | 159               | 163               | 167               | 164               | 153                |
| Toxicology Case Backlog   | 12 weeks          | 12 weeks          | 10 weeks          | 11 weeks          | 3 weeks            |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Percentage of time the cause of death is established and a final death certificate is issued within 30 days of the death. | 85%               | 79%               | 85%               | 79%               | 94%                |

STAFFING SCHEDULE

Program: Decedent Investigation

Department: Coroner

| Class                             | Title                           | STAFF YEARS    |       |                         |       | SALARY AND BENEFIT COSTS |                         |
|-----------------------------------|---------------------------------|----------------|-------|-------------------------|-------|--------------------------|-------------------------|
|                                   |                                 | 1985-86 Budget |       | 1986-87<br>CAO Proposed |       | 1985-86<br>Budget        | 1986-87<br>CAO Proposed |
|                                   |                                 | Positions      | S.Y.  | Positions               | S.Y.  |                          |                         |
| 2111                              | Coroner                         | 1              | 1.00  | 1                       | 1.00  | \$ 51,077                | \$ 54,433               |
| 4157                              | Chief, Forensic Pathology       | 0              | 0.00  | 1                       | 1.00  | 0                        | 80,867                  |
| 4159                              | Forensic Pathologist            | 0              | 0.00  | 5                       | 5.00  | 0                        | 358,580                 |
| 4316                              | Chief, Coroner's Laboratory     | 1              | 1.00  | 1                       | 1.00  | 41,467                   | 42,449                  |
| 4306                              | Supervising Toxicologist        | 1              | 1.00  | 1                       | 1.00  | 37,711                   | 40,716                  |
| 2302                              | Administrative Assistant III    | 1              | 1.00  | 1                       | 1.00  | 34,764                   | 35,791                  |
| 5792                              | Supervising Deputy Coroner      | 2              | 2.00  | 2                       | 2.00  | 68,864                   | 71,582                  |
| 4305                              | Toxicologist                    | 4              | 3.50  | 5                       | 5.00  | 116,852                  | 168,879                 |
| 4800                              | Chief, Coroner's Examining Room | 1              | 1.00  | 1                       | 1.00  | 34,116                   | 36,852                  |
| 5740                              | Deputy Coroner II               | 13             | 13.00 | 13                      | 13.00 | 369,509                  | 384,328                 |
| 4819                              | Senior Forensic Embalmer        | 2              | 2.00  | 2                       | 2.00  | 53,031                   | 54,800                  |
| 4820                              | Forensic Embalmer               | 7              | 7.00  | 7                       | 7.00  | 170,130                  | 184,611                 |
| 4318                              | Histology Technician            | 1              | 1.00  | 1                       | 1.00  | 22,487                   | 23,618                  |
| 2758                              | Administrative Secretary III    | 1              | 1.00  | 1                       | 1.00  | 21,037                   | 20,123                  |
| 2730                              | Senior Clerk                    | 1              | 1.00  | 1                       | 1.00  | 17,582                   | 18,647                  |
| 2493                              | Intermediate Account Clerk      | 2              | 2.00  | 2                       | 2.00  | 30,092                   | 32,412                  |
| 2700                              | Intermediate Clerk Typist       | 5              | 5.00  | 5                       | 5.00  | 71,994                   | 76,934                  |
| 4330                              | Laboratory Assistant            | 1              | 1.00  | 2                       | 2.00  | 16,309                   | 31,572                  |
| 7031                              | Custodian                       | 1              | 1.00  | 1                       | 1.00  | 14,177                   | 15,034                  |
| 8801                              | Supervising Pathologist         | 1              | 0.50  | 0                       | 0.00  | 28,102                   | 0                       |
| 0919                              | Temporary Expert Professionals  | 0              | 0.00  | 0                       | 0.00  | 294,300                  | 0                       |
| 9999                              | Temporary Extra Help            | 1              | 1.00  | 1                       | 1.00  | 8,000                    | 8,000                   |
| Total                             |                                 | 47             | 46.00 | 54                      | 54.00 | \$1,501,601              | \$ 1,740,228            |
| Adjustments:                      |                                 |                |       |                         |       |                          |                         |
| County Contributions and Benefits |                                 |                |       |                         |       | \$ 360,951               | \$ 485,513              |
| Salary Settlement Costs           |                                 |                |       |                         |       | 93,301                   | 0                       |
| Special Payments:                 |                                 |                |       |                         |       |                          |                         |
| Shift Premium                     |                                 |                |       |                         |       | 9,950                    | 9,950                   |
| Standby                           |                                 |                |       |                         |       | 15,000                   | 15,000                  |
| Overtime                          |                                 |                |       |                         |       | 42,000                   | 42,000                  |
| Salary Adjustments                |                                 |                |       |                         |       | 0                        | (20,229)                |
| Salary Savings                    |                                 |                |       |                         |       | (39,591)                 | (45,000)                |
| Total Adjustments                 |                                 |                |       |                         |       | \$ 481,611               | \$ 487,234              |
| PROGRAM TOTALS:                   |                                 | 47             | 46.00 | 54                      | 54.00 | \$1,983,212              | \$ 2,227,462            |

FARM AND HOME ADVISOR

|                         | <u>1983-84<br/>Actual</u> | <u>1984-85<br/>Actual</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> | <u>%<br/>Change</u> |
|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---|---------------------|
| Farm and Home Education | \$ 158,510                | \$ 192,586                | \$ 184,852                | \$ 217,222                | \$ 222,723                 | \$ 5,501                                  | 3%                  |
| Total Direct Costs      | 158,510                   | 192,586                   | \$ 184,852                | \$ 217,222                | \$ 222,723                 | \$ 5,501                                  | 3%                  |
| Funding                 | <u>0</u>                  | <u>0</u>                  | <u>0</u>                  | <u>0</u>                  | <u>0</u>                   | <u>0</u>                                  | 0                   |
| Net Program Costs       | \$ 158,510                | 192,586                   | \$ 184,852                | \$ 217,222                | \$ 222,723                 | \$ 5,501                                  | 3%                  |
| Staff Years             | 9.00                      | 8.64                      | 6.9                       | 9.00                      | 9.00                       | 0   | 0                   |

PROGRAM: Farm and Home Advisor Education Support # 45801

MANAGER: B. Diane Wallace

Department: Farm & Home Advisor

# 5050

REF: 1985-86 Final Budget Pg: 339

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

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 143,846        | \$ 176,735        | \$ 158,537        | \$ 197,074        | \$ 200,475         |
| Services & Supplies       | 14,664            | 15,851            | 26,315            | 20,148            | 20,148             |
| Fixed Assets              | 0                 | 0                 | 0                 | 0                 | 2,100              |
| Vehicles/Comm. Equip.     | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements       | 0                 | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 158,510</b> | <b>\$ 192,586</b> | <b>\$ 184,852</b> | <b>\$ 217,222</b> | <b>\$ 222,723</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>\$ 158,510</b> | <b>\$ 192,586</b> | <b>\$ 184,852</b> | <b>\$ 217,222</b> | <b>\$ 222,723</b>  |
| <hr/>                     |                   |                   |                   |                   |                    |
| <b>STAFF YEARS</b>        | <b>7.78</b>       | <b>8.64</b>       | <b>6.90</b>       | <b>9.00</b>       | <b>9.00</b>        |

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.

1985-86 ACTUAL:

The estimated expenditures for 1985-86 for salaries and benefits are lower because of vacancies at different times. Funds were transferred to the Services and Supplies section to avoid the use of contract employees in that area. Also the delay in the acquisition of the photo copier through SanCal caused higher expenditures in equipment maintenance.

1986-87 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, safety and buying, consumer products, home horticulture, agriculture, marine science and youth development.
7. Information on nutrition and food buying to 1,800 low-income families;
8. 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 to San Diego County quality of life, water quality, quantity and pricing and pesticide use).
9. Development and implementation of new "market windows".

1986-87 ADOPTED BUDGET:

- Discretionary/Discretionary Service Level

The 1986-87 Adopted Budget supports the the University of California Cooperative Education with adequate staff members considering space and programmatic constraints. Changes for CAO Proposed Budget includes an allocation to replace three typewriters. This program is administered through the University of California Cooperative Extension located in the Farm Advisors Office.

PROGRAM REVENUE BY SOURCE:

None



PROGRAM: Farm and Home Advisor Education Support

#45801

Manager: B. Diane Wallace

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>Cost</u> |
|-------------|-----------------|-------------|
| Typewriters | 3               | \$2,100     |

NEW VEHICLES AND COMMUNICATION EQUIPMENT:

None.

PERFORMANCE INDICATORS

Program: Farm and Home Advisor Educational Support

Department: Farm Advisor

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

ACTIVITY A: Farm and Home Advisor Educational Support

|                       |      |      |      |      |      |
|-----------------------|------|------|------|------|------|
| <u>% of Resources</u> | 100% | 100% | 100% | 100% | 100% |
|-----------------------|------|------|------|------|------|

Workload

|                                     |         |         |         |         |         |
|-------------------------------------|---------|---------|---------|---------|---------|
| Publications Distributed            | 411,800 | 390,000 | 394,200 | 392,000 | 396,300 |
| Letters and Phone Consultations     | 63,252  | 68,000  | 71,150  | 69,522  | 73,540  |
| Other (Including Teletip responses) | 23,966  | 18,500  | 20,560  | 19,876  | 22,900  |

STAFFING SCHEDULE

PROGRAM: Farm and Home Advisor  
Education Support

DEPARTMENT: Farm Advisor

| Class Title                       | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |                 |
|-----------------------------------|----------------|------|-----------------|------|--------------------------|-----------------|
|                                   | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86 Budget           | 1986-87 Adopted |
|                                   | Positions      | S.Y. | Positions       | S.Y. |                          |                 |
| 2764 Office Manager               | 1              | 1.00 | 1               | 1.00 | \$ 20,139                | \$ 23,050       |
| 2757 Administrative Secretary 11  | 1              | 1.00 | 1               | 1.00 | 19,381                   | 20,547          |
| 2756 Administrative Secretary 1   | 4              | 4.00 | 4               | 4.00 | 63,814                   | 68,693          |
| 2700 Intermediate Clerk           | 2              | 2.00 | 2               | 2.00 | 28,609                   | 30,622          |
| 7510 Farm Advisor Field Assistant | 1              | 1.00 | 1               | 1.00 | 17,075                   | 18,639          |
| TOTAL                             | 9              | 9.00 | 9               | 9.00 | \$ 149,018               | \$ 161,551      |
| Adjustments:                      |                |      |                 |      |                          |                 |
| County contributions and Benefits |                |      |                 |      | \$ 40,812                | \$ 44,678       |
| Salary Settlements Costs          |                |      |                 |      | 12,120                   | 0               |
| Special Payments                  |                |      |                 |      | 0                        | 0               |
| Overtime                          |                |      |                 |      | 0                        | 0               |
| Bilingual Pay                     |                |      |                 |      | 0                        | 0               |
| Employee Compensation             |                |      |                 |      | 362                      | 435             |
| Unemployment expense              |                |      |                 |      | 317                      | 354             |
| Salary Adjustments                |                |      |                 |      | 0                        | 0               |
| Salary Savings                    |                |      |                 |      | (5,555)                  | (6,543)         |
| Total Adjustments                 |                |      |                 |      | \$ 48,056                | \$ 38,924       |
| PROGRAM TOTALS:                   | 9              | 9.00 | 9               | 9.00 | \$ 197,074               | \$ 200,475      |

HOUSING AND COMMUNITY DEVELOPMENT

|                                      | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Housing and Community<br>Development | \$ 5,824,314                    | \$ 8,342,475                    | \$ 5,843,667                    | \$ 11,953,243                   | \$ 10,196,122                    | \$ (1,757,121)                                 | (14.7%)                   |
| Total Direct Costs                   | \$ 5,824,314                    | \$ 8,342,475                    | \$ 5,843,667                    | \$ 11,953,243                   | \$ 10,196,122                    | \$ (1,757,121)                                 | (14.7%)                   |
| Funding                              | <u>(6,130,482)</u>              | <u>(9,031,646)</u>              | <u>(6,782,705)</u>              | <u>(12,353,197)</u>             | <u>(10,568,939)</u>              | <u>1,784,258</u>                               | <u>(14.4%)</u>            |
| Net County Costs                     | \$ (306,168)                    | \$ (689,171)                    | \$ (939,038)                    | \$ (399,954)                    | \$ (372,817)                     | \$ 27,137                                      | 6.8%                      |
| Staff Years                          | 56.30                           | 59.54                           | 68.78                           | 72.00                           | 70.00                            | (2.00)   | (2.8%)                    |

PROGRAM: HOUSING AND COMMUNITY DEVELOPMENT # 39001

MANAGER: GABRIEL G. RODRIGUEZ

Department: HOUSING AND COMMUNITY DEVELOPMENT # 5630

REF: 1985-86 Final Budget - Pg. 343

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.

|  | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual     | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|--|---------------------|---------------------|-----------------------|---------------------|---------------------|
| <b>COSTS</b>                           |                     |                     |                       |                     |                     |
| Salaries & Benefits                    | \$ 1,619,374        | \$ 1,742,433        | \$ 2,155,986          | \$ 2,282,247        | \$ 2,308,029        |
| Services & Supplies                    | 3,172,006           | 4,973,052           | 2,453,322             | 7,356,101           | 5,619,533           |
| Other Charges<br>(CDBG City Contracts) | 1,032,934           | 1,626,990           | 1,234,359             | 2,314,895           | 2,268,560           |
| 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>\$ 5,824,314</b> | <b>\$ 8,342,475</b> | <b>\$ 5,843,667</b>   | <b>\$11,953,243</b> | <b>\$10,196,122</b> |
| <b>FUNDING</b>                         | <b>(6,130,482)</b>  | <b>(9,031,646)</b>  | <b>\$ (6,782,705)</b> | <b>(12,353,197)</b> | <b>(10,568,939)</b> |
| <b>NET COUNTY COSTS</b>                | <b>\$ (306,168)</b> | <b>\$ (689,171)</b> | <b>\$ (939,038)</b>   | <b>\$ (399,954)</b> | <b>\$ (372,817)</b> |
| <b>STAFF YEARS</b>                     | <b>56.30</b>        | <b>59.54</b>        | <b>68.78</b>          | <b>72.00</b>        | <b>70.00</b>        |

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.

1985-86 ACTUALS:

Various CDBG activities, including certain public works projects, the Contingency Reserve and the Housing Development Fund, will not be completed during Fiscal Year 1985-86. These projects are included in the Fiscal Year 1986-87 Budget.

1986-87 OBJECTIVES:

## Rental Assistance

- Maintain a 97% occupancy rate for all Section 8 Existing, Moderate Rehabilitation, Rental Rehabilitation Demonstration and Public Housing units.

## Residential Rehabilitation

1. Rehabilitate 135 mobilehomes.
2. Rehabilitate 180 single/multifamily residences.
3. Fully utilize second year Rental Rehabilitation Program funding of \$303,000.

## Program Development

1. Provide Mobilehome Occupant Assistance Program equity loans to facilitate conversion of two mobilehome parks to homeownership.
2. Use the Housing Development Fund to assist the private sector in providing housing opportunities in conjunction with two local, State or Federal housing programs.
3. Provide housing or industrial development tax-exempt mortgage revenue financing to assist the construction industry in the production of either 600 units or 100 permanent jobs.
4. Create low income housing opportunities by contracting with developers of six housing developments through density bonus programs.

## Community Development

- Expend 80% of the total CDBG entitlement by July, 1987.

1986-87 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, Program Development and Community Development activities.

The County has entered into contractual agreements with the U.S. Department of Housing and Urban Development and the Housing Authority of the County of San Diego. These contracts specify the level of service that must be provided by the County in the performance of program activities. While these activities are discretionary, these agencies provide funding to offset all direct program activity as well as indirect costs allowable under Federal cost accounting policies. Additionally these activities respond directly to the 37,806 low and moderate income households requiring housing assistance (Source - County of San Diego Housing Assistance Plan.)

1986-87 ADOPTED BUDGET: (Continued)1. Rental Assistance (45.4 SY; \$1,670,951 General Fund, \$18.5 million Special Fund)

During Fiscal Year 1986-87, the Rental Assistance Unit will:

- ° Provide rental assistance to 3,800 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 (11.1 SY; \$1,027,589 General Fund, \$2.5 million Special Fund)

During Fiscal Year 1986-87, the Residential Rehabilitation Unit will:

- ° Rehabilitate 315 dwelling units

3. Program Development (7.4 SY; \$2,210,105 General Fund)

During Fiscal Year 1986-87, the Housing Development Unit will:

- ° Stimulate private sector production of lower-income housing units through tax exempt mortgage revenue bond financing
- ° Stimulate private sector production of industrial projects 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
- ° One Housing Program Analyst I is deleted because of a reduction in Federal funding and a reduction in the workload attributed to mortgage revenue bond activity.

4. Community Development (6.1 SY; \$5,660,294 General Fund)

During Fiscal Year 1986-87, the Community Development Unit will:

- ° Monitor the progress and performance of 170 active CDBG projects
- ° Plan and develop the Thirteenth-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 177 projects for inclusion in this application
- ° Provide technical assistance to the units mentioned above
- ° One Analyst I is deleted because of a reduction in workload due to automation and a reduction in Federal funding.

REVENUE BY SOURCE

The revenue reported in the General Fund includes reimbursement from the Housing Authority Special Fund, an allocation from the Community Development Block Grant (CDBG) and other miscellaneous revenue. The Housing Authority revenue is for County-provided support: employees' salaries, benefits, supplies and overhead. The CDBG revenue supports the Residential Rehabilitation, Program Development and Community Development activities. The miscellaneous revenue includes income certifications, density bond contracts, Local Development Corporation SBA loan fees and tax exempt bond revenue fees.

All expenses are fully offset to the maximum extent permitted by County and Federal cost accounting policies.

| <u>SOURCE OF REVENUE</u>          | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|-----------------------------------|---------------------------|-----------------------------|----------------------------|---------------------------------------|
| Housing Authority Special Fund    | \$ 1,527,224              | \$ 1,507,692                | \$ 1,770,951               | \$ 263,259                            |
| Community Development Block Grant | 4,839,060                 | 10,734,260                  | 8,755,488                  | (1,978,772)                           |
| Salary Adjustment*                | 0                         | 111,245                     | 0                          | (111,245)                             |
| Other Miscellaneous               | <u>416,421</u>            | <u>0</u>                    | <u>42,500</u>              | <u>42,500</u>                         |
| TOTAL                             | \$ 6,782,705              | \$ 12,353,197               | \$ 10,568,939              | \$ (1,784,258)                        |

\* These costs will be reimbursed from the Housing Authority Special Fund and CDBG as specific expenses are incurred by each specific activity.

FIXED ASSETS:

Housing and Community Development has no fixed assets budgeted for Fiscal Year 1986-87.



PERFORMANCE INDICATORS

Program: Housing and Community Development

Department: Housing and Community Development

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Rental Assistance</b>             |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                            | 45%               | 50%               | 55%               | 55%               | 62%                |
| <u>Workload</u>                                  |                   |                   |                   |                   |                    |
| Households Receiving Housing Assistance          | 2,776             | 2,988             | 3,400             | 3,400             | 3,800              |
| <u>Efficiency</u>                                |                   |                   |                   |                   |                    |
| Households Assisted per Staff Year               | 87                | 81                | 83                | 82                | 84                 |
| <u>Effectiveness</u>                             |                   |                   |                   |                   |                    |
| Percent Authorized Units Under Lease             | 97%               | 97%               | 97%               | 97%               | 97%                |
| <b>ACTIVITY B: Residential Rehabilitation</b>    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                            | 9%                | 9%                | 12%               | 10%               | 8%                 |
| <u>Workload</u>                                  |                   |                   |                   |                   |                    |
| Units Rehabilitated                              | 259               | 284               | 315               | 315               | 315                |
| <u>Efficiency</u>                                |                   |                   |                   |                   |                    |
| Cost Per Unit Rehabilitated                      | \$ 1,348          | \$ 1,435          | \$ 1,281          | \$ 1,579          | \$ 1,493           |
| <u>Effectiveness</u>                             |                   |                   |                   |                   |                    |
| Total Dollars of Rehab Work Generated (millions) | \$1.40            | \$1.80            | \$2.00            | \$1.80            | \$2.00             |
| <b>ACTIVITY C: Program Development</b>           |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                            | 16%               | 13%               | 6%                | 10%               | 8%                 |
| <u>Workload</u>                                  |                   |                   |                   |                   |                    |
| Low and Moderate Units In Process                | 1,659             | 3,685             | 4,076             | 3,667             | 3,608              |
| <u>Efficiency</u>                                |                   |                   |                   |                   |                    |
| Cost per Low/Moderate Unit in Process            | \$ 149            | \$ 89             | \$ 94             | \$ 115            | \$ 100             |
| <u>Effectiveness</u>                             |                   |                   |                   |                   |                    |
| Low/Moderate Units Approved/Under Construction   | 853               | 2,058             | 1,482             | 2,565             | 1,506              |

PERFORMANCE INDICATORS

Program: Housing and Community Development

Department: Housing and Community Development

|                                      | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY D: Community Development    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                | 30%               | 28%               | 27%               | 25%               | 22%                |
| <u>Workload</u>                      |                   |                   |                   |                   |                    |
| CDBG Projects In Process             | 399               | 361               | 346               | 346               | 347                |
| <u>Efficiency</u>                    |                   |                   |                   |                   |                    |
| Cost Per CDBG Project In Process     | \$ 1,014          | \$ 1,051          | \$ 1,233          | \$ 1,232          | \$ 1,094           |
| <u>Effectiveness</u>                 |                   |                   |                   |                   |                    |
| Cumulative CDBG Entitlement Expended | 78%               | 80%               | 80%               | 80%               | 80%                |

## STAFFING SCHEDULE

Program: Housing and Community Development

Department: Housing and Community Development

| Class                             | Title                                       | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |             |
|-----------------------------------|---|----------------|-------|-----------------|-------|--------------------------|-------------|
|                                   |   | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87     |
|                                   |   | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted     |
| 2278                              | Director, Housing and Community Development | 1              | 1.00  | 1               | 1.00  | \$ 55,248                | \$ 58,005   |
| 3524                              | Housing Program Manager                     | 1              | 1.00  | 1               | 1.00  | 45,414                   | 46,813      |
| 3530                              | Community Development Manager               | 1              | 1.00  | 1               | 1.00  | 45,414                   | 46,813      |
| 2305                              | Chief, Administrative Services              | 1              | 1.00  | 1               | 1.00  | 41,201                   | 42,449      |
| 3526                              | Chief, Housing Rental Assistance            | 1              | 1.00  | 1               | 1.00  | 40,194                   | 40,421      |
| 3519                              | Chief, Housing Development                  | 1              | 1.00  | 1               | 1.00  | 40,194                   | 40,421      |
| 3517                              | Chief, Housing Rehabilitation               | 1              | 1.00  | 1               | 1.00  | 40,194                   | 40,421      |
| 2427                              | Associate Systems Analyst                   | 1              | 1.00  | 1               | 1.00  | 35,372                   | 36,513      |
| 3548                              | Housing Program Analyst II                  | 4              | 4.00  | 4               | 4.00  | 138,648                  | 144,736     |
| 2413                              | Analyst III                                 | 3              | 3.00  | 3               | 3.00  | 104,266                  | 107,373     |
| 2412                              | Analyst II                                  | 2              | 2.00  | 1               | 1.00  | 62,340                   | 32,446      |
| 3553                              | Housing Program Analyst I                   | 1              | 1.00  | 0               | 0.00  | 25,997                   | 0           |
| 6010                              | Planner Estimator III                       | 1              | 1.00  | 1               | 1.00  | 29,105                   | 31,008      |
| 3832                              | Housing Specialist III                      | 8              | 8.00  | 8               | 8.00  | 220,000                  | 234,360     |
| 3831                              | Housing Specialist II                       | 12             | 12.00 | 12              | 12.00 | 285,528                  | 300,301     |
| 2758                              | Administrative Secretary III                | 1              | 1.00  | 1               | 1.00  | 21,422                   | 23,050      |
| 2403                              | Accounting Technician                       | 1              | 1.00  | 1               | 1.00  | 20,251                   | 21,069      |
| 3830                              | Housing Specialist I                        | 9              | 9.00  | 9               | 9.00  | 179,606                  | 189,165     |
| 2757                              | Administrative Secretary II                 | 2              | 2.00  | 2               | 2.00  | 38,762                   | 41,094      |
| 2730                              | Senior Clerk                                | 1              | 1.00  | 1               | 1.00  | 17,582                   | 18,647      |
| 3829                              | Housing Aid                                 | 6              | 6.00  | 6               | 6.00  | 99,188                   | 103,078     |
| 2494                              | Payroll Clerk                               | 1              | 1.00  | 1               | 1.00  | 13,919                   | 16,953      |
| 2493                              | Intermediate Account Clerk                  | 5              | 5.00  | 5               | 5.00  | 72,343                   | 79,953      |
| 2700                              | Intermediate Clerk Typist                   | 7              | 7.00  | 7               | 7.00  | 95,895                   | 101,867     |
|                                   | Total                                       | 72             | 72.00 | 70              | 70.00 | \$1,768,083              | \$1,796,956 |
| Adjustments:                      |   |                |       |                 |       |                          |             |
| County Contributions and Benefits |   |                |       |                 |       | \$ 474,701               | \$ 511,073  |
| Salary Adjustment                 |   |                |       |                 |       | 111,245                  | 0           |
| Salary Savings                    |   |                |       |                 |       | (71,782)                 | 0           |
| Total Adjustments                 |   |                |       |                 |       | \$ 514,164               | \$ 511,073  |
| PROGRAM TOTALS:                   |   | 72             | 72.00 | 70              | 70.00 | \$2,282,247              | \$2,308,029 |

COUNTY LIBRARY

|                   | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|-------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Library Services  | \$ 5,642,249                    | \$ 5,994,385                    | \$ 6,851,051                    | \$ 7,434,943                    | \$ 8,272,399                     | \$ 837,456  | 11.3%                     |
| Total Direct Cost | \$ 5,642,249                    | \$ 5,994,385                    | \$ 6,851,051                    | \$ 7,434,943                    | \$ 8,272,399                     | \$ 837,456  | 11.3%                     |
| Less Funding      | <u>\$(5,788,287)</u>            | <u>\$(5,994,385)</u>            | <u>\$(6,851,051)</u>            | <u>\$(7,434,943)</u>            | <u>\$(8,272,399)</u>             | <u>\$ (837,456)</u>                                   | 11.3%                     |
| Net County Cost   | \$ 0                            | \$ 0                            | \$ 0                            | \$ 0                            | \$ 0                             | \$ 0  | 0                         |
| <br>              |                                 |                                 |                                 |                                 |                                  |   |                           |
| Staff Years       | 175.09                          | 178.10                          | 185.59                          | 189.25                          | 197.58                           | 8.33  | 4.4%                      |

PROGRAM: LIBRARY SERVICES

# 45803

MANAGER: Catherine E. Lucas

Department: COUNTY LIBRARY

# 4950

Ref: 1985-86 Final Budget - Pg: 348

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.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 3,405,886          | \$ 3,509,974          | \$ 4,021,494          | \$ 4,287,205          | \$ 4,478,694          |
| Services & Supplies       | 2,226,111             | 2,386,640             | 2,575,897             | 3,020,728             | 3,663,503             |
| Other Charges             | 0                     | 68,356                | 62,740                | 63,000                | 68,460                |
| Fixed Assets              | 10,252                | 27,711                | 42,959                | 49,010                | 28,942                |
| Vehicles/Comm. Equip.     | 0                     | 0                     | 0                     | 0                     | 0                     |
| Operating Transfers       | 0                     | 1,704                 | 147,961               | 15,000                | 32,800                |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 5,642,249</b>   | <b>\$ 5,994,385</b>   | <b>\$ 6,851,051</b>   | <b>\$ 7,434,943</b>   | <b>\$ 8,272,399</b>   |
| <b>FUNDING</b>            | <b>\$ (5,788,287)</b> | <b>\$ (5,994,385)</b> | <b>\$ (6,851,051)</b> | <b>\$ (7,434,943)</b> | <b>\$ (8,272,399)</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>175.09</b>         | <b>178.10</b>         | <b>185.59</b>         | <b>189.25</b>         | <b>197.58</b>         |

PROGRAM DESCRIPTION:

The County Library provides comprehensive library resources and services to facilitate and encourage the public pursuit of information and knowledge. In 1986-87, the Library will serve 756,803 (an increase of 18,341 over 1985-86) 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 and two branches in the City of Chula Vista.

To accomplish this mission, the Library operates thirty-three branches and two bookmobiles providing library services to a wide geographic area. 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 and the general public.

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
- 16 mm films and videocassettes, and audio cassettes
- talking books, cassettes & machines for the visually disabled
- ethnic background, Spanish, Vietnamese and other foreign language books and magazines
- social service and community agency referrals
- stock and investment manuals
- children's story hours, puppet shows, and summer reading programs
- literacy coordination and networking

1985-86 ACTUAL:

The actual cost for salaries and benefits is \$265,711 lower than budget for 1985-86 as a result of delays in filling positions. Services and supplies are estimated \$444,831 less than budget as a result of efforts to curtail spending. These savings are necessary to offset revenue shortfalls from current property taxes of \$145,000, Special District Augmentation Funds of about \$90,000 and Fines and Fees which were \$45,700 less than budgeted. The \$147,961 of operating transfers resulted from the County Library's actual payments in FY 1985-86 to the Capital Improvement Budget for Construction of the Fallbrook Library destroyed by an arson fire on April 1, 1985. An additional \$679,934 was encumbered as construction in progress to be paid in FY 1986-87 for completion of the Fallbrook Library. The cost of Demolition, Architectural Plans and the Construction contracts are offset by Insurance Proceeds and Fallbrook Community Donations at no additional net County Library Cost.

1986-87 OBJECTIVES:

1. Develop and field-test procedures to measure reference use and in-library use as work load and service indicators.
2. Complete, by June 30, 1987, the activities designated for year two of the Library's Master Plan.
3. Complete, by June 30, 1987, the capital fund drive for a new El Cajon Library and begin design of a new facility. Begin a capital fund drive for a new Library in at least one other location.
4. Complete, by June 30, 1987, construction of an expanded Fallbrook Library, and move into the new facility.
5. Complete the evaluation of the Library's Reorganization Plan and implement any needed changes.

1986-87 ADOPTED BUDGET:

1. Administration (15 SY; E-\$647,592; R-\$647,592) Including Library Management, Public Relations, Development Officer, Fiscal Accounting, Budgeting, Payroll, Personnel and General Clerical, is:
  - Discretionary/Discretionary Service Level.
  - Offset 100% by Program Revenue.
  - Decreasing due to midyear dropping of two (-1.75 SY, -\$68,712) Deputy County Librarian Positions and addition of (+1.0 SY, +\$46,902) an Assistant County Librarian position.
  - Reclassification (+\$1,507) of a Jr. Word Processor Operator to Word Processor Operator to enhance applications of word processing equipment.
2. Professional and Technical Support Services (41.19 SY, E-\$1,717,900; R-\$1,717,900) Includes Reference, Interlibrary Loans, Audiovisual, Children's Services, Outreach, Automation and Acquisitions. This activity is:
  - Discretionary/Discretionary Service Level.
  - Offset 100% by Program Revenue.
  - Increasing (1.0 SY, +\$20,706) by Library Technician II for Audiovisual services taken over from the SERRA Cooperative Library System in mid 1985-86.
  - Increasing Librarian II by two positions (+1.0 SY, +\$29,748) for Outreach and Cataloging Services.
  - Increasing (+1.33 SY Librarian III, +\$47,338; +1.0 SY Library Technician II, +\$20,856) for a Library Information's Network for Drug Awareness grant and a Cooperative Library Instruction Grant Project. These positions would only be filled if the grants are awarded at no additional net Library cost.
3. Branch Operations (141.39 SY; E-\$5,906,907; R-\$5,906,907) Including Library Materials, Information Programs, operation of thirty-three branches and two bookmobiles for the unincorporated area, eight cities and two branches in the City of Chula Vista. This activity is:
  - Discretionary/Discretionary Service Level.
  - Offset 100% by Program Revenue.
  - Increasing (+4.0 SY, +\$92,278) to provide a Children's Librarian I at the El Cajon Regional Library to work with East County children for pre-school story time and classroom visits; three half time Library

1986-87 ADOPTED BUDGET: (Continued)

Technicians II at Lakeside, Solana Beach and Ramona Branch Libraries to expand branch hours; a Library Technician I at Cardiff Library for longer branch hours and increased circulation.

- Increasing (+\$470,000 Book and Materials, +\$86,000 Minor Equipment, +\$36,000 Rents and Leases) Services and Supplies and Fixed Assets (+\$8,317) to replace Items destroyed in the Fallbrook Library fire. These increases are offset by \$600,317 of Insurance Proceeds for FY 1986-87.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>                   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---|
| Current Property Taxes (9000)              | \$ 4,156,557              | \$ 4,301,240                | \$ 4,679,400               | \$ 378,160                                |
| Taxes Other than Current Property (9100)   | 1,489,541                 | 1,528,800                   | 1,440,267                  | (88,533)                                  |
| Use of Money and Property (9400)           | 96,247                    | 69,000                      | 72,000                     | 3,000                                     |
| Fund Balance (0750)                        | 419,530                   | 419,530                     | 446,825                    | 27,295                                    |
| Aid From Other Gov't Agencies (9500)       | 689,978                   | 639,146                     | 857,890                    | 218,744                                   |
| Charges for Current Svcs. - Fines (9600)   | 134,274                   | 180,000                     | 120,000                    | (60,000)                                  |
| Other Revenue (9700)                       | 724,414                   | 57,600                      | 656,017                    | 598,417                                   |
| Adj. from Libr. Contingency Reserve (5170) | <u>239,627</u>            | <u>239,627</u>              | <u>0</u>                   | <u>(239,627)</u>                          |
| TOTAL                                      | \$ 7,950,168              | \$ 7,434,943                | \$ 8,272,399               | \$ 837,456                                |

Property Tax and related revenues are budgeted in conformity with the five year growth trends for library funds. The FY 1985-86 Special District Augmentation Fund (SDAF) revenue was budgeted at \$1,276,405 for FY 1985-86 but the actual revenue received for SDAF was \$1,159,011. The 1986-87 budgeted revenue for Aid from Other Gov't. Agencies (Revenue Source 9500) includes the ongoing Literacy Grant for \$83,210 (Project SURE) and also new grants for Drug Awareness of \$99,927 and \$54,007 for a Cooperative Library Instruction Project.

The County Library received \$571,805 of unbudgeted Insurance Proceeds and an additional \$126,750 was raised from local fund raising in FY 1985-86 for construction of the Fallbrook Library which was destroyed by an arson fire. \$679,934 of these funds were encumbered as Construction in Progress and will be expended in FY 1986-87 to complete the Fallbrook Library. The FY 1986-87 Budget includes \$600,317 of Projected Insurance Proceeds in Other Revenue (9700) for replacement of Books (\$470,000), Minor Equipment (\$86,000), Rents and Leases (\$36,000) and Fixed Assets (\$8,317) for the Fallbrook Library.

FIXED ASSETS:

| <u>ITEM</u>               | <u>QUANTITY</u> | <u>TOTAL COST</u> |
|---------------------------|-----------------|-------------------|
| Personal Computer System  | 2               | \$ 9,691          |
| Microfiche Reader/Printer | 1               | 2,800             |
| Microfilm Reader/Printer  | 1               | 4,995             |
| 16mm Film Projector       | 1               | 1,195             |
| Refrigerator              | 1               | 44                |
| Manual Typewriter         | 2               | 600               |
| Electric Typewriter       | 2               | 1,300             |

PROGRAM: LIBRARY SERVICES

# 45803

MANAGER: Catherine E. Lucas

FIXED ASSETS: (Continued)

FALLBROOK LIBRARY REPLACEMENT FIXED ASSETS

| <u>ITEM</u>                    | <u>QUANTITY</u> | <u>TOTAL COST</u> |
|--------------------------------|-----------------|-------------------|
| Glass Show Case 6'X 8'X 14"    | 1               | \$ 660            |
| Desk 60'X30" wood              | 1               | 450               |
| Microfiche Reader/Viewer       | 4               | 992               |
| Microfilm Reader/Viewer        | 1               | 2,250             |
| Cassette & Paperback Displayer | 2               | 1,400             |
| 16mm Film Projector            | 1               | 1,195             |
| Cassette Player                | 1               | 420               |
| Manual Typewriter              | 1               | 300               |
| Electric Typewriter            | 1               | 650               |
|                                |                 | <u>\$ 28,942</u>  |



PERFORMANCE INDICATORS

Program: Library Services

Department: County Library

|                                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Library Services        |                   |                   |                   |                   |                    |
| <u>% of Resources</u>               |                   |                   |                   |                   |                    |
| 100%                                |                   |                   |                   |                   |                    |
| <u>Workload</u>                     |                   |                   |                   |                   |                    |
| Population                          | 703,419           | 738,462           | 756,803           | 740,100           | 764,374            |
| Information Units                   |                   |                   |                   |                   |                    |
| Circulation                         | 2,952,369         | 2,578,100         | 3,375,218         | 3,035,979         | 3,408,970          |
| Reference Questions                 | 615,260           | 507,175           | 512,246           | 773,166           | 517,368            |
| Film-Audience                       | 759,271           | 765,266           | 850,117           | 764,803           | 858,618            |
| Program Audience                    | 63,444            | 57,169            | 88,110            | 72,484            | 96,921             |
| TOTAL:                              | 4,390,344         | 3,907,710         | 4,825,691         | 4,646,432         | 4,881,877          |
| Number of Volumes                   | 797,896           | 837,304           | 836,280           | 828,000           | 844,643            |
| Number of Titles                    | 180,000           | 183,477           | 187,860           | 186,000           | 189,739            |
| <u>Efficiency</u>                   |                   |                   |                   |                   |                    |
| Information Units per<br>staff year | 25,075            | 21,941            | 26,442            | 24,551            | 24,708             |
| <u>Effectiveness</u>                |                   |                   |                   |                   |                    |
| Circulation per capita              | 4.23              | 3.49              | 4.46              | 4.10              | 4.46               |
| Volumes per capita                  | 1.14              | 1.13              | 1.11              | 1.12              | 1.11               |

## STAFFING SCHEDULE

Program: Library Services

Department: County Library

| Class                             | Title                          | STAFF YEARS    |        |                 |        | SALARY AND BENEFIT COSTS |             |
|-----------------------------------|--------------------------------|----------------|--------|-----------------|--------|--------------------------|-------------|
|                                   |                                | 1985-86 Budget |        | 1986-87 Adopted |        | 1985-86                  | 1986-87     |
|                                   |                                | Positions      | S.Y.   | Positions       | S.Y.   | Budget                   | Adopted     |
| 2115                              | County Librarian               | 1              | 1.00   | 1               | 1.00   | \$ 55,248                | \$ 58,005   |
| 2205                              | Assistant County Librarian     | 0              | 0.00   | 1               | 1.00   | 0                        | 46,902      |
| 4046                              | Deputy County Librarian        | 2              | 1.75   | 0               | 0.00   | 68,712                   | 0           |
| 4047                              | Development Officer            | 1              | 1.00   | 1               | 1.00   | 40,325                   | 42,116      |
| 2302                              | Administrative Assistant III   | 1              | 1.00   | 1               | 1.00   | 34,764                   | 35,791      |
| 4045                              | Supervising Librarian          | 4              | 4.00   | 4               | 4.00   | 106,822                  | 122,933     |
| 4023                              | Librarian III                  | 12             | 10.50  | 15              | 12.58  | 271,039                  | 336,930     |
| 5905                              | Carpenter                      | 1              | 1.00   | 1               | 1.00   | 23,740                   | 24,928      |
| 4024                              | Librarian II                   | 12             | 12.00  | 14              | 13.00  | 278,045                  | 314,651     |
| 2725                              | Principal Clerk                | 1              | 1.00   | 1               | 1.00   | 23,134                   | 24,510      |
| 4025                              | Librarian I                    | 12             | 9.00   | 14              | 9.50   | 195,761                  | 208,943     |
| 4021                              | Library Technician IV          | 4              | 3.50   | 4               | 4.00   | 69,567                   | 86,604      |
| 2758                              | Administrative Secretary III   | 1              | 1.00   | 1               | 1.00   | 21,422                   | 23,050      |
| 3817                              | Graphic Artist                 | 1              | 1.00   | 1               | 1.00   | 20,767                   | 22,778      |
| 2745                              | Supervising Clerk              | 1              | 1.00   | 1               | 1.00   | 19,580                   | 21,651      |
| 2320                              | Personnel Aid                  | 1              | 1.00   | 1               | 1.00   | 19,607                   | 20,924      |
| 2511                              | Senior Payroll Clerk           | 1              | 1.00   | 1               | 1.00   | 16,056                   | 19,541      |
| 4005                              | Bookmobile Driver              | 2              | 2.00   | 2               | 2.00   | 34,338                   | 37,792      |
| 2510                              | Senior Account Clerk           | 1              | 1.00   | 1               | 1.00   | 17,582                   | 18,647      |
| 4020                              | Library Technician III         | 21             | 20.50  | 22              | 20.50  | 350,463                  | 377,237     |
| 2493                              | Intermediate Account Clerk     | 1              | 1.00   | 1               | 1.00   | 15,288                   | 16,206      |
| 7516                              | Delivery Vehicle Driver        | 3              | 3.00   | 3               | 3.00   | 48,791                   | 51,243      |
| 2730                              | Senior Clerk                   | 1              | 1.00   | 1               | 1.00   | 13,831                   | 17,515      |
| 3009                              | Word Processor Operator        | 0              | 0.00   | 1               | 1.00   | 0                        | 15,883      |
| 4015                              | Library Technician II          | 47             | 38.00  | 51              | 41.00  | 561,604                  | 638,166     |
| 2700                              | Intermediate Clerk Typist      | 7              | 6.50   | 7               | 6.50   | 94,042                   | 100,421     |
| 3007                              | Junior Word Processor Operator | 1              | 1.00   | 0               | 0.00   | 14,376                   | 0           |
| 4016                              | Library Technician I           | 54             | 40.00  | 57              | 43.00  | 494,287                  | 561,748     |
| 2709                              | Department Clerk               | 2              | 2.00   | 2               | 2.00   | 21,460                   | 22,842      |
| 2710                              | Junior Clerk Typist            | 2              | 2.00   | 2               | 2.00   | 22,396                   | 22,842      |
| 4037                              | Library Substitute             | 100            | 4.50   | 100             | 4.50   | 51,416                   | 52,088      |
| 4035                              | Library Page                   | 31             | 15.16  | 30              | 14.16  | 158,586                  | 156,785     |
| 9999                              | Extra Help                     | 25             | 0.84   | 25              | 0.84   | 16,850                   | 17,500      |
| TOTAL                             |                                | 354            | 189.25 | 367             | 197.58 | \$3,179,899              | \$3,517,172 |
| Adjustments:                      |                                |                |        |                 |        |                          |             |
| County Contributions and Benefits |                                |                |        |                 |        | \$ 923,414               | \$1,024,791 |
| Salary Settlement Costs           |                                |                |        |                 |        | 239,627                  | 0           |
| Special Payments:                 |                                |                |        |                 |        |                          |             |
| Bilingual Pay                     |                                |                |        |                 |        | 14,700                   | 15,200      |
| Salary Adjustments                |                                |                |        |                 |        | 0                        | 0           |
| Salary Savings                    |                                |                |        |                 |        | (70,435)                 | (78,469)    |
| Total Adjustments                 |                                |                |        |                 |        | \$1,107,306              | \$ 961,522  |
| PROGRAM TOTALS:                   |                                | 354            | 189.25 | 367             | 197.58 | \$4,287,205              | \$4,478,694 |

PROGRAM: LIBRARY SERVICES -- CONTINGENCY RESERVE # 45803

MANAGER: Catherine E. Lucas

Department: COUNTY LIBRARY CONTINGENCY RESERVE # 5170

Ref: 1985-86 Final Budget - Pg: 353

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.

|                    | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS              |                   |                   |                   |                   |                    |
| Reserves           | \$ 0              | \$ 0              | \$ 0              | \$ 1,460,373      | \$ 1,230,000       |
| TOTAL DIRECT COSTS | \$ 0              | \$ 0              | \$ 0              | \$ 1,460,373      | \$ 1,230,000       |
| FUNDING            | \$ 0              | \$ 0              | \$ 0              | \$(1,460,373)     | \$(1,230,000)      |
| NET COUNTY COSTS   | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 0               |

STAFF YEARS 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.

Insurance proceeds, estimated to total \$1,180,000 were first budgeted for FY 1985-86 and \$680,000 is being re-budgeted in 1986-87 Budget 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; equipment, \$200,000. These fund are being rebudgeted in the Library Contingency Reserve in case they are not committed in FY 1985-86 for construction, or replacement equipment. The remaining \$550,000 is reserved for unanticipated expenditures in the Library Services operating budget.

Funding is estimated as follows: Insurance reimbursements, \$680,000; property taxes, \$300,000; State Aid, \$250,000.

PARKS AND RECREATION

|  | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| County Parks & Recreation              | \$ 3,478,427                    | \$ 3,742,308                    | \$ 4,159,280                    | \$ 4,416,148                    | \$ 4,672,112                     | \$ 255,964  | 5.8%                      |
| Total Direct Costs                     | \$ 3,478,427                    | \$ 3,742,308                    | \$ 4,159,280                    | \$ 4,416,148                    | \$ 4,672,112                     | \$ 255,964  | 5.8%                      |
| Funding                                | (1,754,388)                     | (1,727,269)                     | \$(2,009,380)                   | (2,025,192)                     | (2,117,107)                      | (91,915)  | 4.5%                      |
| Net Program Cost<br>(Without External) | \$ 1,724,039                    | \$ 2,015,039                    | \$ 2,149,900                    | \$ 2,390,956                    | \$ 2,555,005                     | \$ 164,049  | 6.9%                      |
| Staff Years                            | 117.12                          | 121.89                          | 122.30                          | 121.90                          | 125.00                           | 3.10  | 2.5%                      |
| Park Land Dedication Ordinance         |                                 |                                 |                                 |                                 |                                  |   |                           |
| Total Direct Cost                      | \$ 1,273,241                    | \$ 719,334                      | \$ 1,212,035                    | \$ 3,696,667                    | \$ 5,148,581                     | \$ 1,451,914  | 39.3%                     |
| Total Funding                          | \$ 3,947,509                    | \$ 4,286,443                    | \$ 5,028,773                    | \$ 3,696,667                    | \$ 5,148,581                     | \$ 1,451,914  | 39.3%                     |

PROGRAM: County Parks and Recreation # 45308 MANAGER: Robert R. Copper  
 Department: Parks & Recreation # 5100 REF: 1985-86 Budget - Pg: 355  
 Authority: This program is Discretionary/Mandated Service Level.

|                             | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>                |                     |                     |                     |                     |                     |
| Salaries & Benefits         | \$ 3,101,779        | \$ 3,278,237        | \$ 3,590,140        | \$ 3,544,417        | \$ 3,789,745        |
| Services & Supplies         | 385,339             | 417,409             | 474,400             | 473,352             | 469,977             |
| Other Charges               | 0                   | 0                   | 0**                 | 350,000             | 363,790             |
| Fixed Assets                | 0                   | 51,354              | 33,783              | 48,379              | 48,600              |
| Trans. Fees & Reimbursement | (8,691)             | (4,692)             | (43)                | 0                   | 0                   |
| Operating Transfer          |                     |                     | 61,000              |                     | 0                   |
| <b>TOTAL DIRECT COSTS</b>   | <b>\$ 3,478,427</b> | <b>\$ 3,742,308</b> | <b>\$ 4,159,280</b> | <b>\$ 4,416,148</b> | <b>\$ 4,672,112</b> |
| <b>FUNDING</b>              | <b>(1,754,388)</b>  | <b>(1,727,269)</b>  | <b>(2,009,380)</b>  | <b>(2,025,192)</b>  | <b>(2,117,107)*</b> |
| <b>NET COUNTY COSTS</b>     | <b>\$ 1,724,039</b> | <b>\$ 2,015,039</b> | <b>\$ 2,149,900</b> | <b>\$ 2,390,956</b> | <b>\$ 2,555,005</b> |
| <b>STAFF YEARS</b>          | <b>117.12</b>       | <b>121.89</b>       | <b>122.3</b>        | <b>121.90</b>       | <b>125.0</b>        |

\* Funding reflects \$60,000 of FY 1986-87 Cowles Mountain antenna lease revenue that is budgeted as a designated future project expense in the summary of County debt service/special reserves.

\*\* Of the \$350,000 budgeted for grant matching, \$61,000 was expended below in operating transfers as a contribution to an acquisition project. The remaining \$289,000 was transferred to fund work in various capital projects.

PROGRAM DESCRIPTION:

County Parks and Recreation is a comprehensive program of maintenance operations, acquisition and development of County recreation facilities including regional parks, local parks, fishing lakes, beaches, community centers, special use facilities, ecological preserves and open spaces. 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 and service contracts. Facilities are operated year-round.

1985-86 ACTUAL:

The only significant cost difference between 1985-86 budget and actual is the amount budgeted under Other Charges for grant matching and masterplanning. A total of \$350,000 was budgeted for this purpose. All of it was utilized during the fiscal year; \$61,000 was expended in account Operating Transfer as a contribution to the Holmwood Canyon purchase. The remainder was transferred to fund work in various capital projects.

The minor variance in program revenues was due to under-realized revenue from user fee increases approved by the Board in late 1985-86, revenue reduction from grant disallowances due to State restrictions on architectural,

1985-86 ACTUAL: (Continued)

engineering and administrative costs, under-realized reimbursement from capital projects due to increased general fund park development activities and under-realized revenue from special districts due to the annexation of the Montgomery Local Park District to the City of Chula Vista.

Significant program indicator variances are the increased use of "free" labor and increased beach attendance. During 1985-86, 92.0 staff years of "free" labor was budgeted. The Department actually used an equivalent of 95.4 staff years of volunteers, court referees, welfare recipients, honor camp crews and other sources of non-paid labor to provide budgeted services. Of the total work effort, 44% was provided from these sources. During 1985-86 Beach attendance increased by 443,570 visitor days over the budgeted level of 1,600,000 for a total beach attendance of 2,043,570 visitor days.

Departmental prior year expenditures are expenses made in the current year for goods and services that were received in the prior year. These expenditures do not create a significant variance between budget and actual for 1985-86.

1986-87 OBJECTIVES:

1. Develop a revised local park acquisition and development program to address both the varied needs of the unincorporated areas but also the varying land costs.
2. Develop a comprehensive integrated data base for County Parks and Beaches, including information on revenues, attendance, staffing, current and pending projects and complete facility descriptions.
3. Open Bureau of Land Management (BLM) wilderness areas for public use in conjunction with community groups and requested capital improvement projects as required by BLM to retain ownership of the land.
4. Expand the use of free labor within the Department; develop a volunteer program addressing environmental management in ecological preserves.

1986-87 BUDGET:

The adopted budget will provide for the continuation of FY 85-86 service levels for Park Development. Park Operations and Maintenance activities were increased to provide wilderness area park patrol services.

The Lifeguard service was reduced by .43 staff year due to a reduction in Community Enhancement support.

## 1. Park Operations and Maintenance

- Budget expenditure changes were full-year funding for positions that were added mid-year FY 1985-86 as well as two additional Park Ranger positions (1.5 staff year funding) for wilderness park sites. Two Four-Track off road vehicles and radio equipment were also budgeted to support wilderness area park patrol activities.
- A reduction of Community Enhancement funding from \$150,000 to \$141,750 resulted in a cut of .43 staff year of Seasonal Lifeguard.
- Revenues are increasing by \$91,915 due to a fee increase approved mid fiscal year 1985-86 and revenue related to fixed asset purchases (firewood sales and boat motor rentals).
- Revenues include \$66,589 recovered from the Capital Outlay fund for overhead costs pursuant to Board Policy B-29.
- Revenues now off-set 44% of the direct operating costs.

1986-87 PROPOSED BUDGET: (continued)

## 2. Park Development

- ° A total of \$331,790 is budgeted for grant matching funds and master plan funding. This represents a reduction of \$18,210 from the previous year funding of \$350,000.
- ° Revenue is remaining constant at \$265,000 annually. This revenue includes approximately \$110,960 recovered from the Capital Outlay Fund and the Park Land Dedication Fund for overhead costs pursuant to Board Policy B-29.
- ° With a designation of \$60,000 in FY 1986-87 Cowles Mt. Antenna Lease Revenue the total designation will be \$197,000. The revenue is included in this program budget. The designation is in the County Debt Service/Special Reserve Budget.

## 3. Support Services/Executive Office (11 staff years, \$420,468 expenditures).

- ° No changes are included in the adopted budget.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>        | <u>1985-86<br/>Budget</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---------------------------------|---------------------------|---------------------------|----------------------------|---|
| User Fees                       | \$ 1,010,192              | \$ 999,279                | \$ 1,093,107               | \$ 82,915                                 |
| Park Project/PLDO Reimbursement | 330,000                   | 324,905                   | 330,000                    | 0   |
| PLDO Interest                   | 350,000                   | 340,918                   | 350,000                    | 0   |
| Special District Reimbursement  | 103,000                   | 95,462                    | 103,000                    | 0   |
| Rents and Concessions           | 210,000                   | 222,061                   | 219,000                    | 9,000                                     |
| Employee Maintenance            | 22,000                    | 25,631                    | 22,000                     | 0   |
| Miscellaneous                   |                           | 1,124                     | 0                          | 0   |
| TOTAL                           | \$ 2,025,192              | \$ 2,009,380              | \$ 2,117,107               | \$ 91,915                                 |

Change from 1985-86 budget is due to full year implementation of the revised user fee schedule and the expiration of rent credits at some Heritage Park locations.

FIXED ASSETS:

| <u>Item</u>                  | <u>Quantity</u> | <u>New/<br/>Replace</u> | <u>Cost</u> | <u>Revenue</u> |
|------------------------------|-----------------|-------------------------|-------------|----------------|
| Mixer, Cement                | 1               | Replace                 | \$ 3,500    | \$ 0           |
| Generator, Electric          | 3               | 2 New, 1 Replace        | 4,500       | 0              |
| Log Splitter                 | 1               | New                     | 1,300       | 250            |
| Trailer, Roving Ranger       | 1               | Replace                 | 15,000      | 0              |
| Toilet Trailer mounted       | 1               | New                     | 5,000       | 0              |
| Motors, Boat, Rental         | 8               | New                     | 4,248       | 2,870          |
| Public Address Equipment     | 3               | Replace                 | 2,952       | 0              |
| Off Road Vehicle, Four-Track | 2               | New                     | 6,600       | 0              |
| Radlos, Portable w/holsters  | 5               | New                     | 5,500       | 0              |

PERFORMANCE INDICATORS

Program: Parks and Recreation

Department: Parks and Recreation

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A:</b>                                   |                   |                   |                   |                   |                    |
| <u>Workload</u>                                      |                   |                   |                   |                   |                    |
| <u>Park Services and Maintenance</u>                 |                   |                   |                   |                   |                    |
| Parks  | \$ 89             | \$ 94             | \$ 95             | \$ 93             | \$ 93              |
| Campgrounds In Parks                                 | 8                 | 9                 | 9                 | 9                 | 9                  |
| Community Centers                                    | 4                 | 4                 | 4                 | 4                 | 3                  |
| Visitor Days, Parks                                  | 3,928,388         | 3,996,759         | 3,930,000         | 3,812,653         | 3,855,000          |
| Visitor Days/Field Staff                             | 53,086            | 53,919            | 52,400            | 50,835            | 49,108             |
| User Fee Revenue Earned                              | 872,588           | 930,000           | 1,010,192         | 999,279           | 1,093,107          |
| User Fee/Ranger Staff                                | 15,309            | 16,316            | 17,417            | 17,228            | 17,774             |
| Free Labor Staff Years Utilized                      | 75.4              | 81.4              | 83.0              | 95.4              | 92.0               |
| <u>Lifeguard Service</u>                             |                   |                   |                   |                   |                    |
| Beaches  | 10                | 10                | 10                | 10                | 10                 |
| Beaches Guarded                                      | 6                 | 6                 | 6                 | 6                 | 6                  |
| Visitor Days-Guarded Beaches                         | 1,284,204         | 1,391,703         | 1,430,000         | 2,043,570         | 2,000,000          |
| Visitor Days/Lifeguard Staff                         | 134,051           | 145,171           | 137,104           | 196,497           | 200,000            |
| <u>Park Development</u>                              |                   |                   |                   |                   |                    |
| Developer Impacts Evaluated                          | 20                | 25                | 30                | 40                | 40                 |
| PLDD Permits Processed                               | 87                | 75                | 75                | 75                | 75                 |
| Active Projects                                      | 64                | 70                | 46                | 70                | 70                 |
| Number of Site Plans and<br>Record Drawings Prepared | 0                 | 0                 | 20                | 10                | 20                 |
| Active Projects/Planner Staff                        | 13                | 14                | 11                | 14                | 14                 |



STAFFING SCHEDULE

Program: Parks and Recreation

Department: Parks and Recreation

| Class Title                                   | BUDGET STAFF-YEARS     |               |                        |               | SALARY AND BENEFIT COSTS |                        |
|---|------------------------|---------------|------------------------|---------------|--------------------------|------------------------|
|   | 1985-86 Adopted Budget |               | 1986-87 Adopted Budget |               | 1985-86 Adopted Budget   | 1986-87 Adopted Budget |
|   | Positions              | S.Y.          | Positions              | S.Y.          |                          |                        |
| 2131 Director Parks and Recreation            | 1                      | 1.00          | 1                      | 1.00          | \$ 55,248                | \$ 58,005              |
| 2215 Assistant Director, Parks & Recreation   | 1                      | 1.00          | 1                      | 1.00          | 44,662                   | 49,590                 |
| 2303 Administrative Assistant II              | 1                      | 1.00          | 1                      | 1.00          | 25,366                   | 32,014                 |
| 2304 Administrative Assistant I               | 2                      | 2.00          | 2                      | 2.00          | 44,838                   | 54,708                 |
| 2497 Principal Accountant                     | 1                      | 1.00          | 1                      | 1.00          | 38,501                   | 39,462                 |
| 2510 Senior Account Clerk                     | 1                      | 1.00          | 1                      | 1.00          | 15,306                   | 18,647                 |
| 2511 Senior Payroll Clerk                     | 1                      | 1.00          | 2                      | 1.00          | 18,437                   | 16,890                 |
| 2650 Stock Clerk                              | 1                      | .50           | 1                      | 1.00          | 5,454                    | 15,939                 |
| 2655 Storekeeper III                          | 1                      | 1.00          | 1                      | 1.00          | 22,781                   | 23,930                 |
| 2700 Intermediate Clerk Typist                | 4                      | 4.00          | 5                      | 5.00          | 47,385                   | 74,823                 |
| 2730 Senior Clerk                             | 1                      | 1.00          | 1                      | 1.00          | 17,582                   | 18,647                 |
| 2758 Administrative Secretary III             | 1                      | 1.00          | 1                      | 1.00          | 18,086                   | 23,050                 |
| 2760 Stenographer                             | 2                      | 2.00          | 0                      | 0.00          | 29,226                   | 0                      |
| 3009 Word Processor Operator                  | 0                      | 0.00          | 1                      | 1.00          | 0                        | 14,971                 |
| 3525 Park Planner                             | 5                      | 5.00          | 5                      | 5.00          | 138,143                  | 144,834                |
| 3528 Chief, Park Development                  | 1                      | 1.00          | 1                      | 1.00          | 37,880                   | 39,462                 |
| 3802 Drafting Technician                      | 1                      | 1.00          | 1                      | 1.00          | 16,737                   | 18,366                 |
| 4000 Historian                                | 1                      | .50           | 1                      | .50           | 10,183                   | 11,235                 |
| 5422 Horticulturist                           | 1                      | 1.00          | 1                      | 1.00          | 24,178                   | 25,389                 |
| 5830 Captain of Lifeguards                    | 1                      | 1.00          | 1                      | 1.00          | 25,013                   | 29,527                 |
| 5835 Lt. of Lifeguards                        | 1                      | 1.00          | 1                      | 1.00          | 19,306                   | 23,561                 |
| 5836 Sergeant of Lifeguards                   | 1                      | 1.00          | 1                      | 1.00          | 21,339                   | 24,116                 |
| 6304 Chief, Park Services and Maintenance     | 1                      | 1.00          | 1                      | 1.00          | 37,897                   | 39,462                 |
| 6327 District Park Manager                    | 5                      | 5.00          | 5                      | 5.00          | 144,190                  | 154,360                |
| 6332 Park Ranger                              | 40                     | 40.00         | 32                     | 31.50         | 822,925                  | 692,072                |
| 8800 Senior Park Ranger                       | 0                      | 0.00          | 11                     | 11.00         | 0                        | 243,242                |
| 6343 Supervising Ranger                       | 18                     | 18.00         | 19                     | 19.00         | 427,070                  | 476,030                |
| 6345 Senior Park Maintenance Worker           | 1                      | 1.00          | 1                      | 1.00          | 22,193                   | 22,758                 |
| 6346 Coordinator, Volunteer & Public Services | 1                      | 1.00          | 1                      | 1.00          | 25,850                   | 28,998                 |
| 6347 Park Maintenance Worker                  | 6                      | 6.00          | 6                      | 6.00          | 101,282                  | 108,932                |
| 7535 Construction & Services Supervisor       | 1                      | 1.00          | 1                      | 1.00          | 20,485                   | 21,506                 |
| 7539 Construction & Services Worker III       | 8                      | 8.00          | 8                      | 8.00          | 144,897                  | 154,504                |
| 8802 Senior Lifeguard (Seasonal)              | 3                      | 1.50          | 3                      | 1.00          | 20,000                   | 19,993                 |
| 9999 Temporary Extra Help                     | 29                     | 2.30          | 29                     | 2.33          | 46,620                   | 47,786                 |
| 0735 Park Attendant (Seasonal)                | 19                     | .67           | 19                     | .67           | 8,952                    | 9,197                  |
| 0736 Ranger Aide                              | 3                      | 1.00          | 3                      | 1.00          | 20,366                   | 20,575                 |
| 0738 Lifeguard (Seasonal)                     | 26                     | 6.43          | 26                     | 6.00          | 94,603                   | 103,812                |
| <b>TOTAL</b>                                  | <b>191</b>             | <b>121.90</b> | <b>196</b>             | <b>125.00</b> | <b>\$2,612,981</b>       | <b>\$2,900,393</b>     |

STAFFING SCHEDULE

Program: Parks and Recreation

Department: Parks and Recreation

| Class Title                       | BUDGET STAFF-YEARS     |        |                        |        | SALARY AND BENEFIT COSTS |                        |
|-----------------------------------|------------------------|--------|------------------------|--------|--------------------------|------------------------|
|                                   | 1985-86 Adopted Budget |        | 1986-87 Adopted Budget |        | 1985-86 Adopted Budget   | 1986-87 Adopted Budget |
|                                   | Positions              | S.Y.   | Positions              | S.Y.   |                          |                        |
| Adjustments:                      |                        |        |                        |        |                          |                        |
| County Contributions and Benefits |                        |        |                        |        | \$ 805,528               | \$ 917,995             |
| Salary Settlement Costs           |                        |        |                        |        | 166,631                  | 0                      |
| Special Payments:                 |                        |        |                        |        |                          |                        |
| Uniform Allowance                 |                        |        |                        |        | 14,820                   | 20,600                 |
| Salary Adjustments                |                        |        |                        |        | 33,718                   | 23,400                 |
| Shift Differential (Night Duty)   |                        |        |                        |        | 81,020                   | 87,342                 |
| Roving Ranger Pay                 |                        |        |                        |        | 0                        | 13,890                 |
| Holiday Overtime                  |                        |        |                        |        | 19,207                   | 20,552                 |
| Regular Overtime                  |                        |        |                        |        | 11,800                   | 20,151                 |
| Total Adjustments                 |                        |        |                        |        | \$1,132,724              | \$1,103,930            |
| Salary Savings                    |                        |        |                        |        | (51,288)                 | (72,828)               |
| Community Enhancement Adjustments |                        |        |                        |        | (150,000)                | (141,750)              |
| <br>                              |                        |        |                        |        |                          |                        |
| PROGRAM TOTALS:                   | 191                    | 121.90 | 196                    | 125.00 | \$3,544,417              | \$3,789,745            |

PROGRAM: Park Land Dedication Ordinance # 4550  
 Department: Park Land Dedication Ordinance # 5400  
 Authority: County Code of Regulatory Ordinances (820.202).

MANAGER: Wm. Noel Parr  
 Ref: 1985-86 Final Budget; Pg.360

|                                   | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Budget   | 1985-86<br>Actual   | 1986-87<br>Adopted  |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>                      |                     |                     |                     |                     |                     |
| Contributions to Other Agencies   | \$ 1,273,241        | \$ 378,000          | \$ 3,177,167        | \$ 399,282          | \$ 4,279,581        |
| Operating Transfers               |                     | 341,334             | 519,500             | 812,753             | 869,000             |
| <b>TOTAL DIRECT COSTS</b>         | <b>\$ 1,273,241</b> | <b>\$ 719,334</b>   | <b>\$ 3,696,667</b> | <b>\$ 1,212,035</b> | <b>\$ 5,148,581</b> |
| <b>FUNDING</b>                    |                     |                     |                     |                     |                     |
| Fund Balance Adj-Incorp. Transfer |                     |                     |                     | (117,950)           |                     |
| Charges, Fees, etc.               | \$ 611,289          | \$ 498,510          | \$ 354,509          | \$ 1,036,692        | \$ 713,724          |
| Other Revenue                     | 883,973             | 1,113,665           | 548,440             | 542,922             | 564,313             |
| Fund Balance                      | 2,452,247           | 2,674,268           | 2,793,718           | 3,567,109           | 3,870,544           |
| <b>TOTAL FUNDING</b>              | <b>\$ 3,947,509</b> | <b>\$ 4,286,443</b> | <b>\$ 3,696,667</b> | <b>\$ 5,028,773</b> | <b>\$ 5,148,581</b> |

PROGRAM STATEMENT:

This program was established by the Board of Supervisors in 1972/73 for the purpose of accumulating funds for the provision of local parks. Revenues for this fund are derived from fees paid by developers as required by the Park Lands Dedication Ordinance and interest earned on unspent funds. The funds shown as Costs 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 1986-87, \$350,000 of the interest fund will be spent for maintenance and operations costs in the Parks Department. The 1986-87 proposed Parks and Recreation budget reflects this \$350,000 as revenue from the interest sub-fund.

Since the 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>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|---------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Administration      | \$ 471,310                      | \$ 580,782                      | \$ 640,933                      | \$ 591,482                      | \$ 705,836                       | \$ 114,354  | 19                        |
| Regulatory Planning | 1,528,600                       | 1,695,317                       | 1,991,413                       | 2,038,437                       | 2,096,966                        | 58,529  | 3                         |
| Codes               | 2,187,192                       | 3,056,714                       | 3,366,341                       | 3,472,763                       | 4,090,435                        | 617,672   | 18                        |
| General Planning    | <u>1,613,313</u>                | <u>1,928,470</u>                | <u>2,554,678</u>                | <u>2,274,376</u>                | <u>2,575,378</u>                 | <u>301,002</u>  | 13                        |
| Total Direct Costs  | \$ 5,800,415                    | \$ 7,261,283                    | \$ 8,553,365                    | \$ 8,377,058                    | \$ 9,468,615                     | \$ 1,091,557  | 13                        |
| Funding             | <u>\$(7,578,619)</u>            | <u>\$(7,212,232)</u>            | <u>\$(8,011,502)</u>            | <u>\$(6,685,000)</u>            | <u>\$(7,835,000)</u>             | <u>\$(1,150,000)</u>                                  | 17                        |
| Net County Costs    | \$(1,778,204)                   | \$ 49,051                       | \$ 541,863                      | \$ 1,692,058                    | \$ 1,633,615                     | \$ (58,443)   | -3                        |
| Staff Years         | 149.20                          | 192.08                          | 211.67                          | 189.10                          | 206.50                           | 17.40   | 9                         |
| <hr/>               |                                 |                                 |                                 |                                 |                                  |   |                           |
| Fish And Game       | <u>\$ 44,147</u>                | <u>\$ 45,885</u>                | <u>\$ 25,443</u>                | <u>\$ 31,100</u>                | <u>\$ 30,000</u>                 | <u>\$ (1,100)</u>                                     | -3                        |
| Total Direct Costs  | \$ 44,147                       | \$ 45,885                       | \$ 25,443                       | \$ 31,100                       | \$ 30,000                        | (1,100)   | -3                        |
| Funding             | <u>\$ (33,145)</u>              | <u>\$ (27,173)</u>              | <u>\$ (25,372)</u>              | <u>\$ (31,100)</u>              | <u>\$ (30,000)</u>               | <u>\$ 1,100</u>                                       | -3                        |
| Net Fund Costs      | \$ 11,002                       | \$ 18,712                       | \$ 71                           | \$ 0                            | \$ 0                             | 0   | 0                         |
| Staff Years         | 0                               | 0                               | 0                               | 0                               | 0                                | 0   | 0                         |

PROGRAM: Codes # 5669

MANAGER: Randall L. Hurlburt

Department: Planning and Land Use # 5650

Ref: 1985-86 Final Budget - Pg: 362

Authority: Health and Safety Code Section 17960: "A county building department shall enforce all provisions of the State Building Standards Code." Section 17922: "The State Building Standards Code shall impose substantially the same requirements as the Uniform Building Code, the Uniform Plumbing Code, the Uniform Mechanical Code, and the National Electric Code." Section 17952: "The State Department of Housing and Community Development shall take enforcement action against counties who fail to enforce the State Building Standards Code." Section 17951: "Counties may prescribe fees but they shall not exceed the amount required to process or enforce permits; such fees shall not be levied for general revenue purposes." Board Policies B-29 and B-30 establish the responsibilities for full cost recovery, including indirect costs in the establishment and collection of fees.

Board of Supervisors Policy B-29: Establishes Department responsibility for full cost recovery for services provided under grants, contracts, or for which fees may be charged.

Government Code Section 65850: "Counties may by ordinance regulate signs and regulate location, height, size, etc. of buildings, structures, lots, yards, etc."

Zoning Ordinance Section 1006: "The construction, alteration, or relocation of any building or structure shall conform to all zoning regulations." Sections 6200 and 6250: "Off-premise and on-premise signs are regulated by the Zoning Ordinance."

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 2,066,959          | \$ 2,553,848          | \$ 2,938,164          | \$ 2,828,033          | \$ 3,234,135          |
| Services & Supplies       | 120,233               | 492,135               | 386,632               | 583,630               | 801,250               |
| Other Charges             | 0                     | 0                     | 0                     | 3,800                 | 3,800                 |
| Fixed Assets              | 0                     | 10,731                | 14,091                | 22,500                | 11,500                |
| Vehicles/Comm Equip       | 0                     | 0                     | 27,454                | 34,800                | 39,750                |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | 0                     | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 2,187,192</b>   | <b>\$ 3,056,714</b>   | <b>\$ 3,366,341</b>   | <b>\$ 3,472,763</b>   | <b>\$ 4,090,435</b>   |
| <b>FUNDING</b>            | <b>\$ (5,905,579)</b> | <b>\$ (5,496,857)</b> | <b>\$ (6,419,681)</b> | <b>\$ (4,785,000)</b> | <b>\$ (6,120,000)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ (3,718,387)</b> | <b>\$ (2,440,143)</b> | <b>\$ (3,053,340)</b> | <b>\$ (1,312,237)</b> | <b>\$ (2,029,565)</b> |
| <b>STAFF YEARS</b>        | <b>56.30</b>          | <b>76.30</b>          | <b>82.61</b>          | <b>74.50</b>          | <b>86.50</b>          |

PROGRAM DESCRIPTION:

The Codes program provides the unincorporated areas of San Diego 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:

## SUPPORTING DOCUMENTATION

- Plan check review of new and altered buildings or structures and associated grading to assure compliance with applicable codes, i.e., structural engineering, plumbing, electrical, mechanical, energy, grading, and zoning codes.
- Building inspection of buildings and structures during construction to assure compliance with approved plans and codes as cited above.
- Acceptance of plans for review and the issuing of approved plans, building permits and street names and addresses.
- Investigation of citizen complaints alleging violations of zoning, building, use permit, or sign code violations and follow-up action where necessary to obtain compliance.

1985-86 ACTUALS:

The increased actual expenditure for salaries and benefits was due primarily to unrealized salary savings and an unanticipated increase in workload which required a mid-year adjustment for seven additional staff positions. These positions were covered by appropriations of overrealized revenue. The increase was also reflected in actual staff years.

Services and Supplies actual expenditures were less than budgeted because of \$130,000 of encumbrances primarily for the RUIS contract (\$86,000), the plan check contract (\$9,500), and miscellaneous prior year encumbrances. The balance in Codes of \$89,000 offsets the overexpenditure in Administration where Codes expenditures for temporary contract help and other miscellaneous expenses were made to facilitate timely payment of vendors.

The Other Charges for lease purchase of equipment was encumbered. The actual cost of budgeted fixed assets was less than originally estimated.

Revenue was overrealized because of an unexpected increase in building and plan check activity.

1986-87 OBJECTIVES:

## Plan Check:

- To process initial plan checks within an average of 2 weeks.
- To complete establishment of quality standards for plan check and building inspection activities.
- To maintain a productivity level of 500 equivalent single-family units (ESU's) per line engineer per year.
- To continue implementation of training program.

## Building Inspection:

- To maintain a productivity level of 8.8 calls per line inspector per day.
- To maintain current one-day response time on inspection requests.
- To update the disaster preparedness plan.

## Building Permits:

- To initiate use of computerized permit processing system.
- To improve average waiting time of customers at building counter to less than 10 minutes.
- To establish a counter productivity level of 16 customers per line technician per day.
- To maintain an overall Codes Division productivity level of 434 permits per staff year.

## Zoning Enforcement:

- To reduce the average initial response time to under 2 weeks.
- To improve the 90 day resolution rate from 57 percent to 67 percent.
- To improve the productivity level of 575 cases per line investigator per year to 500 cases per line investigator per year.
- To initiate computerization of enforcement records.

## Process Simplification:

| <u>Work Program</u>                                  | <u>Staff Years</u> |
|--|--------------------|
| Simplify/Standardize Permit Review                   | .20                |
| Zoning Ordinance Revision                            | .20                |
| PAPP Efficiency Study                                | .10                |
| Department and Staff Procedural Guidelines           | .40                |
| Feasibility Study of Centralized Information Counter | .40                |
| Unified/Single Development Ordinance                 | .40                |
| On-Going Projects                                    | <u>.30</u>         |
| Total Staff Years                                    | 2.00               |

1986-87 ADOPTED BUDGET:

The Codes Program is comprised of five sub-program activities: Plan Checking, Building Inspection, Building Permits, Zoning Enforcement and Process Simplification. They are all Mandated/Mandated Service Level and 100% offset by program revenues except Zoning Enforcement which is 95% offset. The important changes from the 1985-86 Budget are listed below.

1. Plan Checking (18.50 SY; E-\$1,229,567; R-\$1,947,744)

Reviews new and altered structures and associated grading to assure compliance with applicable codes. Changes include:

- o Processing 5,500 equivalent single-family units per year.
- o Added as mid-year adjustment two Associate Structural Engineers to handle increased workload and annualized 0.5 staff years of Associate Planner (\$78,472).
- o Added \$160,000 for funding of the Federal Emergency Management Agency (FEMA) floodplain study for 160 miles of San Diego County rivers and streams.

2. Building Inspection (28.50 SY; E-\$1,517,394; R-\$2,431,776)

Inspects structures during construction to assure compliance with approved plans and cited codes. Changes include:

- o Adding three vehicles and radios (\$39,750) for new staff, which is more cost effective than paying private mileage.
- o Making 51,000 inspection calls per year with a 97% next day inspection response time.
- o Added as mid-year adjustment 1.0 staff year Building Inspector II to handle increased workload and annualized 0.5 staff years of Building Inspector II (\$87,426).
- o Added 1.00 staff year Fire Inspector (\$38,815) and related services and supplies (\$1,550) to implement the Uniform Fire Code adopted by the Board during 1985.

3. Building Permits (24.00 SY; E-\$801,543; R-\$1,165,920)

Accepts plans for review and issues approved plans, building permits, street names and addresses. Changes include:

- o Data entry services needed for the Regional Urban Information System as per agreement with City of San Diego, San Diego Data Processing Corporation and EDP Services (\$30,000).
- o Servicing 40,500 customers per year and issuing 45,000 permits per year.
- o Added as mid-year adjustment one Land Use Technician II and one Intermediate Clerk Typist to handle increased workload (\$46,868).
- o Deleted one Senior Clerk and added one Work Processing Operator due to reclassification (\$313).

4. Zoning Enforcement (9.50 SY; E-\$429,573; R-\$408,000)

Investigates citizen complaints alleging zoning, building, use permit or sign code violations, and provides follow-up action where necessary to obtain compliance. Changes include:

- o Added 3.0 staff years of Land Use Technician Supervisor to improve average response time to 1.8 weeks and resolution rate to 67% (\$100,000).
- o Handling 3,000 cases per year.
- o Added as mid-year adjustment two Land Use Technician II to handle increased workload (\$53,806).

5. Process Simplification (2.00 SY; E-\$112,358; R-\$166,560)

Studies and simplifies procedures, conducts special studies, establishes staff and procedure guidelines and revises ordinances. Changes include:

- o Adding a digitizing work station (\$10,000) compatible with the Regional Urban Information System to reduce technical assistance costs and staff time (-\$4,000 annually) and enhance computer mapping capability.
- o Maintaining 2.00 staff years.

NOTE: The management portion of the staff years has not been allocated to the subprogram activities, but the expenditures have been included.



PROGRAM: Codes

# 5669

MANAGER: Randall L. Hurlburt

REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| Fees                     | <u>\$6,419,680</u>        | <u>\$4,785,000</u>          | <u>\$6,120,000</u>         | <u>\$1,335,000</u>                        |
| Total                    | \$6,419,680               | \$4,785,000                 | \$6,120,000                | \$1,335,000                               |

Explanation/Comments:

FY 1986-87 projected revenue reflects the economic forecast through 1987.

FIXED ASSETS:

| <u>Item</u>             | <u>Quantity</u> | <u>Total Cost</u> |
|-------------------------|-----------------|-------------------|
| Desks                   | 3               | \$ 1,500          |
| Digitizing Work Station | 1               | <u>\$10,000</u>   |
| Total                   |                 | \$11,500          |

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

| <u>Item</u>                   | <u>Quantity</u> | <u>Total Cost</u> |
|-------------------------------|-----------------|-------------------|
| 4 X 4 Compact Utility Vehicle | 3               | \$37,500          |
| 2-Way Mobile Radios           | 3               | <u>\$ 2,250</u>   |
| Total                         |                 | \$39,750          |

PERFORMANCE INDICATORS

Program: Codes

Department: Planning and Land Use

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>ACTIVITY A: PLAN CHECK</u>                      |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                              |                   |                   |                   |                   |                    |
| 28%  |                   |                   |                   |                   |                    |
| <u>Workload</u>                                    |                   |                   |                   |                   |                    |
| Equivalent Single-Family<br>Units (ESU's) Per Year | *                 | 3,202(a)          | 5,834             | **                | 5,500              |
| <u>Efficiency</u>                                  |                   |                   |                   |                   |                    |
| Average ESU Per Line<br>Engineer (Per Year)        | *                 | 305(a)            | 561(b)            | **                | 500(b)             |
| <u>Effectiveness</u>                               |                   |                   |                   |                   |                    |
| Turnaround Rate (Average<br>Backlog in Weeks)      | *                 | 3.5(b)            | 3.6(b)            | **                | 2.5(b)             |

(a) Reported from December, 1984 to June, 1985. This system was started in December, 1984.

(b) The plan check workload standard is 500 equivalent single-family units (ESU's) per line engineer per year. In FY 84-85 and FY 85-86 unbudgeted workload resulted in an unacceptable plan check turnaround time of 3.5 and 3.6 weeks respectively, compared to the standard of 2.0 weeks.

ACTIVITY B: BUILDING INSPECTION

% of Resources

37%

Workload

|                |   |        |        |    |        |
|----------------|---|--------|--------|----|--------|
| Calls Per Year | * | 42,967 | 48,569 | ** | 51,000 |
|----------------|---|--------|--------|----|--------|

Efficiency

|   |     |     |     |     |     |
|---|-----|-----|-----|-----|-----|
| Response Time<br>(% Of Cases With Next<br>Day Inspection) | 97% | 97% | 97% | 97% | 97% |
|---|-----|-----|-----|-----|-----|

Effectiveness

|                                   |   |     |        |    |        |
|-----------------------------------|---|-----|--------|----|--------|
| Daily Calls Per Line<br>Inspector | * | 8.7 | 8.9(c) | ** | 8.8(c) |
|-----------------------------------|---|-----|--------|----|--------|

(c) The building inspection workload standard is 8.8 calls per inspector per day.

PERFORMANCE INDICATORS

Program: Codes

Department: Planning and Land Use

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>ACTIVITY C: BUILDING PERMITS</u>  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  |                   |                   |                   |                   |                    |
| 21%  |                   |                   |                   |                   |                    |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Customers Per Year   | *                 | *                 | 40,500            | **                | 40,500             |
| Number of Permits<br>Issued Per Year   | 37,118            | 35,494 (d)        | 41,376 (d)        | **                | 45,000             |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Customers Per Line<br>Technician Per Day   | *                 | *                 | 21(e)             | **                | 17(e)              |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Average Waiting Time<br>Per Customer<br>(In Minutes)   | *                 | *                 | 10.5'(e)          | **                | 9.5'(e)            |
| (d) Bulk of increase is due to minor electrical, plumbing and mechanical permits.  |                   |                   |                   |                   |                    |
| (e) The building permit workload objective is 16 customers per technician per day. In FY 85-86 higher workload resulted in an average waiting time of over 10 minutes. |                   |                   |                   |                   |                    |
| <u>ACTIVITY D: ZONING ENFORCEMENT</u>  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  |                   |                   |                   |                   |                    |
| 11%  |                   |                   |                   |                   |                    |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Cases Per Year   | *                 | 2,120             | 2,600             | **                | 3,000              |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Cases Per Line Investigator<br>Per Year  | *                 | 530               | 578               | **                | 500                |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Average Response Time<br>(In Weeks)  | *                 | 2.0               | 2.5               | **                | 1.8                |
| Resolution Rate (% Resolved<br>Within 90 Days)   | *                 | 60%               | 57%               | **                | 67%                |

PERFORMANCE INDICATORS

Program: Codes

Department: Planning and Land Use

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|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

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ACTIVITY E: PROCESS SIMPLIFICATION

% of Resources

3%

|                                    |   |   |   |   |   |
|------------------------------------|---|---|---|---|---|
| Number of Professional Staff Years | 0 | 2 | 2 | 2 | 2 |
|------------------------------------|---|---|---|---|---|

- \* Not available. This is a new system.
- \*\* Not budgeted. This is a new system.

STAFFING SCHEDULE

Program: Codes

Department: Planning and Land Use

| Class                  | Title                                  | STAFF - YEARS |              |           |              | SALARY AND BENEFITS COST |                    |
|------------------------|--|---------------|--------------|-----------|--------------|--------------------------|--------------------|
|                        |  | 1985-86       |              | 1986-87   |              | 1985-86                  | 1986-87            |
|                        |  | Positions     | SY           | Positions | SY           | Budget                   | Adopted            |
| 2351                   | Deputy Director, Planning and Land Use | 1             | 1.00         | 1         | 1.00         | \$ 49,127                | \$ 50,361          |
| 3527                   | Chief, Land Use Regulation             | 2             | 2.00         | 2         | 2.00         | 90,828                   | 93,626             |
| 3729                   | Senior Mechanical Engineer             | 1             | 1.00         | 1         | 1.00         | 43,946                   | 45,709             |
| 3735                   | Senior Structural Engineer             | 2             | 2.00         | 2         | 2.00         | 81,802                   | 83,277             |
| 3650                   | Associate Structural Engineer          | 11            | 11.00        | 13        | 13.00        | 385,046                  | 450,047            |
| 3590                   | Senior Planner                         | 4             | 4.00         | 4         | 4.00         | 134,358                  | 136,930            |
| 3673                   | Chief Electrical Inspector             | 1             | 1.00         | 1         | 1.00         | 31,965                   | 33,720             |
| 3671                   | Chief Fire Inspector                   | 1             | 1.00         | 1         | 1.00         | 31,965                   | 33,720             |
| 3674                   | Chief Plumbing Inspector               | 1             | 1.00         | 1         | 1.00         | 31,965                   | 33,720             |
| 3715                   | Supervising Building Inspector         | 2             | 2.00         | 2         | 2.00         | 63,556                   | 67,440             |
| 3508                   | Associate Planner                      | 3             | 2.50         | 3         | 3.00         | 74,538                   | 88,009             |
| 3507                   | Assistant Planner                      | 1             | 1.00         | 1         | 1.00         | 22,466                   | 25,438             |
| 3661                   | Building Inspector II                  | 21            | 20.50        | 22        | 22.00        | 560,496                  | 647,922            |
| 3834                   | Land Use Technician Supervisor         | 2             | 2.00         | 5         | 5.00         | 54,873                   | 132,923            |
| 3835                   | Land Use Technician II                 | 11            | 9.00         | 14        | 12.00        | 202,574                  | 283,283            |
| 2758                   | Administrative Secretary III           | 1             | 1.00         | 1         | 1.00         | 21,422                   | 23,050             |
| 2403                   | Accounting Technician                  | 1             | 1.00         | 1         | 1.00         | 18,080                   | 19,169             |
| 3837                   | Land Use Aid                           | 2             | 2.00         | 2         | 2.00         | 33,428                   | 32,236             |
| 3009                   | Word Processing Operator               | 0             | 0.00         | 1         | 1.00         | 0                        | 16,204             |
| 2730                   | Senior Clerk                           | 2             | 2.00         | 1         | 1.00         | 35,164                   | 18,647             |
| 2430                   | Cashier                                | 2             | 2.00         | 2         | 2.00         | 32,721                   | 32,982             |
| 2700                   | Intermediate Clerk Typist              | 6             | 5.50         | 7         | 6.50         | 76,754                   | 96,719             |
| 8801                   | Fire Inspector                         | 0             | 0.00         | 1         | 1.00         | 0                        | 28,628             |
| 9999                   | Extra Help                             | 0             | 0.00         | 0         | 0.00         | 75,000                   | 75,000             |
|                        | <b>Total</b>                           | <b>78</b>     | <b>74.50</b> | <b>89</b> | <b>86.50</b> | <b>\$2,152,074</b>       | <b>\$2,548,760</b> |
|                        | <b>Adjustments:</b>                    |               |              |           |              |                          |                    |
|                        | County Contributions and Benefits      |               |              |           |              | \$ 621,231               | \$ 749,590         |
|                        | Salary Settlement Costs                |               |              |           |              | 134,605                  |                    |
|                        | Special Payments                       |               |              |           |              | 0                        |                    |
|                        | Salary Adjustments                     |               |              |           |              | 0                        |                    |
|                        | Salary Savings                         |               |              |           |              | (79,877)                 | (64,215)           |
|                        | <b>Total Adjustments</b>               |               |              |           |              | <b>\$ 675,959</b>        | <b>\$ 685,375</b>  |
| <b>PROGRAM TOTALS:</b> |  | <b>78</b>     | <b>74.50</b> | <b>89</b> | <b>86.50</b> | <b>\$2,828,033</b>       | <b>\$3,234,135</b> |

PROGRAM: Regulatory Planning # 5668 MANAGER: Gerald Hermanson  
 Department: Planning and Land Use # 5650 Ref: 1985-86 Final Budget - Pg: 365

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.

Board of Supervisors Policy B-29: Establishes Department responsibility for full cost recovery for services provided under grants, contracts, or for which fees may be charged.

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget     | 1986-87<br>Adopted    |
|---------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>COSTS</b>              |                       |                       |                       |                       |                       |
| Salaries & Benefits       | \$ 1,441,303          | \$ 1,618,546          | \$ 1,705,095          | \$ 1,780,543          | \$ 1,791,376          |
| Services & Supplies       | 88,384                | 74,706                | 286,318               | 254,594               | 297,200               |
| Other Charges             | 0                     | 0                     | 0                     | 3,300                 | 3,300                 |
| Fixed Assets              | 0                     | 2,065                 | 0                     | 0                     | 0                     |
| Vehicles/Comm Equip       | 0                     | 0                     | 0                     | 0                     | 5,090                 |
| Operating Transfers       | 0                     | 0                     | 0                     | 0                     | 0                     |
| Less Reimbursements       | (1,087)               | 0                     | 0                     | 0                     | 0                     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,528,600</b>   | <b>\$ 1,695,317</b>   | <b>\$ 1,991,413</b>   | <b>\$ 2,038,437</b>   | <b>\$ 2,096,966</b>   |
| <b>FUNDING</b>            | <b>\$ (1,424,363)</b> | <b>\$ (1,389,957)</b> | <b>\$ (1,463,249)</b> | <b>\$ (1,610,000)</b> | <b>\$ (1,400,000)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 104,237</b>     | <b>\$ 305,360</b>     | <b>\$ 528,164</b>     | <b>\$ 428,437</b>     | <b>\$ 696,966</b>     |
| <b>STAFF YEARS</b>        | <b>45.50</b>          | <b>53.57</b>          | <b>54.88</b>          | <b>51.50</b>          | <b>51.50</b>          |

PROGRAM DESCRIPTION:

This program reviews, evaluates and makes recommendations to the Planning Commission, Board of Supervisors, Planning and Environmental Review Board, Board of Planning and Zoning Appeals and Zoning Administrator 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 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. This program also provides information to the general public on all of the above.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Actual salaries and benefits were less than budgeted because staffing levels were down one to two positions throughout the fiscal year.

Actual services and supplies were higher than budgeted because of a mid-year adjustment for cartographic services and a higher volume of publications and legal notices.

Other Charges expenditures were consolidated in Department Administration.

Actual revenue was projected to be underrealized and is consistent with prior year actual experience.

Actual staff years include contract temporary extra help employees.

1986-87 OBJECTIVES:

1. To continue to implement the ongoing service improvements for the Zoning Information Counter. The 1986-87 phase includes:
  - Upgrading the telephone system to match that already in place at the Codes Counter.
  - Further experimentation with current procedures to reduce waiting time for both public information and project intake.
  - Cross train staff to stabilize the Zoning Counter and to provide PAPP (Project and Permit Processing) information at this location.
2. To distribute summary agendas for the Planning and Environmental Review Board a minimum of five days prior to the public hearing.
3. To maintain one hundred percent efficiency in processing all applications within the statutory limits mandated by State law.
4. To maintain one hundred percent efficiency in carrying out County ordinances and policies which require expanded notification procedures exceeding State law requirements.
5. Develop and/or implement Departmental policy of having a planner available at all times to assist counter staff, requiring telephone messages to be returned within one working day, and continue efforts of the PAPP Task Force relative to interdepartmental cooperation.

1986-87 ADOPTED BUDGET:

This program is comprised of two sub-program activities: Project Processing and Public Information. They are Mandated/Mandated Service Level and the important changes from the 1985-86 Budget are listed below.

1. Project Processing (39.00 SY; E-\$1,692,148; R-\$1,400,000)

Reviews, evaluates and makes recommendations to various land governing bodies on development proposals in order to assure compliance with applicable laws, ordinances and policies. It also processes applications for the regulation of land usage and is 83% offset by program revenues. Changes include:

- o Deleted one Environmental Management Specialist II and added one Acoustical Engineer due to reclassification (\$2,087).
- o Added \$36,000 in services and supplies for cartographic services.

PROGRAM: Regulatory Planning

# 5668

MANAGER: Gerald Hermanson

2. Public Information (10.50 SY; E-\$404,818; R-\$ 0)

Provides information to the general public on all aspects of project processing, application processing and land usage. It is a general fund activity. Changes include:

- o Upgrading the present telephone system in order to more efficiently handle the 60,000 calls received per year (\$5,090).

NOTE: The management portion of the staff years has not been allocated to the subprogram activities, but the expenditures have been.



PROGRAM: Regulatory Planning

# 5668

MANAGER: Gerald Hermanson

REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| Fees                     | <u>\$1,463,249</u>        | <u>\$1,610,000</u>          | <u>\$1,400,000</u>         | <u>\$ (210,000)</u>                       |
| Total                    | \$1,463,249               | \$1,610,000                 | \$1,400,000                | \$ (210,000)                              |

Explanation/Comments:

FY 1986-87 projected revenues are consistent with prior two years actual experience.

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>Total Cost</u> |
|-------------|-----------------|-------------------|
| None        |                 |                   |

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

| <u>Item</u>                                       | <u>Quantity</u> | <u>Total Cost</u> |
|---|-----------------|-------------------|
| Takachino Call Sequencer TS-160                   | 1               | \$ 4,820          |
| Fischer Metal Cassette Tape Player<br>Model CR-27 | 1               | <u>270</u>        |
| Total   |                 | \$ 5,090          |

PERFORMANCE INDICATORS

Program: Regulatory Planning

Department: Planning and Land Use

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>ACTIVITY A: PROJECT PROCESSING</u>   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 81%   |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Regulatory Permits<br>(Workload Is Weighted<br>By Direct Labor Hours)                 | 47,494            | 48,913            | 51,753            | 49,000            | 47,500             |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Permits Weighted/Staff Year   | 1,043             | 913               | 1,050             | 952               | 945                |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| % Of Minor Subdivisions<br>Processed Within 50<br>Day Statutory Time<br>Limit         | 100%              | 100%              | 100%              | 100%              | 100%               |
| Average Processing Time<br>For Uncomplicated<br>Major Subdivisions<br>(Calendar Days) | 51                | 51                | 51                | 51                | 51                 |
| Maximum Number Of Work<br>Days For Case<br>Distribution                               | 2                 | 2                 | 2                 | 2                 | 2                  |
| <u>ACTIVITY B: PUBLIC INFORMATION</u>   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 19%   |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Number Of Telephone Calls At<br>The Phone Center                                      | *                 | 63,000            | 63,000            | **                | 63,000             |
| Number Of Telephone Calls At<br>The Zoning Counter                                    | *                 | 60,000            | 60,000            | **                | 60,000             |
| Number Of Walk-In Clients At<br>The Phone Center                                      | *                 | 10,400            | 10,400            | **                | 10,400             |
| Number Of Walk-In Clients At<br>The Zoning Counter                                    | *                 | 15,000            | 15,000            | **                | 15,000             |

\* Not available. This is a new system.

\*\* Not budgeted. This is a new system.

PERFORMANCE INDICATORS

Program: Regulatory Planning

Department: Planning and Land Use

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Number Of Calls Per Phone<br>Center Staff Years                     | *                 | 21,000            | 21,000            | **                | 21,000             |
| Number Of Calls Per Zoning<br>Counter Staff Years                   | *                 | 20,000            | 20,000            | **                | 20,000             |
| Number Of Walk-In Clients<br>Per Phone Center Staff<br>Years        | *                 | 3,467             | 3,500             | **                | 3,500              |
| Number Of Walk-In Clients<br>Per Zoning Counter Staff<br>Years      | *                 | 6,652             | 6,700             | **                | 6,700              |
| <u>Effectiveness (Per Public Relations Survey)</u>                  |                   |                   |                   |                   |                    |
| Percentage Of Telephone<br>Customers Satisfied At<br>Phone Center   | *                 | 82%               | 82%               | **                | 82%                |
| Percentage Of Telephone<br>Customers Satisfied At<br>Zoning Counter | *                 | 82%               | 82%               | **                | 90%                |
| Percentage Of Walk-In<br>Customers Satisfied At<br>Phone Center     | *                 | 92%               | 92%               | **                | 92%                |
| Percentage Of Walk-In<br>Customers Satisfied At<br>Zoning Counter   | *                 | 85%               | 85%               | **                | 85%                |

\* Not available. This is a new system.

\*\* Not budgeted. This is a new system.

STAFFING SCHEDULE

Program: Regulatory Planning

Department: Planning and Land Use

| Class | Title   | STAFF - YEARS  |              |                 |              | SALARY AND BENEFITS COST |                    |
|-------|---|----------------|--------------|-----------------|--------------|--------------------------|--------------------|
|       |   | 1985-86 Budget |              | 1986-87 Adopted |              | 1985-86 Budget           | 1986-87 Adopted    |
|       |   | Positions      | SY           | Positions       | SY           |                          |                    |
| 2351  | Deputy Director, Planning and Land Use                          | 1              | 1.00         | 1               | 1.00         | \$ 49,127                | \$ 50,361          |
| 3520  | Chief, Planning Division  | 2              | 2.00         | 2               | 2.00         | 84,858                   | 86,293             |
| 3711  | Acoustical Engineer   | 0              | 0.00         | 1               | 1.00         | 0                        | 32,679             |
| 3514  | Environmental Management Specialist III                         | 3              | 3.00         | 3               | 3.00         | 101,528                  | 101,815            |
| 3550  | Senior Planner  | 4              | 4.00         | 4               | 4.00         | 138,312                  | 141,732            |
| 3508  | Associate Planner   | 7              | 7.00         | 7               | 7.00         | 187,746                  | 201,319            |
| 3515  | Environmental Management Specialist II                          | 6              | 6.00         | 5               | 5.00         | 179,120                  | 149,321            |
| 3504  | Landscape Architect   | 1              | 1.00         | 1               | 1.00         | 29,291                   | 25,965             |
| 3834  | Land Use Technician Supervisor                                  | 2              | 2.00         | 2               | 2.00         | 55,662                   | 58,720             |
| 3507  | Assistant Planner   | 1              | 1.00         | 1               | 1.00         | 25,764                   | 26,412             |
| 3835  | Land Use Technician II  | 8              | 7.50         | 8               | 7.50         | 168,568                  | 177,668            |
| 2769  | Commission Secretary  | 1              | 1.00         | 1               | 1.00         | 22,091                   | 23,635             |
| 2745  | Supervising Clerk   | 1              | 1.00         | 1               | 1.00         | 18,228                   | 21,385             |
| 3008  | Senior Word Processing Operator                                 | 1              | 1.00         | 1               | 1.00         | 19,563                   | 20,498             |
| 2754  | Board Secretary   | 1              | 1.00         | 1               | 1.00         | 19,943                   | 21,446             |
| 2761  | Group Secretary   | 1              | 1.00         | 1               | 1.00         | 18,132                   | 19,819             |
| 2757  | Administrative Secretary II                                     | 1              | 1.00         | 1               | 1.00         | 17,582                   | 18,647             |
| 3009  | Word Processing Operator  | 2              | 2.00         | 2               | 2.00         | 32,933                   | 35,520             |
| 2730  | Senior Clerk  | 1              | 1.00         | 1               | 1.00         | 15,306                   | 17,099             |
| 3837  | Land Use Aid  | 2              | 2.00         | 2               | 2.00         | 31,278                   | 34,528             |
| 2700  | Intermediate Clerk Typist                                       | 6              | 6.00         | 6               | 6.00         | 84,949                   | 89,863             |
| 9008  | Planning Commission and Board of<br>Planning and Zoning Appeals | 0              | 0.00         | 0               | 0.00         | 60,000                   | 43,300             |
|       | <b>Total</b>  | <b>52</b>      | <b>51.50</b> | <b>52</b>       | <b>51.50</b> | <b>\$1,359,981</b>       | <b>\$1,398,025</b> |
|       | Adjustments:  |                |              |                 |              |                          |                    |
|       | County Contributions and Benefits                               |                |              |                 |              | \$ 388,137               | \$ 428,500         |
|       | Salary Settlement Costs   |                |              |                 |              | 84,128                   |                    |
|       | Special Payments  |                |              |                 |              | 0                        |                    |
|       | Salary Adjustments  |                |              |                 |              | 0                        |                    |
|       | Salary Savings  |                |              |                 |              | (51,703)                 | (35,149)           |
|       | <b>Total Adjustments</b>  |                |              |                 |              | <b>\$ 420,562</b>        | <b>\$ 393,351</b>  |
|       | <b>PROGRAM TOTALS:</b>  | <b>52</b>      | <b>51.50</b> | <b>52</b>       | <b>51.50</b> | <b>\$1,780,543</b>       | <b>\$1,791,376</b> |

PROGRAM: General Planning

# 5671

MANAGER: W. T. Healy

Department: Planning and Land Use

# 5650

Ref: 1985-86 Final Budget - Pg: 368

Authority: Government Code Section 65103 mandates the functions of a Planning Agency; Government Code Section 65300 mandates a General Plan; Government Code Section 65302 specifies mandated General Plan elements; Section 65350 specifies General Plan amendment procedures; Section 65400 mandates General Plan Implementation procedures; Section 65583 mandates content of Housing Elements; Section 65850 provides for zoning regulations; Section 65853 provides procedures for zoning hearings; Section 65860 mandates General Plan and zoning consistency; Section 66411 provides for subdivision regulations.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 1,522,162        | \$ 1,792,804        | \$ 2,171,335        | \$ 1,983,166        | \$ 2,198,678        |
| Services & Supplies       | 91,151              | 129,051             | 382,821             | 291,210             | 376,700             |
| Other Charges             | 0                   | 0                   | 522                 | 0                   | 0                   |
| Fixed Assets              | 0                   | 1,615               | 0                   | 0                   | 0                   |
| Vehicles/Comm Equip       | 0                   | 0                   | 0                   | 0                   | 0                   |
| Operating Transfers       | 0                   | 5,000               | 0                   | 0                   | 0                   |
| Less Reimbursements       | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,613,313</b> | <b>\$ 1,928,470</b> | <b>\$ 2,554,678</b> | <b>\$ 2,274,376</b> | <b>\$ 2,575,378</b> |
| <b>FUNDING</b>            | <b>\$ (222,802)</b> | <b>\$ (285,245)</b> | <b>\$ (128,372)</b> | <b>\$ (290,000)</b> | <b>\$ (315,000)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 1,390,511</b> | <b>\$ 1,643,225</b> | <b>\$ 2,426,306</b> | <b>\$ 1,984,376</b> | <b>\$ 2,260,378</b> |
| <b>STAFF YEARS</b>        | <b>37.80</b>        | <b>48.75</b>        | <b>59.96</b>        | <b>48.60</b>        | <b>53.50</b>        |

PROGRAM DESCRIPTION:

San Diego County is responsible by State law for planning, zoning and development review in the unincorporated area. These responsibilities are met by the adoption and maintenance of a comprehensive, County-wide general plan and twenty-three separate sub-regional plans, in addition to Zoning Ordinances, Subdivision Ordinances and other implementing policies and programs prepared by the Department of Planning and Land Use. These plans, associated environmental reviews, and implementation tools provide for orderly population growth and the accompanying physical development of the unincorporated areas, while maintaining a reasonable balance between land development and the conservation of physical resources. The Planning Program includes six distinct "activity" levels: Activity One, Regional and Community Planning, includes the General Plan, Community Plans, Transportation Plans, Energy and Communication programs and related Environmental Analysis. Activity Two, Plan Implementation, includes preparation of various codes and programs necessary to implement adopted plans. Activity Three, Special Projects, includes specific project planning and special studies. Activity Four, Facility Planning, coordinates the various special districts and insures planned provision of services and infrastructure. Activity Five, Economics/Demographic Analysis provides economic analysis of planning decisions on land owners, developers, government and society. Demographic analysis produces State mandated population estimates, pursuant to SB90, which are used to determine State subvention allocations. Activity Six, Graphics, provides graphics support to General Planning and Regulatory Planning activities.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Salaries and benefits were adjusted to reflect the transfer of an Analyst IV from General Planning to Administration. The staff years also reflect the change. Actual Salaries and Benefits were higher than budgeted primarily for two reasons: (1) salary savings were not realized because of nearly full staffing levels since July 1, 1985; and (2) the use of student workers to do a major portion of the community plan updates.

An appropriation of \$62,000 was added mid-year to Services and Supplies to fund the revised Planning Work Program. The remaining \$29,600 increase in services and supplies was for cartographic services, external contracts, and other miscellaneous accounts.

Actual revenue was less than budget primarily due to the late submittal of the Otay Ranch General Plan Amendment.

Actual staff years were up due to the use of student workers to do community plan updates and contract temporary extra help employees.

1986-87 OBJECTIVES:Regional and Community Planning

Several adjustments were made within the total program to accommodate existing workload within this Activity Area. The Community Plan Update Program, as approved by the Board of Supervisors on July 10, 1985, will require additional staffing for FY86-87. An anticipated reduction in the number of General Plan Amendments, due to incorporations and GPA moratoriums on update areas, will help off-set those increases. Existing Circulation Element staffing has been shifted to "traffic studies," and the Environmental Analysis staff is now separately delineated. Overall, workload in this activity area is directly proportional to the planning projects and programs approved in the Work Program. The adopted budget authorizes one or two Regional Plan Elements be updated each year. This is similar to the review cycle process approved for the Individual Sub-Regional Plan Areas.

Plan Implementation

Zoning Implementation decreases to a "maintenance" level due to completion of County-wide rezoning for plan consistency. Workload for Community Design Implementation may be substituted. This will permit staff assistance to the individual communities which have adopted Design Review Guidelines. Overall, workload is fairly constant with past years in this Activity Area.

Special Projects

Special Projects was reorganized to incorporate three current projects previously allocated to other activity areas (Otay Mesa Plan, Otay Ranch, and North City Sphere Study (NCSS)). Staffing for both Otay Ranch and NCSS has been marginally decreased from earlier projections. The I-15 Corridor Study has been zero budgeted, with any remaining work (GPA and Rezone) transferred to Activity Areas 'A' and 'B'.

Local Coastal Program (LCP) amendments are now "routine" items following the County's LCP certification, and thus, its staffing has been reduced and shifted to Activity Area 'B'. "Board referrals" has been added, in keeping with actual workload in this area over the previous years.

Facilities

Facility Planning is primarily concerned with working with the County's 100 special districts to ensure facilities are available when development occurs. During FY 86-87 special emphasis will be placed on working with school and fire districts in order to assist them with facility financing problems. In addition this unit is involved with government structure activities, the County's Off-Highway Vehicle site acquisition effort and property tax negotiations with cities and special districts.

Economic/Demographics

This project provides economic and demographic analysis of planning decisions on landowners, developers, government and society. Major economic analysis projects during FY 1986-87 include market analyses and fiscal analysis for the community plan update process, support to the Economic Development/Revitalization project approved by the Board for Spring Valley, and market studies for the I-15 Corridor project. In addition, staff will continue work on several on-going projects including the Land Use Information System, the Vacant Land Inventory, Monthly Economic Indicators and the Economic Roundtable. Major demographic analysis projects include the state mandated population estimates which are used to determine state subvention allocations, and preparation for the 1990 Census.

Objectives for FY 86-87 are to complete the work program listed under Performance Indicators. This program contains a summary list of activities and estimated staff years. Within the last two years, 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. The work program meets this objective of maintaining and improving service to the citizens of the region.

1986-87 ADOPTED BUDGET:

The General Planning Program is comprised of six sub-program activities: Facilities, Economic/Demographics, Graphics, Regional and Community Planning, Plan Implementation, and Special Projects. They are all Mandated/Discretionary Service Level activities and important changes from the 1985-86 Budget are listed below.

1. Facilities (8.00 SY; E-\$395,328; R-\$ 0)

Is primarily concerned with working with the County's one hundred special districts to ensure facilities are available when development occurs. It is not a revenue producing activity. Changes include:

- o Annualized an assistant planner position (\$27,950).

2. Economic/Demographic (3.50 SY; E-\$194,188; R-\$ 0)

Provides economic and demographic analysis of planning decisions on landowners, developers, government and society. It is not a revenue producing activity. Changes include:

- o Trading a Land Use Economist position for an Analyst IV position (\$3,117).

3. Graphics (3.00 SY; E-\$115,691; R-\$ 0)

Provides graphic work for the Department and Board of Supervisors, and coordinates with the Public Works Department for cartographic services. It is not a revenue producing activity. Changes include:

- o Added a Graphic Artist to handle increased workload (\$29,120).

4. Regional and Community Planning (22.50 SY; E-\$1,138,565; R-\$315,000)

Provides regional and community plan updates and conducts special studies. It is 28% offset by program revenue. Changes include:

- o Added \$95,000 Salaries and Benefits for funding of Regional Growth and Planning Review Task Force comprised of 0.5 staff years Chief, DPLU, 1.5 staff years Associate Planner, and 0.5 staff years Senior Clerk.
- o Added \$10,000 for services and supplies in support of above task force.
- o Included \$25,000 in SANDAG revenue for Regional Growth and Planning Review Task Force.
- o Annualized an associate planner position (\$31,800).

5. Plan Implementation (10.00 SY; E-\$500,049; R-\$ 0)

Provides zoning implementation, ordinance amendments and regional plan implementation. It is not a revenue producing activity. Changes include:

- o Increased services and supplies by \$50,000 for Board-directed studies and \$54,000 for cartographic services.
- o Maintaining 10.00 staff years.

6. Special Projects (4.00 SY; E-\$231,557; R-\$ 0)

Handles special projects such as the Otay Mesa Plan, Otay Ranch and the San Diego River Plan. It is not a revenue producing activity. There are no changes.

- o Maintaining 4.00 staff years.

NOTE: The management portion of the staff years has not been allocated to the subprogram activities, but the expenditures have been allocated.



REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| Fees                     | <u>\$ 128,372</u>         | <u>\$ 290,000</u>           | <u>\$ 315,000</u>          | <u>\$ 25,000</u>                          |
| Total                    | <u>\$ 128,372</u>         | <u>\$ 290,000</u>           | <u>\$ 315,000</u>          | <u>\$ 25,000</u>                          |

## Explanation/Comments:

Actual for FY 1985-86 is less than budgeted due primarily to a delayed application on the Otay Ranch General Plan Amendment which has been rebudgeted in FY 1986-87.

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>Total Cost</u> |
|-------------|-----------------|-------------------|
| None        |                 |                   |

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

| <u>Item</u> | <u>Quantity</u> | <u>Total Cost</u> |
|-------------|-----------------|-------------------|
| None        |                 |                   |

PERFORMANCE INDICATORS

Program: General Planning

Department: Planning and Land Use

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|                                  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual      | 1985-86<br>Budget | 1986-87<br>Adopted |
|----------------------------------|-------------------|-------------------|------------------------|-------------------|--------------------|
| <u>ACTIVITY A:</u>               |                   |                   |                        |                   |                    |
| REGIONAL AND COMMUNITY PLANNING  |                   |                   |                        |                   |                    |
| <u>% of Resources</u>            |                   |                   |                        |                   |                    |
| 42%                              |                   |                   |                        |                   |                    |
| Community Plan Updates           |                   |                   | 4.5                    |                   | 4.5                |
| Board of Supervisor Referrals    |                   |                   | 0.7                    |                   | 1.0                |
| General Plan Information         |                   |                   | 1.0                    |                   | 1.0                |
| General Plan Amendments          |                   |                   | 5.1                    |                   | 3.0                |
| Community Planning Group Liaison |                   |                   | 1.5                    |                   | 1.5                |
| BLM Land Review                  |                   |                   | 0.1                    |                   | 0.1                |
| Legislation                      |                   |                   | 0.2                    |                   | 0.2                |
| Regional Coordination/SANDAG     |                   |                   | 0.2                    |                   | 0.2                |
| Advisory Board                   |                   |                   | 0.3                    |                   | 0.3                |
| Traffic Studies                  |                   |                   | 1.7                    |                   | 2.7                |
| Energy Programs                  |                   |                   | 0.3                    |                   | 0.3                |
| Telecommunications               |                   |                   | 0.0                    |                   | 0.2                |
| Growth Management Program        |                   |                   | 0.0                    |                   | 2.5                |
| Environmental Analysis           |                   |                   | <u>(Incl. w/proj.)</u> |                   | <u>3.0</u>         |
| Total Staff Years                |                   |                   | 15.6                   |                   | 20.5               |
| <u>ACTIVITY B:</u>               |                   |                   |                        |                   |                    |
| PLAN IMPLEMENTATION              |                   |                   |                        |                   |                    |
| <u>% of Resources</u>            |                   |                   |                        |                   |                    |
| 20%                              |                   |                   |                        |                   |                    |
| Zoning Implementation            |                   |                   | 2.0                    |                   | 1.0                |
| Board of Supervisor Referrals    |                   |                   | 1.0                    |                   | 1.0                |
| Ordinance Amendments             |                   |                   | 2.3                    |                   | 2.0                |
| Housing Programs                 |                   |                   | 1.0                    |                   | 1.0                |
| Local Coastal Program            |                   |                   | 0.5                    |                   | 0.5                |
| Zoning Ordinance Review          |                   |                   | 0.8                    |                   | 0.5                |
| Regional Plan Implementation     |                   |                   | 2.0                    |                   | 2.0                |
| Design Standards                 |                   |                   | 0.3                    |                   | 0.5                |
| Community Planning Group Liaison |                   |                   | <u>0.5</u>             |                   | <u>0.5</u>         |
| Total Staff Years                |                   |                   | 10.4                   |                   | 9.0                |

PERFORMANCE INDICATORS

Program: General Planning

Department: Planning and Land Use

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|                               | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>ACTIVITY C:</u>            |                   |                   |                   |                   |                    |
| SPECIAL PROJECTS              |                   |                   |                   |                   |                    |
| <u>% of Resources</u>         |                   |                   |                   |                   |                    |
| 9%                            |                   |                   |                   |                   |                    |
| San Diego River Plan          |                   |                   | 0.5               |                   | 0.5                |
| Otay Mesa Plan                |                   |                   | 1.0               |                   | 1.0                |
| North City Sphere Study       |                   |                   | 0.7               |                   | 0.5                |
| Otay Ranch                    |                   |                   | 2.0               |                   | 1.5                |
| I-15 Corridor Study           |                   |                   | 0.5               |                   | 0.0                |
| Board of Supervisor Referrals |                   |                   | <u>0.0</u>        |                   | <u>0.5</u>         |
| Total Staff Years             |                   |                   | 4.7               |                   | 4.0                |
| <u>ACTIVITY D:</u>            |                   |                   |                   |                   |                    |
| FACILITIES                    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>         |                   |                   |                   |                   |                    |
| 16%                           |                   |                   |                   |                   |                    |
| 65402 Review                  |                   |                   | .5                |                   | .5                 |
| Government Structures         |                   |                   | 1.0               |                   | 1.0                |
| Groundwater Program           |                   |                   | 1.0               |                   | 1.0                |
| Property Tax Transfer         |                   |                   | .7                |                   | .7                 |
| Offshore Oil Drilling         |                   |                   | .3                |                   | .3                 |
| OHV Site Acquisition          |                   |                   | .5                |                   | .5                 |
| Sphere of Influence Studies   |                   |                   | .5                |                   | .5                 |
| Board Referrals               |                   |                   | .0                |                   | .0                 |
| Legislative Review            |                   |                   | .0                |                   | .0                 |
| Special District Liaison      |                   |                   | <u>1.5</u>        |                   | <u>1.5</u>         |
| Total Staff Years             |                   |                   | 6.0               |                   | 6.0                |
| <u>ACTIVITY E:</u>            |                   |                   |                   |                   |                    |
| ECONOMIC/DEMOGRAPHICS         |                   |                   |                   |                   |                    |
| <u>% of Resources</u>         |                   |                   |                   |                   |                    |
| 8%                            |                   |                   |                   |                   |                    |
| Economic Analysis             |                   |                   | 2.0               |                   | 2.5                |
| Demographic Analysis          |                   |                   | <u>.7</u>         |                   | <u>1.0</u>         |
| Total Staff Years             |                   |                   | 2.7               |                   | 3.5                |

Note: Resources do not add to 100% because the graphics support function does not have performance indicators.

STAFFING SCHEDULE

Program: General Planning

Department: Planning and Land Use

| Class | Title                                   | STAFF - YEARS |              |           |              | SALARY AND BENEFITS COST |                    |
|-------|---|---------------|--------------|-----------|--------------|--------------------------|--------------------|
|       |   | 1985-86       |              | 1986-87   |              | 1985-86                  | 1986-87            |
|       |   | Positions     | SY           | Positions | SY           | Budget                   | Adopted            |
| 2351  | Deputy Director, Planning and Land Use  | 2             | 1.50         | 2         | 1.50         | \$ 71,456                | \$ 75,252          |
| 3708  | Principal Transportation Specialist     | 1             | 1.00         | 1         | 1.00         | 47,731                   | 49,150             |
| 2414  | Analyst IV                              | 0             | 0.00         | 1         | 1.00         | 0                        | 39,465             |
| 2415  | Land Use Economist                      | 1             | 1.00         | 0         | 0.00         | 38,248                   | 0                  |
| 3520  | Chief, Planning Division                | 4             | 4.00         | 5         | 4.50         | 165,003                  | 194,487            |
| 3690  | Groundwater Geologist                   | 1             | 1.00         | 1         | 1.00         | 43,946                   | 44,619             |
| 3655  | Associate Transportation Specialist     | 2             | 2.00         | 2         | 2.00         | 68,316                   | 72,791             |
| 2413  | Analyst III                             | 1             | 1.00         | 1         | 1.00         | 33,338                   | 35,791             |
| 3550  | Senior Planner                          | 9             | 9.00         | 9         | 9.00         | 306,508                  | 311,449            |
| 3514  | Environmental Management Specialist III | 1             | 1.00         | 1         | 1.00         | 30,089                   | 35,433             |
| 3508  | Associate Planner                       | 11            | 10.10        | 13        | 12.50        | 288,919                  | 360,784            |
| 3515  | Environmental Management Specialist II  | 3             | 3.00         | 3         | 3.00         | 85,294                   | 91,893             |
| 2412  | Analyst II                              | 4             | 3.50         | 4         | 3.50         | 105,039                  | 111,991            |
| 3507  | Assistant Planner                       | 3             | 2.50         | 3         | 3.00         | 58,662                   | 75,945             |
| 3818  | Graphic Supervisor                      | 1             | 1.00         | 1         | 1.00         | 22,482                   | 25,029             |
| 3817  | Graphic Artist                          | 1             | 1.00         | 2         | 2.00         | 24,620                   | 48,100             |
| 2758  | Administrative Secretary III            | 1             | 1.00         | 1         | 1.00         | 21,422                   | 23,050             |
| 2757  | Administrative Secretary II             | 1             | 1.00         | 1         | 1.00         | 19,381                   | 20,547             |
| 3009  | Word Processing Operator                | 2             | 2.00         | 2         | 2.00         | 33,455                   | 37,199             |
| 2760  | Stenographer                            | 1             | 1.00         | 1         | 1.00         | 16,788                   | 17,792             |
| 2730  | Senior Clerk                            | 0             | 0.00         | 1         | 0.50         | 0                        | 7,957              |
| 2700  | Intermediate Clerk Typist               | 1             | 1.00         | 1         | 1.00         | 10,767                   | 14,944             |
|       | <b>Total</b>                            | <b>51</b>     | <b>48.60</b> | <b>56</b> | <b>53.50</b> | <b>\$1,491,464</b>       | <b>\$1,693,668</b> |
|       | Adjustments:                            |               |              |           |              |                          |                    |
|       | County Contributions and Benefits       |               |              |           |              | \$ 440,822               | \$ 547,855         |
|       | Salary Settlement Costs                 |               |              |           |              | 97,588                   |                    |
|       | Special Payments                        |               |              |           |              | 0                        |                    |
|       | Salary Adjustments                      |               |              |           |              | 11,835                   |                    |
|       | Salary Savings                          |               |              |           |              | (58,543)                 | (42,845)           |
|       | <b>Total Adjustments</b>                |               |              |           |              | <b>\$ 491,702</b>        | <b>\$ 505,010</b>  |
|       | <b>PROGRAM TOTALS:</b>                  | <b>51</b>     | <b>48.60</b> | <b>56</b> | <b>53.50</b> | <b>\$1,983,166</b>       | <b>\$2,198,678</b> |

PROGRAM: Administration

# 5651

MANAGER: Phil Steed

Department: Planning and Land Use

# 5650

Ref: 1985-86 Final Budget - Pg: 373

Authority: This program was developed to provide administrative support and management for the Department of Planning and Land Use

|                           | 1983-84<br>Actual  | 1984-85<br>Actual  | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|--------------------|--------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                    |                    |                   |                   |                    |
| Salaries & Benefits       | \$ 338,256         | \$ 411,436         | \$ 452,920        | \$ 506,182        | \$ 554,725         |
| Services & Supplies       | 133,054            | 168,769            | 161,406           | 73,500            | 87,100             |
| Other Charges             | 0                  | 0                  | 17,582            | 11,800            | 11,800             |
| Fixed Assets              | 0                  | 577                | 9,025             | 0                 | 52,211             |
| 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>\$ 471,310</b>  | <b>\$ 580,782</b>  | <b>\$ 640,933</b> | <b>\$ 591,482</b> | <b>\$ 705,836</b>  |
| <b>FUNDING</b>            | <b>\$ (25,875)</b> | <b>\$ (40,173)</b> | <b>\$ (200)</b>   | <b>\$ 0</b>       | <b>\$ 0</b>        |
| <b>NET COUNTY COSTS</b>   | <b>\$ 445,435</b>  | <b>\$ 540,609</b>  | <b>\$ 640,733</b> | <b>\$ 591,482</b> | <b>\$ 705,836</b>  |
| <b>STAFF YEARS</b>        | <b>9.60</b>        | <b>13.46</b>       | <b>14.20</b>      | <b>14.50</b>      | <b>15.00</b>       |

PROGRAM DESCRIPTION:

Citizens of San Diego County and applicants for various types of development and construction permits are entitled to receive the most effective, productive, efficient and convenient services possible for the dollars they pay in taxes and permit fees. To meet the need for these services, the County must hire proven professional program managers and administrators and must provide adequate administrative support personnel to ensure that budget, 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).

The Regional Urban Information System (RUIS) is managed through an annual work program which is approved by the RUIS Policy and Budget Committee consisting of the County Chief Administrative Officer and the City of San Diego City Manager. Staff support for the County is budgeted in the Planning and Land Use Administration Program at 2.0 staff years. Funding for the contract with the City of San Diego and the San Diego Data Processing Corporation is budgeted in the Codes Program under services and supplies at \$330,000. •

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Budgeted salaries and benefits and staff years were adjusted to reflect the transfer of an Analyst IV from General Planning to Administration. However, the actuals do not yet reflect this change.

Actual services and supplies costs were higher than budgeted because several Departmental expenses were paid by Administration to facilitate the timely payment of vendors, i.e., temporary contract help, equipment maintenance, etc.

Other Charges was also higher on copier equipment for the same reason.

A fixed asset purchase of a personal computer system was realized by Administration from a prior year encumbrance.

Actual staff years were down slightly due to an Analyst III position being vacant part of the year.

1986-87 OBJECTIVES:

1. To monitor revenues, expenditures and workloads on a weekly basis through the Department's Management Information System.
2. To complete implementation of initial stages of the RUIS System.
3. To provide research and analysis for the Department's special projects and prepare the Department budget.
4. To provide personnel services (payroll, employee services information, hiring, etc.) for Department employees.
5. To provide managerial support for Civil Service Commission investigations, disciplinary actions and grievance handling.
6. To provide internal and external training to meet the technical, non-technical and career development training requirements of the Department.
7. To provide Department purchasing services support, and to maintain and control expenditure records.
8. To provide building and equipment maintenance coordination and service.
9. To conduct a thorough analysis of all fees and make appropriate recommendations to the CAO and Board of Supervisors.

1986-87 ADOPTED BUDGET:

This program includes two sub-program activities, Department Administration and Regional Urban Information System (RUIS). Both activities are Discretionary/Discretionary Service level and neither are revenue producing activities. Important changes from 1985-86 Budget are listed below.

1. Department Administration (13.00 SY; E-\$583,379; R-0)

Includes program management, budgeting, accounting, personnel, payroll and procurement of services and supplies. Changes include:

- o Traded 0.5 staff years of an Administrative Secretary III for 0.5 staff years of a Department Training Coordinator to manage the Department's training activities (\$2,639).
- o Added two micro-computer systems to be used by all staff for data analyses (\$18,500).
- o Added to the word processing equipment to meet the Department's needs for efficiency, memory capability and responsiveness (\$28,700).

2. Regional Urban Information System (RUIS) (2.00 SY; E-\$122,457; R-0)

Manages an annual work program which is approved by the RUIS Policy and Budget Committee. Changes include:

- o Data entry services needed by the RUIS work program which EDP Services cannot provide to support the building permit issuance system (\$30,000) and budgeting it in the Codes Program.
- o Annualized the Assistant Planner position (\$18,100).

PROGRAM: Administration

# 5651

MANAGER: Phil Steed

REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| None                     | \$ 200                    | \$ 0                        | \$ 0                       | \$ 0                                      |
| Total                    | \$ 200                    | \$ 0                        | \$ 0                       | \$ 0                                      |

Explanation/Comments:

FIXED ASSETS:

| <u>Item</u>                                     | <u>Quantity</u> | <u>Total Cost</u> |
|---|-----------------|-------------------|
| 85 Megabyte Disk Drive<br>and all accessories.  | 1               | \$11,000          |
| CMU and Manager Station<br>and all accessories. | 1               | \$17,703          |
| Micro-computer System                           | 2               | \$18,508          |
| Freight   |                 | \$ 5,000          |
| Total   |                 | \$52,211          |

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

| <u>Item</u> | <u>Quantity</u> | <u>Total Cost</u> |
|-------------|-----------------|-------------------|
| None        |                 |                   |



PERFORMANCE INDICATORS

Program: Administration

Department: Planning and Land Use

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|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

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ACTIVITY A: DEPARTMENT ADMINISTRATION

% of Resources

83%

Workload

N/A

Efficiency

|   |      |      |         |         |      |
|---|------|------|---------|---------|------|
| Analyst Staff/<br>Department Staff Ratio    | 1:37 | 1:35 | 1:36(a) | 1:38(a) | 1:37 |
| % Overhead Direct Cost/<br>Department Total | 8%   | 8%   | 7%      | 7%      | 7.7% |

(a) The ratio of Analyst staff to Department staff reflects 0.5 staff years for an unbudgeted Department Training Officer funded through salary savings.

ACTIVITY B: REGIONAL URBAN INFORMATION SYSTEM (RUIS)

% of Resources

17%

|                          |     |        |        |        |        |
|--------------------------|-----|--------|--------|--------|--------|
| Professional Staff Years | 1.0 | 1.8(b) | 2.0(b) | 1.5(b) | 2.0(b) |
|--------------------------|-----|--------|--------|--------|--------|

(b) In FY 84-85 extra help was used for 0.8 staff years. In FY 85-86 a half-time position was budgeted and extra help was used for 0.5 staff years. In FY 86-87 the half-time position will be annualized.

STAFFING SCHEDULE

Program: Administration

Department: Planning and Land Use

| Class | Title                                  | STAFF - YEARS |              |           |              | SALARY AND BENEFITS COST |                   |
|-------|--|---------------|--------------|-----------|--------------|--------------------------|-------------------|
|       |  | 1985-86       |              | 1986-87   |              | 1985-86                  | 1986-87           |
|       |  | Positions     | SY           | Positions | SY           | Budget                   | Adopted           |
| 2137  | Director, Planning and Land Use        | 1             | 1.00         | 1         | 1.00         | \$ 63,198                | \$ 66,357         |
| 2420  | Deputy Director, Planning and Land Use | 0             | 0.50         | 0         | 0.50         | 22,524                   | 24,255            |
| 2414  | Analyst IV                             | 1             | 1.00         | 1         | 1.00         | 41,201                   | 42,449            |
| 2413  | Analyst III                            | 1             | 1.00         | 2         | 1.00         | 34,764                   | 33,263            |
| 2469  | Departmental EDP Coordinator           | 1             | 1.00         | 1         | 1.00         | 30,112                   | 36,958            |
| 2303  | Administrative Assistant II            | 3             | 3.00         | 3         | 2.50         | 84,186                   | 77,148            |
| 2412  | Analyst II                             | 0             | 0.00         | 1         | 1.00         | 0                        | 27,377            |
| 3507  | Assistant Planner                      | 1             | 0.50         | 1         | 1.00         | 11,001                   | 26,061            |
| 4024  | Librarian II                           | 1             | 0.50         | 1         | 0.50         | 11,996                   | 12,472            |
| 2758  | Administrative Secretary III           | 1             | 1.00         | 1         | 0.50         | 21,422                   | 11,481            |
| 3008  | Senior Word Processing Operator        | 1             | 1.00         | 1         | 1.00         | 19,563                   | 20,735            |
| 2511  | Senior Payroll Clerk                   | 1             | 1.00         | 1         | 1.00         | 18,437                   | 19,541            |
| 2493  | Intermediate Account Clerk             | 2             | 2.00         | 2         | 2.00         | 28,630                   | 30,219            |
| 2700  | Intermediate Clerk/Typist              | 1             | 1.00         | 1         | 1.00         | 14,884                   | 15,788            |
|       | <b>Total</b>                           | <b>15</b>     | <b>14.50</b> | <b>17</b> | <b>15.00</b> | <b>\$ 401,918</b>        | <b>\$ 444,104</b> |
|       | Adjustments:                           |               |              |           |              |                          |                   |
|       | County Contributions and Benefits      |               |              |           |              | \$ 105,802               | \$ 122,177        |
|       | Salary Settlement Costs                |               |              |           |              | 20,191                   |                   |
|       | Special Payments                       |               |              |           |              | 0                        |                   |
|       | Salary Adjustments                     |               |              |           |              | (8,699)                  |                   |
|       | Salary Savings                         |               |              |           |              | (13,030)                 | (11,556)          |
|       | <b>Total Adjustments</b>               |               |              |           |              | <b>\$ 104,264</b>        | <b>\$ 110,621</b> |
|       | <b>PROGRAM TOTALS:</b>                 | <b>15</b>     | <b>14.50</b> | <b>17</b> | <b>15.00</b> | <b>\$ 506,182</b>        | <b>\$ 554,725</b> |

PROGRAM: Fish and Wildlife Advisory Commission # 75802

MANAGER: Pat Lettieri

Department: Planning and Land Use

# 4800

Ref: 1985-86 Final Budget - Pg: 167

Authority: This program was developed to implement State Fish and Game Code Section 13100 et. seq. and County Ordinance Administrative Code Section 265 which provide for the establishment of a County Fish and Wildlife Advisory Commission whose responsibility is to review and approve proposed projects designed to improve the propagation and conservation of fish and wildlife in the County.

|                           | 1983-84<br>Actual  | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget  | 1986-87<br>Adopted          |
|---------------------------|--------------------|--------------------|--------------------|--------------------|-----------------------------|
| <b>COSTS</b>              |                    |                    |                    |                    |                             |
| Salaries & Benefits       | \$ 0               | \$ 0               | \$ 0               | \$ 0               | \$ 0                        |
| Services & Supplies       | 44,147             | 34,102             | 25,443             | 31,100             | 3,000                       |
| Other Charges (1)         | 0                  | 0                  | 0                  | 0                  | 27,000                      |
| Fixed Assets              | 0                  | 11,783             | 0                  | 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>\$ 44,147</b>   | <b>\$ 45,885</b>   | <b>\$ 25,443</b>   | <b>\$ 31,100</b>   | <b>\$ 30,000</b><br>(-4%)   |
| <b>FUNDING (2)</b>        | <b>\$ (33,145)</b> | <b>\$ (27,173)</b> | <b>\$ (25,372)</b> | <b>\$ (31,100)</b> | <b>\$ (30,000)</b><br>(-4%) |
| <b>NET FUND COSTS</b>     | <b>\$ 11,002</b>   | <b>\$ 18,712</b>   | <b>\$ 71</b>       | <b>\$ 0</b>        | <b>\$ 0</b><br>(0%)         |
| <b>STAFF YEARS</b>        | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>           | <b>0</b>                    |

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. In practice the Commission makes grants to non-County governmental agencies, non-profit organizations, educational institutions, for-profit organizations and individuals.

Fines are being credited to the special fund at a projected annual rate of \$23,150 during FY 85-86. \$30,000 is projected for FY 86-87 because violations of the Fish and Game laws are unpredictable and the amount of fines to be levied is totally subject to the discretion of the courts.

(1) Auditor's Instructions direct use of this account for FY 86-87.

(2) Funding consists of: Fines - \$30,000.

PUBLIC ADMINISTRATOR

|  | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Fiduciary Services                       | \$ <u>971,515</u>               | \$ <u>1,075,315</u>             | \$ <u>1,238,802</u>             | \$ <u>1,302,614</u>             | \$ <u>1,519,118</u>              | \$ <u>216,504</u>                                     | <u>16.6</u>               |
| Total Direct Costs                       | \$ 971,515                      | \$ 1,075,315                    | \$ 1,238,802                    | \$ 1,302,614                    | \$ 1,519,118                     | \$ 216,504  | 16.6                      |
| Less Funding                             | \$ <u>(1,039,354)</u>           | \$ <u>(1,108,372)</u>           | \$ <u>(1,248,451)</u>           | \$ <u>(1,246,933)</u>           | \$ <u>(1,504,932)</u>            | \$ <u>(257,999)</u>                                   | <u>20.7</u>               |
| Net County Costs<br>(Without External's) | \$ (67,839)                     | \$ (33,057)                     | \$ (9,649)                      | \$ 55,681                       | \$ 14,186                        | \$ (41,495)   | (75.0)                    |
| Staff Years                              | 35.00                           | 36.21                           | 39.04                           | 41.25                           | 43.25                            | 2.00  | 4.8                       |

PROGRAM: FIDUCIARY SERVICES

# 19004

MANAGER: JEANNE MCBRIDE

Department: PUBLIC ADMINISTRATOR

# 2050

REF: 1985-86 Final Budget - Pg: 378

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 27440 and 27462; and Board of Supervisors Policy E-7.

Mandated: This program has two main activities: (1) Decedent Services, which is mandated, comprises approximately 65 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 35 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.

|                                      | 1983-84<br>Actual           | 1984-85<br>Actual           | 1985-86<br>Actual           | 1985-86<br>Budget           | 1986-87<br>Adopted          |
|--------------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>COSTS</b>                         |                             |                             |                             |                             |                             |
| Salaries & Benefits                  | \$ 915,412                  | \$ 1,007,434                | \$ 1,160,617                | \$ 1,209,444                | \$ 1,267,418                |
| Services & Supplies                  | 22,558                      | 28,413                      | 31,155                      | 28,975                      | 50,800                      |
| Other Charges -<br>Indigent Burials  | 33,545                      | 35,507                      | 33,931                      | 40,000                      | 200,900                     |
| Fixed Assets<br>(Fiduciary Services) | 0                           | 3,961                       | 13,099                      | 14,695                      | 0                           |
| Vehicles/Comm. Equip.                | 0                           | 0                           | 0                           | 9,500                       | 0                           |
| Less Reimbursements                  | 0                           | 0                           | 0                           | 0                           | 0                           |
| <b>TOTAL DIRECT COSTS</b>            | <b>\$ 971,515</b>           | <b>\$ 1,075,315</b>         | <b>\$ 1,238,802</b>         | <b>\$ 1,302,614</b>         | <b>\$ 1,519,118</b>         |
| <b>FUNDING</b>                       | <b><u>\$(1,039,354)</u></b> | <b><u>\$(1,108,372)</u></b> | <b><u>\$(1,248,451)</u></b> | <b><u>\$(1,246,933)</u></b> | <b><u>\$(1,504,932)</u></b> |
| <b>NET COUNTY COSTS</b>              | <b>\$ (67,839)</b>          | <b>\$ (33,057)</b>          | <b>\$ (9,649)</b>           | <b>\$ 55,681</b>            | <b>\$ 14,186</b>            |
| <b>STAFF YEARS</b>                   | <b>35.00</b>                | <b>36.21</b>                | <b>39.04</b>                | <b>41.25</b>                | <b>43.25</b>                |

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.

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.

PROGRAM DESCRIPTION: (Continued)

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 over \$20 million. All program functions are performed by County employees.

1985-86 ACTUAL:

The reduction in Salaries and Benefits between 1985-86 Budget and 1985-86 Actual is primarily a result of salary savings which accrued from delays in filling vacated positions.

1986-87 OBJECTIVES:

1. To increase revenue from pooled estate savings accounts by \$72,000 as a result of automation.
2. To hold three or more real estate sales.
3. To increase the average value of monthly estate property sales to \$40,000.
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.

1986-87 ADOPTED BUDGET:

Since Fiscal Year 1981-82, the department's workload has been increasing at a significant rate. The caseload is projected to continue to increase in Fiscal Year 1986-87 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 services. In addition, cases have become much more complex and time consuming to administer as a result of changes in lifestyle, morals, attitudes, laws, and diversification in investment portfolios and assets. Finally, because of the department's demonstrated competence in handling large, exceedingly complex estates, the Court, attorneys, and families are continually referring a greater number of these type cases to the Public Administrator. For example, recently the Court appointed the Public Administrator to act as the special administrator for two such estates. Besides the usual assets, these estates involve the management of a large dairy farm and an employment agency.

This budget contains partial funding for the department's new automation system. This system is expected to increase significantly the efficiency and effectiveness of the estate administration process and provide for greater flexibility in investing pooled estate funds, thus increasing interest earnings and revenue to the General Fund.

One additional Supervising Deputy Public Administrator/Guardian position and one additional Deputy Public Administrator/Guardian II position are budgeted to assist with the increasing workload and the more complex cases being administered by the department. The Supervising Deputy Public Administrator/Guardian position will be used to accomplish a variety of complex programmatic and administrative functions such as estate inventories, handling stocks and bonds, quality control, budget, reports, studies, and special projects. The Deputy Public Administrator/Guardian II position will augment Decedent Services staff in handling the 2,708 cases projected for the year - an increase of 393 since Fiscal Year 1983-84. Without this additional staff, critical estate functions could not be performed in a timely, efficient manner which could result in excessive delays in estate settlement and in the receipt of revenue from fees and commissions since these are not received until estate closings. Delays that cannot be justified to the Court could also result in surcharges (deductions from statutory fees).

1986-87 ADOPTED BUDGET (Continued)

Important changes from 1985-86 budget for the two major activities of this program are summarized below:

1. DECEDENT SERVICES (27.8 staff years; E \$995,705; R \$1,086,812) including administrative, legal, accounting, and property management support personnel, is:
  - Expected to expend approximately \$158,000 more than 1985-86 Budget. This increased expenditure will result primarily from allocation to Decedent Services of the cost of one additional Deputy Public Administrator/Guardian II position and its proportionate share of the cost of the new Supervising Deputy Public Administrator/Guardian position, fiscal year funding for the new automation system, and the increase in Services and Supplies to support automation.
  - Increasing its caseload and expected to handle 2,708 cases in Fiscal Year 1986-87, up 133 from 1985-86 Budget.
  - Handling more large, complex cases.
  - Expected to earn approximately \$157,000 more in revenue than in 1985-86 Budget. This increase is expected to occur primarily from automation of the estate accounting system, which will provide more flexibility in investing estate funds and result in higher interest earnings from pooled accounts than would otherwise accrue from a manual accounting system, and from increased estate administration and legal fees resulting from the greater number of cases and from the large, complex cases projected to be handled during the year.
2. CONSERVATORSHIP SERVICES (15.45 staff years; E \$523,413; R \$418,120), including administrative, legal, accounting, and property management support personnel, is:
  - Expected to expend approximately \$58,000 more than 1985-86 Budget. This increased expenditure will result primarily from allocation to Conservatorship Services of its proportionate share of the cost for the new Supervising Deputy Administrator/Guardian position, fiscal year funding for the new automation system, and the increase in Services and Supplies to support automation.
  - Increasing its caseload and expected to handle 648 cases in 1986-87, up seven from 1985-86 Budget.
  - Expected to earn approximately \$101,000 more in revenue than in 1985-86 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 automation of the estate accounting system which should provide higher interest earnings from the pooled investment of estate funds.

REVENUE BY SOURCE:

Projected Fiscal Year 1986-87 program revenue by source and a comparison with 1985-86 Actual and 1985-86 Budgeted revenue appear below:

| <u>SOURCE OF REVENUE</u>      | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|-------------------------------|---------------------------|-----------------------------|----------------------------|---------------------------------------|
| Estate Administration         | \$ 717,000                | \$ 727,000                  | \$ 834,932                 | \$ 107,932                            |
| Investment Interest           | 197,000                   | 190,000                     | 262,000                    | 72,000                                |
| Indigent Burial Cost Recovery | 8,000                     | 4,933                       | 8,000                      | 3,067                                 |
| Legal Services*               | <u>325,000</u>            | <u>325,000</u>              | <u>400,000</u>             | <u>75,000</u>                         |
| TOTAL                         | \$ 1,247,000              | \$ 1,246,933                | \$ 1,504,932               | \$ 257,999                            |

(\* These revenues are reflected in the Line Item Budget for County Counsel.)

REVENUE BY SOURCE: (Continued)

Over the past several years, revenue has been steadily increasing in this program primarily as a result of: (1) a significantly higher case load, (2) vigorous efforts by the Department to achieve full cost recovery, (3) approval by the Court of charges for real estate and other extraordinary services, (4) increasing referral to the Department by the Court, attorneys, and families of large, complex cases with the potential for excellent fees, and (5) legislative changes. This trend is expected to continue in Fiscal Year 1986-87. Additionally, it is expected that implementation of the new automation system will generate more revenue during the year by providing the department with greater flexibility in the investment of pooled estate funds (i.e., the ability to move funds quickly to those financial institutions paying the best interest rate and to compute interest earnings by individual estate) and thus realize more interest earnings.

Significant columnar differences in the above chart are explained below:

- The increase in estate administration revenue for 1986-87 Adopted is projected because of: (1) the higher number of cases expected to be handled during the year, (2) the referral of larger cases with higher potential fees, (3) the accomplishment of more annual accountings of conservatorship cases, (4) the improving real estate market, and (5) the addition of two Deputy public Administrator/Guardian positions which will enable the department to accomplish its caseload in a timely manner consistent with Court direction and legal requirements.
- The increase in investment interest revenue for 1986-87 Adopted is projected to occur as a result of the new automation system as explained in the first paragraph above.
- Revenue from Legal Services is expected to increase in 1986-87 as a result of the higher caseload 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.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None



PERFORMANCE INDICATORS

Program: FIDUCIARY SERVICES

Department: PUBLIC ADMINISTRATOR

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Decedent Services</b>            |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                           | 63%               | 66%               | 64%               | 64%               | 65%                |
| <u>Workload</u>                                 |                   |                   |                   |                   |                    |
| Total Cases                                     | 2,315             | 2,464             | 2,498             | 2,575             | 2,708              |
| <u>Efficiency</u>                               |                   |                   |                   |                   |                    |
| Unit Costs: Dollar<br>Cost Per Case Year        | 264               | 292               | 335               | 310               | 368                |
| Productivity: Number<br>of Cases per Staff Year | 105               | 103               | 98                | 101               | 97                 |
| <u>Effectiveness</u>                            |                   |                   |                   |                   |                    |
| Average Open Time<br>per Case in Months         | 14.1              | 14.1              | 13.3              | 13.8              | 13.1               |
| <b>ACTIVITY B: Conservatorship Services</b>     |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                           | 37%               | 34%               | 36%               | 36%               | 35%                |
| <u>Workload</u>                                 |                   |                   |                   |                   |                    |
| Total Cases                                     | 620               | 633               | 662               | 640               | 648                |
| <u>Efficiency</u>                               |                   |                   |                   |                   |                    |
| Unit Costs: Dollar<br>Cost Per Case Year        | 580               | 585               | 703               | 701               | 808                |
| Productivity: Number<br>of Cases per Staff Year | 48                | 51                | 42                | 41                | 42                 |
| <u>Effectiveness</u>                            |                   |                   |                   |                   |                    |
| Average Open Time<br>per Case in Months         | 60                | 60                | 58                | 60                | 56                 |

## STAFFING SCHEDULE

Program: Fiduciary Services

Department: Public Administrator

| Class             | Title  | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                 |
|-------------------|--|----------------|-------|-----------------|-------|--------------------------|-----------------|
|                   |  | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86 Budget           | 1986-87 Adopted |
|                   |  | Positions      | S.Y.  | Positions       | S.Y.  |                          |                 |
| 2158              | Public Administrator                             | 1              | 1.00  | 1               | 1.00  | \$ 51,077                | \$ 54,433       |
| 2302              | Administrative Assistant III                     | 1              | 1.00  | 1               | 1.00  | 34,764                   | 35,791          |
| 2505              | Senior Accountant                                | 1              | 1.00  | 1               | 1.00  | 32,265                   | 34,911          |
| 5605              | Estate Property Manager                          | 1              | 1.00  | 1               | 1.00  | 27,627                   | 28,461          |
| 3637              | Supervising Deputy Public Administrator/Guardian | 2              | 2.00  | 3               | 3.00  | 55,254                   | 80,821          |
| 5600              | Deputy Public Administrator/Guardian             | 10             | 10.00 | 11              | 11.00 | 243,339                  | 274,092         |
| 2758              | Administrative Secretary III                     | 1              | 1.00  | 1               | 1.00  | 21,422                   | 23,050          |
| 2645              | Senior Estate Mover                              | 2              | 2.00  | 2               | 2.00  | 41,188                   | 44,804          |
| 3935              | Legal Assistant                                  | 1              | 1.00  | 1               | 1.00  | 21,778                   | 22,741          |
| 2745              | Supervising Clerk                                | 1              | 1.00  | 1               | 1.00  | 18,212                   | 20,857          |
| 2762              | Legal Secretary I                                | 2              | 2.00  | 2               | 2.00  | 38,912                   | 40,987          |
| 2403              | Accounting Technician                            | 1              | 1.00  | 1               | 1.00  | 17,617                   | 19,280          |
| 2671              | Estate Mover                                     | 4              | 4.00  | 4               | 4.00  | 71,208                   | 73,837          |
| 2510              | Senior Account Clerk                             | 3              | 3.00  | 3               | 3.00  | 51,684                   | 55,941          |
| 2760              | Stenographer                                     | 2              | 2.00  | 2               | 2.00  | 29,788                   | 33,070          |
| 2493              | Intermediate Account Clerk                       | 5              | 5.00  | 5               | 5.00  | 73,894                   | 76,914          |
| 2730              | Senior Clerk                                     | 0              | 0.00  | 0               | 0.00  | 0                        | 0               |
| 2700              | Intermediate Clerk Typist                        | 3              | 3.00  | 3               | 3.00  | 40,952                   | 41,818          |
|                   | Temporary Extra Help                             | .25            | 0.25  | .25             | 0.25  | 2,500                    | 6,000           |
|                   | TOTAL  | 41.25          | 41.25 | 43.25           | 43.25 | \$ 873,481               | \$ 967,808      |
| Adjustments:      |  |                |       |                 |       |                          |                 |
|                   | County Contributions and Benefits                |                |       |                 |       | \$ 302,267               | \$ 322,045      |
|                   | Salary Settlement Costs                          |                |       |                 |       | 55,681                   | 0               |
| Special Payments: |  |                |       |                 |       |                          |                 |
|                   | Overtime (time and one-half cash)                |                |       |                 |       | 500                      | 2,000           |
|                   | Premium Pay                                      |                |       |                 |       | 1,040                    | 1,880           |
|                   | Salary Adjustments                               |                |       |                 |       | 0                        | 3,774           |
| Salary Savings    |  |                |       |                 |       | (23,525)                 | (30,089)        |
|                   | Total Adjustments                                |                |       |                 |       | \$ 335,963               | \$ 299,610      |
| PROGRAM TOTALS:   |  | 41.25          | 41.25 | 43.25           | 43.25 | \$1,209,444              | \$1,267,418     |

DEPARTMENT OF PUBLIC WORKS

|  | <u>1983-84<br/>Actual</u> | <u>1984-85<br/>Actual</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> | <u>%<br/>Change</u> |
|--|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---|---------------------|
| Roads  | \$24,791,390              | \$22,527,718              | \$28,240,398              | \$29,845,557              | \$38,573,847               | \$ 8,728,290                              | 29                  |
| Support to Dependent<br>County Entities/<br>Enterprise Funds | 8,923,028                 | 8,750,021                 | 8,398,223                 | 10,137,068                | 8,612,293                  | (1,524,775)                               | (15)                |
| Support to<br>Independent<br>Entities                        | 5,085,200                 | 3,671,506                 | 3,889,344                 | 4,802,937                 | 4,047,021                  | (755,916)                                 | (16)                |
| Department Overhead  | <u>3,732,668</u>          | <u>3,450,474</u>          | <u>3,317,287</u>          | <u>4,274,028</u>          | <u>5,727,869</u>           | <u>1,453,841</u>                          | <u>34</u>           |
| Total Direct Costs   | \$42,532,286              | \$38,399,719              | \$43,845,252              | \$49,059,590              | \$56,961,030               | \$ 7,901,440                              | 16                  |
| Funding  | <u>(41,643,444)</u>       | <u>(37,466,191)</u>       | <u>(42,898,064)</u>       | <u>(48,167,160)</u>       | <u>(56,109,300)</u>        | <u>(7,942,140)</u>                        | <u>16</u>           |
| Net County Costs   | \$ 888,842                | \$ 933,528                | \$ 947,188                | \$ 892,430                | \$ 851,730                 | \$ (40,700)                               | (5)                 |
| Staff Years  | 505.50                    | 515.25                    | 550.00                    | 557.75                    | 558.25                     | .50                                       | 0                   |

PROGRAM: ROADS

# 61000, 64200

MANAGER: GRANVILLE M. BOWMAN

Department: PUBLIC WORKS

# 5750

Ref: 1985-86 Final Budget - Pg: 384

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.

|                      | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS                |                   |                   |                   |                   |                    |
| Salaries & Benefits  | \$ 8,261,920      | \$ 9,208,889      | \$ 10,824,240     | \$10,636,335      | \$ 11,430,174      |
| Services & Supplies  | 14,208,445        | 12,034,236        | 16,109,479        | 16,295,491        | 24,480,700         |
| Other Charges        | 1,286,663         | 214,937           | 180,359           | 1,628,897         | 1,506,971          |
| Fixed Assets         | 34,362            | 26,935            | 97,621            | 118,020           | 36,800             |
| Operating Transfers  | 0                 | 42,721            | 28,699            | 166,814           | 119,202            |
| Contingency Projects | 1,000,000         | 1,000,000         | 1,000,000         | 1,000,000         | 1,000,000          |
| Less Reimbursements  | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS   | \$24,791,390      | \$22,527,718      | \$ 28,240,398     | \$29,845,557      | \$ 38,573,847      |
| Dept Overhead        | 2,094,201         | 1,627,443         | \$ 1,495,040      | 2,247,961         | \$ 2,967,367       |
| FUNDING              | (26,885,591)      | (24,155,161)      | (29,735,438)      | (32,093,518)      | (41,541,214)       |
| NET COUNTY COSTS     | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 0               |
| STAFF YEARS          | 243.25            | 253.00            | 284.50            | 279.00            | 296.25             |

PROGRAM DESCRIPTION:

This is a spending program for funds that are available, it does not meet the road needs. The physical condition of the 4,243 lane miles in the County Maintained Road System is constantly changing. The effects of automobile and heavy truck traffic, together with the weathering effect of heat and moisture, cause a continuous deterioration of the road system. Road maintenance and rehabilitation is required by State Statutes and is desired by the public. Rehabilitation of existing roads is accomplished by either recapping with asphalt concrete (A.C.) or with road oil mix (R.O.M.). The design and/or installation of traffic signals, bridges, culverts and reconstruction projects is also necessary and appropriate to increase the safety and capacity of the County road system.

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.

1985-86 ACTUALS:

Labor is slightly higher than our spending plan. This is attributed to the fact that this program received funds from the State Foran Bill (SB 300). This additional revenue provided for additional special maintenance activities by force account labor and by contractors. This revenue also allowed our engineers to design eligible betterment and reconstruction projects during FY 1985-86 while the actual construction of such projects would be carried over into FY 1986-87. Also of significance in contributing to the slightly higher labor costs was the necessity for increased premium pay. Other expenditures which did not follow our budgeted spending plan were "Other Charges"; which is the right-of-way money. Certain rights-of-way were not purchased and the projects were carried over into FY 1986-87.

1986-87 OBJECTIVES:

1. Resurface 285 lane miles of the 3,901 paved lane miles in the County. Resurfacing backlog at the end of FY 1985-86 was 2,009 lane miles. The annual need for FY 1986-87 is 400 lane miles. Estimated backlog for FY 1986-87 is 2,124 lane miles.
2. Install or modify 15 traffic signals on the Traffic Signal Priority list of which 3 signals are grant funded, and two traffic signals are cooperative projects with Chula Vista.
3. Increase our Tort Liability prevention program relative to decreasing our potential for public liability.
4. Seal coat 600 lane miles of County's paved road system.
5. Use State Foran Bill (SB 300) allocation for the rehabilitation of County-maintained roads. This includes routine maintenance, special maintenance and resurfacing projects.

1986-87 ADOPTED BUDGET SUB-PROGRAM ACTIVITIES:

Between Fiscal Year 1979-80 and Fiscal Year 1985-86, the Roads Program was reduced by 84 staff years. This reduction came from non-traffic safety-related activities. The result has been an increase in road maintenance backlog and increased potential for tort liability. In the past such activities as tree trimming, shoulder grading, and road right-of-way repair were reduced. This adopted budget goal is to reduce the rate at which the road maintenance backlog increases. This is accomplished by providing additional funds to the Roads Program from the State Foran Bill (SB 300) allocations and increased gas tax revenues.

1. Road Maintenance (51%; 225.00 SY; E-\$19,757,275; R-\$21,270,632) includes traffic signal maintenance and operation; safety and loss mitigation; borrow site operations; routine maintenance activities; and scheduled special maintenance activities. This activity is:
  - Mandated/Discretionary Service Level (MDSL).
  - Increased by approximately \$.6 million and 12 staff years, targeted towards special 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 will help reduce the court-awarded payments in litigation cases.
  - Proposing to seal coat 600 lane miles of the County Maintained Road System.
  - Supplemented by honor camp crews where feasible for labor-intensive functions.
2. Betterments and Rehabilitation Projects (42%; 63.75 SY; E-\$16,331,391; R-\$17,577,685) includes road betterment projects, traffic signal installation, culverts, reconstruction and resurfacing projects. The Road Fund match to obtain grants is approximately \$450,151. This activity is:
  - Mandated/Discretionary Service Level (MDSL).
  - Increased by 8.75 staff years and approximately \$.2 million for road reconstruction projects which involve changing road material, grade, alignment, and/or width of existing maintained roads. 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 1987 A.C. Recap contract if added funds are available.
  - Increased to provide 285 lane miles of resurfacing projects for County maintained roads due to additional funding provided by SB 300.
3. New Construction (7%; 7.50 SY; E-\$2,485,181; R-\$2,692,897) is comprised of the following bridge projects: El Camino Del Norte, Cole Grade Road, Sloan Canyon, and Central Avenue. It includes preliminary engineering, design, surveying, and construction inspection, as appropriate. This activity is:
  - Mandated/Discretionary Service Level (MDSL).
  - Decreased by 3.50 staff years and \$.8 million which have been redirected towards betterments projects such as A.C. Recaps and traffic signals.

REVENUE BY SOURCE:

In fiscal year 1986-87, \$22.0 million of this program are Road Fund gas tax revenues. This represents an increase of \$.8 million from fiscal year 1985-86. Total revenues for fiscal year 1986-87 will accrue from the following sources:

| <u>Source of Revenue</u>                                       | <u>1985-86<br/>Budget</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|---------------------------|----------------------------|---|
| Gas Tax (2104)   | \$19,000,000              | \$19,340,671              | \$19,800,000               | \$ 800,000                                |
| Gas Tax (2106)   | 2,200,000                 | 2,159,025                 | 2,200,000                  | 0   |
| SB 300   | 0                         | 6,362,238                 | 5,426,000                  | 5,426,000                                 |
| In Lieu Tax - Highway Land Rental                              | 0                         | 131,690                   | 130,000                    | 130,000                                   |
| Fines & Forfeitures  | 1,282,721                 | 1,117,420                 | 804,759                    | (477,962)                                 |
| Use of Money & Property  | 920,000                   | 1,223,618                 | 1,013,503                  | 93,503                                    |
| Other Revenue  | 433,945                   | 1,238,851                 | 334,932                    | (99,013)                                  |
| Contingency/Fund Balance                                       | 2,988,454                 | 0                         | 2,393,389                  | (595,065)                                 |
| Grants: Federal Aid Urban (FAU)                                | 1,669,992                 | 194,091                   | 966,899                    | (703,093)                                 |
| Federal Aid Secondary (FAS)                                    | 1,084,154                 | 508,970                   | 958,949                    | (125,205)                                 |
| Federal Highway Admin. (FHWA BR)                               | 828,694                   | 119,273                   | 1,375,355                  | 546,661                                   |
| State Traffic Safety Project                                   | 0                         | 10,255                    | 0                          | 0   |
| Federal Forest Reserve   | 40,000                    | 23,434                    | 35,000                     | (5,000)                                   |
| CDBG/HUD   | 1,417,318                 | 812,843                   | 2,364,136                  | 946,818                                   |
| Transportation Development Act (TDA)                           | 228,240                   | 73,573                    | 500,492                    | 272,252                                   |
| Other Grants   | 0                         | 74,633                    | 946,500                    | 946,500                                   |
| Overrealized Revenues/Fund Balance<br>Encumbered But Not Spent | 0                         | (3,655,147)               | 2,291,300                  | 2,291,300                                 |
| <b>TOTAL</b>   | <b>\$32,093,518</b>       | <b>\$29,735,438</b>       | <b>\$41,541,214</b>        | <b>\$ 9,447,696</b>                       |

Other significant revenue increases over FY 1985-86 are: 1) SB300 of \$5,426,000, which is the balance of the \$8,600,000 allocation; 2) Federal Highway Administration (FHWA BR) of \$.5 million; and 3) CDBG/HUD of \$.9 million due to rebudgeted projects.

Significant revenue decreases from FY 1985-86 are: 1) Fines and forfeitures of \$.5 million; 2) Federal Aid Urban of \$.7 million; and 3) Federal Aid Secondary of \$.13 million.

FIXED ASSETS:

Two copier machines are to replace existing copiers. The larger copier will replace two existing rentals that have proved to be cost ineffective and outdated; the other is producing unacceptable copies. New fixed assets include two portable radar units for use by the CHP on County-maintained roads; an asphalt-cutting wheel; and a gas-powered blower to be used in maintenance activities by County forces. The total fixed asset amounts are for replacement of various lab, office and/or field equipment which is broken or becomes unusable during the fiscal year.

| <u>Item</u>                         | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u>      | <u>Revenue</u>   |
|-------------------------------------|-----------------|------------------------|------------------|------------------|
| Copier, Photo                       | 1               | R                      | \$ 18,000        | \$ 18,000        |
| Radar Unit, Portable                | 2               | N                      | 5,000            | 5,000            |
| Office and Field Equipment, Various | Lot             | R                      | 10,000           | 10,000           |
| Copy Machine, Desk                  | 1               | R                      | 1,000            | 1,000            |
| Asphalt Cutting Wheel               | 1               | N                      | 1,000            | 1,000            |
| Blower, Gas-Powered Back Pack       | 1               | N                      | 300              | 300              |
| Lab Equipment, Various              | Lot             | R                      | 1,500            | 1,500            |
| <b>TOTAL</b>                        |                 |                        | <b>\$ 36,800</b> | <b>\$ 36,800</b> |

PERFORMANCE INDICATORS

PROGRAM: Roads

DEPARTMENT: Public Works

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>BETTERMENTS &amp; REHABILITATION</b>      |                   |                   |                   |                   |                    |
| % Grants                                     | 9                 | 16                | 8                 | 10                | 18                 |
| % Road Fund                                  | 27                | 26                | 28                | 28                | 24                 |
| <u>% of Total Resources</u>                  | 36                | 42                | 36                | 38                | 42                 |
| <u>Workload</u>                              |                   |                   |                   |                   |                    |
| Number of bridges or major culverts          | 7                 | 6                 | 13                | 13                | 13                 |
| Design projects programmed                   | 15                | 16                | 18                | 13                | 18                 |
| Lane miles recapped with A.C.                | 78.08             | 145.74            | 43.16             | 43.16             | 202.32             |
| Lane miles recapped with R.O.M.              | 75.76             | 112.14            | 87.94             | 87.94             | 82.76              |
| Number of traffic signals installed/modified | 10                | 13                | 11                | 10                | 15                 |
| <u>Efficiency</u>                            |                   |                   |                   |                   |                    |
| R.O.M. recap - SY/lane mile                  | .11               | .08               | .11               | .11               | .11                |
| <u>Effectiveness</u>                         |                   |                   |                   |                   |                    |
| % Design projects completed                  | 100               | 100               | 100               | 84                | 100                |
| % Paved lane miles recapped with A.C.        | 2.0               | 3.7               | 1.1               | 1.1               | 5.2                |
| % Paved lane miles recapped with R.O.M.      | 1.9               | 2.9               | 2.2               | 2.2               | 2.1                |
| <b>ROAD MAINTENANCE</b>                      |                   |                   |                   |                   |                    |
| % Grants                                     | 0                 | 0                 | 0                 | 0                 | 1                  |
| % Road Fund                                  | 53                | 60                | 52                | 50                | 50                 |
| <u>% of Total Resources</u>                  | 53                | 60                | 52                | 50                | 51                 |
| <u>Workload</u>                              |                   |                   |                   |                   |                    |
| Lane miles of road seal coated               | 566               | 445               | 506               | 709               | 600                |
| Number of accident claims investigated       | 84                | 87                | 80                | 438               | 150                |
| Number of traffic inquiries received         | 3,380             | 3,440             | 3,400             | 3,253             | 3,400              |
| Number trees trimmed                         | 3,560             | 5,964             | 5,000             | 5,884             | 6,000              |
| Shoulder grading (miles)                     | 680               | 677               | 1,100             | 980               | 800                |
| Grading DG roads (miles)                     | 490               | 804               | 800               | 562               | 500                |
| Pothole hole patch (tons A/C)                | 2,822             | 2,546             | 3,500             | 3,055             | 3,500              |
| Skin patching (Tons mat.)                    | 7,398             | 5,494             | 6,800             | 7,576             | 6,800              |
| Digout, rebase, patch (cu. yds.)             | 15,621            | 12,178            | 25,000            | 12,149            | 16,000             |
| Pavement markings (Miles)                    | 1,582             | 2,561             | 1,600             | 1,395             | 1,600              |
| Number of signs installed                    | 23,944            | 21,664            | 17,000            | 16,885            | 18,000             |
| Number of legends painted                    | 3,402             | 4,724             | 3,200             | 4,332             | 3,200              |
| <u>Efficiency</u>                            |                   |                   |                   |                   |                    |
| Lane miles of road seal/staff hours          | .03               | .02               | .02               | .02               | .02                |
| Miles striped/man hour                       | .11               | .10               | .12               | .10               | .12                |
| Staff hrs/accident claim investigated        | 12.38             | 13.25             | 13.00             | 7.86              | 15.46              |
| Staff hrs/traffic inquiry received           | .61               | .69               | .67               | .70               | .67                |
| <u>Effectiveness</u>                         |                   |                   |                   |                   |                    |
| Number of traffic studies conducted          | 720               | 775               | 700               | 922               | 1,500              |
| % Paved lane miles of road seal coated       | 15                | 11                | 13                | 18                | 15                 |

PERFORMANCE INDICATORS (Cont'd)

PROGRAM: Roads

DEPARTMENT: Public Works

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>NEW CONSTRUCTION</b>   |                   |                   |                   |                   |                    |
| % Grant   | 6                 | 1.3               | 3                 | 3                 | 5                  |
| % Road Fund   | 6                 | 2.5               | 9                 | 9                 | 2                  |
| <u>% of Total Resources</u>   | 12                | 3.8               | 12                | 12                | 7                  |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Number of bridges   | 2                 | 3                 | 7                 | 5                 | 4                  |
| Lane miles of roads to increase capacity or traffic safety                    | 3.64              | 2.12              | .57               | .57               | .75                |
| Design projects programmed  | 0                 | 2                 | 4                 | 4                 | 4                  |
| Construction projects programmed  | 3                 | 3                 | 1                 | 1                 | 1                  |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| % Design cost to construction cost  | 9                 | 11                | 10                | 10                | 10                 |
| % Lane miles of roads to increase capacity or traffic safety/total lane miles | .01               | .01               | .01               | .01               | .01                |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| % Design projects completed   | 0                 | 100               | 100               | 100               | 100                |
| % Construction projects completed   | 100               | 100               | 100               | 100               | 100                |



## STAFFING SCHEDULE

Program: Roads

Department: Public Works

| Class | Title                                   | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |           |
|-------|---|---------------|-------|-----------|-------|--------------------------|-----------|
|       |   | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87   |
|       |   | Budget        |       | Adopted   |       | Budget                   | Adopted   |
|       |   | Positions     | SY    | Positions | SY    |                          |           |
| 3676  | Deputy County Engineer                  | 1.00          | 1.00  | 1.00      | 1.00  | \$ 52,666                | 52,666    |
| 3700  | Principal Civil Engineer                | 3.25          | 3.25  | 3.25      | 3.25  | 159,133                  | 159,133   |
| 3720  | Senior Civil Engineer                   | 5.25          | 5.25  | 7.75      | 7.75  | 239,043                  | 352,873   |
| 3728  | Senior Land Surveyor                    | 0.25          | 0.25  | 0.50      | 0.50  | 11,383                   | 22,766    |
| 6005  | Division Road Superintendent            | 2.50          | 2.50  | 3.00      | 3.00  | 108,370                  | 130,044   |
| 5585  | Supervising Real Property Agent         | 1.00          | 1.00  | 1.00      | 1.00  | 42,391                   | 42,391    |
| 2414  | Analyst IV                              | 0.25          | 0.25  | 0.50      | 0.50  | 10,572                   | 21,144    |
| 2525  | Senior Systems Analyst                  | 0.50          | 0.50  | 1.00      | 1.00  | 21,144                   | 42,287    |
| 5999  | Assistant Division Road Superintendent  | 2.75          | 2.75  | 2.75      | 2.75  | 110,740                  | 110,740   |
| 3795  | Construction Technician                 | 3.25          | 3.25  | 4.00      | 4.00  | 127,901                  | 157,416   |
| 3635  | Associate Civil Engineer                | 11.50         | 11.50 | 12.50     | 12.50 | 443,716                  | 482,300   |
| 3785  | Associate Land Surveyor                 | 0.75          | 0.75  | 0.75      | 0.75  | 28,938                   | 28,938    |
| 2427  | Associate Systems Analyst               | 2.75          | 2.75  | 4.00      | 4.00  | 105,479                  | 153,424   |
| 3655  | Associate Transportation Specialist     | 0.75          | 0.75  | 0.50      | 0.50  | 28,658                   | 19,105    |
| 3930  | Litigation Investigator                 | 1.00          | 1.00  | 1.00      | 1.00  | 36,774                   | 36,774    |
| 5761  | Traffic Safety Investigator             | 1.00          | 1.00  | 1.00      | 1.00  | 36,774                   | 36,774    |
| 2302  | Administrative Assistant III            | 0.25          | 0.25  | 0.25      | 0.25  | 8,913                    | 8,913     |
| 2413  | Analyst III                             | 0.75          | 0.75  | 0.50      | 0.50  | 26,739                   | 17,826    |
| 3514  | Environmental Management Specialist III | 0.25          | 0.25  | 0.50      | 0.50  | 8,824                    | 17,649    |
| 6019  | Road Crew Supervisor II                 | 5.00          | 5.00  | 5.75      | 5.75  | 167,960                  | 193,154   |
| 6028  | Bridge Construction Supervisor          | 1.00          | 1.00  | 1.00      | 1.00  | 33,592                   | 33,592    |
| 3615  | Assistant Civil Engineer                | 11.00         | 11.00 | 13.25     | 13.25 | 367,455                  | 442,616   |
| 3780  | Assistant Land Surveyor                 | 2.25          | 2.25  | 2.00      | 2.00  | 75,161                   | 66,810    |
| 2381  | Traffic Safety Specialist               | 1.00          | 1.00  | 1.00      | 1.00  | 32,927                   | 32,927    |
| 2303  | Administrative Assistant II             | 3.00          | 3.00  | 2.75      | 2.75  | 96,972                   | 88,891    |
| 2412  | Analyst II                              | .50           | .50   | 1.50      | 1.50  | 16,162                   | 48,486    |
| 2426  | Assistant Systems Analyst               | 0.00          | 0.00  | 0.25      | 0.25  | 0                        | 8,081     |
| 3812  | Engineering Technician III              | 5.75          | 5.75  | 6.75      | 6.75  | 182,873                  | 214,677   |
| 6164  | Traffic Signal Technician III           | 1.00          | 1.00  | 1.00      | 1.00  | 31,159                   | 31,159    |
| 3515  | Environmental Management Specialist II  | 1.00          | 1.00  | 1.00      | 1.00  | 30,514                   | 30,514    |
| 6020  | Road Crew Supervisor I                  | 18.75         | 18.75 | 18.75     | 18.75 | 570,581                  | 570,581   |
| 6027  | Bridge Construction Worker III          | 1.00          | 1.00  | 1.00      | 1.00  | 28,954                   | 28,954    |
| 3695  | Junior Civil Engineer                   | 5.75          | 5.75  | 5.00      | 5.00  | 166,008                  | 144,355   |
| 3779  | Junior Land Surveyor                    | 1.00          | 1.00  | 1.50      | 1.50  | 28,871                   | 43,307    |
| 2425  | Associate Accountant                    | 0.75          | 0.75  | 0.75      | 0.75  | 21,497                   | 21,497    |
| 6030  | Equipment Operator III                  | 4.50          | 4.50  | 4.50      | 4.50  | 128,700                  | 128,700   |
| 6026  | Bridge Construction Worker II           | 4.00          | 4.00  | 4.00      | 4.00  | 110,408                  | 110,408   |
| 3800  | Drafting Technician III                 | 0.50          | 0.50  | 0.75      | 0.75  | 13,708                   | 20,561    |
| 3813  | Engineering Technician II               | 3.25          | 3.25  | 5.50      | 5.50  | 89,099                   | 150,783   |
| 6031  | Equipment Operator II                   | 34.00         | 34.00 | 35.75     | 35.75 | 927,146                  | 974,867   |
| 5920  | Electrician                             | 2.00          | 2.00  | 2.00      | 2.00  | 53,872                   | 53,872    |
| 2405  | Assistant Accountant                    | 0.50          | 0.50  | 0.50      | 0.50  | 13,292                   | 13,292    |
| 2359  | Audio Visual Specialist                 | 0.25          | 0.25  | 0.25      | 0.25  | 6,526                    | 6,526     |
| 6344  | Coordinator, Volunteer Services         | 0.00          | 0.00  | 0.25      | 0.25  | 0                        | 6,485     |
| 5970  | Sign Painter                            | 1.00          | 1.00  | 1.00      | 1.00  | 25,564                   | 25,564    |
| 3018  | Computer Operations Specialist          | 0.50          | 0.50  | 0.50      | 0.50  | 12,449                   | 12,449    |
| 6032  | Equipment Operator I                    | 94.50         | 94.50 | 95.75     | 95.75 | 2,333,205                | 2,364,068 |
| 3801  | Drafting Technician II                  | 1.50          | 1.50  | 1.50      | 1.50  | 36,411                   | 36,411    |
| 3814  | Engineering Technician I                | 4.50          | 4.50  | 5.00      | 5.00  | 109,233                  | 121,370   |
| 5940  | Painter                                 | 3.00          | 3.00  | 3.00      | 3.00  | 72,822                   | 72,822    |
| 2306  | Administrative Trainee                  | 0.00          | 0.00  | 1.00      | 1.00  | 0                        | 22,964    |

STAFFING SCHEDULE (Cont'd)

Program: Roads

Department: Public Works

| Class                             | Title                                | STAFF - YEARS |               |               |               | SALARY AND BENEFITS COST |                     |
|-----------------------------------|--------------------------------------|---------------|---------------|---------------|---------------|--------------------------|---------------------|
|                                   |                                      | 1985-86       |               | 1986-87       |               | 1985-86                  | 1986-87             |
|                                   |                                      | Positions     | SY            | Positions     | SY            | Budget                   | Adopted             |
| 3072                              | Senior Computer Operator             | 0.50          | 0.50          | 0.75          | 0.75          | 11,295                   | 16,942              |
| 3810                              | Engineering Aid                      | 2.00          | 2.00          | 2.00          | 2.00          | 41,892                   | 41,892              |
| 2757                              | Administrative Secretary II          | 0.00          | 0.00          | 0.25          | 0.25          | 0                        | 5,117               |
| 3009                              | Word Processing Operator             | 0.75          | 0.75          | 0.75          | 0.75          | 14,368                   | 14,368              |
| 3073                              | Senior Offset Equipment Operator     | 0.50          | 0.50          | 0.50          | 0.50          | 9,579                    | 9,579               |
| 2510                              | Senior Account Clerk                 | 0.25          | 0.25          | 0.50          | 0.50          | 4,644                    | 9,288               |
| 2730                              | Senior Clerk                         | 5.50          | 5.50          | 6.50          | 6.50          | 102,163                  | 120,738             |
| 7539                              | Construction and Services Worker III | 2.00          | 2.00          | 2.00          | 2.00          | 37,024                   | 37,024              |
| 2756                              | Administrative Secretary I           | 2.50          | 2.50          | 2.50          | 2.50          | 44,305                   | 44,305              |
| 2760                              | Stenographer                         | 2.50          | 2.50          | 2.00          | 2.00          | 44,305                   | 35,444              |
| 3050                              | Offset Equipment Operator            | 0.50          | 0.50          | 0.50          | 0.50          | 8,695                    | 8,695               |
| 7540                              | Construction and Services Worker II  | 2.00          | 2.00          | 2.00          | 2.00          | 33,530                   | 33,530              |
| 2650                              | Stock Clerk                          | 0.00          | 0.00          | 0.25          | 0.25          | 0                        | 4,113               |
| 3030                              | Data Entry Operator                  | 0.50          | 0.25          | 0.50          | 0.25          | 4,113                    | 4,113               |
| 2700                              | Intermediate Clerk Typist            | 1.50          | 1.50          | 1.75          | 1.75          | 23,588                   | 27,519              |
| 9999                              | Extra Help                           | 179.00        | 6.50          | 180.00        | 3.50          | 167,932                  | 112,249             |
|                                   | <b>Total</b>                         | <b>451.75</b> | <b>279.00</b> | <b>473.00</b> | <b>296.25</b> | <b>\$7,938,712</b>       | <b>\$8,538,822</b>  |
| <b>Adjustments:</b>               |                                      |               |               |               |               |                          |                     |
| County Contributions and Benefits |                                      |               |               |               |               | \$2,719,704              | \$2,948,332         |
| <b>Special Payments:</b>          |                                      |               |               |               |               |                          |                     |
| Premium Pay                       |                                      |               |               |               |               | 150,000                  | 160,000             |
| Call Back Overtime                |                                      |               |               |               |               | 0                        |                     |
| Salary Adjustment                 |                                      |               |               |               |               | 30,306                   | 0                   |
| Salary Savings                    |                                      |               |               |               |               | (202,387)                | (216,980)           |
| <b>Total Adjustments</b>          |                                      |               |               |               |               | <b>\$2,697,623</b>       | <b>\$2,891,352</b>  |
| <b>PROGRAM TOTALS:</b>            |                                      | <b>451.75</b> | <b>279.00</b> | <b>473.00</b> | <b>296.25</b> | <b>\$10,636,335</b>      | <b>\$11,430,174</b> |

PROGRAM: SUPPORT TO DEPENDENT COUNTY ENTITIES/  
ENTERPRISE FUNDS # 75310

MANAGER: GRANVILLE M. BOMMAN

Department: PUBLIC WORKS # 5750, 5820  
5850, 5950

Ref: 1985-86 Final Budget - Pg: 390

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. These authorities require various engineering, maintenance and/or support services be provided to other County Departments and Funds under the control of the Board of Supervisors, including the General Fund.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 5,031,173        | \$ 5,258,603        | \$ 5,541,182        | \$ 5,803,583        | \$ 5,753,076        |
| Services & Supplies       | 3,787,405           | 3,412,614           | 2,633,128           | 4,163,513           | 2,578,194           |
| Other Charges             | 104,450             | 5,134               | 35,353              | 0                   | 13,467              |
| Fixed Assets              | 0                   | 5,953               | 47,443              | 26,250              | 22,900              |
| Operating Transfers       | 0                   | 68,125              | 141,117             | 143,722             | 244,656             |
| Less Reimbursements       | 0                   | (408)               | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 8,923,028</b> | <b>\$ 8,750,021</b> | <b>\$ 8,398,223</b> | <b>\$10,137,068</b> | <b>\$ 8,612,293</b> |
| Dept Overhead             | 922,541             | 932,882             | 765,346             | 1,055,730           | 1,527,351           |
| <b>FUNDING</b>            | <b>(8,956,727)</b>  | <b>(8,749,375)</b>  | <b>(8,216,381)</b>  | <b>(10,300,368)</b> | <b>(9,287,914)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 888,842</b>   | <b>\$ 933,528</b>   | <b>\$ 947,188</b>   | <b>\$ 892,430</b>   | <b>\$ 851,730</b>   |
| <b>STAFF YEARS</b>        | <b>140.25</b>       | <b>141.50</b>       | <b>146.00</b>       | <b>148.50</b>       | <b>149.50</b>       |

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 \$7,230,902 (84%) consists of Department engineering, maintenance and/or support services to Special Districts, Enterprise Funds, Capital Outlay Fund, Survey Remonumentation Fund and other County Departments and Funds. This work is 100% offset by revenue from the requestor.

The other part totalling \$1,381,391 (16%) is for General Fund services, budgeted in the Department of Public Works, which have a Net County Cost of \$851,730. These services include field surveys, cartographic support, base map maintenance, transportation studies, vanpool operations, special district formations, undergrounding utilities, County Grading Ordinance enforcement, and purchase of General Fund fixed assets.

1985-86 ACTUALS:

Fiscal Year 1985-86 actual expenditures for Salary and Benefit costs were approximately 5% below budget, while Services and Supplies costs were approximately 37% below budget. Total Direct Costs were 17% below budget. A major reason for these expenditure decreases was due to the decrease in work for other County departments and funds, and Flood Control District expenditures bypassing the General Fund. Revenues were 20% below budget. The major reason was due to the decrease in revenue from other County departments and funds. Net County Cost was 6% over budget, due primarily to CAO requested projects. Staff Years were 1% below budget.

1986-87 OBJECTIVES:

1. To complete field survey work on 80% of all requests for service within ten workdays.
2. To complete initial investigations on 90% of all special district formation inquiries within ten workdays.
3. To complete investigations on 80% of all County Grading Ordinance and County Watercourse Ordinance complaints within five workdays.
4. To operate the ALERT Storm Warning System with a minimum of 95% of stations on-line.
5. To repair 80% of overhead streetlight problems within five workdays.
6. To recover, monument, and tie to the California Coordinate Control, 170 Public Land Survey Corners.
7. To complete construction and open the San Diego State Transit Center and Bayfront Trolley Station.

1986-87 ADOPTED BUDGET SUB-PROGRAM ACTIVITIES:

The FY 1986-87 Adopted Budget for Salaries and Benefits will decrease less than 1% from FY 1985-86 Budget, while Services and Supplies will decrease by 38%. Total Direct Costs will decrease 15%, while Funding will be reduced by 10%. Net County Cost will also be reduced by 5%. Staff years are increased by 1.00 staff year. Workload indicators will increase for all program activities. Sub-program activities include:

1. Support to Other County Orgs (31%; 73.50 SY; E-\$2,738,135; R-\$3,380,618) includes design engineering, maintenance, surveying, mapping and cartographic, environmental, transportation services, contract administration, construction inspection and materials testing services to the Capital Outlay Fund, Sanitation Districts, the Department of Public Works Equipment Internal Service Fund (ISF), Mandatory Support to the Department of Planning and Land Use, and other County Departments and Funds on a cost recovery basis. This activity is:

- Mandated/Discretionary Service Level (MDSL).
- The largest activity in this program with respect to staffing, appropriations and revenue.
- Offset 100% by revenue from the requestor.
- Increasing 1.00 staff year for Mandatory Support to the Department of Planning and Land Use and 0.25 staff year for services to ISF.
- Decreasing \$72,945 in total expenditures and increasing \$40,343 in total revenues.
- Affected by changes in the final budgets of other County Departments and Funds.

There is no net cost in this activity.

2. Flood Control Services (15%; 22.25 SY; E-\$1,308,080; R-\$1,518,281) include flood plain management, County Watercourse Ordinance enforcement, hydrographic data collection, storm operations, maintenance, design and flood control engineering, surveying, mapping and cartographic, environmental, contract administration, construction inspection, materials testing, project development and Advisory Commission staff support to the San Diego County Flood Control District. This activity is:

- Mandated/Discretionary Service Level (MDSL) with respect to Engineering and Maintenance Services, Project Development, and Commission Staff Support.
- Discretionary/Discretionary Service Level (DDSL) with respect to Data Collection, Watercourse Enforcement, Flood Plain Management, and Storm Operations.
- Offset 99% by revenue from the Flood Control District.
- Decreasing 1.00 staff year due to reduced need for Advisory Commission Staff Support.
- Decreasing \$664,413 in total expenditures and decreasing \$537,592 in total revenues.
- Able to map 9.5 miles of flood plains; operate 49 ALERT Storm/Data stations on-line; maintain 63 miles of channels; maintain 1,500 separate facilities; and investigate 85 drainage complaints and 120 County Watercourse Ordinance complaints.

There is a net cost of \$19,300 in this activity, up from \$0, to expand and improve the ALERT Storm/Data System for flood forecasting and issuance of flood evacuation bulletins.

3. Surveying & Mapping Services (15%; 12.00 SY; E-\$1,300,753; R-\$1,061,432) Includes field surveys, orthophoto surveys, County base map maintenance and preparation, maps and mapping services to the public, retracement and remonument surveys, and Geologic Hazards Mapping in cooperation with the State Division of Mines and Geology. This activity is:
- Mandated/Discretionary Service Level (MDSL) with respect to Field Surveys, Base Map Maintenance, and Survey Remonumentation.
  - Discretionary/Discretionary Service Level (DDSL) with respect to Geologic Hazard Mapping and Mandatory Support to the Public.
  - Offset 69% by revenue.
  - Unchanged with respect to staff years.
  - Increasing \$54,335 in total expenditures and increasing \$123,261 in total revenues.
  - Able to complete 10,500 map changes; respond to 14,000 mapping and graphic support requests; and establish 600 survey monuments.
- There is a net cost of \$481,053 in this activity, unchanged from \$481,053.
4. Special Districts Management (14%; 18.25 SY; E-\$1,209,865; R-\$1,316,465) Includes formation and management of County Service Areas (CSA's), Underground Utility Districts, Fire Districts, Lighting Districts and the Majestic Pines Water District. Staff also responds to citizens' requests for information and assistance in forming special districts, and provides maintenance and engineering services to the various districts. This activity is:
- Discretionary/Mandated Service Level (DMSL).
  - Offset 92% by revenue.
  - Unchanged with respect to staff years.
  - Increasing \$7,055 in total expenditures and increasing \$83,905 in total revenues.
  - Able to process 4 Assessment Districts; process 31 Formations; respond to 240 Citizen's requests; administer 87 Special Districts; review 575 Improvement Projects; and respond to 1,000 Street Lights reported out.
- There is a net cost of \$115,110 in this activity, unchanged from \$115,110.
5. Transit Operations (10%; 6.75 SY; E-\$818,342; R-\$748,149) Includes contract administration for the Suburban Bus System, Rural Bus System, WHEELS program, Express Bus Service, Poway Transit Services, County Vanpools, and bus service in the incorporated areas; provides for transit studies, regional transportation analysis, and transit center operations. This activity is:
- Discretionary/Discretionary Service Level (DDSL).
  - Offset 86% by revenue.
  - Increasing 0.50 staff years for Contract Administration.
  - Decreasing \$199,998 in total expenditures and decreasing \$202,258 in total revenues.
  - Able to complete 8 transportation studies and manage 18 bus contracts.
- There is a net cost of \$118,005 in this activity, unchanged from \$118,005.
6. Support to Enterprise Funds (8%; 15.25 SY; E-\$694,719; R-\$824,922) Includes design engineering, maintenance, surveying, mapping and cartographic, environmental, contract administration, construction inspection, and materials testing services to the Solid Waste, Liquid Waste and Airport Enterprise Funds on a cost recovery basis. This activity is:

- Mandated/Discretionary Service Level (MDSL).
- Offset 100% by revenue from the requestor.
- Increasing 0.25 staff years for Environmental Services to Solid Waste Enterprise Fund.
- Decreasing \$54,348 in total expenditures and increasing \$29,167 in total revenues.
- Affected by changes in the final budget of the Enterprise Funds.

There is no net cost in this activity.

7. Special Aviation Fund (4%; 0.00 SY; E-\$322,582; R-\$322,582) facilitates a pass through of State Funds and Grants for airport and aviation purposes at County airports. Funds are expended for rehabilitation contracts, operations, and maintenance purposes. This activity is:

- Mandated/Discretionary Service Level (MDSL).
- Offset 100% by revenue from the Special Aviation Fund.
- Unchanged with respect to staffing as there are no staff years associated with this activity.
- Decreasing \$538,788 in total expenditures and decreasing \$538,788 in total revenues.
- Affected by changes in availability of State Funds and Grants.

There is no net cost in this activity.

8. Other General Fund Activities (3%; 1.50 SY; E-\$219,817; R-\$115,465) include County Grading Ordinance enforcement; parcel completion notices (no net cost), investigation of citizens' complaints regarding improvements not related to either grading or development projects; purchase of General Fund equipment and fixed assets; and liaison with SANDAG. This activity is:

- Discretionary/Discretionary Service Level (DDSL).
- Offset 49% by revenue.
- Unchanged with respect to staff years.
- Decreasing \$55,673 in total expenditures and decreasing \$10,492 in total revenues.
- Decreasing in workload due to the elimination of General Fund special traffic studies.

There is a net cost of \$118,262 in this activity, down from \$178,262, due to the elimination of General Fund traffic studies.

REVENUE BY SOURCE:

Approximately 96% of the revenue in this program is from other County Departments or Funds. The 1986-87 Adopted and the 1985-86 Actual revenues have decreased primarily because of a decrease in revenue from other County departments and funds, the Transportation Development Act-Local Transportation Fund (TDA-LTF) and Special Aviation Fund. Total Adopted revenues are down 10%.

| <u>Source of Revenue</u>                 | <u>1985-86<br/>Budget</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|---------------------------|----------------------------|---|
| Charges for Current Service -- Interfund |                           |                           |                            |   |
| Public Works General Fund                | \$2,398,069               | \$2,350,804               | \$1,966,949                | \$ (431,120)                              |
| Other County Departments & Funds         | 6,133,408                 | 5,382,148                 | 6,243,117                  | 109,709                                   |
| Other Services to Governments            | 100,053                   | 33,459                    | 0                          | (100,053)                                 |
| Transportation Development Act (TDA)     | 389,327                   | 108,866                   | 167,924                    | (221,403)                                 |
| Services to Property Owners              | 86,482                    | 69,251                    | 103,856                    | 17,374                                    |
| Survey Rezonementation Fund              | 239,459                   | 122,730                   | 240,039                    | 580                                       |
| Special Aviation Fund                    | 861,370                   | 46,072                    | 322,582                    | (538,788)                                 |
| Other Revenues                           | 92,200                    | 103,051                   | 243,447                    | 151,247                                   |
| <b>Total</b>                             | <b>\$10,300,368</b>       | <b>\$8,216,381</b>        | <b>\$9,287,914</b>         | <b>\$(1,012,454)</b>                      |

FIXED ASSETS:

The Adopted FY 1986-87 new and replacement items below will improve the efficiency and effectiveness of various activities within the program. The 2-way portable radios are utilized by field survey crews in retracement and remonument surveys. The other fixed assets are General Fund items that will enhance the ALERT Storm/Data System to forecast flood warnings and flood evacuation bulletins and allow for secondary users to retrieve hydrology data for various land development projects.

| <u>Item</u>                     | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u>      | <u>Revenue</u>  |
|---------------------------------|-----------------|------------------------|------------------|-----------------|
| Radio, 2-Way Portable           | 4               | R                      | 2,400            | 2,400           |
| Radio, 2-Way Portable           | 2               | N                      | 1,200            | 1,200           |
| Terminal                        | 1               | N                      | 1,000            | 0               |
| Printer                         | 1               | N                      | 500              | 0               |
| 8-Part Serial Board             | 1               | N                      | 800              | 0               |
| XY Plotter                      | 1               | N                      | 600              | 0               |
| Modem, 1200 Baud                | 1               | R                      | 400              | 0               |
| Radio Station, Alert Storm/Data | 4               | N                      | 16,000           | 0               |
| Total                           |                 |                        | <u>\$ 22,900</u> | <u>\$ 3,600</u> |

PERFORMANCE INDICATORS

Program: Support to Dependent County Entities/Enterprise Funds

Department: Public Works

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>SPECIAL DISTRICTS MANAGEMENT</b>                    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                  | 11                | 7                 | 12                | 7                 | 14                 |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Assessment Districts In process                        | 1                 | 4                 | 3                 | 2                 | 4                  |
| Formations In process                                  | 25                | 30                | 28                | 26                | 31                 |
| Citizen's requests                                     | 200               | 200               | 220               | 220               | 240                |
| Special Districts administered                         | 83                | 84                | 86                | 86                | 87                 |
| Improvement Projects received                          | N/A               | 441               | 475               | 567               | 575                |
| Street Lights reported out                             | 764               | 850               | 1,100             | 1,184             | 1,000              |
| <u>Efficiency</u>                                      |                   |                   |                   |                   |                    |
| Staff years per formation In process                   | .04               | .03               | .03               | .03               | .03                |
| Staff years per Assessment District<br>In process      | .03               | .03               | .03               | .05               | .03                |
| Staff years per Special Dist. administered             | .05               | .05               | .05               | .05               | .05                |
| Street Lights responded to within 10 days              | 168               | 187               | 550               | 612               | 1,000              |
| <u>Effectiveness</u>                                   |                   |                   |                   |                   |                    |
| Special Districts formed/terminated                    | 5/5               | 6/4               | 7/3               | 7/6               | 6/3                |
| Response to Citizens' requests                         | 200               | 200               | 220               | 220               | 240                |
| Special Districts with annual workload<br>accomplished | 99                | 100               | 102               | 102               | 103                |
| Assessment Districts formed/terminated                 | 0/0               | 0/1               | 0/0               | 0/1               | 3/0                |
| Improvement Projects processed                         | N/A               | 441               | 475               | 532               | 575                |
| Street Lights repaired                                 | 674               | 760               | 1,200             | 1,126             | 1,000              |
| <b>TRANSIT OPERATIONS</b>                              |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                  | 14                | 8                 | 10                | 8                 | 10                 |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Transportation studies                                 | 12                | 11                | 10                | 9                 | 8                  |
| Bus contracts managed                                  | 20                | 20                | 20                | 24                | 18                 |
| <u>Efficiency</u>                                      |                   |                   |                   |                   |                    |
| Staff years per transportation study                   | .11               | .07               | .05               | .08               | .11                |
| Cost per transportation study                          | 7,705             | 5,748             | 4,433             | 7,034             | 9,570              |
| Passengers per revenue mile                            | .58               | .58               | .59               | .60               | .61                |
| Operating cost per passenger                           | 3.38              | 3.17              | 3.06              | 2.82              | 3.60               |
| <u>Effectiveness</u>                                   |                   |                   |                   |                   |                    |
| Number of studies completed                            | 11                | 10                | 10                | 6                 | 8                  |
| Operating cost per revenue mile                        | 1.97              | 1.84              | 1.82              | 1.68              | 2.19               |



PERFORMANCE INDICATORS (Cont'd)

Program: Support to Dependent County Entities/Enterprise Funds

Department: Public Works

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>SURVEYING &amp; MAPPING SERVICES</b>                  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                    | 21                | 18                | 12                | 15                | 15                 |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Map changes completed                                    | 9,418             | 9,004             | 10,166            | 8,849             | 10,500             |
| Mapping and graphic support requests received            | 11,531            | 12,529            | 11,905            | 14,082            | 14,000             |
| Survey monuments established                             | 582               | 534               | 550               | 508               | 600                |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Cost per monument  | 372               | 407               | 435               | 443               | 435                |
| Cost per job request                                     | 47                | 46                | 51                | 66                | 57                 |
| Cost per map change                                      | 31                | 37                | 31                | 34                | 34                 |
| <u>Effectiveness</u>                                     |                   |                   |                   |                   |                    |
| % Increase - survey monument network                     | 5                 | 5                 | 5                 | 9                 | 5                  |
| Number of mapping and graphic support requests completed | 11,531            | 12,529            | 11,905            | 14,082            | 14,000             |
| <b>FLOOD CONTROL SERVICES</b>                            |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                    | 16                | 17                | 19                | 10                | 15                 |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Miles of flood plains mapped                             | 20                | 10.8              | 2.0               | 1.8               | 9.5                |
| ALERT Storm/Data stations on-line                        | 50                | 39                | 48                | 46                | 49                 |
| Miles of maintained channels                             | 80                | 89                | 95                | 59                | 63                 |
| Facilities maintained                                    | 1,815             | 1,958             | 2,160             | 1,375             | 1,500              |
| Drainage complaints Investigated                         | 115               | 53                | 75                | 79                | 85                 |
| Watercourse Ordinance complaints Investigated            | 92                | 117               | 120               | 113               | 120                |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Cost per mile of flood plain mapping                     | 8,200             | 15,938            | 10,000            | 10,489            | 12,000             |
| Staff year per Storm/Data station                        | .04               | .05               | .04               | .04               | .04                |
| <u>Effectiveness</u>                                     |                   |                   |                   |                   |                    |
| ALERT Storm/Data stations on-line                        | 50                | 39                | 48                | 46                | 49                 |

STAFFING SCHEDULE

Program: Support to Dependent County Entities/Enterprise Funds

Department: Public Works

| Class | Title                               | STAFF YEARS |       |           |       | SALARY AND BENEFIT COSTS |           |
|-------|-------------------------------------|-------------|-------|-----------|-------|--------------------------|-----------|
|       |                                     | 1985-86     |       | 1986-87   |       | 1985-86                  | 1986-87   |
|       |                                     | Positions   | SY    | Positions | SY    | Budget                   | Adopted   |
| 3676  | Deputy County Engineer              | 1.00        | 1.00  | 1.25      | 1.25  | \$ 52,666                | \$ 65,833 |
| 3700  | Principal Civil Engineer            | 3.00        | 3.00  | 3.00      | 3.00  | 146,892                  | 146,892   |
| 3708  | Principal Transportation Spec.      | 1.00        | 1.00  | 0.00      | 0.00  | 48,964                   | 0         |
| 3555  | Chief, Special Districts Admin.     | 1.00        | 1.00  | 1.00      | 1.00  | 46,634                   | 46,634    |
| 3720  | Senior Civil Engineer               | 5.50        | 5.50  | 3.75      | 3.75  | 250,426                  | 170,745   |
| 3728  | Senior Land Surveyor                | 0.75        | 0.75  | 0.50      | 0.50  | 34,149                   | 22,766    |
| 3740  | Senior Transportation Specialist    | 2.00        | 2.00  | 2.00      | 2.00  | 91,064                   | 91,064    |
| 2499  | Principal Systems Analyst           | 0.00        | 0.00  | 0.25      | 0.25  | 0                        | 11,378    |
| 2414  | Analyst IV                          | 0.75        | 0.75  | 0.25      | 0.25  | 31,715                   | 10,572    |
| 2525  | Senior Systems Analyst              | 0.25        | 0.25  | 0.25      | 0.25  | 10,572                   | 10,572    |
| 6102  | Chief, Fleet Operations             | 1.00        | 1.00  | 1.00      | 1.00  | 42,287                   | 42,287    |
| 3795  | Construction Technician             | 0.50        | 0.50  | 0.25      | 0.25  | 19,677                   | 9,839     |
| 3586  | Chief, Mapping Section              | 1.00        | 1.00  | 1.00      | 1.00  | 39,312                   | 39,312    |
| 3635  | Associate Civil Engineer            | 7.50        | 7.50  | 6.75      | 6.75  | 289,380                  | 260,442   |
| 3785  | Associate Land Surveyor             | 1.25        | 1.25  | 1.25      | 1.25  | 48,230                   | 48,230    |
| 2427  | Associate Systems Analyst           | 1.00        | 1.00  | 1.75      | 1.75  | 38,356                   | 67,123    |
| 3655  | Associate Transportation Specialist | 2.25        | 2.25  | 2.50      | 2.50  | 85,973                   | 95,525    |
| 3518  | Cartographer                        | 0.75        | 0.75  | 0.75      | 0.75  | 28,080                   | 28,080    |
| 2302  | Administrative Assistant III        | 1.75        | 1.75  | 1.75      | 1.75  | 62,391                   | 62,391    |
| 2413  | Analyst III                         | 1.00        | 1.00  | 1.75      | 1.75  | 35,652                   | 62,391    |
| 3514  | Environmental Management Spec. III  | 0.75        | 0.75  | 0.50      | 0.50  | 26,474                   | 17,649    |
| 3615  | Assistant Civil Engineer            | 6.25        | 6.25  | 5.25      | 5.25  | 208,781                  | 175,376   |
| 3780  | Assistant Land Surveyor             | 1.75        | 1.75  | 2.00      | 2.00  | 58,459                   | 66,810    |
| 8800  | Assistant Transportation Specialist | 0.00        | 0.00  | 1.00      | 1.00  | 0                        | 33,405    |
| 2303  | Administrative Assistant II         | 1.25        | 1.25  | 2.00      | 2.00  | 40,405                   | 64,648    |
| 2412  | Analyst II                          | 6.00        | 6.00  | 5.25      | 5.25  | 193,944                  | 169,701   |
| 2426  | Assistant Systems Analyst           | 0.50        | 0.50  | 0.75      | 0.75  | 16,162                   | 24,243    |
| 3819  | Mapping Supervisor                  | 1.75        | 1.75  | 1.75      | 1.75  | 55,692                   | 55,692    |
| 3812  | Engineering Technician III          | 3.25        | 3.25  | 3.75      | 3.75  | 103,363                  | 119,265   |
| 3515  | Environmental Management Spec. II   | 1.75        | 1.75  | 2.00      | 2.00  | 53,400                   | 61,028    |
| 6020  | Road Crew Supervisor I              | 2.00        | 2.00  | 2.00      | 2.00  | 60,862                   | 60,862    |
| 3803  | Hydrographic Instrument Technician  | 2.00        | 2.00  | 2.00      | 2.00  | 60,528                   | 60,528    |
| 3695  | Junior Civil Engineer               | 1.25        | 1.25  | 2.00      | 2.00  | 36,089                   | 57,742    |
| 3779  | Junior Land Surveyor                | 2.25        | 2.25  | 2.00      | 2.00  | 64,960                   | 57,742    |
| 6130  | Equipment Shop Supervisor           | 3.00        | 3.00  | 3.00      | 3.00  | 86,238                   | 86,238    |
| 2425  | Associate Accountant                | 0.25        | 0.25  | 0.25      | 0.25  | 7,166                    | 7,166     |
| 6030  | Equipment Operator III              | 1.50        | 1.50  | 1.50      | 1.50  | 42,900                   | 42,900    |
| 7073  | Water Treatment Plant Operator      | 1.00        | 1.00  | 1.00      | 1.00  | 27,685                   | 27,685    |
| 3800  | Drafting Technician III             | 4.50        | 4.50  | 4.25      | 4.25  | 123,368                  | 116,514   |
| 3813  | Engineering Technician II           | 1.75        | 1.75  | 1.00      | 1.00  | 47,976                   | 27,415    |
| 6031  | Equipment Operator II               | 6.00        | 6.00  | 4.25      | 4.25  | 163,614                  | 115,893   |
| 6108  | Senior Equipment Mechanic           | 3.00        | 3.00  | 3.00      | 3.00  | 80,808                   | 80,808    |
| 6180  | Welder                              | 3.00        | 3.00  | 3.00      | 3.00  | 80,559                   | 80,559    |
| 2405  | Assistant Accountant                | 0.25        | 0.25  | 0.25      | 0.25  | 6,646                    | 6,646     |
| 3817  | Graphic Artist                      | 2.00        | 2.00  | 2.00      | 2.00  | 52,000                   | 52,000    |
| 6344  | Coordinator, Volunteer Services     | 0.00        | 0.00  | 0.25      | 0.25  | 0                        | 6,485     |
| 6110  | Equipment Mechanic                  | 14.00       | 14.00 | 14.00     | 14.00 | 359,058                  | 359,058   |
| 3018  | Computer Operations Specialist      | 0.50        | 0.50  | 0.50      | 0.50  | 12,449                   | 12,449    |
| 6032  | Equipment Operator I                | 5.50        | 5.50  | 8.25      | 8.25  | 135,795                  | 203,693   |

STAFFING SCHEDULE (Cont'd)

Program: Support to Dependent County Entities/Enterprise Funds

Department: Public Works

| Class                             | Title                            | STAFF YEARS   |               |               |               | SALARY AND BENEFIT COSTS |                    |
|-----------------------------------|----------------------------------|---------------|---------------|---------------|---------------|--------------------------|--------------------|
|                                   |                                  | 1985-86       |               | 1986-87       |               | 1985-86                  | 1986-87            |
|                                   |                                  | Budget        | Adopted       | Budget        | Adopted       | Budget                   | Adopted            |
|                                   |                                  | Positions     | SY            | Positions     | SY            |                          |                    |
| 3801                              | Drafting Technician II           | 7.50          | 7.50          | 5.50          | 5.50          | \$ 182,055               | \$ 133,507         |
| 3805                              | Cartographic Reprographic Tech.  | 1.75          | 1.75          | 1.75          | 1.75          | 42,480                   | 42,480             |
| 3814                              | Engineering Technician I         | 2.50          | 2.50          | 3.50          | 3.50          | 60,685                   | 84,959             |
| 2769                              | Commission Secretary             | 1.00          | 1.00          | 1.00          | 1.00          | 23,546                   | 23,546             |
| 2306                              | Administrative Trainee           | 1.00          | 1.00          | 1.00          | 1.00          | 22,964                   | 22,964             |
| 3072                              | Senior Computer Operator         | 0.50          | 0.50          | 0.25          | 0.25          | 11,295                   | 5,647              |
| 6210                              | Electrician Assistant            | 1.00          | 1.00          | 1.00          | 1.00          | 22,069                   | 22,069             |
| 2745                              | Supervising Clerk                | 0.25          | 0.25          | 0.25          | 0.25          | 5,393                    | 5,393              |
| 3802                              | Drafting Technician I            | 2.00          | 2.00          | 6.00          | 6.00          | 41,892                   | 125,676            |
| 3810                              | Engineering Aid                  | 0.50          | 0.50          | 0.50          | 0.50          | 10,473                   | 10,473             |
| 2757                              | Administrative Secretary II      | 1.50          | 1.50          | 1.75          | 1.75          | 30,702                   | 35,819             |
| 2658                              | Storekeeper II                   | 0.00          | 0.00          | 1.00          | 1.00          | 0                        | 20,093             |
| 3009                              | Word Processing Operator         | 1.25          | 1.25          | 1.25          | 1.25          | 23,946                   | 23,946             |
| 3073                              | Senior Offset Equipment Oper.    | 0.50          | 0.50          | 0.00          | 0.00          | 9,579                    | 0                  |
| 2660                              | Storekeeper I                    | 3.00          | 3.00          | 3.00          | 3.00          | 56,100                   | 56,100             |
| 2510                              | Senior Account Clerk             | 0.75          | 0.75          | 0.50          | 0.50          | 13,931                   | 9,288              |
| 2730                              | Senior Clerk                     | 1.00          | 1.00          | 0.25          | 0.25          | 18,575                   | 4,644              |
| 2756                              | Administrative Secretary I       | 0.25          | 0.25          | 0.25          | 0.25          | 4,431                    | 4,431              |
| 2760                              | Stenographer                     | 0.25          | 0.25          | 0.00          | 0.00          | 4,431                    | 0                  |
| 3050                              | Offset Equipment Operator        | 0.50          | 0.50          | 0.50          | 0.50          | 8,695                    | 8,695              |
| 7540                              | Construction and Svcs. Worker II | 1.00          | 1.00          | 1.00          | 1.00          | 16,765                   | 16,765             |
| 2650                              | Stock Clerk                      | 0.00          | 0.00          | 0.25          | 0.25          | 0                        | 4,113              |
| 3030                              | Data Entry Operator              | 1.25          | 0.50          | 1.50          | 0.75          | 8,227                    | 12,340             |
| 2493                              | Intermediate Account Clerk       | 1.00          | 1.00          | 0.00          | 0.00          | 16,141                   | 0                  |
| 7541                              | Construction and Svcs. Worker I  | 0.00          | 0.00          | 1.00          | 1.00          | 0                        | 16,016             |
| 2700                              | Intermediate Clerk Typist        | 2.75          | 2.75          | 2.50          | 2.50          | 43,244                   | 39,313             |
| 9999                              | Extra Help                       | 13.00         | 6.00          | 12.00         | 5.00          | 95,637                   | 80,726             |
|                                   | <b>Total</b>                     | <b>156.25</b> | <b>148.50</b> | <b>157.25</b> | <b>149.50</b> | <b>\$4,381,057</b>       | <b>\$4,351,279</b> |
| Adjustments:                      |                                  |               |               |               |               |                          |                    |
| County Contributions and Benefits |                                  |               |               |               |               | \$1,499,821              | \$1,494,624        |
| Special Payments:                 |                                  |               |               |               |               |                          |                    |
| Premium Pay                       |                                  |               |               |               |               | 4,000                    | 0                  |
| Call Back Overtime                |                                  |               |               |               |               | 0                        | 0                  |
| Salary Adjustment                 |                                  |               |               |               |               | 5,054                    | 0                  |
| Salary Savings                    |                                  |               |               |               |               | \$ (86,349)              | (92,827)           |
| Total Adjustments                 |                                  |               |               |               |               | \$1,422,526              | \$1,401,797        |
| PROGRAM TOTALS:                   |                                  | 156.25        | 148.50        | 157.25        | 149.50        | \$5,803,583              | \$5,753,076        |

PROGRAM: SUPPORT TO INDEPENDENT ENTITIES

# 64500

MANAGER: GRANVILLE M. BOWMAN

Department: PUBLIC WORKS

# 5750

Ref: 1985-86 Final Budget - Pg: 396

Authority: This program was developed to carry out County Regulatory Code, State Streets and Highways Code, Subdivision Map Act, General Plan, and California Environmental Quality Act regulations requiring the County to perform engineering, surveying, map maintenance, grading and subdivision regulation, watershed management and E.I.R. preparation. It also provides engineering and maintenance services to other governmental entities through agreements authorized by the Board of Supervisors.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 3,257,611        | \$ 3,237,914        | \$ 3,459,730        | \$ 4,096,948        | \$ 3,467,545        |
| Services & Supplies       | 1,821,131           | 416,165             | 402,540             | 674,074             | 358,794             |
| Other Costs               | 10,639              | 1,260               | 9,785               | 0                   | 201,182             |
| Fixed Assets              | 1,200               | 16,667              | 17,289              | 31,915              | 19,500              |
| Operating Transfers       | 0                   | 0                   | 0                   | 0                   | 0                   |
| Contingency Projects      | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements       | (5,381)             | (500)               | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 5,085,200</b> | <b>\$ 3,671,506</b> | <b>\$ 3,889,344</b> | <b>\$ 4,802,937</b> | <b>\$ 4,047,021</b> |
| Department Overhead       | \$ 589,822          | \$ 571,766          | \$ 477,857          | \$ 643,848          | \$ 901,431          |
| <b>FUNDING</b>            | <b>(5,675,022)</b>  | <b>(4,243,272)</b>  | <b>(4,367,201)</b>  | <b>(5,446,785)</b>  | <b>(4,948,452)</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>94.50</b>        | <b>95.25</b>        | <b>91.50</b>        | <b>103.00</b>       | <b>85.25</b>        |

PROGRAM DESCRIPTION:

Through this program the Department provides services to other governments and developers in the private sector. Workload is dependent on general economic fluctuations which impact the development and housing industries and service requests from other governmental entities. Activities in this program are fully reimbursed by developer payments, interest earned from Developer Trust Accounts and charges to other governmental entities for engineering and maintenance services. There is no net General Fund Cost in this program.

1985-86 ACTUALS:

Labor actuals are 15% below budget. Service and materials costs are 39% below budget. Work requests from other governments for County maintenance and engineering services were well below budgeted levels and have been significantly reduced in the adopted 1986-87 Budget.

1986-87 OBJECTIVES:

1. Complete development review of 70 Major Subdivisions, 300 Minor Subdivisions, 150 Major Use Permits, 60 Rezones, 3,000 Building Permits.
2. Complete engineering map/plan check within 15 days of first submittal.
3. Provide engineering and maintenance support to other governmental entities through 100 active contracts/agreements/authorizations.
4. Inspect 1,800 Road Permits.

1986-87 ADOPTED BUDGET SUB-PROGRAM ACTIVITIES:

This program is offset 100% by revenues, and there is no net County cost. Program activities include the following:

1. Private Projects (60%; 52.25 SY; E-\$2,443,751; R-\$3,110,667) include project engineering review and conditioning, engineering plan check and inspection of road and flood control items on specific subdivisions, parcel maps, grading permits, major use permits, rezones and centerline projects. This activity is:
  - Mandated/Discretionary Service Level (MDSL).
  - Not expected to increase significantly in workload for 1986-87.
  - Dependent on private development which generally increases when interest rates start to increase; interest rates are expected to remain low.
  - Prepared to contract plan and map checking out to consultants if workload increases during the year and work cannot be handled in a timely manner by existing staff.
2. Development Control and Indirect Development Support (25%; 22.75 SY; E-\$1,005,032; R-\$1,216,733) 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 development 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 right-of-way and flood plains, are the major services provided. This activity is:
  - Mandated/Discretionary Service Level (MDSL).
  - Expected to remain stable in its workload for FY 1986-87.
  - Funded by interest earned on developer deposits held in trust and fines and forfeitures.
3. Services to Other Governments (15%; 10.25 SY; E-\$598,238; R-\$621,052) include engineering and maintenance support provided by Public Works to other governmental entities through contracts, agreements and authorizations. Examples include Cuyamaca State Park Road Maintenance and City of Lemon Grove Engineering Support Services. This activity is:
  - Discretionary/Discretionary Service Level (DDSL).
  - Anticipating a significant decrease in workload due to proposed incorporations in the San Dieguito and Solana Beach area and approved incorporations in areas such as Lemon Grove and Santee.
  - Expecting a decline in County service requests to continue due to incorporated areas providing their own support services.

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 adopting this budget, the Board of Supervisors ratifies and approves use of interest revenue for such purpose.

Total revenue for 1986-87 will accrue from the following sources:

| <u>Source of Revenue</u>                      | <u>1985-86<br/>Budget</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|---------------------------|----------------------------|---|
| Charges for current services to public sector | \$3,172,180               | \$2,667,746               | \$3,106,330                | \$ (65,850)                               |
| Charges for current services to governments   | 1,122,626                 | 476,731                   | 605,053                    | (517,573)                                 |
| Interest earned on developer deposits         | 900,000                   | 1,162,638                 | 1,000,000                  | 100,000                                   |
| Permits                                       | 34,200                    | 36,214                    | 34,200                     | 0   |
| Other Revenue                                 | 217,779                   | 23,872                    | 202,869                    | (14,910)                                  |
| <b>Total</b>                                  | <b>\$5,446,785</b>        | <b>\$4,367,201</b>        | <b>\$4,948,452</b>         | <b>\$(498,333)</b>                        |

Charges for current services to governments continue to decline in direct response to new municipal incorporations and the increasing independence of existing governmental entities from County service support. No significant change in interest earned on Developer Deposits is expected during FY 1986-87 in response to state legislation effective January 1, 1986, requiring return of earned interest on performance guarantee accounts to the developer.

FIXED ASSETS:

The Rotary File is requested to replace existing manual files. One Rotary file was obtained in FY 1985-86, however, an additional file is needed to fully maintain existing project files. The new Rotary file will provide better space utilization for storage and quicker, more accurate file retrieval. The Nuclear Density/Moisture Gauge is requested to replace existing outdated equipment. The Replacement Gauge will provide more dependable, efficient test data and supply advanced technological capabilities including direct readout of test results, data storage and retrieval.

| <u>Item</u>                    | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u>     | <u>Revenue</u>  |
|--------------------------------|-----------------|------------------------|-----------------|-----------------|
| Rotary file                    | 1               | N                      | \$14,000        | \$14,000        |
| Nuclear Density/Moisture Gauge | 1               | R                      | 5,500           | 5,500           |
| <b>Total</b>                   |                 |                        | <b>\$19,500</b> | <b>\$19,500</b> |

PERFORMANCE INDICATORS

Program: Support to Independent Entities

Department: Public Works

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>PRIVATE PROJECTS</b>   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   | 30                | 51                | 50                | 55                | 60                 |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Tentative Maps  | 70                | 72                | 80                | 62                | 70                 |
| Tentative Parcel Maps   | 275               | 204               | 250               | 293               | 300                |
| Final Subdivision Maps  | 78                | 67                | 70                | 59                | 60                 |
| Final Parcel Maps   | 267               | 178               | 250               | 220               | 220                |
| Subdivision Improvement Plans   | 83                | 65                | 70                | 69                | 65                 |
| Parcel Improvement Plans  | 76                | 90                | 100               | 93                | 100                |
| Curb Grade Improvement Plans  | 86                | 114               | 110               | 116               | 120                |
| Improvement Plans Inspected   | 36                | 50                | 57                | 32                | 30                 |
| Major Grading Plans   | 114               | 87                | 90                | 106               | 120                |
| Minor Grading Plans   | 88                | 84                | 80                | 121               | 120                |
| Grading Plans Inspected   | 112               | 78                | 120               | 162               | 110                |
| Major Use Permits   | 175               | 39                | 200               | 158               | 150                |
| Rezones   | 52                | 30                | 80                | 78                | 60                 |
| Centerline Projects Processed   | 226               | 273               | 100               | 286               | 200                |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Cost/Major Subdivision Reviewed   | 9,196             | 9,765             | 9,850             | 9,965             | 10,900             |
| Cost/Minor Subdivision Reviewed   | 1,498             | 1,925             | 1,975             | 2,293             | 3,000              |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| # Days Plan Check   | 20                | 17                | 15                | 14                | 15                 |
| <b>ROAD SYSTEM PROTECTION AND DEVELOPMENT REVIEW</b>                    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   | 19                | 25                | 23                | 36                | 25                 |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Road Permits Issued (Const.,<br>Excav., etc.)                           | 2,845             | 2,668             | 2,750             | 2,512             | 2,600              |
| Road Permits Inspected  | 1,113             | 1,242             | 1,543             | 1,580             | 1,800              |
| Planning Projects Reviewed<br>(Road Op., Vac, ZAP, Var,<br>Lafco & EIR) | 226               | 432               | 450               | 442               | 450                |
| Records of Survey   | 310               | 446               | 450               | 516               | 530                |
| Traffic EIR   | 65                | 81                | 75                | 86                | 75                 |
| Route Location Studies<br>(New-Completed)                               | 0                 | 4                 | 4                 | 5                 | 4                  |
| Special Studies   | 119               | 170               | 125               | 148               | 150                |
| Official Centerline Studies<br>(Adopted by Board)                       | 0                 | 43                | 10                | 16                | 20                 |
| Building Permits Reviewed   | 2,727             | 2,775             | 2,500             | 3,272             | 3,000              |

PERFORMANCE INDICATORS

Program: Support to Independent Entities

Department: Public Works

|                              | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>Efficiency</u>            |                   |                   |                   |                   |                    |
| SY/Route Location Study      | 0                 | 0                 | .50               | .50               | .50                |
| SERVICE TO OTHER GOVERNMENTS |                   |                   |                   |                   |                    |
| <u>% of Resources</u>        | 33                | 36                | 27                | 9                 | 15                 |
| <u>Workload</u>              |                   |                   |                   |                   |                    |
| # of Contracts/Agreements    | 36                | 37                | 35                | 34                | 34                 |
| <u>Efficiency</u>            |                   |                   |                   |                   |                    |
| Productivity = SY/Contract   | .77               | .77               | .82               | .75               | .75                |



## STAFFING SCHEDULE

Program: Support to Independent Entities

Department: Public Works

| Class | Title                                  | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |           |
|-------|--|---------------|-------|-----------|-------|--------------------------|-----------|
|       |  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87   |
|       |  | Positions     | SY    | Positions | SY    | Budget                   | Adopted   |
| 3676  | Deputy County Engineer                 | 1.00          | 1.00  | 0.75      | 0.75  | \$ 52,666                | \$ 39,500 |
| 3700  | Principal Civil Engineer               | 2.75          | 2.75  | 2.75      | 2.75  | 134,651                  | 134,651   |
| 3705  | Principal Land Surveyor                | 1.00          | 1.00  | 1.00      | 1.00  | 48,964                   | 48,964    |
| 3720  | Senior Civil Engineer                  | 4.25          | 4.25  | 3.50      | 3.50  | 193,511                  | 159,362   |
| 3728  | Senior Land Surveyor                   | 1.00          | 1.00  | 1.00      | 1.00  | 45,532                   | 45,532    |
| 2499  | Principal Systems Analyst              | 0.25          | 0.25  | 0.25      | 0.25  | 11,378                   | 11,378    |
| 6005  | Division Road Superintendent           | 0.50          | 0.50  | 0.00      | 0.00  | 21,674                   | 0         |
| 2414  | Analyst IV                             | 0.00          | 0.00  | 0.25      | 0.25  | 0                        | 10,572    |
| 2525  | Senior Systems Analyst                 | 0.25          | 0.25  | 0.25      | 0.25  | 10,572                   | 10,572    |
| 5999  | Assistant Division Road Superintendent | 0.25          | 0.25  | 0.25      | 0.25  | 10,067                   | 10,067    |
| 3795  | Construction Technician                | 1.25          | 1.25  | 0.75      | 0.75  | 49,193                   | 29,516    |
| 3635  | Associate Civil Engineer               | 7.00          | 7.00  | 6.75      | 6.75  | 270,088                  | 260,442   |
| 3785  | Associate Land Surveyor                | 3.00          | 3.00  | 3.00      | 3.00  | 115,752                  | 115,752   |
| 2427  | Associate Systems Analyst              | 0.50          | 0.50  | 0.50      | 0.50  | 19,178                   | 19,178    |
| 3518  | Cartographer                           | 0.25          | 0.25  | 0.25      | 0.25  | 9,360                    | 9,360     |
| 2413  | Analyst III                            | 0.25          | 0.25  | 0.25      | 0.25  | 8,913                    | 8,913     |
| 6019  | Road Crew Supervisor II                | 1.00          | 1.00  | 0.25      | 0.25  | 35,592                   | 8,398     |
| 3615  | Assistant Civil Engineer               | 13.75         | 13.75 | 13.50     | 13.50 | 459,319                  | 450,968   |
| 3780  | Assistant Land Surveyor                | 5.00          | 5.00  | 5.00      | 5.00  | 167,025                  | 167,025   |
| 2303  | Administrative Assistant II            | 0.50          | 0.50  | 0.50      | 0.50  | 16,162                   | 16,162    |
| 2412  | Analyst II                             | 1.25          | 1.25  | 1.00      | 1.00  | 40,405                   | 32,324    |
| 2426  | Assistant Systems Analyst              | 0.50          | 0.50  | 0.00      | 0.00  | 16,162                   | 0         |
| 3819  | Mapping Supervisor                     | 0.25          | 0.25  | 0.25      | 0.25  | 7,956                    | 7,956     |
| 3812  | Engineering Technician III             | 8.00          | 8.00  | 6.50      | 6.50  | 254,432                  | 206,726   |
| 3515  | Environmental Management Specialist II | 0.25          | 0.25  | 0.00      | 0.00  | 7,629                    | 0         |
| 6020  | Road Crew Supervisor I                 | 0.25          | 0.25  | 0.25      | 0.25  | 7,608                    | 7,608     |
| 3779  | Junior Land Surveyor                   | 1.75          | 1.75  | 2.50      | 2.50  | 50,524                   | 72,178    |
| 6030  | Equipment Operator III                 | 1.00          | 1.00  | 1.00      | 1.00  | 28,600                   | 28,600    |
| 3813  | Engineering Technician II              | 7.00          | 7.00  | 5.50      | 5.50  | 191,905                  | 150,783   |
| 6031  | Equipment Operator II                  | 1.00          | 1.00  | 1.00      | 1.00  | 27,269                   | 27,269    |
| 2405  | Assistant Accountant                   | 0.25          | 0.25  | 0.25      | 0.25  | 6,646                    | 6,646     |
| 6032  | Equipment Operator I                   | 5.00          | 5.00  | 0.00      | 0.00  | 123,450                  | 0         |
| 3801  | Drafting Technician II                 | 2.00          | 2.00  | 2.00      | 2.00  | 48,548                   | 48,548    |
| 3805  | Cartographic Reprographic Technician   | 0.25          | 0.25  | 0.25      | 0.25  | 6,069                    | 6,069     |
| 3814  | Engineering Technician I               | 8.00          | 8.00  | 6.50      | 6.50  | 194,192                  | 157,781   |
| 2745  | Supervising Clerk                      | 0.75          | 0.75  | 0.75      | 0.75  | 16,178                   | 16,178    |
| 3810  | Engineering Aid                        | 4.50          | 4.50  | 3.50      | 3.50  | 94,257                   | 73,311    |
| 2757  | Administrative Secretary II            | 1.50          | 1.50  | 1.00      | 1.00  | 30,702                   | 20,468    |
| 2658  | Storekeeper II                         | 0.50          | 0.50  | 0.50      | 0.50  | 10,047                   | 10,047    |
| 3009  | Word Processing Operator               | 0.75          | 0.75  | 0.75      | 0.75  | 14,368                   | 14,368    |
| 2510  | Senior Account Clerk                   | 1.00          | 1.00  | 1.00      | 1.00  | 18,575                   | 18,575    |
| 2730  | Senior Clerk                           | 1.50          | 1.50  | 1.25      | 1.25  | 27,863                   | 23,219    |
| 2756  | Administrative Secretary I             | 0.25          | 0.25  | 0.25      | 0.25  | 4,431                    | 4,431     |

STAFFING SCHEDULE (Cont'd)

Program: Support to Independent Entities

Department: Public Works

| Class                             | Title                              | STAFF - YEARS |        |           |       | SALARY AND BENEFITS COST |             |
|-----------------------------------|------------------------------------|---------------|--------|-----------|-------|--------------------------|-------------|
|                                   |                                    | 1985-86       |        | 1986-87   |       | 1985-86                  | 1986-87     |
|                                   |                                    | Positions     | SY     | Positions | SY    | Budget                   | Adopted     |
| 2760                              | Stenographer                       | 0.25          | 0.25   | 0.00      | 0.00  | 4,431                    | 0           |
| 7541                              | Construction and Services Worker I | 1.00          | 1.00   | 0.00      | 0.00  | 16,016                   | 0           |
| 2700                              | Intermediate Clerk Typist          | 5.75          | 5.75   | 4.75      | 4.75  | 90,419                   | 74,694      |
| 9999                              | Extra Help                         | 10.00         | 4.75   | 9.00      | 3.75  | 90,802                   | 65,797      |
| TOTAL                             |                                    | 108.25        | 103.00 | 90.50     | 85.25 | \$3,109,081              | \$2,629,888 |
| Adjustments:                      |                                    |               |        |           |       |                          |             |
| County Contributions and Benefits |                                    |               |        |           |       | \$1,058,156              | \$ 897,388  |
| Special Payments:                 |                                    |               |        |           |       |                          |             |
| Premium Pay                       |                                    |               |        |           |       | 0                        |             |
| Call Back Overtime                |                                    |               |        |           |       | 0                        |             |
| Bilingual Pay                     |                                    |               |        |           |       | 0                        |             |
| Salary Adjustment                 |                                    |               |        |           |       | (971)                    | 0           |
| Salary Savings                    |                                    |               |        |           |       | (69,318)                 | (59,731)    |
| Total Adjustments                 |                                    |               |        |           |       | \$ 987,867               | \$ 837,657  |
| PROGRAM TOTALS:                   |                                    | 108.25        | 103.00 | 90.50     | 85.25 | \$4,096,948              | \$3,467,545 |

PROGRAM: DEPARTMENT OVERHEAD

# 9210X

MANAGER: GRANVILLE M. BOWMAN

Department: PUBLIC WORKS

# 5750

Ref: 1985-86 Final Budget - Pg: 401

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 697,366          | \$ 929,684          | \$ 1,064,536        | \$ 1,021,300        | \$ 1,024,180        |
| Services & Supplies       | 2,802,582           | 2,518,280           | 2,085,555           | 3,041,905           | 4,680,287           |
| Other Charges             | 232,720             | 0                   | 70,736              | 135,298             | 15,075              |
| Fixed Assets              | 0                   | 2,510               | 96,460              | 75,525              | 8,327               |
| Operating Transfers       | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements       | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>            |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 3,732,668</b> | <b>\$ 3,450,474</b> | <b>\$ 3,317,287</b> | <b>\$ 4,274,028</b> | <b>\$ 5,727,869</b> |
| Distributed               | (3,606,564)         | (3,132,091)         | (2,854,512)         | (3,947,539)         | (5,396,149)         |
| <b>FUNDING</b>            | <b>(126,104)</b>    | <b>(318,383)</b>    | <b>(462,775)</b>    | <b>(326,489)</b>    | <b>(331,720)</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>21.75</b>        | <b>25.50</b>        | <b>28.00</b>        | <b>27.25</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 Enterprise Funds pay total costs of \$294,370 for this administrative support. The Department Overhead Program comprises 5% of the Department's Budget.

1985-86 ACTUALS:

The variance between the 1985-86 budget and 1985-86 actuals in salaries and benefits is attributable to a large leave balance payoff for a retiring employee and unanticipated staff support for the Board-directed County-wide Contracting Study. Services and supplies are underspent by approximately \$956,000 in this program. The Department Overhead activity accounts for \$305,000 largely attributable to improved accounting procedures allowing charges to be reflected in direct programs, rather than being spread as an allocation of overhead. Lower than anticipated levels of minor equipment replacement and equipment rents and repairs also generated sizable savings.

In the A-87 Allocated External activity services and supplies were underspent by \$651,000. External support costs of \$374,000 were more appropriately paid by the Roads Program as direct operating costs. Support departments that bill for actual service performed (primarily General Services and Electronic Data Processing) requested payment \$277,000 lower than the A-87 Cost Allocation Plan budgeted levels.

1986-87 OBJECTIVES:

1. Maintain Overhead staff to total staff percentage below 5%.
2. Provide in-service training to 35% of Department staff, using both County and Department resources.
3. Meet Affirmative Action hiring goals approved by the Equal Opportunity Management Office and the Chief Administrative Officer.
4. Recruit and coordinate the utilization of 40,000 volunteer staff hours.
5. Provide necessary coordination and technical assistance to purchase, install, and begin use of 32 terminals and 10 micro-computers budgeted in 1986-87 for the Department of Public Works.

1986-87 ADOPTED BUDGET SUB-PROGRAM ACTIVITIES:

The two major activities comprising the Department Overhead Program are:

1. Department Overhead (24%; 27.25 SY; E - \$1,380,264; R - \$331,720) including Director's Office, budget, payroll and personnel, fiscal, xeroxing, printing, rents and leases of equipment, and operating needs of the Department Overhead staff, is:

- Discretionary/Discretionary Service Level (DDLs), funded 100% by service specific funds generated by services supported by this Overhead Program and provided by the Department's three direct Road Fund programs and Enterprise Funds.
- Decreasing by \$80,000 in services and supplies due to improved accounting procedures reflecting these costs as direct costs versus overhead and equipment maintenance agreements being transferred to the Department's Internal Service Fund's budget.
- Decreasing \$190,000 in Other Charges and Fixed Assets as 1985-86 levels included one-time purchases of fixed assets.
- Having no staff-level changes.

2. A-87 Allocated Externals (76%; 0.00 SY; E - \$4,347,605; R - \$0) shows direct cash payments made by the Road Fund to General Fund Departments included in the A-87 Cost Allocation Plan. This activity is:

- Discretionary/Discretionary Service Level (DDLs), funded 100% by service specific funds generated by services supported by this Overhead Program and provided by the Department's three direct Road Fund programs.
- Increasing by \$1,721,575 due to the establishment of a liability reserve payment in the cost allocation plan and the extremely high percentage of this reserve and other liability costs allocated to the Road Fund based on its loss history.
- Summarized below by General Fund Departments to which payments will be made:

|   | <u>1984-85</u><br><u>Actuals</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> |
|---|----------------------------------|---------------------------------|----------------------------------|
| County Counsel (Liability Insurance)      | \$ 257,257                       | \$ 280,939                      | \$ 520,268                       |
| County Counsel (Legal Services, Tort 92%) | 184,000                          | 202,400                         | 241,466                          |
| County Counsel (Legal Services, Misc. 8%) | 16,000                           | 17,600                          | 20,997                           |
| Liability Reserve                         | 0                                | 0                               | 1,220,817                        |
| Auditor and Controller                    | 560,201                          | 398,689                         | 428,568                          |
| General Services                          | 850,830                          | 1,017,851                       | 492,873                          |
| Office of Employee Services               | 131,437                          | 131,437                         | 131,437                          |
| Purchasing                                | 70,851                           | 88,635                          | 91,642                           |
| Electronic Data Processing                | 319,822                          | 350,397                         | 298,583                          |
| Equal Opportunity Management              | 15,265                           | 8,128                           | 14,847                           |
| Civil Service Commission                  | 10,100                           | 13,595                          | 13,190                           |
| CAO                                       | 79,031                           | 86,515                          | 76,115                           |
| Treasurer/Tax Collector                   | 27,879                           | 28,886                          | 29,298                           |
| Board of Supervisors/Clerk of the Board   | 1,153                            | 958                             | 0                                |
| A-87 Roll Forward Adjustment              | 0                                | 0                               | 767,504                          |
|   | <u>\$2,523,826</u>               | <u>\$2,626,030</u>              | <u>\$4,347,605</u>               |

|  | <u>1984-85<br/>Actuals</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> |
|--|----------------------------|---------------------------|----------------------------|
| In addition to externals budgeted in this Overhead Program Activity, the following payments to the General Fund are budgeted in the Roads Program: |                            |                           |                            |
| General Services: Traffic Signal & Road Station Utilities  | \$ 551,000                 | \$ 579,000                | \$ 457,700                 |
| Real Property  | <u>195,000</u>             | <u>196,000</u>            | <u>269,750</u>             |
|  | \$ 746,000                 | \$ 775,000                | \$ 727,450                 |
| TOTAL BUDGETED ROAD FUND PAYMENTS TO GENERAL FUND  | \$3,269,826                | \$3,401,030               | \$5,075,055                |

REVENUE BY SOURCE:

There is no significant variance between the 1985-86 budgeted figure and the 1986-87 Adopted. The 1985-86 actual includes a one-time loan repayment from the General Fund which accounts for its higher level.

| <u>Source of Revenue</u>                   | <u>1985-86<br/>Budget</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|---------------------------|----------------------------|---|
| Administrative Support to Enterprise Funds | \$ 326,489                | \$ 326,489                | \$ 294,370                 | \$(32,119)                                |
| Other Abatements                           | <u>0</u>                  | <u>136,286</u>            | <u>37,350</u>              | <u>37,350</u>                             |
| Total                                      | \$ 326,489                | \$ 462,775                | \$ 331,720                 | \$ 5,231                                  |

Revenue in this program for administrative support provided to the Airport, Liquid Waste, Solid Waste, and County Transit Enterprise Funds amounts to \$294,370. Additional revenue received is in reimbursement of the duplicating costs of informational documents sold to the public and of EDP costs in support of County Service Areas.

FIXED ASSETS:

The two pieces of audio visual equipment are being requested to replace pieces of equipment nearing the end of their life expectancies, while also keeping pace with the technological changes in the field. The microfilm reader/printer is also a replacement item. The existing machine can no longer be covered under a service agreement and required maintenance exceeds the value of the machine.

| <u>Item</u>                        | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u>  | <u>Revenue</u> |
|------------------------------------|-----------------|------------------------|--------------|----------------|
| Industrial Video Recorder/Playback | 1               | R                      | \$ 1,484     | \$ 1,484       |
| Color Monitor/Receiver             | 1               | R                      | 843          | 843            |
| Microfilm Reader/Printer           | 1               | R                      | <u>6,000</u> | <u>6,000</u>   |
| Total                              |                 |                        | \$ 8,327     | \$ 8,327       |

STAFFING SCHEDULE

Program: Department Overhead

Department: Public Works

| Class                             | Title                                     | STAFF - YEARS |              |              |              | SALARY AND BENEFITS COST |                  |
|-----------------------------------|---|---------------|--------------|--------------|--------------|--------------------------|------------------|
|                                   |   | 1985-86       |              | 1986-87      |              | 1985-86                  | 1986-87          |
|                                   |   | Positions     | SY           | Positions    | SY           | Budget                   | Adopted          |
| 2113                              | Director, Department of Public Works      | 1.00          | 1.00         | 1.00         | 1.00         | \$ 75,068                | 75,068           |
| 2211                              | Assistant Director, Dept. of Public Works | 1.00          | 1.00         | 1.00         | 1.00         | 65,271                   | 65,271           |
| 2499                              | Principal Systems Analyst                 | 0.75          | 0.75         | 0.50         | 0.50         | 34,133                   | 22,756           |
| 2305                              | Chief Administrative Service              | 1.00          | 1.00         | 1.00         | 1.00         | 42,287                   | 42,287           |
| 2414                              | Analyst IV                                | 1.00          | 1.00         | 1.00         | 1.00         | 42,287                   | 42,287           |
| 2525                              | Senior Systems Analyst                    | 1.00          | 1.00         | 0.50         | 0.50         | 42,287                   | 21,144           |
| 2427                              | Associate Systems Analyst                 | 0.75          | 0.75         | 0.75         | 0.75         | 28,767                   | 28,767           |
| 2413                              | Analyst III                               | 1.00          | 1.00         | 0.50         | 0.50         | 35,652                   | 17,826           |
| 2303                              | Administrative Assistant II               | 2.25          | 2.25         | 2.75         | 2.75         | 72,729                   | 88,891           |
| 2412                              | Analyst II                                | 0.25          | 0.25         | 0.25         | 0.25         | 8,081                    | 8,081            |
| 2359                              | Audio Visual Specialist                   | 0.75          | 0.75         | 0.75         | 0.75         | 19,578                   | 19,578           |
| 6344                              | Coordinate, Volunteer Services            | 1.00          | 1.00         | 0.50         | 0.50         | 25,938                   | 12,969           |
| 2725                              | Principal Clerk                           | 1.00          | 1.00         | 1.00         | 1.00         | 24,420                   | 24,420           |
| 2306                              | Administrative Trainee                    | 1.00          | 1.00         | 1.00         | 1.00         | 22,964                   | 22,964           |
| 2758                              | Administrative Secretary III              | 2.00          | 2.00         | 2.00         | 2.00         | 45,928                   | 45,928           |
| 2745                              | Supervising Clerk                         | 1.00          | 1.00         | 1.00         | 1.00         | 21,570                   | 21,570           |
| 2320                              | Personnel Aid                             | 1.00          | 1.00         | 1.00         | 1.00         | 20,842                   | 20,842           |
| 2757                              | Administrative Secretary II               | 1.00          | 1.00         | 0.00         | 0.00         | 20,468                   | 0                |
| 2658                              | Storekeeper II                            | 0.50          | 0.50         | 0.50         | 0.50         | 10,047                   | 10,047           |
| 2511                              | Senior Payroll Clerk                      | 1.00          | 1.00         | 2.00         | 2.00         | 19,469                   | 38,938           |
| 3009                              | Word Processing Operator                  | 0.25          | 0.25         | 0.25         | 0.25         | 4,789                    | 4,789            |
| 3073                              | Senior Offset Equipment Operator          | 0.00          | 0.00         | 0.50         | 0.50         | 0                        | 9,579            |
| 2730                              | Senior Clerk                              | 2.00          | 2.00         | 2.00         | 2.00         | 37,150                   | 37,150           |
| 2756                              | Administrative Secretary I                | 1.00          | 1.00         | 0.00         | 0.00         | 17,722                   | 0                |
| 2494                              | Payroll Clerk                             | 1.00          | 1.00         | 1.00         | 1.00         | 16,890                   | 16,890           |
| 2650                              | Stock Clerk                               | 1.00          | 1.00         | 1.50         | 1.50         | 16,453                   | 24,680           |
| 3030                              | Data Entry Operator                       | 0.25          | 0.25         | 0.00         | 0.00         | 4,113                    | 0                |
| 2493                              | Intermediate Account Clerk                | 1.00          | 1.00         | 1.00         | 1.00         | 16,141                   | 16,141           |
| 2700                              | Intermediate Clerk Typist                 | 0.00          | 0.00         | 1.00         | 1.00         | 0                        | 15,725           |
| 9999                              | Extra help                                | 1.00          | 0.50         | 2.00         | 1.00         | 7,455                    | 25,005           |
| <b>Total</b>                      |   | <b>27.75</b>  | <b>27.25</b> | <b>28.25</b> | <b>27.25</b> | <b>\$798,499</b>         | <b>\$779,593</b> |
| Adjustments:                      |   |               |              |              |              |                          |                  |
| County Contributions and Benefits |   |               |              |              |              | \$276,860                | \$265,809        |
| Special Payments:                 |   |               |              |              |              |                          |                  |
| Call Back Overtime                |   |               |              |              |              | 0                        | 0                |
| Salary Adjustments                |   |               |              |              |              | (34,327)                 | 0                |
| Salary Savings                    |   |               |              |              |              | (19,732)                 | (21,222)         |
| <b>Total Adjustments</b>          |   |               |              |              |              | <b>\$222,801</b>         | <b>\$244,587</b> |
| PROGRAM TOTALS:                   |   | 27.75         | 27.25        | 28.25        | 27.25        | \$1,021,300              | \$1,024,180      |

REGISTRAR OF VOTERS

|   | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Registration                            | \$ 973,589                      | \$ 775,018                      | \$ 817,505                      | \$ 918,908                      | \$ 800,229                       | \$ (118,679)  | (12.9%)                   |
| Elections                               | 3,419,292                       | 2,754,406                       | 3,933,472                       | 3,607,843                       | 2,530,245                        | (1,077,598)   | (29.9%)                   |
| Department Overhead                     | <u>208,533</u>                  | <u>337,770</u>                  | <u>339,447</u>                  | <u>286,668</u>                  | <u>286,015</u>                   | <u>(653)</u>  | <u>(.002%)</u>            |
| Total Direct Costs                      | \$ 4,601,414                    | \$ 3,867,194                    | \$ 5,090,424                    | \$ 4,813,419                    | \$ 3,616,489                     | \$ (1,196,930)  | (24.9%)                   |
| Funding                                 | <u>(1,757,746)</u>              | <u>(421,592)</u>                | <u>(2,127,921)</u>              | <u>(1,885,550)</u>              | <u>(724,940)</u>                 | <u>1,160,610</u>                                      | <u>(61.6%)</u>            |
| Net Program Cost<br>(Without Externals) | \$ 2,843,668                    | \$ 3,445,602                    | \$ 2,962,503                    | \$ 2,927,869                    | \$ 2,891,549                     | \$ (36,320)   | (1.2%)                    |
| Staff Years                             | 107.71                          | 90.02                           | 89.62                           | 90.10                           | 85.00                            | (5.10)  | (5.7%)                    |
| Fixed Assets<br>(Central Purchasing)    | \$ 99,526                       | \$ 0*                           | \$ 0*                           | \$ 0*                           | \$ 0*                            |   |                           |

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

PROGRAM: Elections

# 04102

MANAGER: Jerry Mann

Department: Registrar of Voters

# 4230

Ref: 1985-86 Final Budget - Pg. 410

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.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual   | 1985-86<br>Actual     | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|----------------------|---------------------|-----------------------|---------------------|---------------------|
| <b>COSTS</b>              |                      |                     |                       |                     |                     |
| Salaries & Benefits       | \$ 983,819           | \$ 965,259          | \$ 1,176,892          | \$ 869,759          | \$ 969,365          |
| Services & Supplies       | 2,435,473            | 1,327,458           | 2,683,661             | 2,669,034           | 1,467,670           |
| Other Charges             | 0                    | 0                   | 37,948                | 63,600              | 70,210              |
| Fixed Assets              | 0                    | 461,689             | 34,971                | 5,450               | 23,000              |
| Vehicles/Comm. Equip.     | 0                    | 0                   | 0                     | 0                   | 0                   |
| Less Reimbursements       | 0                    | 0                   | 0                     | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 3,419,292</b>  | <b>\$ 2,754,406</b> | <b>\$ 3,933,472</b>   | <b>\$ 3,607,843</b> | <b>\$ 2,530,245</b> |
|                           | <b>\$(1,705,896)</b> | <b>\$ (361,157)</b> | <b>\$ (2,095,295)</b> | <b>(1,822,650)</b>  | <b>\$ (470,830)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 1,713,396</b>  | <b>\$ 2,393,249</b> | <b>\$ 1,838,177</b>   | <b>\$ 1,785,193</b> | <b>\$ 2,059,415</b> |
| <b>STAFF YEARS</b>        | <b>52.40</b>         | <b>50.36</b>        | <b>51.98</b>          | <b>42.95</b>        | <b>49.65</b>        |

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, and meets 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.



1985-86 ACTUALS:

The difference between the 1985-86 budget amounts and the 1985-86 estimated actuals is due to only 61% of the County being involved in the November 1985 District and Governing Board Election when a Countywide election had been budgeted. New law allowed Districts and Governing Boards to change elections to the even-numbered years. 90 out of 96 Districts and Governing Boards chose to make the change. The reduced workload caused reductions in labor, supplies and revenues. However, this reduction was more than offset by a special primary election for the City of San Diego in February.

1986-87 OBJECTIVES:

1. Conduct a physical inventory of 25% of the 3,600 San Diego County Polls locations for compliance with Federal Handicapped Access standards.
2. Save 20% of the cost of Sample Ballots through use of the department printing system.

1986-87 ADOPTED BUDGET:

The Elections Program summarized below reflects decreased costs over the current year due to only one scheduled election, the November Gubernatorial General Election. The major activities are:

1. Information to Candidates and Campaigns (13.69 SY; E \$491,426; R \$14,830) including: update of district and precinct boundaries, provision for ballot access, and campaign and candidate financial filing and disclosure. This activity is:
  - Mandated/Mandated Service Level.
  - Offset 3% by program revenue.
  - Able to update all boundary changes before the November filing period, access all qualified candidates and measures to the ballot and maintain all campaign and candidate financial and disclosure materials.
2. Information to the Voter (8.57 SY; E \$585,550; R \$254,000) including: printing and mailing sample and official ballots for the November election and providing polls location and absentee voting information to the public. This activity is:
  - Mandated/Mandated Service Level.
  - Offset 43% by program revenue.
  - Able to have printed and mailed 1,200,000 sample ballots and 144,000 absentee ballots to voters.
3. Conduct of Elections (27.39 SY; E \$1,453,269; R \$202,000) including: provision of polls and polls officers; collecting, processing and counting ballots; and certifying the results of the election. This activity is:
  - Mandated/Mandated Service Level.
  - Offset 14% by program revenue.
  - Able to supply and staff 1,600 polls locations; collect, process and count 900,000 ballots; and canvass and certify the results of the election.

REVENUE BY SOURCE:

There will be a major revenue decrease in FY 1986-87 in the Elections Program due to three factors: the decrease from three elections to one election; the inability to bill the three agencies which make up 65% of the election (Federal, State, County); and Board policy not to charge precinct costs to agencies consolidating their elections with the General Election.

| <u>SOURCE OF REVENUE</u>                      | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|-----------------------------|----------------------------|---|
| Election Services to<br>other Gov't. Agencies | \$ 1,470,678              | \$ 1,683,150                | \$ 410,000                 | \$ (1,273,150)                            |
| Candidate Statements                          | 60,209                    | 65,000                      | 32,000                     | (33,000)                                  |
| Candidate Filing Fee                          | 35,419                    | 30,000                      | 0                          | (30,000)                                  |
| Non-Taxable Sales                             | 15,393                    | 18,200                      | 12,000                     | (6,200)                                   |
| Prior Year                                    | 2,000                     | 10,000                      | 1,000                      | (9,000)                                   |
| Taxable Sales                                 | 13,176                    | 14,800                      | 14,830                     | 30  |
| Ballot Recount                                | 420                       | 1,000                       | 500                        | (500)                                     |
| Miscellaneous                                 | 0                         | 500                         | 500                        | 0   |
| TOTAL   | \$ 2,095,295              | \$ 1,822,650                | \$ 470,830                 | \$ (1,351,820)                            |

FIXED ASSETS

| <u>Item</u>                      | <u>Quantity</u> | <u>Cost</u> |
|----------------------------------|-----------------|-------------|
| Burster                          | 1               | \$ 9,500    |
| Security & Post Switching System | 1               | 10,000      |
| Security Monitor                 | 1               | 500         |
| Blue Print Machine               | 1               | 3,000       |
|                                  | 4               | \$ 23,000   |

PERFORMANCE INDICATORS

Program: Elections

Department: Registrar of Voters

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Elections - 04102   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 100%  | 100%              | 100%              | 100%              | 100%              | 100%               |
| <u>Standardized Base Data</u>   |                   |                   |                   |                   |                    |
| Eligible Voter Population   | 1,473,728         | 1,503,728         | 1,551,922         | 1,559,458         | 1,588,830          |
| Number Registered to Vote   | 961,479           | 1,082,450         | 1,050,519         | 1,100,000         | 1,200,000          |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Number of Major Elections   | 3                 | 1                 | 4                 | 3                 | 1                  |
| Ballots Counted   | 1,169,907         | 788,227           | 816,850           | 931,000           | 840,000            |
| Sample Ballots Issued   | 3,132,571         | 1,190,685         | 2,526,070         | 2,575,000         | 1,200,000          |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Net County Cost Per Registered Voter                                    | \$ 2.36           | \$ 1.78           | \$ 1.75           | \$ 1.58           | \$ 1.58            |
| Number of SY's Required Per 100,000 Registered Voters                   | 5.45 SY           | 5.27 SY           | 4.95 SY           | 3.90 SY           | 4.07 SY            |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Voter Turn-Out (All Elections Combined - % of Registered Voters Voting) | 34%               | 73%               | 33.2%             | 43.3%             | 75%                |

## STAFFING SCHEDULE

Program: Elections

# 04102

Department: Registrar of Voters

| Class             | Title                             | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |            |
|-------------------|-----------------------------------|----------------|-------|-----------------|-------|--------------------------|------------|
|                   |                                   | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87    |
|                   |                                   | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted    |
| 2163              | Registrar of Voters               | 0.40           | 0.40  | 0.30            | 0.30  | \$ 20,431                | \$ 16,330  |
| 2233              | Asst. Registrar of Voters         | 0.30           | 0.30  | 0.20            | 0.20  | 13,022                   | 9,325      |
| 3100              | Div. Chief, Elec. Operations      | 0.70           | 0.70  | 0.70            | 0.70  | 24,335                   | 25,054     |
| 2302              | Administrative Assistant III      | 0.40           | 0.40  | 0.30            | 0.30  | 13,335                   | 10,712     |
| 3101              | Div. Chief, Tech. Services        | 0.50           | 0.50  | 0.50            | 0.50  | 17,614                   | 17,660     |
| 2427              | Associate Systems Analyst         | 0.60           | 0.60  | 0.60            | 0.60  | 21,850                   | 20,167     |
| 2337              | Public Information Specialist     | 0.50           | 0.50  | 0.60            | 0.60  | 13,804                   | 17,665     |
| 2426              | Assistant Systems Analyst         | 0.60           | 0.60  | 0.60            | 0.60  | 15,983                   | 17,462     |
| 3103              | Elec. Tech. Coordinator           | 0.80           | 0.80  | 0.00            | 0.00  | 22,086                   | 0          |
| 8807              | Elec. Tech. III                   | 0.00           | 0.00  | 2.00            | 2.00  | 0                        | 47,541     |
| 3106              | Precinct Planning Tech. III       | 0.25           | 0.25  | 0.70            | 0.70  | 5,747                    | 19,265     |
| 3021              | Elec. Processing Supervisor       | 1.50           | 1.50  | 0.00            | 0.00  | 36,459                   | 0          |
| 8809              | Elec. Tech. IV                    | 0.00           | 0.00  | 1.30            | 1.30  | 0                        | 62,726     |
| 2405              | Assistant Accountant              | 0.40           | 0.40  | 0.00            | 0.00  | 9,004                    | 0          |
| 3102              | Elec. Mats. Coordinator           | 0.70           | 0.70  | 0.00            | 0.00  | 13,346                   | 0          |
| 2745              | Supervising Clerk                 | 1.55           | 1.55  | 1.00            | 1.00  | 31,651                   | 21,651     |
| 3801              | Drafting Technician II            | 0.25           | 0.25  | 0.70            | 0.70  | 4,946                    | 16,050     |
| 3105              | Precinct Planning Tech. II        | 1.00           | 1.00  | 1.40            | 1.40  | 16,945                   | 29,435     |
| 8806              | Elec. Tech. II                    | 0.00           | 0.00  | 0.90            | 0.90  | 0                        | 17,328     |
| 3035              | Data Entry Supervisor             | 0.50           | 0.50  | 0.00            | 0.00  | 9,324                    | 0          |
| 3032              | Data Control Technician III       | 0.75           | 0.75  | 0.00            | 0.00  | 13,548                   | 0          |
| 3072              | Senior Computer Operator          | 0.70           | 0.70  | 0.00            | 0.00  | 15,114                   | 0          |
| 8804              | Sr. Mini/Micro Comp. Oper.        | 0.00           | 0.00  | 0.75            | 0.75  | 0                        | 13,985     |
| 2730              | Senior Clerk                      | 4.85           | 4.85  | 7.00            | 7.00  | 82,185                   | 129,730    |
| 8800              | Elec. Tech. I                     | 0.00           | 0.00  | 1.50            | 1.50  | 0                        | 24,012     |
| 8805              | Mini/Micro Comp. Oper.            | 0.00           | 0.00  | 0.50            | 0.50  | 0                        | 7,653      |
| 3104              | Precinct Planning Technician I    | 0.50           | 0.50  | 0.70            | 0.70  | 7,297                    | 12,513     |
| 3802              | Drafting Tech. I                  | 0.00           | 0.00  | 0.50            | 0.50  | 0                        | 10,484     |
| 3073              | Sr. Offset Equip. Oper.           | 0.00           | 0.00  | 0.85            | 0.85  | 0                        | 13,773     |
| 3050              | Offset Equipment Operator         | 0.85           | 0.85  | 0.80            | 0.80  | 13,674                   | 13,962     |
| 2650              | Stock Clerk                       | 0.45           | 0.45  | 0.00            | 0.00  | 7,076                    | 0          |
| 2660              | Storekeeper I                     | 0.00           | 0.00  | 0.45            | 0.45  | 0                        | 7,119      |
| 3030              | Data Entry Operator               | 1.00           | 1.00  | 0.30            | 0.30  | 16,036                   | 4,545      |
| 2494              | Payroll Clerk                     | 0.75           | 0.75  | 0.60            | 0.60  | 11,997                   | 9,854      |
| 2700              | Intermediate Clerk Typist         | 3.85           | 3.85  | 4.50            | 4.50  | 55,462                   | 70,678     |
| 2320              | Personnel Aid                     | 0.50           | 0.50  | 0.50            | 0.50  | 9,803                    | 10,462     |
| 9999              | Non-Permanent                     | 18.00          | 17.80 | 19.00           | 18.90 | 156,787                  | 121,289    |
|                   | TOTALS                            | 43.15          | 42.95 | 49.75           | 49.65 | \$ 678,861               | \$ 798,430 |
| Adjustments:      |                                   |                |       |                 |       |                          |            |
|                   | County Contributions and Benefits |                |       |                 |       | \$ 177,718               | \$ 183,340 |
|                   | Salary Settlement Costs           |                |       |                 |       | 42,317                   |            |
| Special Payments: |                                   |                |       |                 |       |                          |            |
|                   | Overtime Scheduled                |                |       |                 |       | 6,872                    |            |
|                   | Bilingual Premium                 |                |       |                 |       | 232                      |            |
|                   | Employee Compensation Insurance   |                |       |                 |       | 4,943                    | 6,166      |
|                   | Unemployment Expense              |                |       |                 |       | 2,348                    | 1,064      |
|                   | Salary Savings                    |                |       |                 |       | (40,961)                 | (19,635)   |
|                   | Salary Adjustments                |                |       |                 |       | (2,571)                  | 0          |
|                   | Total Adjustments                 |                |       |                 |       | \$ 190,898               | \$ 170,935 |
| PROGRAM TOTALS:   |                                   | 43.15          | 42.95 | 49.75           | 49.65 | \$ 869,759               | \$ 969,365 |

PROGRAM: Registration

# 04101

MANAGER: Jerry Mann

Department: Registrar of Voters

# 4230

Ref: 1985-86 Final Budget - Pg. 406

Authority: The Registration program is authorized by the U.S. Constitution, the California State Constitution, the California Election Code and other California Statutes.

|                         | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS                   |                   |                   |                   |                   |                    |
| Salaries & Benefits     | \$ 810,558        | \$ 610,293        | \$ 538,098        | \$ 719,178        | \$ 547,558         |
| Services & Supplies     | 163,031           | 164,087           | 270,480           | 184,730           | 233,717            |
| Other Charges           | 0                 | 0                 | 7,901             | 14,000            | 18,954             |
| Fixed Assets            | 0                 | 638               | 1,028             | 1,000             | 0                  |
| Vehicle/Comm. Equipment | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements     | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS      | \$ 973,589        | \$ 775,018        | \$ 817,505        | \$ 918,908        | \$ 800,229         |
| FUNDING                 | \$ (51,850)       | \$ (60,435)       | \$ (32,626)       | \$ (62,900)       | \$ (244,110)       |
| NET COUNTY COSTS        | \$ 921,739        | \$ 714,583        | \$ 784,879        | \$ 856,008        | \$ 556,119         |
| STAFF YEARS             | 44.62             | 31.66             | 24.20             | 39.90             | 27.70              |

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.

1985-86 ACTUALS:

The important difference between the 1985-86 budget amounts and 1985-86 Actual for the Registration Program is in Salaries and Benefits. Over 100,000 initiative petition signatures were verified by a contractor rather than by temporary extra help.

1986-87 OBJECTIVES:

1. Increase voter registration to 1,200,000 through voter outreach activities to reach eligible citizens.

1986-87 CAO ADOPTED BUDGET:

The year round registration program summarized below reflects decreased costs in services and supplies because of the conduct of only one major election. The decrease in salary and benefits costs is due to a reallocation of permanent staff labor because of one election. The major activities of the registration program are summarized below:

1. Registration of Eligible Population and Community Development (4.9 SY; E-\$142,020; R-\$94,500) including distribution and receipt of affidavits. This activity is:
  - Mandated/Mandated Service Level
  - Offset 67% by program revenue, and
  - Able to distribute 600,000 and receive 150,000 affidavits of registration
2. Processing Affidavits (16.80 SY; E-\$486,146; R-\$88,170) including processing new affidavits, contacting non-voters after the November election for record update, and sending new registration cards to addresses from which voters have moved. This activity is:
  - Mandated/Mandated Service Level
  - Offset 18% by program revenue, and
  - Able to process 150,000 new affidavits, contact non-voters after the November election and send registration cards to vacated addresses.
3. Signature Verification (4.5 SY; E-\$128,364; R-\$55,000) includes, verifying absentee ballot signatures and receiving and verifying petition signatures. This activity is:
  - Mandated/Mandated Service Level
  - Offset 43% by program revenue, and
  - Able to verify 50,000 absentee signatures; receive 500,000 petition signatures; and verify 50,000 petition signatures.
4. Public Record Activity (1.5 SY; E-\$43,699; R-\$6,440) including, providing registration and election telephone and counter information, and certified copies of registrations for citizenship proof. This activity is:
  - Mandated/Discretionary Service Level
  - Offset 15% by program revenue, and
  - Able to respond to 115,000 public inquiries and provide 2,576 copies to affidavits for citizenship proof.

REVENUE BY SOURCE:

With one exception, categories of revenue vary with the election cycle (3 elections; 1 election) and the State Claim cycle (1 election; 3 elections) which is a year behind the election cycle. The exception is the sale of certified copies used for citizenship proof which is steady, year by year.

PROGRAM: Registration

# 04101

MANAGER: Jerry Mann

| <u>SOURCE OF REVENUE</u>                                  | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|-----------------------------|----------------------------|---|
| Candidate Signatures Verification                         | \$ *                      | \$ *                        | \$ 45,000                  | \$ 45,000                                 |
| Outreach & Community Development                          | *                         | *                           | 66,000                     | 66,000                                    |
| Post-election Registration Verification                   | *                         | *                           | 88,170                     | 88,170                                    |
| Recovered Postal Expenditures                             | 28,406                    | 45,000                      | 28,500                     | 94  |
| Sale of Certified Copies of<br>Affidavits of Registration | 4,220                     | 4,000                       | 6,440                      | 2,220                                     |
| Revenue Applicable to Prior Year                          | <u>0</u>                  | <u>13,900</u>               | <u>10,000</u>              | <u>(3,900)</u>                            |
| TOTAL   | \$ 32,626                 | \$ 62,900                   | \$ 244,110                 | \$ 197,584                                |

\* State Claims previously budgeted as General Revenue totalled \$158,000 in FY 1985-86.

PERFORMANCE INDICATORS

Program: Registration

Department: Registrar of Voters

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A: Registration 04101                                  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 100%  | 100%              | 100%              | 100%              | 100%              | 100%               |
| <u>Standardized Data Base</u>                                   |                   |                   |                   |                   |                    |
| County Population   | 2,025,756         | 2,093,951         | 2,131,760         | 2,142,112         | 2,182,459          |
| Population Eligible to Vote                                     | 1,473,728         | 1,503,728         | 1,551,922         | 1,559,458         | 1,588,830          |
| Registered Voters   | 961,479           | 1,082,450         | 1,050,519         | 1,100,000         | 1,200,000          |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| New Affidavits Processed  | 215,578           | 220,800           | 207,281           | 200,000           | 150,000            |
| Voter File Changes/Cancellations                                | 218,592           | 245,886           | 205,790           | 225,000           | 210,000            |
| Petition & Absentee Signature Verifications                     | 349,701           | 159,639           | 329,435           | 250,000           | 200,800            |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Average Unit Direct Cost  |                   |                   |                   |                   |                    |
| • New Affidavits Processed and Voter File Changes/Cancellations | \$ 1.71           | \$ 1.09           | \$ 1.01           | \$ .95            | \$ 1.59            |
| • Signature Verifications                                       | .14               | .78               | .61               | .44               | .75                |
| Productivity SY Required For:                                   |                   |                   |                   |                   |                    |
| • New Affidavits Processed and Voter File Changes/Cancellations | 20 SY             | 18.1 SY           | 12.4 SY           | 23.5 SY           | 23.0 SY            |
| • Signature Verifications                                       | 2 SY              | 5 SY              | 5.9 SY            | 6 SY              | 4.7 SY             |
| • SY/100,000 Registered Voters                                  | 4.64 SY           | 3.79 SY           | 2.30 SY           | 3.63 SY           | 2.44 SY            |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| % of Eligible Voters Registered to Vote                         | 66.2%             | 72%               | 67.7%             | 70.5%             | 75.5%              |



STAFFING SCHEDULE

Program: Registration

# 04101

Department: Registrar of Voters

| Class                             | Title                            | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |            |
|-----------------------------------|----------------------------------|----------------|-------|-----------------|-------|--------------------------|------------|
|                                   |                                  | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87    |
|                                   |                                  | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted    |
| 2163                              | Registrar of Voters              | 0.10           | 0.10  | 0.10            | 0.10  | \$ 5,107                 | \$ 5,443   |
| 2233                              | Asst. Registrar of Voters        | 0.30           | 0.30  | 0.30            | 0.30  | 13,021                   | 13,987     |
| 3100                              | Div. Chief, Elec. Operations     | 0.30           | 0.30  | 0.30            | 0.30  | 10,429                   | 10,737     |
| 2302                              | Admin. Assistant III             | 0.10           | 0.10  | 0.10            | 0.10  | 3,334                    | 3,571      |
| 3101                              | Div. Chief, Tech. Services       | 0.50           | 0.50  | 0.50            | 0.50  | 17,613                   | 17,660     |
| 2427                              | Associate Systems Analyst        | 0.40           | 0.40  | 0.40            | 0.40  | 14,568                   | 13,445     |
| 2337                              | Public Information Specialist    | 0.30           | 0.30  | 0.40            | 0.40  | 8,282                    | 11,777     |
| 2426                              | Assistant Systems Analyst        | 0.40           | 0.40  | 0.40            | 0.40  | 10,656                   | 11,641     |
| 3103                              | Elec. Tech. Coordinator          | 0.20           | 0.20  | 0.00            | 0.00  | 5,522                    | 0          |
| 8807                              | Elec. Tech. III                  | 0.00           | 0.00  | 1.40            | 1.40  | 0                        | 33,279     |
| 3106                              | Precinct Planning Technician III | 0.75           | 0.75  | 0.30            | 0.30  | 17,240                   | 8,256      |
| 3021                              | Elec. Processing Supervisor      | 1.30           | 1.30  | 0.00            | 0.00  | 31,598                   | 0          |
| 8809                              | Elec. Tech. IV                   | 0.00           | 0.00  | 0.60            | 0.60  | 0                        | 28,951     |
| 2405                              | Assistant Accountant             | 0.10           | 0.10  | 0.00            | 0.00  | 2,251                    | 0          |
| 2425                              | Associate Accountant             | 0.00           | 0.00  | 0.00            | 0.00  | 0                        | 0          |
| 3102                              | Elec. Mats. Coordinator          | 0.10           | 0.10  | 0.00            | 0.00  | 1,906                    | 0          |
| 2745                              | Supervising Clerk                | 2.45           | 2.45  | 1.00            | 1.00  | 50,029                   | 21,651     |
| 3801                              | Drafting Technician II           | 0.75           | 0.75  | 0.30            | 0.30  | 14,839                   | 6,879      |
| 3105                              | Precinct Planning Technician II  | 1.00           | 1.00  | 0.60            | 0.60  | 16,945                   | 12,615     |
| 8806                              | Elect. Tech. II                  | 0.00           | 0.00  | 1.00            | 1.00  | 0                        | 19,254     |
| 3035                              | Data Entry Supervisor            | 0.50           | 0.50  | 0.00            | 0.00  | 9,324                    | 0          |
| 8804                              | Sr. Mini/Micro Computer Operator | 0.00           | 0.00  | 0.25            | 0.25  | 0                        | 4,662      |
| 3072                              | Senior Computer Operator         | 0.30           | 0.30  | 0.00            | 0.00  | 6,477                    | 0          |
| 2730                              | Senior Clerk                     | 7.05           | 7.05  | 3.00            | 3.00  | 119,465                  | 55,598     |
| 8800                              | Elec. Tech. I                    | 0.00           | 0.00  | 1.50            | 1.50  | 0                        | 24,012     |
| 3032                              | Data Control Technician III      | 0.25           | 0.25  | 0.00            | 0.00  | 4,516                    | 0          |
| 8805                              | Mini/Micro Computer Operator     | 0.00           | 0.00  | 0.50            | 0.50  | 0                        | 7,653      |
| 3104                              | Precinct Planning Technician I   | 0.50           | 0.50  | 0.30            | 0.30  | 7,296                    | 5,363      |
| 3802                              | Drafting Tech. I                 | 0.00           | 0.00  | 0.50            | 0.50  | 0                        | 10,483     |
| 3073                              | Sr. Offset Equipment Operator    | 0.00           | 0.00  | 0.10            | 0.10  | 0                        | 1,620      |
| 3050                              | Offset Equipment Operator        | 0.10           | 0.10  | 0.10            | 0.10  | 1,609                    | 1,745      |
| 2650                              | Stock Clerk                      | 0.05           | 0.05  | 0.00            | 0.00  | 786                      | 0          |
| 2660                              | Storekeeper I                    | 0.00           | 0.00  | 0.05            | 0.05  | 0                        | 791        |
| 3030                              | Data Entry Operator              | 1.00           | 1.00  | 1.70            | 1.70  | 16,036                   | 25,758     |
| 2494                              | Payroll Clerk                    | 0.05           | 0.05  | 0.15            | 0.15  | 800                      | 2,464      |
| 2700                              | Intermediate Clerk Typist        | 5.15           | 5.15  | 2.50            | 2.50  | 74,434                   | 39,266     |
| 9999                              | Non-Permanent                    | 16.00          | 15.90 | 10.00           | 9.35  | 139,991                  | 50,723     |
| TOTALS                            |                                  | 40.00          | 39.90 | 28.35           | 27.70 | \$ 604,074               | \$ 449,284 |
| Adjustments:                      |                                  |                |       |                 |       |                          |            |
| County Contributions and Benefits |                                  |                |       |                 |       | \$ 87,849                | \$ 106,727 |
| Salary Settlement Costs           |                                  |                |       |                 |       | 34,984                   | 0          |
| Special Payments:                 |                                  |                |       |                 |       |                          |            |
| Overtime, Regular                 |                                  |                |       |                 |       | 4,944                    |            |
| Employee Compensation Insurance   |                                  |                |       |                 |       | 2,193                    | 3,590      |
| Unemployment Expense              |                                  |                |       |                 |       | 710                      | 618        |
| Salary Savings                    |                                  |                |       |                 |       | (12,772)                 | (11,120)   |
| Salary Adjustments                |                                  |                |       |                 |       | (2,804)                  | (1,541)    |
| Total Adjustments                 |                                  |                |       |                 |       | \$ 115,104               | \$ 98,274  |
| PROGRAM TOTALS:                   |                                  | 40.00          | 39.90 | 28.35           | 27.70 | \$ 719,178               | \$ 547,558 |

PROGRAM: Overhead

# 92101

MANAGER: Judy Nelson

Department: Registrar of Voters

# 4230

Ref: 1985-86 Final Budget - Pg. 414

Authority: San Diego County Charter and County Administrative Code provides for management services to direct programs, including the Registrar of Voters.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 198,294        | \$ 305,093        | \$ 304,942        | \$ 249,098        | \$ 241,195         |
| Services & Supplies       | 10,239            | 28,331            | 23,928            | 22,320            | 33,820             |
| Other Charges             | 0                 | 0                 | 6,208             | 11,000            | 11,000             |
| Fixed Assets              | 0                 | 4,346             | 4,369             | 3,650             | 0                  |
| Vehicle/Comm. Equipment   | 0                 | 0                 | 0                 | 600               | 0                  |
| Less Reimbursements       | 0                 | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 208,533</b> | <b>\$ 337,770</b> | <b>\$ 339,447</b> | <b>\$ 286,668</b> | <b>\$ 286,015</b>  |
| <b>FUNDING</b>            | <b>\$ 0</b>       | <b>0</b>          | <b>\$ 0</b>       | <b>0</b>          | <b>\$ (10,000)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 208,533</b> | <b>\$ 337,770</b> | <b>\$ 339,447</b> | <b>\$ 286,668</b> | <b>\$ 276,015</b>  |
| <b>STAFF YEARS</b>        | <b>10.69</b>      | <b>8.00</b>       | <b>13.44</b>      | <b>7.25</b>       | <b>7.65</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.

1985-86 ACTUAL:

The difference between the 1985-86 budget amounts and the 1985-86 estimated actual amount is due to the unanticipated special election for the City of San Diego.

1986-87 OBJECTIVES:

1. Complete the organizational and personnel study proposed in this budget and implement recommended changes by January 1987.
2. Provide necessary administrative, fiscal and support services to the department.
3. Promote program efficiency and effectiveness in the department through provision of training opportunities for 50% of the staff.

1986-87 ADOPTED BUDGET:

The Overhead Program reflects an increase in services and supplies due to more accurately assessing actual office expenses and minor equipment requirements. In addition, in this year of reduced election activity, job related training and educational opportunities have been planned. The decrease in staff years reflects less temporary staff assistance for personnel and payroll activities during this one election year. The major activities of the Overhead Program for FY 1986-87 are summarized below:

1. Administration and Management of the Department (2.35 SY; E \$87,683; R \$10,000) including interpretation of Election Code Compliance; departmental direction and management; and site host responsibilities for a major national elections conference. This activity is:
  - Mandated/Discretionary Service Level for the interpretation and departmental direction and management.
  - Discretionary/Discretionary Service Level for site host responsibilities.
  - Not revenue offset, except for conference expenditures which are 100% offset.
  - Able to provide direction, management and Code interpretation to the department.
2. Support Service Activities (5.3 SY; E \$198,332; R \$0) including: payroll, purchasing and accounting; Election Code storage requirements; training, facility maintenance coordination; receiving and storing supplies; contracting; legislative review and analysis; and media interaction. This activity is:
  - Mandated/Discretionary Service Level in payroll, purchasing, accounting, budgeting and Election Code storage.
  - Discretionary/Discretionary Service Level in training, facility maintenance coordination, receiving and storing supplies, contracting, legislative review and analysis and media interaction.
  - Not revenue offset.

REVENUE BY SOURCE:

The revenue reflected in the Overhead Program reflects a return to the County of start-up costs for a conference sponsored by The Election Center to be held in San Diego in July. The San Diego County Registrar of Voters is the on-site host for the conference and will be making expenditures on the Election Center's behalf, to be repaid from conference receipts.

| <u>SOURCE OF REVENUE</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| Return of Expenditures   | 0                         | 0                           | \$ 10,000                  | \$ 10,000                                 |

## STAFFING SCHEDULE

Program: Overhead

# 92101

Department: Registrar of Voters

| Class                             | Title                         | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |            |
|-----------------------------------|-------------------------------|----------------|------|-----------------|------|--------------------------|------------|
|                                   |                               | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86                  | 1986-87    |
|                                   |                               | Positions      | S.Y. | Positions       | S.Y. | Budget                   | Adopted    |
| 2163                              | Registrar of Voters           | 0.50           | 0.50 | 0.60            | 0.60 | \$ 25,539                |            |
| 2233                              | Asst. Registrar of Voters     | 0.40           | 0.40 | 0.50            | 0.50 | 17,362                   | 23,313     |
| 2302                              | Admin. Assistant III          | 0.50           | 0.50 | 0.60            | 0.60 | 16,669                   | 21,423     |
| 2337                              | Public Information Specialist | 0.20           | 0.20 | 0.00            | 0.00 | 5,521                    | 0          |
| 3021                              | Elec. Processing Supervisor   | 0.20           | 0.20 | 0.00            | 0.00 | 4,861                    | 0          |
| 8807                              | Elec. Tech. III               | 0.00           | 0.00 | 0.60            | 0.60 | 0                        | 14,262     |
| 8809                              | Elec. Tech. IV                | 0.00           | 0.00 | 0.10            | 0.10 | 0                        | 4,825      |
| 2405                              | Asst. Accountant              | 0.50           | 0.50 | 0.00            | 0.00 | 11,255                   | 0          |
| 2425                              | Associate Accountant          | 0.00           | 0.00 | 1.00            | 1.00 | 0                        | 24,252     |
| 3102                              | Elec. Mats. Coordinator       | 0.20           | 0.20 | 0.00            | 0.00 | 3,813                    | 0          |
| 8806                              | Elec. Tech. II                | 0.00           | 0.00 | 0.10            | 0.10 | 0                        | 1,925      |
| 3073                              | Sr. Offset Equip. Oper.       | 0.00           | 0.00 | 0.05            | 0.05 | 0                        | 810        |
| 3050                              | Offset Equipment Operator     | 0.05           | 0.05 | 0.10            | 0.10 | 804                      | 1,745      |
| 2650                              | Stock Clerk                   | 0.50           | 0.50 | 0.00            | 0.00 | 7,862                    | 0          |
| 2660                              | Storekeeper I                 | 0.00           | 0.00 | 0.50            | 0.50 | 0                        | 7,911      |
| 2494                              | Payroll Clerk                 | 0.20           | 0.20 | 0.25            | 0.25 | 3,199                    | 4,106      |
| 2700                              | Intermediate Clerk Typist     | 1.00           | 1.00 | 1.00            | 1.00 | 14,593                   | 15,706     |
| 2320                              | Personnel Aid                 | 0.50           | 0.50 | 0.50            | 0.50 | 9,804                    | 10,462     |
| 2758                              | Admin. Secretary III          | 1.00           | 1.00 | 1.00            | 1.00 | 21,422                   | 23,050     |
| 2745                              | Supervising Clerk             | 1.00           | 1.00 | 0.00            | 0.00 | 20,420                   | 0          |
| 2730                              | Senior Clerk                  | 0.10           | 0.10 | 0.00            | 0.00 | 1,695                    | 0          |
| 9999                              | Non-Permanent                 | 1.00           | 0.40 | 1.00            | 0.75 | 3,396                    | 6,325      |
|                                   | TOTAL                         | 7.85           | 7.25 | 7.90            | 7.65 | \$ 168,215               | \$ 192,775 |
| Adjustments:                      |                               |                |      |                 |      |                          |            |
| County Contributions and Benefits |                               |                |      |                 |      | \$ 66,510                | \$ 51,276  |
| Salary Settlement Costs           |                               |                |      |                 |      | 12,117                   |            |
| Special Payment:                  |                               |                |      |                 |      |                          |            |
| Overtime, Scheduled               |                               |                |      |                 |      | 3,152                    |            |
| Salary Savings                    |                               |                |      |                 |      | (3,360)                  | (4,881)    |
| Employee Compensation Insurance   |                               |                |      |                 |      | 2,167                    | 1,725      |
| Unemployment Expense              |                               |                |      |                 |      | 764                      | 300        |
| Salary Adjustments                |                               |                |      |                 |      | (467)                    | 0          |
| TOTAL ADJUSTMENTS                 |                               |                |      |                 |      | \$ 80,883                | \$ 48,420  |
| PROGRAM TOTALS                    |                               | 7.85           | 7.25 | 7.90            | 7.65 | \$ 249,098               | \$ 241,195 |

GENERAL GOVERNMENT

AUDITOR AND CONTROLLER

|                     | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | %             |
|---------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------|
|                     |                                 |                                 |                                 |                                 |                                  | <u>Budget</u>                                  | <u>Change</u> |
| Auditing            | \$ 761,492                      | \$ 945,799                      | \$ 1,072,229                    | \$ 1,143,968                    | \$ 1,254,578                     | \$ 110,610                                     | 9.7%          |
| Fiscal Control      | 2,958,368                       | 3,425,510                       | 3,776,601                       | 3,600,913                       | 3,883,231                        | 282,318  | 7.8%          |
| Department Overhead | <u>1,044,783</u>                | <u>913,340</u>                  | <u>1,087,586</u>                | <u>1,132,448</u>                | <u>1,147,096</u>                 | <u>14,648</u>                                  | <u>1.3%</u>   |
| Total Direct Costs  | \$ 4,764,643                    | \$ 5,284,649                    | \$ 5,936,416                    | \$ 5,877,329                    | \$ 6,284,905                     | \$ 407,576                                     | 6.9%          |
| Funding             | <u>(1,198,046)</u>              | <u>(1,349,308)</u>              | <u>(1,198,026)</u>              | <u>(1,105,495)</u>              | <u>(1,282,498)</u>               | <u>(177,003)</u>                               | <u>16.0%</u>  |
| Net County Cost     | \$ 3,566,597                    | \$ 3,935,341                    | \$ 4,738,390                    | \$ 4,771,834                    | \$ 5,002,407                     | \$ 230,573                                     | 4.8%          |
| Staff Years         | 180.50                          | 185.50                          | 183.50                          | 183.50                          | 189.00                           | 5.50   | 3.0%          |

PROGRAM: AUDITING

# 81802

MANAGER: ROD CALVAO

Department: AUDITOR AND CONTROLLER

# 1050

Ref: 1985-86 Final Budget - Pg: 418

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.

|                           | 1983-84<br>Actual  | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget   | 1986-87<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|---------------------|--------------------|
| <b>COSTS</b>              |                    |                    |                    |                     |                    |
| Salaries & Benefits       | \$ 742,069         | \$ 893,898         | \$1,023,402        | \$ 1,115,676        | \$1,207,531        |
| Services & Supplies       | 19,423             | 20,901             | 18,915             | 15,792              | 18,941             |
| Fixed Assets              | 0                  | 10,000             | 29,912             | 12,500              | 28,106             |
| Less Reimbursements       | Ø                  | Ø                  | Ø                  | Ø                   | Ø                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 761,492</b>  | <b>\$ 924,799</b>  | <b>\$1,072,229</b> | <b>\$ 1,143,968</b> | <b>\$1,254,578</b> |
| <b>FUNDING</b>            | <b>\$ (78,046)</b> | <b>\$ (47,446)</b> | <b>\$ (83,776)</b> | <b>\$ (101,981)</b> | <b>\$ (89,552)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 683,446</b>  | <b>\$ 877,353</b>  | <b>\$ 988,453</b>  | <b>\$ 1,041,987</b> | <b>\$1,165,026</b> |
| <b>STAFF YEARS</b>        | <b>24.00</b>       | <b>26.50</b>       | <b>27.50</b>       | <b>27.50</b>        | <b>30.00</b>       |

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.

1985-86 ACTUAL:

The semi-annual significant audit report filed with the Board of Supervisors reported a large increase in audit findings which will generate additional revenues for the County. Actual budget figure for services and supplies reflects \$4,000 in prior year expenditures. Actual for fixed assets includes \$20,012 in prior year expenditures.

1986-87 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 sample sizes taken for testing.
4. Insure the system integrity of newly developed fiscal systems.

1986-87 ADOPTED:

1. Audits (30.00 SY; E-\$1,254,578; R-\$89,552) Includes financial, operational and EDP audits. This activity is:
  - Increasing \$56,822 (+ 1.00 SY EDP Audit Specialist I, + 1.00 SY Intermediate Clerk Typist) due to increased audit workload.



PROGRAM: AUDITING

MANAGER: ROD CALVAO

REVENUE BY SOURCE:

| <u>Source of Revenue</u>   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|----------------------------|---------------------------|-----------------------------|----------------------------|---------------------------------------|
| Fees for Auditing Services | \$ 83,776                 | \$ 73,413                   | \$69,000                   | (\$ 4,413)                            |
| Interfund Charges          | <u>0</u>                  | <u>28,568</u>               | <u>20,552</u>              | <u>(\$ 8,016)</u>                     |
| TOTAL                      | \$ 83,776                 | \$101,981                   | \$89,552                   | (\$12,429)                            |

No Interfund charges were accrued in fiscal year 1985-86.

FIXED ASSETS

| <u>Item</u>                      | <u>Quantity</u> | <u>Cost</u> |
|----------------------------------|-----------------|-------------|
| Personal Computers (Portable)    | 3               | \$12,000    |
| Computer Printer                 | 1               | 2,600       |
| Local Area Network & Peripherals | 3               | 7,506       |
| Word Processor                   | 1               | 6,000       |

PERFORMANCE INDICATORS

PROGRAM: AUDITING

DEPARTMENT: AUDITOR AND CONTROLLER

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|  | 1983-84 | 1984-85 | 1985-86 | 1985-86 | 1986-87 |
|--|---------|---------|---------|---------|---------|
|  | Actual  | Actual  | Actual  | Budget  | Adopted |

---

% OF RESOURCES

100%

WORKLOAD

|                            |     |     |     |     |     |
|----------------------------|-----|-----|-----|-----|-----|
| Number of Audits Scheduled | 102 | 108 | 115 | 108 | 110 |
|----------------------------|-----|-----|-----|-----|-----|

STAFFING SCHEDULE

PROGRAM: AUDITING

DEPT: AUDITOR AND CONTROLLER

| Class | Title                              | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |           |
|-------|------------------------------------|---------------|-------|-----------|-------|--------------------------|-----------|
|       |                                    | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87   |
|       |                                    | Positions     | SY    | Positions | SY    | Budget                   | Adopted   |
| 2498  | Auditor and Controller Manager III | 1             | 1.00  | 1         | 1.00  | \$ 46,146                | \$ 47,961 |
| 2496  | Auditor and Controller Manager II  | 1             | 1.00  | 1         | 1.00  | 41,949                   | 39,462    |
| 2495  | Auditor and Controller Manager I   | 1             | 1.00  | 1         | 1.00  | 38,130                   | 39,440    |
| 2507  | EDP Audit Specialist II            | 2             | 1.50  | 2         | 2.00  | 60,999                   | 86,580    |
| 2506  | EDP Audit Specialist I             | 2             | 2.00  | 3         | 3.00  | 69,113                   | 112,187   |
| 2512  | Senior Auditor                     | 6             | 6.00  | 6         | 6.00  | 189,378                  | 212,526   |
| 2425  | Associate Accountant               | 15            | 15.00 | 15        | 15.00 | 376,580                  | 410,293   |
| 2700  | Intermediate Clerk Typist          | 0             | 0.00  | 1         | 1.00  | 0                        | 13,310    |
| Total |                                    | 28            | 27.50 | 30        | 30.00 | \$ 822,295               | 961,759   |

Adjustments:

County Contribution and Benefits  
Salary Settlement Costs

\$ 256,247    \$ 255,316  
52,113            0

Special Payments  
Salary Adjustments  
Salary Savings

18,000            18,900  
0                    0  
(32,979)            (28,444)

Total Adjustments

\$ 293,381    \$ 245,772

PROGRAM TOTALS:

28            27.50            30            30.00    \$1,115,676    \$1,207,531

PROGRAM: FISCAL CONTROL

# 81801

MANAGER: ROD CALVAO

Department: AUDITOR AND CONTROLLER

# 1050

Ref: 1985-86 Final Budget - Pg: 421

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.

|                           | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                      |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 2,895,258         | \$ 3,369,232         | \$ 3,647,807         | \$ 3,536,032         | \$ 3,775,371         |
| Services & Supplies       | 60,795               | 41,396               | 57,739               | 39,481               | 53,650               |
| Other Charges             | 2,315                | 4,013                | 4,906                | 5,000                | 5,250                |
| Fixed Assets              | 0                    | 10,869               | 66,149               | 20,400               | 48,960               |
| Less Reimbursements       | 0                    | 0                    | 0                    | 0                    | 0                    |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 2,958,368</b>  | <b>\$ 3,425,510</b>  | <b>\$ 3,776,601</b>  | <b>\$ 3,600,913</b>  | <b>\$ 3,883,231</b>  |
| <b>FUNDING</b>            | <b>\$(1,120,000)</b> | <b>\$(1,301,862)</b> | <b>\$(1,114,250)</b> | <b>\$(1,003,514)</b> | <b>\$(1,192,946)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 1,838,368</b>  | <b>\$ 2,123,648</b>  | <b>\$ 2,662,351</b>  | <b>\$ 2,597,399</b>  | <b>\$ 2,690,285</b>  |
| <b>STAFF YEARS</b>        | <b>120.00</b>        | <b>122.50</b>        | <b>121.50</b>        | <b>121.50</b>        | <b>124.50</b>        |

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 12 years old.
2. The Accounts Payable System provides control information and payment generation for vendor payments of \$200 million annually. This system is 10 years old.

PROGRAM: FISCAL CONTROL

MANAGER: ROD CALVAO

PROGRAM DESCRIPTION (Cont'd)

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.

1985-86 ACTUAL:

Salary savings for this program was lower than the 1985-86 budget amount due to a lower than expected vacancy rate. Services and supplies actual costs reflect \$20,258 in prior year expenditures. Fixed assets actual costs include \$50,481 in prior year expenditures.

1986-87 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 the 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. Pursue outstanding County claims against the State of California for reimbursement of expenditures made in support of State Mandated Program Services.
5. Maintain assurance of conformity to appropriation limitations as specified in Proposition 4.
6. Maintain with the Treasurer's Office development of a comprehensive cash management system to maximize return on the County's investments.
7. Provide monthly property tax revenue allocations to all taxing agencies for them to use in their own cash management processes.
8. Utilize computer technology where possible to improve fiscal information for decision makers.

1986-87 ADOPTED BUDGET:

1. Probation Accounting Division (17.00 SY; E-\$434,000; R-\$0) provides accounting services to the Probation Department. This activity is:
  - Increasing \$16,992 (+ 1.00 SY Intermediate Account Clerk) due to increases in the inmate capacity of the honor camps and a rise in juvenile traffic collections.
2. Controller Branch Office (31.00 SY; E-\$963,615; R-\$624,973) provides accounting services to several County departments, special districts and enterprise funds. This activity is:
  - Increasing \$16,992 (+ 1.00 SY Intermediate Account Clerk) due to new legislation which requires the payment of interest on developer deposits.
3. Accounts Payable - Defender Services Accounting (6.00 SY; E-\$156,453; R-\$0) includes claims processing for Defender Services contracts. This activity is:
  - Increasing \$530 (1.00 SY Intermediate Account Clerk reclassified to 1.00 SY Senior Account Clerk) due to an increase in claims from attorneys.
4. Revenue and Budget Management (8.00 SY; E-\$365,406; R-\$0) includes preparation of line-item budget and revenue management. This activity is:
  - Increasing \$42,382 (+ 1.00 SY Analyst III - funding only) due to increased monitoring and analysis of Proposition 4 appropriation limits.
5. Increase in services and supplies budget is due to increased costs for replacement minor equipment.

PROGRAM: FISCAL CONTROL

MANAGER: ROD CALVAO

REVENUE BY SOURCE:

| <u>SOURCE OF REVENUE</u>            | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budgeted</u> | 1986-87<br><u>Adopted</u> | Change From<br><u>1985-86 Budget</u> |
|-------------------------------------|--------------------------|----------------------------|---------------------------|--------------------------------------|
| Fees of Various Accounting Services | \$ 340,518               | \$ 277,182                 | \$ 397,000                | \$119,818                            |
| Interfund Charges                   | <u>773,732</u>           | <u>726,332</u>             | <u>795,946</u>            | <u>69,614</u>                        |
| TOTAL                               | \$1,114,250              | \$1,003,514                | \$1,192,946               | \$189,432                            |

FIXED ASSETS

| <u>Item</u>                      | <u>Quantity</u> | <u>Cost</u> |
|----------------------------------|-----------------|-------------|
| Copier                           | 1               | \$ 6,000    |
| Decollator                       | 1               | 1,000       |
| Desk                             | 1               | 560         |
| Microfiche Reader/Printer        | 2               | 2,000       |
| Safe                             | 1               | 2,000       |
| Typewriters                      | 4               | 3,200       |
| Work Stations (CRT)              | 6               | 1,500       |
| Personal Computer                | 2               | 8,000       |
| Local Area Network & Peripherals | 3               | 7,500       |
| Computer Printer                 | 2               | 5,200       |
| Word Processor                   | 2               | 12,000      |

PERFORMANCE INDICATORS

PROGRAM: FISCAL CONTROL

DEPARTMENT: AUDITOR AND CONTROLLER

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|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

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% OF RESOURCES

100%

WORKLOAD

|                                    |           |           |           |           |           |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Probation Accounting Transactions  | 138,550   | 137,778   | 134,499   | 143,050   | 173,560   |
| General Claims                     | 149,200   | 154,165   | 175,000   | 150,000   | 155,000   |
| Deposit Permits                    | 14,800    | 18,090    | 18,688    | 17,500    | 18,500    |
| Redevelopment Project Reports      | 20        | 23        | 25        | 25        | 28        |
| Major Fiscal Reports               | 896       | 1,028     | 1,064     | 950       | 1,032     |
| Property Tax Services Transactions | 1,203,620 | 1,436,658 | 1,591,676 | 1,400,000 | 1,616,000 |



STAFFING SCHEDULE

PROGRAM: FISCAL CONTROL

DEPT: AUDITOR AND CONTROLLER

| Class                           | Title                              | STAFF - YEARS |               |            |               | SALARY AND BENEFITS COST |                    |
|---------------------------------|------------------------------------|---------------|---------------|------------|---------------|--------------------------|--------------------|
|                                 |                                    | 1985-86       |               | 1986-87    |               | 1985-86                  | 1986-87            |
|                                 |                                    | Positions     | SY            | Positions  | SY            | Budget                   | Adopted            |
| 2498                            | Auditor and Controller Manager III | 2             | 2.00          | 2          | 2.00          | \$ 92,292                | \$ 95,922          |
| 2496                            | Auditor and Controller Manager II  | 2             | 2.00          | 2          | 2.00          | 83,898                   | 85,422             |
| 2495                            | Auditor and Controller Manager I   | 2             | 2.00          | 2          | 2.00          | 76,260                   | 78,924             |
| 2412                            | Analyst III                        | 4             | 3.00          | 4          | 4.00          | 102,866                  | 140,496            |
| 2335                            | Compensation/Systems Coordinator   | 2             | 2.00          | 2          | 2.00          | 69,411                   | 71,093             |
| 2505                            | Senior Accountant                  | 8             | 8.00          | 8          | 8.00          | 259,669                  | 275,839            |
| 2512                            | Senior Auditor                     | 2             | 2.00          | 2          | 2.00          | 63,126                   | 69,822             |
| 2425                            | Associate Accountant               | 22            | 22.00         | 22         | 22.00         | 590,269                  | 622,175            |
| 2403                            | Accounting Technician              | 16            | 16.00         | 16         | 16.00         | 307,601                  | 335,759            |
| 2511                            | Senior Payroll Clerk               | 6             | 6.00          | 6          | 6.00          | 110,307                  | 115,197            |
| 2510                            | Senior Account Clerk               | 22            | 22.00         | 23         | 23.00         | 378,767                  | 415,091            |
| 2730                            | Senior Clerk                       | 2             | 2.00          | 2          | 2.00          | 33,683                   | 37,294             |
| 2494                            | Payroll Clerk                      | 1             | 1.00          | 1          | 1.00          | 13,919                   | 14,801             |
| 2760                            | Stenographer                       | 1             | 1.00          | 1          | 1.00          | 14,613                   | 17,551             |
| 2493                            | Intermediate Account Clerk         | 20            | 20.00         | 21         | 21.00         | 298,100                  | 323,238            |
| 2700                            | Intermediate Clerk Typist          | 10            | 10.00         | 10         | 10.00         | 144,301                  | 150,083            |
| 9999                            | Extra Help                         | 5             | .50           | 5          | .50           | 12,000                   | 12,600             |
|                                 | <b>Total</b>                       | <b>127</b>    | <b>121.50</b> | <b>129</b> | <b>124.50</b> | <b>\$2,651,082</b>       | <b>\$2,861,307</b> |
| Adjustments:                    |                                    |               |               |            |               |                          |                    |
| County Contribution and Benefit |                                    |               |               |            |               | \$ 757,466               | 952,632            |
| Salary Settlement Costs         |                                    |               |               |            |               | 161,552                  | 0                  |
| Special Payments                |                                    |               |               |            |               | 3,000                    | 3,150              |
| Salary Savings                  |                                    |               |               |            |               | ( 37,068)                | (41,718)           |
| Total Adjustments               |                                    |               |               |            |               | \$ 884,950               | \$ 914,064         |
| PROGRAM TOTALS:                 |                                    | 127           | 121.50        | 129        | 124.50        | \$3,536,032              | \$3,775,371        |

PROGRAM: DEPARTMENT OVERHEAD

# 92101

MANAGER: ROD CALVAO

Department: AUDITOR AND CONTROLLER

# 1050

Ref: 1985-86 Final Budget - Pg: 425

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.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS               |                   |                   |                   |                   |                    |
| Salaries & Benefits | \$ 756,583        | \$ 617,658        | \$ 879,263        | \$ 923,116        | \$ 952,913         |
| Services & Supplies | 288,200           | 292,382           | 175,132           | 175,132           | 177,287            |
| Other Charges       | 0                 | 0                 | 32,191            | 32,800            | 4,896              |
| Fixed Assets        | 0                 | 1,633             | 1,000             | 1,400             | 12,000             |
| Less Reimbursements | Ø                 | Ø                 | Ø                 | Ø                 | Ø                  |
| TOTAL DIRECT COSTS  | \$1,044,783       | \$ 911,673        | \$1,087,586       | \$ 1,132,448      | \$1,147,096        |
| FUNDING             | \$ 0              | \$ Ø              | \$ Ø              | \$ Ø              | Ø                  |
| NET COUNTY COSTS    | \$1,044,783       | \$ 911,673        | \$1,087,586       | \$ 1,132,448      | \$1,147,096        |
| STAFF YEARS         | 36.50             | 36.50             | 34.50             | 34.50             | 34.50              |

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.

1985-86 ACTUAL:

Services and supplies actual costs reflect \$3,613 in prior year expenditures.

1986-87 OBJECTIVES:

1. Continue to provide fiscal and analytical expertise in significant County-wide projects.
2. Continue active legislative program so as to assure positive affect of state legislation on local government finance.

1986-87 ADOPTED:

1. Administration (34.50 SY, E - \$1,147,096, R - \$0) Includes department management, budgeting, personnel, payroll, clerical, and storekeeping services. This activity is:
  - Not increasing staffing
2. Decrease in other charges is due to buy out of lease-purchased equipment during 1985-86.

Source of Revenue

There is no revenue associated with this program.

FIXED ASSETS

| <u>Item</u>    | <u>Quantity</u> | <u>Cost</u> |
|----------------|-----------------|-------------|
| Word Processor | 2               | \$12,000    |

STAFFING SCHEDULE

PROGRAM: DEPARTMENT OVERHEAD

DEPT: AUDITOR AND CONTROLLER

| Class                            | Title                            | STAFF - YEARS |       |           |       | SALARY AND BENEFITS COST |                  |
|----------------------------------|----------------------------------|---------------|-------|-----------|-------|--------------------------|------------------|
|                                  |                                  | 1985-86       |       | 1986-87   |       | 1985-86                  | 1986-87          |
|                                  |                                  | Positions     | SY    | Positions | SY    | Budget                   | Adopted          |
| 2106                             | Auditor and Controller           | 1             | 1.00  | 1         | 1.00  | \$ 69,023                | \$ 72,476        |
| 2203                             | Assistant Auditor and Controller | 1             | 1.00  | 1         | 1.00  | 58,667                   | 63,034           |
| 2204                             | Deputy Auditor and Controller    | 1             | 1.00  | 1         | 1.00  | 51,077                   | 54,433           |
| 2305                             | Chief, Administrative Services   | 1             | 1.00  | 1         | 1.00  | 41,201                   | 42,449           |
| 2302                             | Administrative Assistant III     | 1             | 1.00  | 1         | 1.00  | 34,764                   | 35,311           |
| 2304                             | Administrative Assistant I       | 1             | 1.00  | 1         | 1.00  | 26,283                   | 27,354           |
| 2725                             | Principal Clerk                  | 1             | 1.00  | 1         | 1.00  | 23,134                   | 24,510           |
| 2745                             | Supervising Clerk                | 1             | 1.00  | 1         | 1.00  | 20,420                   | 21,651           |
| 2759                             | Administrative Secretary IV      | 1             | 1.00  | 1         | 1.00  | 21,422                   | 24,829           |
| 3008                             | Senior Word Processing Operator  | 1             | 1.00  | 1         | 1.00  | 19,563                   | 20,735           |
| 3009                             | Word Processing Operator         | 2             | 2.00  | 3         | 3.00  | 35,118                   | 52,479           |
| 3069                             | Senior Data Entry Operator       | 1             | 1.00  | 1         | 1.00  | 17,265                   | 17,792           |
| 3030                             | Data Entry Operator              | 4             | 4.00  | 4         | 4.00  | 60,665                   | 63,876           |
| 2658                             | Storekeeper II                   | 1             | 1.00  | 1         | 1.00  | 19,187                   | 21,410           |
| 2730                             | Senior Clerk                     | 4             | 4.00  | 3         | 3.00  | 67,367                   | 55,941           |
| 2650                             | Stock Clerk                      | 2             | 2.00  | 2         | 2.00  | 31,448                   | 33,030           |
| 2430                             | Cashier                          | 1             | 1.00  | 1         | 1.00  | 15,313                   | 15,212           |
| 2761                             | Group Secretary                  | 1             | 1.00  | 1         | 1.00  | 17,748                   | 20,547           |
| 2700                             | Intermediate Clerk Typist        | 8             | 8.00  | 8         | 8.00  | 115,442                  | 120,066          |
| 9999                             | Extra Help                       | 4             | 0.50  | 4         | 0.50  | 3,000                    | 3,150            |
|                                  | Total                            | 38            | 34.50 | 38        | 34.50 | \$ 748,107               | 790,285          |
| Adjustments:                     |                                  |               |       |           |       |                          |                  |
| County Contribution and Benefits |                                  |               |       |           |       | \$ 204,675               | 243,898          |
| Employee Compensation Insurance  |                                  |               |       |           |       | 19,048                   | 23,630           |
| Unemployment Expense             |                                  |               |       |           |       | 10,322                   | 6,688            |
| Salary Settlement Costs          |                                  |               |       |           |       | 46,902                   | 0                |
| Salary Adjustment                |                                  |               |       |           |       | 3,877                    | 7,875            |
| Salary Savings                   |                                  |               |       |           |       | <u>(109,815)</u>         | <u>(119,463)</u> |
| Total Adjustments                |                                  |               |       |           |       | \$ 175,009               | \$ 162,628       |
| PROGRAM TOTALS:                  |                                  | 38            | 34.50 | 38        | 34.50 | \$ 923,116               | \$ 952,913       |

BOARD OF SUPERVISORS

|  | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| District #1                            | \$ 278,608                      | \$ 301,164                      | \$ 298,096                      | \$ 350,067                      | \$ 333,946                       | \$ (16,121)                                    | (5%)                      |
| District #2                            | 237,962                         | 304,562                         | 396,230                         | 385,466                         | 398,728                          | 13,262   | 3%                        |
| District #3                            | 228,663                         | 274,657                         | 392,517                         | 376,096                         | 380,449                          | 4,353  | 1%                        |
| District #4                            | 275,663                         | 311,511                         | 359,911                         | 377,871                         | 381,059                          | 3,188  | 1%                        |
| District #5                            | 263,216                         | 275,384                         | 341,310                         | 383,778                         | 395,494                          | 11,716   | 3%                        |
| General Office                         | <u>60,632</u>                   | <u>77,549</u>                   | <u>77,483</u>                   | <u>89,680</u>                   | <u>102,831</u>                   | <u>13,151</u>                                  | <u>15%</u>                |
| Total Direct Costs                     | \$ 1,344,744                    | \$ 1,544,827                    | \$ 1,865,547                    | \$ 1,962,958                    | \$ 1,992,507                     | \$ 29,549                                      | 2%                        |
| Funding                                | <u>0</u>                        | <u>(7,260)</u>                  | <u>(3,982)</u>                  | <u>0</u>                        | <u>0</u>                         | <u>0</u>                                       | <u>0</u>                  |
| Net Program Cost<br>(Without External) | \$ 1,344,744                    | \$ 1,537,567                    | \$ 1,861,565                    | \$ 1,962,958                    | \$ 1,992,507                     | \$ 29,549                                      | 2%                        |
| Staff Years                            | 42.00                           | 43.70                           | 49.35                           | 53.17                           | 52.67                            | (.50)  | (.9%)                     |

PROGRAM: Legislative, District 1

# 80101

MANAGER: Supervisor Brian Bilbray

Department: Board of Supervisors

# 0010

REF: 1985-86 Final Budget - Pg: 429

Authority: California Constitution Article 11, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 268,042        | \$ 279,178        | \$ 275,920        | \$ 337,897        | \$ 321,776         |
| Services & Supplies       | 10,566            | 18,027            | 15,374            | 12,170            | 12,170             |
| Fixed Assets              | 0                 | 3,959             | 6,802             | 0                 | 0                  |
| Vehicles/Comm. Equip.     | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements       | 0                 | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 278,608</b> | <b>\$ 301,164</b> | <b>\$ 298,096</b> | <b>\$ 350,067</b> | <b>\$ 333,946</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>\$ 278,608</b> | <b>\$ 301,164</b> | <b>\$ 298,096</b> | <b>\$ 350,067</b> | <b>\$ 333,946</b>  |
| <b>STAFF YEARS</b>        | <b>7.00</b>       | <b>7.73</b>       | <b>7.35</b>       | <b>9.00</b>       | <b>8.50</b>        |

PROGRAM DESCRIPTION:

Brian P. Bilbray is the Supervisor for the First District on the San Diego County Board of Supervisors. Since taking office on January 7, 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 attempt to help resolve the border sewage problem. He has established an office policy that encourages active participation by members of the public, and has become heavily involved in such regional issues as transportation planning, toxic waste disposal, and the "War Against Illiteracy".

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.

Supervisor Bilbray is currently serving as Vice-Chairman of the Board of Supervisors.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District One

| Class           | Title                             | STAFF YEARS    |             |                 |             | SALARY AND BENEFIT COSTS |               |  |
|-----------------|-----------------------------------|----------------|-------------|-----------------|-------------|--------------------------|---------------|--|
|                 |                                   | 1985-86 Budget |             | 1986-87 Adopted |             | 1985-86                  | 1986-87       |  |
|                 |                                   | Positions      | S.Y.        | Positions       | S.Y.        | Budget                   | Adopted       |  |
| 0100            | County Supervisor                 | 1              | 1.00        | 1               | 1.00        | \$ 54,200                | \$ 56,352     |  |
| 0372            | Confidential Investigator I       | 3              | 2.50        | 3               | 2.50        | 58,651                   | 53,555        |  |
| 0373            | Confidential Investigator II      | 5              | 5.00        | 5               | 4.00        | 140,531                  | 144,225       |  |
|                 | Temporary Extra Help              | <u>1</u>       | <u>0.50</u> | <u>1</u>        | <u>1.00</u> | <u>10,270</u>            | <u>22,500</u> |  |
|                 | TOTAL                             | 10             | 9.00        | 10              | 8.50        | \$ 263,652               | \$ 276,632    |  |
| Adjustments:    |                                   |                |             |                 |             |                          |               |  |
|                 | County Contributions and Benefits |                |             |                 |             | \$ 62,346                | \$ 44,629     |  |
|                 | Salary Adjustments                |                |             |                 |             | 558                      | 515           |  |
|                 | Salary Settlement Costs           |                |             |                 |             | <u>11,341</u>            | <u>0</u>      |  |
|                 | Total Adjustments                 |                |             |                 |             | \$ 74,245                | \$ 45,144     |  |
| PROGRAM TOTALS: |                                   | 10             | 9.00        | 10              | 8.50        | \$ 337,897               | \$ 321,776    |  |

PROGRAM: Legislative, District 2 # 80101 MANAGER: Supervisor George F. Bailey

Department: Board of Supervisors # 0020 REF: 1985-86 Final Budget - Pg: 431

Authority: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

|                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS                 |                   |                   |                   |                   |                    |
| Salaries & Benefits   | \$ 233,829        | \$ 296,459        | \$ 370,553        | \$ 374,411        | \$ 387,673         |
| Services & Supplies   | 4,133             | 8,103             | 13,280            | 11,055            | 11,055             |
| Fixed Assets          | 0                 | 0                 | 12,397            | 0                 | 0                  |
| Vehicles/Comm. Equip. | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements   | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS    | \$ 237,962        | \$ 304,562        | \$ 396,230        | \$ 385,466        | \$ 398,728         |
| FUNDING               | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 0               |
| NET COUNTY COSTS      | \$ 237,962        | \$ 304,562        | \$ 396,230        | \$ 385,466        | \$ 398,728         |
| STAFF YEARS           | 8.50              | 9.22              | 10.50             | 10.67             | 10.67              |

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 State laws, adoption and enforcement 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 Council, Mission Trails Regional Park Task Force, San Diego Area-wide Wastewater Reclamation Study Policy Committee, San Diego Energy Recovery (SANDER) Project Task Force. In addition, Supervisor Bailey has recently been appointed by the Governor to serve on the State Air Resources Board.



STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District Two

| Class | Title                        | STAFF YEARS    |             |                 |             | SALARY AND BENEFIT COSTS |              |
|-------|------------------------------|----------------|-------------|-----------------|-------------|--------------------------|--------------|
|       |                              | 1985-86 Budget |             | 1986-87 Adopted |             | 1985-86                  | 1986-87      |
|       |                              | Positions      | S.Y.        | Positions       | S.Y.        | Budget                   | Adopted      |
| 0100  | County Supervisor            | 1              | 1.00        | 1               | 1.00        | \$ 54,200                | \$ 56,352    |
| 0372  | Confidential Investigator I  | 4              | 4.00        | 3               | 3.00        | 75,482                   | 57,082       |
| 0373  | Confidential Investigator II | 5              | 5.00        | 6               | 6.00        | 168,550                  | 188,724      |
|       | Temporary Extra Help         | <u>1</u>       | <u>0.67</u> | <u>1</u>        | <u>0.67</u> | <u>4,000</u>             | <u>4,000</u> |
|       | TOTAL                        | 11             | 10.67       | 11              | 10.67       | \$ 302,232               | \$ 306,158   |

Adjustments:

County Contributions and Benefits  
Salary Adjustments  
Salary Settlement Costs

|              |           |
|--------------|-----------|
| \$ 62,058    | \$ 80,921 |
| 621          | 594       |
| <u>9,500</u> | <u>0</u>  |

Total Adjustments

|           |           |
|-----------|-----------|
| \$ 72,179 | \$ 81,515 |
|-----------|-----------|

PROGRAM TOTALS:

|    |       |    |       |            |            |
|----|-------|----|-------|------------|------------|
| 11 | 10.67 | 11 | 10.67 | \$ 374,411 | \$ 387,673 |
|----|-------|----|-------|------------|------------|

PROGRAM: Legislative, District 3

# 80101

MANAGER: Supervisor Susan Golding

Department: Board of Supervisors

# 0020

REF: 1985-86 Final Budget - Pg: 433

Authority: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 209,099        | \$ 251,925        | \$ 361,801        | \$ 363,596        | \$ 370,449         |
| Services & Supplies       | 19,564            | 18,030            | 17,677            | 12,500            | 10,000             |
| Fixed Assets              | 0                 | 4,702             | 13,039            | 0                 | 0                  |
| Vehicles/Comm. Equip.     | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements       | <u>0</u>          | <u>0</u>          | <u>0</u>          | <u>0</u>          | <u>0</u>           |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 228,663</b> | <b>\$ 274,657</b> | <b>\$ 392,517</b> | <b>\$ 376,096</b> | <b>\$ 380,449</b>  |
| <b>FUNDING</b>            | <b><u>0</u></b>   | <b><u>0</u></b>   | <b><u>0</u></b>   | <b><u>0</u></b>   | <b><u>0</u></b>    |
| <b>NET COUNTY COSTS</b>   | <b>\$ 228,663</b> | <b>\$ 274,657</b> | <b>\$ 392,517</b> | <b>\$ 376,096</b> | <b>\$ 380,449</b>  |
| <b>STAFF YEARS</b>        | <b>7.00</b>       | <b>7.42</b>       | <b>10.45</b>      | <b>10.50</b>      | <b>10.50</b>       |

PROGRAM DESCRIPTION:

Supervisor Susan Golding represents the more than 400,000 residents of the San Diego County's Third District. The district includes most of the City of San Diego north of Interstate 8, stretching inland to Lake Hodges and along the coast to Encinitas.

Supervisor Golding represents the Board of Supervisors on the Joint Task Force on Centre City, the Governing Board of the Health Systems Agency of San Diego and Imperial Counties, the Committee on the Arts, the County Water Authority, the Southern California Water Committee, County's Sale and Lease Committee, Chair of the Earthquake Preparedness Committee and Commissioner on the International Trade Commission.

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 County-owned Edgemoor Geriatric Hospital; has initiated an investigation resulting in the upgrade of children's services; has directed funds to improve beach safety; has sponsored the creation of the County's Earthquake Preparedness Committee; has called for a County Task Force to assist in preventing the spread of AIDS; and has formed a Citizens Task Force to review and advise on the use of the County Administration Center property.

For the 1986-87 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 and to make it more accessible to the public and taxpayers.
3. Develop and implement cost-saving measures in County programs and operations by creating competition between County and private providers of services; continue to seek improvements in County health services; work for solutions to sewage problems and ocean quality; work for solutions to the County's growing need for a consistent supply of water.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District Three

| Class        | Title                             | STAFF YEARS    |             |                 |             | SALARY AND BENEFIT COSTS |            |
|--------------|-----------------------------------|----------------|-------------|-----------------|-------------|--------------------------|------------|
|              |                                   | 1985-86 Budget |             | 1986-87 Adopted |             | 1985-86                  | 1986-87    |
|              |                                   | Positions      | S.Y.        | Positions       | S.Y.        | Budget                   | Adopted    |
| 0100         | County Supervisor                 | 1              | 1.00        | 1               | 1.00        | \$ 54,200                | \$ 56,352  |
| 0372         | Confidential Investigator I       | 4              | 4.00        | 4               | 4.00        | 92,149                   | 97,447     |
| 0373         | Confidential Investigator II      | 5              | 5.00        | 5               | 5.00        | 139,860                  | 146,159    |
|              | Temporary Extra Help              | <u>1</u>       | <u>0.50</u> | <u>1</u>        | <u>0.50</u> | <u>536</u>               | <u>536</u> |
|              | TOTAL                             | 11             | 10.50       | 11              | 10.50       | \$ 286,745               | \$ 300,494 |
| Adjustments: |                                   |                |             |                 |             |                          |            |
|              | County Contributions and Benefits |                |             |                 |             | \$ 67,291                | \$ 69,367  |
|              | Salary Adjustments                |                |             |                 |             | 556                      | 588        |
|              | Salary Settlement Costs           |                |             |                 |             | <u>9,004</u>             | <u>0</u>   |
|              | Total Adjustments                 |                |             |                 |             | \$ 76,851                | \$ 69,955  |

PROGRAM TOTALS: 11 10.50 11 10.50 \$ 363,596 \$ 370,449

PROGRAM: Legislative, District 4 # 80101 MANAGER: Supervisor Leon L. Williams

Department: Board of Supervisors # 0040 REF: 1985-86 Final Budget Pg: 435

Authority: California Constitution Article 11, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

|                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS                 |                   |                   |                   |                   |                    |
| Salaries & Benefits   | \$ 257,880        | \$ 289,973        | \$ 335,268        | \$ 357,106        | \$ 360,009         |
| Services & Supplies   | 17,783            | 18,924            | 24,320            | 17,000            | 21,050             |
| Other Charges         | 0                 | 0                 | 0                 | 3,765             | 0                  |
| Fixed Assets          | 0                 | 2,614             | 323               | 0                 | 0                  |
| Vehicles/Comm. Equip. | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements   | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS    | \$ 275,663        | \$ 311,511        | \$ 359,911        | \$ 377,871        | \$ 381,059         |
| FUNDING               | 0                 | (7,260)           | (3,982)           | 0                 | \$ 0               |
| NET COUNTY COSTS      | \$ 275,663        | \$ 304,251        | \$ 355,929        | \$ 377,871        | \$ 381,059         |
| STAFF YEARS           | 8.00              | 8.23              | 9.40              | 10.00             | 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: National Association of Counties, County Supervisors Association of California, Southern California Hazardous Waste Management Authority, Southern California Regional Association of Counties, Metropolitan Transit Development Board, San Diego Regional Water Reclamation Agency, City/County Reinvestment Task Force and the Regional Task Force on the Homeless.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District Four

| Class | Title                        | STAFF YEARS    |             |                 |             | SALARY AND BENEFIT COSTS |            |
|-------|------------------------------|----------------|-------------|-----------------|-------------|--------------------------|------------|
|       |                              | 1985-86 Budget |             | 1986-87 Adopted |             | 1985-86                  | 1986-87    |
|       |                              | Positions      | S.Y.        | Positions       | S.Y.        | Budget                   | Adopted    |
| 0100  | County Supervisor            | 1              | 1.00        | 1               | 1.00        | \$ 54,200                | \$ 56,352  |
| 0372  | Confidential Investigator I  | 3              | 3.00        | 3               | 3.00        | 70,347                   | 68,609     |
| 0373  | Confidential Investigator II | 5              | 5.00        | 5               | 5.00        | 167,456                  | 169,673    |
|       | Temporary Extra Help         | <u>1</u>       | <u>1.00</u> | <u>1</u>        | <u>1.00</u> | <u>536</u>               | <u>536</u> |
|       | TOTAL                        | 10             | 10.00       | 10              | 10.00       | \$ 292,539               | \$ 295,170 |

Adjustments:

County Contributions and Benefits

\$ 52,757 \$ 64,298

Salary Adjustments

650 541

Salary Settlement Costs

11,160 0

Total Adjustments

\$ 64,567 \$ 64,839

PROGRAM TOTALS:

10 10.00 10 10.00 \$ 357,106 \$ 360,009

PROGRAM: Legislative, District 5

# 80101

MANAGER: Supervisor Paul Eckert

Department: Board of Supervisors

# 0050

REF: 1985-86 Final Budget - Pg: 437

Authority: California Constitution Article II, Section 4; Government Code Section 25000-26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

|                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-----------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Salaries & Benefits   | \$ 254,250        | \$ 262,857        | \$ 327,706        | \$ 371,338        | \$ 382,054         |
| Services & Supplies   | 8,966             | 12,527            | 11,874            | 12,440            | 13,440             |
| Other Charges         | 0                 | 0                 | 1,730             | 0                 | 0                  |
| Fixed Assets          | 0                 | 0                 | 0                 | 0                 | 0                  |
| Vehicles/Comm. Equip. | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements   | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS    | \$ 263,216        | \$ 275,384        | \$ 341,310        | \$ 383,778        | \$ 395,494         |
| FUNDING               | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 0               |
| NET COUNTY COSTS      | \$ 263,216        | \$ 275,384        | \$ 341,310        | \$ 383,778        | \$ 395,494         |
| STAFF YEARS           | 8.50              | 8.23              | 8.82              | 10.00             | 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 boards 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).

Supervisor Eckert is serving as Chairman of the Board of Supervisors in 1986.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors  
District Five

| Class           | Title                             | STAFF YEARS    |             |                 |             | SALARY AND BENEFIT COSTS |                |
|-----------------|-----------------------------------|----------------|-------------|-----------------|-------------|--------------------------|----------------|
|                 |                                   | 1985-86 Budget |             | 1986-87 Adopted |             | 1985-86                  | 1986-87        |
|                 |                                   | Positions      | S.Y.        | Positions       | S.Y.        | Budget                   | Adopted        |
| 0100            | County Supervisor                 | 1              | 1.00        | 1               | 1.00        | \$ 54,200                | \$ 56,352      |
| 0372            | Confidential Investigator I       | 4              | 4.00        | 4               | 4.00        | 81,572                   | 89,700         |
| 0373            | Confidential Investigator II      | <u>5</u>       | <u>5.00</u> | <u>5</u>        | <u>5.00</u> | <u>168,660</u>           | <u>176,668</u> |
|                 | TOTAL                             | 10             | 10.00       | 10              | 10.00       | \$ 304,432               | \$ 322,720     |
| Adjustments:    |                                   |                |             |                 |             |                          |                |
|                 | County Contributions and Benefits |                |             |                 |             | \$ 55,537                | \$ 58,764      |
|                 | Salary Adjustments                |                |             |                 |             | 644                      | 570            |
|                 | Salary Settlement Costs           |                |             |                 |             | <u>10,725</u>            | <u>0</u>       |
|                 | Total Adjustments                 |                |             |                 |             | \$ 66,906                | \$ 59,334      |
| PROGRAM TOTALS: |                                   | 10             | 10.00       | 10              | 10.00       | \$ 371,338               | \$ 382,054     |

PROGRAM: Legislative, General Office # 8010

MANAGER: Faye Benson

Department: Board of Supervisors # 0060

REF: 1985-86 Final Budget - Pg: 439

Authority: California Constitution Article II, Section 4; Government Code Section 25000-26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 52,754         | \$ 61,625         | \$ 65,756         | \$ 74,050         | \$ 74,201          |
| Services & Supplies       | 7,878             | 12,744            | 11,128            | 15,630            | 15,630             |
| Fixed Assets              | 0                 | 3,180             | 599               | 0                 | 13,000             |
| Vehicles/Comm. Equip.     | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements       | 0                 | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 60,632</b>  | <b>\$ 77,549</b>  | <b>\$ 77,483</b>  | <b>\$ 89,680</b>  | <b>\$ 102,831</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>\$ 60,632</b>  | <b>\$ 77,549</b>  | <b>\$ 77,483</b>  | <b>\$ 89,680</b>  | <b>\$ 102,831</b>  |
| <b>STAFF YEARS</b>        | <b>3.00</b>       | <b>2.87</b>       | <b>2.83</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                             | STAFF YEARS    |             |                 |             | SALARY AND BENEFIT COSTS |               |
|-----------------|-----------------------------------|----------------|-------------|-----------------|-------------|--------------------------|---------------|
|                 |                                   | 1985-86 Budget |             | 1986-87 Adopted |             | 1985-86                  | 1986-87       |
|                 |                                   | Positions      | S.Y.        | Positions       | S.Y.        | Budget                   | Adopted       |
| 0372            | Confidential Investigator I       | 3              | 2.00        | 3               | 2.00        | \$ 36,836                | \$ 41,277     |
| 2730            | Senior Clerk                      | <u>1</u>       | <u>1.00</u> | <u>1</u>        | <u>1.00</u> | <u>15,306</u>            | <u>16,282</u> |
|                 | TOTAL                             | 4              | 3.00        | 4               | 3.00        | \$ 52,142                | \$ 57,559     |
| Adjustments:    |                                   |                |             |                 |             |                          |               |
|                 | County Contributions and Benefits |                |             |                 |             | \$ 17,974                | \$ 16,493     |
|                 | Salary Adjustments                |                |             |                 |             | 200                      | 149           |
|                 | Salary Settlement Costs           |                |             |                 |             | <u>3,734</u>             | <u>0</u>      |
|                 | Total Adjustments                 |                |             |                 |             | \$ 21,908                | \$ 16,642     |
| PROGRAM TOTALS: |                                   | 4              | 3.00        | 4               | 3.00        | \$ 74,050                | \$ 74,201     |

CHIEF ADMINISTRATIVE OFFICE

|  | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Central County Administration          | \$ 2,310,921                    | \$ 3,368,663                    | \$ 4,313,654                    | \$ 4,968,836                     | \$ 655,182                                     | 15%                       |
| CAO Special Projects                   | 1,588,841                       | 3,280,685                       | 1,801,096                       | 1,834,199                        | 33,103   | 2%                        |
| Disaster Preparedness                  | 358,304                         | 363,979                         | 552,947                         | 473,950                          | (78,997)                                       | (14%)                     |
| Memberships; Audits; and Other Charges | 0                               | 0                               | 377,767                         | 1,362,550                        | 984,783  | 261%                      |
| Fire Protection                        | <u>920</u>                      | <u>0</u>                        | <u>0</u>                        | <u>0</u>                         | <u>0</u>                                       | <u>0%</u>                 |
| Total Direct Costs                     | \$ 4,258,986                    | \$ 7,013,327                    | \$ 7,045,464                    | \$ 8,639,535                     | \$ 1,594,071                                   | 23%                       |
| Funding                                | <u>(979,834)</u>                | <u>(940,712)</u>                | <u>(1,249,901)</u>              | <u>(1,480,028)</u>               | <u>(230,127)</u>                               | <u>18%</u>                |
| Net County Costs (without externals)   | <u>\$ 3,279,152</u>             | <u>\$ 6,072,615</u>             | <u>\$ 5,795,563</u>             | <u>\$ 7,159,507</u>              | <u>\$ 1,363,944</u>                            | <u>24%</u>                |

|             |       |       |        |        |      |    |
|-------------|-------|-------|--------|--------|------|----|
| STAFF YEARS | 75.28 | 96.76 | 118.10 | 122.25 | 4.15 | 4% |
|-------------|-------|-------|--------|--------|------|----|

Cable Television Special Revenue Fund

|   |                  |                  |                    |                    |                    |           |
|---|------------------|------------------|--------------------|--------------------|--------------------|-----------|
| Total Direct Costs                      | \$ 166,706       | \$ 193,335       | \$ 1,117,140       | \$ 1,238,151       | \$ 121,011         | 6%        |
| Funding                                 | <u>(526,223)</u> | <u>(361,083)</u> | <u>(1,117,140)</u> | <u>(1,238,151)</u> | <u>\$(121,011)</u> | <u>6%</u> |
| Fund Balance (Net Cost to Special Fund) | \$ (359,517)     | \$ (167,748)     | \$ 0               | \$ 0               | \$ 0               | 0         |
| Net County Costs                        | <u>\$ 0</u>      | <u>\$ 0</u>      | <u>\$ 0</u>        | <u>\$ 0</u>        | <u>\$ 0</u>        | <u>0%</u> |

|             |      |      |      |      |   |    |
|-------------|------|------|------|------|---|----|
| STAFF YEARS | 2.75 | 2.45 | 3.00 | 3.00 | 0 | 0% |
|-------------|------|------|------|------|---|----|

PROGRAM: Central County Administration # 80103 MANAGER: Norman W. Hickey  
 Department: Chief Administrative Officer # 0200 Ref: 1985-86 Final Budget - Pg. 442

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. Government Code Section 3500 (Meyers-Millias Brown Act) mandates labor relations.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 1,712,379        | \$ 2,651,057        | \$ 3,578,014        | \$ 3,475,625        | \$ 4,017,552        |
| Service & Supplies        | 598,542             | 708,492             | 779,518             | 815,629             | 938,802             |
| Other Charges             | 0                   | 0                   | 3,511               | 3,600               | 0                   |
| Fixed Assets              | 0                   | 9,114               | 33,978              | 18,800              | 12,482              |
| Operating Transfers       | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements       | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>            | <u>0</u>            |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 2,310,921</b> | <b>\$ 3,368,663</b> | <b>\$ 4,395,021</b> | <b>\$ 4,313,654</b> | <b>\$ 4,968,836</b> |
| <b>FUNDING</b>            | <b>(19,811)</b>     | <b>\$ (150,829)</b> | <b>\$ (199,524)</b> | <b>\$ (236,573)</b> | <b>(255,216)</b>    |
| <b>NET COUNTY COSTS</b>   | <b>\$ 2,291,110</b> | <b>\$ 3,217,834</b> | <b>\$ 4,195,497</b> | <b>\$ 4,077,081</b> | <b>\$ 4,713,620</b> |
| <b>STAFF YEARS</b>        | <b>45.29</b>        | <b>66.22</b>        | <b>81.84</b>        | <b>81.50</b>        | <b>89.00</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, and State of California and Federal mandates. 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. The Chief Administrative Office also provides immediate supervision for special projects that do not fall within existing County departments.

1985-86 ACTUALS:

Salaries and Benefits exceed adopted budget by 3% due to additional staff for the Board initiated contracting project, underrealized salary savings, and terminal leave payoffs. Contract extra help was used (1.79 SY) in the Human Relations Commission Office pending approval of its budget plan by the Board of Supervisors; and used in Administrative Services to assist during periods of high demand for clerical services.

Services and Supplies reflect savings due to reduced need for services (work authorizations) and leased equipment. Fixed assets reflect \$16,085 of prior year expenses for equipment.

1986-87 OBJECTIVES:

1. Undertake a minimum of four management reviews of major departmental problems and issues.
2. Secure enactment of the Board of Supervisors' Legislative Program.
3. Implement a program in which high school civics and government classes and other groups, visit the County Administration Center and meet with selected County officials.
4. To maintain oversight of the 94 Citizen Advisory committees by provision of training to staff and committee members to improve and provide consistency of procedures to committee functions; updated committee management manuals, review, evaluation and tracking of committee goals and timetables required by Board Order.
5. Increase the number of MBE/WBE businesses listed in the Minority Business Enterprise Directory by 100.
6. Increase the participation rate of MBE/WBE in the County's contract and procurement process to 16%.

1986-87 ADOPTED BUDGET:

The sub-program activities are summarized as follows:

Executive Office (28.00 SY; E - \$1,582,918; R - \$153,516) including directing the CAO's overall operation, evaluating the performance of County departments, coordinating the flow of information, advice and direction between the Board of Supervisors and County departments, supervising special projects and staffing the Human Relations Commission, is:

- Discretionary/Discretionary Service Level (DDSL)
- Offset 10% by revenue.
- Increasing (+5.50 SY) for County Contracting Project, Countywide studies, full funding staff to the Human Relations Commission, staff to the Commission for Children's Services and enhancing the policy and oversight of County operations.
- Increasing in services and supplies to include executive car allowances.

Office of Financial Management (24.50 SY; E - \$1,265,766; R - \$0) including developing and administering the County's annual program budget, exercising fiscal oversight of County programs and expenditures, developing and administering the Capital Improvement Program budget, conducting management reviews of major problems and issues in County departments, is:

- Discretionary/Discretionary Service Level (DDSL)
- Decreasing \$2,689 in services and supplies due to less need for leased equipment.
- Decreasing 92% in Fixed Assets (\$13,850).

Office of Intergovernmental and Public Affairs (14.00 SY; E - \$1,107,125; R - \$102,200) including providing legislative program analysis and coordination, providing liaison for Washington, DC and Sacramento representative, and assisting citizens and media in dealing with the County, is:

- Discretionary/Discretionary Service Level (DDSL)
- Offset 9% by revenue.
- Increasing (+.50 SY Analyst III) to fully fund position partially funded in FY 85-86.
- Increasing \$53,000 due to renegotiated contracts (mid-year FY 85-86) with Washington and Sacramento representatives, cost of the legislative bill service, and minor miscellaneous expenses.

1986-87 ADOPTED BUDGET:

Community Involvement Office (6.00 SY; E - \$231,319; R - \$0) Including managing County-wide system for citizen committee participation in County policies and programs, providing staff to 6 County committees and the Council of Committee Chairpersons, administering the County Volunteer Program, is:

- Discretionary/Discretionary Service Level (DDSL)
- Generating County-wide savings of \$4,919,793 for FY 84-85 by placing volunteers in lieu of paid staff.
- Remaining at FY 85-86 staffing level by full funding of an existing position (1.00 SY Intermediate Clerk Typist) to offset a position reassigned to the word processing unit.
- Decreasing \$1,200 in services and supplies due to less need for outside printing services.

Contract Compliance Office (3.00 SY; E - \$125,332; R - \$0) Including administering the County's Affirmative Action Program for construction contractors and non-construction contractors, is:

- Discretionary/Discretionary Service Level (DDSL)
- Remaining at FY 85-86 staffing level.
- Increasing to reflect actual salary and benefit costs of incumbents which were underbudgeted in FY 85-86.
- Increasing \$2,000 in services and supplies due to addition of transportation and travel expenses.

Labor Relations Office (4.50 SY; E - \$325,377; R - \$0) Including collective bargaining and lead negotiator services with employee organizations, hearings, arbitration and fact finding, is:

- Mandated/Discretionary Service Level (MDSL)
- Increasing (+.50 SY Intermediate Clerk Typist) to handle support staff workload/workflow.
- Increasing in services and supplies (\$28,000) due to mid FY 85-86 renegotiation of lead negotiator's contract, expense for hearing officers, arbitrations, and fact finding, and maintenance of data processing equipment.

Administrative Services (9.00 SY; E - \$330,999; R - \$0) Including support services to the entire CAO complex, budgeting, word processing, accounting, payroll and personnel, is:

- Discretionary/Discretionary Service Level (DDSL)
- Increasing in services and supplies due to cost of maintaining additional office equipment(\$14,114).
- Decreasing extra help (-.50 SY) and increasing (+1.00 SY Word Processor Operator) to handle work load.
- Handling payroll, fiscal and purchasing for the Equal Opportunity Office and the Office of Employee Services in addition to CAO support.

PROGRAM: Central County Administration

# 80103

MANAGER: Norman W. Hickey

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>                             | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---|
| Interfund Charges                                    |                           |                             |                            |   |
| Road Fund  | \$ 86,516                 | \$ 86,515                   | \$ 76,115                  | \$ (10,400)                               |
| Airport Enterprise Fund                              | 1,968                     | 1,968                       | 2,466                      | 498                                       |
| Liquid Waste Fund                                    | 11,423                    | 11,421                      | 12,234                     | 813                                       |
| Solid Waste Fund                                     | 4,675                     | 4,675                       | 5,756                      | 1,081                                     |
| Library Fund   | 16,261                    | 16,261                      | 28,843                     | 12,582                                    |
| Air Pollution Control District                       | 13,533                    | 13,533                      | 14,602                     | 1,069                                     |
| Cable Television Fund                                | 55,277                    | 102,200                     | 115,200                    | 13,000                                    |
| Cable Television Grant Award                         | 3,289                     | 0                           | 0                          | 0   |
| Foundation for Community<br>Service Cable Television | 2,500                     | 0                           | 0                          | 0   |
| Recovered Expenditures                               | 4,032                     | 0                           | 0                          | 0   |
| Other Miscellaneous                                  | 50                        | 0                           | 0                          | 0   |
| TOTAL  | \$ 199,524                | \$ 236,573                  | \$ 255,216                 | \$ 18,643                                 |

Interfund charges are based on the Auditor's A-87 Cost Allocation Plan. Cable Television revenue offsets expenditures for public communication programs and in FY 1985-86 underrealized revenue reflects a low level of expenditure for that purpose.

FIXED ASSETS:

| <u>Item</u>              | <u>Quantity</u> | <u>Cost</u> |
|--------------------------|-----------------|-------------|
| Computer Equipment       | 2               | \$ 1,884    |
| Word Processor Equipment | Lot             | 7,400       |
| Typewriter               | 1               | 848         |
| Electronic Flash System  | Lot             | 700         |
| Printer, Display Phone   | 1               | 500         |
| Desk, Contemporary Wood  | 1               | 1,150       |
| Total                    |                 | \$ 12,482   |

## STAFFING SCHEDULE

Program: Central County Administration

Department: Chief Administrative Officer

| Class   | Title                                  | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |              |
|---|--|----------------|-------|-----------------|-------|--------------------------|--------------|
|   |  | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87      |
|   |  | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted      |
| <u>Executive, Labor Relations, Community Involvement, Administrative Services</u> |  |                |       |                 |       |                          |              |
| 2109  | Chief Administrative Officer           | 1              | 1.00  | 1               | 1.00  | \$ 86,838                | \$ 87,806    |
| 2206  | Assistant Chief Administrative Officer | 1              | 1.00  | 1               | 1.00  | 75,362                   | 79,117       |
| 2104  | Deputy Chief Administrative Officer    | 2              | 2.00  | 3               | 3.00  | 138,481                  | 219,628      |
| 2202  | CAO Project Manager                    | 1              | 0.50  | 4               | 1.50  | 25,530                   | 99,032       |
| 2325  | Director, Community Involvement Office | 1              | 1.00  | 1               | 1.00  | 39,892                   | 42,449       |
| 2329  | Principal Assistant to the CAO         | 1              | 1.00  | 1               | 1.00  | 43,102                   | 46,813       |
| 8803  | Labor Relations Manager                | 0              | 0.00  | 1               | 1.00  | 0                        | 46,813       |
| 2389  | Senior Labor Relations Specialist      | 2              | 2.00  | 1               | 1.00  | 83,976                   | 44,580       |
| 0348  | CAO Staff Officer                      | 4              | 4.00  | 8               | 5.00  | 142,740                  | 208,404      |
| 2414  | Analyst IV                             | 0              | 0.00  | 2               | 2.00  | 0                        | 78,930       |
| 2385  | Associate Labor Relations Specialist   | 1              | 1.00  | 1               | 1.00  | 34,892                   | 39,462       |
| 2302  | Administrative Assistant III           | 1              | 1.00  | 1               | 0.50  | 34,764                   | 18,101       |
| 2323  | CAO Staff Assistant III                | 3              | 3.00  | 2               | 2.00  | 106,296                  | 75,168       |
| 2413  | Analyst III                            | 1              | 1.00  | 2               | 2.00  | 33,499                   | 69,054       |
| 2303  | Administrative Assistant II            | 1              | 1.00  | 1               | 1.00  | 31,170                   | 27,377       |
| 2412  | Analyst II                             | 1              | 1.00  | 1               | 1.00  | 31,170                   | 32,446       |
| 2755  | CAO/ACAO Secretary                     | 2              | 2.00  | 2               | 2.00  | 53,292                   | 52,112       |
| 2304  | Administrative Assistant I             | 1              | 1.00  | 1               | 1.00  | 22,867                   | 24,815       |
| 2759  | Administrative Secretary IV            | 2              | 2.00  | 3               | 3.00  | 46,530                   | 67,447       |
| 2758  | Administrative Secretary III           | 2              | 1.50  | 1               | 1.00  | 31,067                   | 23,050       |
| 3008  | Senior Word Processing Operator        | 2              | 2.00  | 2               | 2.00  | 34,871                   | 41,196       |
| 2403  | Accounting Technician                  | 1              | 1.00  | 1               | 1.00  | 17,082                   | 20,287       |
| 2745  | Supervising Clerk                      | 1              | 1.00  | 1               | 1.00  | 19,113                   | 21,651       |
| 2757  | Administrative Secretary II            | 0              | 0.00  | 1               | 1.00  | 0                        | 17,332       |
| 2511  | Senior Payroll Clerk                   | 1              | 1.00  | 1               | 1.00  | 16,056                   | 19,423       |
| 3009  | Word Processing Operator               | 3              | 3.00  | 3               | 3.00  | 48,931                   | 50,671       |
| 2730  | Senior Clerk                           | 2              | 2.00  | 2               | 2.00  | 31,502                   | 32,783       |
| 2760  | Stenographer                           | 1              | 1.00  | 1               | 1.00  | 16,788                   | 17,792       |
| 2494  | Payroll Clerk                          | 1              | 1.00  | 1               | 1.00  | 15,996                   | 14,636       |
| 2700  | Intermediate Clerk Typist              | 1              | 0.00  | 2               | 1.50  | 0                        | 19,994       |
| 2709  | Departmental Clerk                     | 1              | 1.00  | 1               | 1.00  | 10,730                   | 11,833       |
| 9999  | Extra Help                             | 1              | 0.50  | 0               | 0.00  | 5,600                    | 0            |
|   | Subtotal                               | 43             | 40.50 | 54              | 47.50 | \$1,278,137              | \$ 1,650,202 |
| <u>Contract Compliance</u>  |  |                |       |                 |       |                          |              |
| 2419  | Principal Asst., Ping. and Cont. Comp. | 1              | 1.00  | 1               | 1.00  | \$ 34,613                | \$ 37,584    |
| 2401  | Equal Opportunity Officer II           | 1              | 1.00  | 1               | 1.00  | 27,134                   | 32,428       |
| 2757  | Administrative Secretary II            | 0              | 0.00  | 1               | 1.00  | 0                        | 20,547       |
| 2758  | Administrative Secretary III           | 1              | 1.00  | 0               | 0.00  | 18,061                   | 0            |
|   | Subtotal                               | 3              | 3.00  | 3               | 3.00  | \$ 79,808                | \$ 90,559    |

STAFFING SCHEDULE

Program: Central County Administration

Department: Chief Administrative Officer

| Class   | Title  | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |            |
|---|--|----------------|-------|-----------------|-------|--------------------------|------------|
|   |  | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87    |
|   |  | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted    |
| <u>Financial Management</u>                           |  |                |       |                 |       |                          |            |
| 2161  | Director, Financial Management                           | 1              | 1.00  | 1               | 1.00  | \$ 60,990                | \$ 65,523  |
| 2393  | Financial Management Analyst III                         | 5              | 5.00  | 5               | 5.00  | 208,502                  | 222,900    |
| 2392  | Financial Management Analyst II                          | 14             | 14.00 | 14              | 14.00 | 492,107                  | 525,193    |
| 2391  | Financial Management Analyst I                           | 2              | 2.00  | 2               | 2.00  | 59,831                   | 61,988     |
| 2759  | Administrative Secretary IV                              | 1              | 1.00  | 1               | 1.00  | 23,265                   | 24,829     |
| 2700  | Intermediate Clerk Typist                                | 1              | 1.00  | 1               | 1.00  | 14,884                   | 15,788     |
| 9999  | Extra Help   | 1              | 0.50  | 1               | 0.50  | 11,000                   | 11,000     |
|   | Subtotal   | 25             | 24.50 | 25              | 24.50 | \$ 870,579               | \$ 927,221 |
| <u>Office of Intergovernmental and Public Affairs</u> |  |                |       |                 |       |                          |            |
| 2276  | Director, Office of Intergovernmental and Public Affairs | 1              | 1.00  | 1               | 1.00  | \$ 49,735                | \$ 54,433  |
| 0349  | Public Affairs Officer                                   | 1              | 1.00  | 1               | 1.00  | 46,980                   | 45,960     |
| 2309  | Principal Legislative Coordinator                        | 1              | 1.00  | 1               | 1.00  | 40,493                   | 42,449     |
| 2414  | Analyst IV   | 1              | 1.00  | 1               | 1.00  | 39,516                   | 32,446     |
| 2413  | Analyst III  | 3              | 2.50  | 3               | 3.00  | 84,537                   | 94,434     |
| 2354  | Assistant Public Affairs Officer                         | 1              | 1.00  | 1               | 1.00  | 34,764                   | 35,320     |
| 2357  | Photographic Audio Visual Specialist                     | 1              | 1.00  | 1               | 1.00  | 27,464                   | 30,339     |
| 3816  | Graphic Designer   | 1              | 1.00  | 1               | 1.00  | 27,464                   | 30,339     |
| 2758  | Administrative Secretary III                             | 1              | 1.00  | 1               | 1.00  | 20,919                   | 23,050     |
| 3009  | Word Processing Operator                                 | 1              | 1.00  | 1               | 1.00  | 16,060                   | 14,182     |
| 2700  | Intermediate Clerk Typist                                | 1              | 1.00  | 1               | 1.00  | 14,884                   | 14,506     |
| 2730  | Senior Clerk   | 1              | 1.00  | 1               | 1.00  | 15,752                   | 16,282     |
|   | Sub-total  | 14             | 13.50 | 14              | 14.00 | \$ 418,568               | \$ 433,740 |
|   | TOTAL  | 85             | 81.50 | 95              | 89.00 | \$2,647,092              | 3,101,722  |
| Adjustments:  |  |                |       |                 |       |                          |            |
|   | County Contributions and Benefits                        |                |       |                 |       | \$ 731,225               | \$ 943,057 |
|   | Employee Compensation Insurance                          |                |       |                 |       | 6,578                    | 7,918      |
|   | Unemployment Insurance                                   |                |       |                 |       | 2,911                    | 3,131      |
|   | Salary Settlement Costs                                  |                |       |                 |       | 176,081                  |            |
| Special Payments:                                     |  |                |       |                 |       |                          |            |
|   | Salary Adjustment  |                |       |                 |       | 5,698                    | 42,524     |
|   | Salary Savings   |                |       |                 |       | (95,000)                 | (80,800)   |
|   | CRT/Word Processing                                      |                |       |                 |       | 1,040                    |            |
| Total Adjustments                                     |  |                |       |                 |       | \$ 828,533               | \$ 915,830 |
| PROGRAM TOTALS:                                       |  | 85             | 81.50 | 95              | 89.00 | \$ 3,475,625             | 4,017,552  |



PROGRAM: CAO Special Projects

# 87131

MANAGER: Norman W. Hickey

Department: Chief Administrative Officer

# 0200

Ref: 1985-86 Final Budget - Pg: 448

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 CAC Parking Lot Task Force and the International Trade Commission were established by Board action on July 16, 1985 (23) and July 30, 1985 (50-53). The Spring Valley Economic Development/Revitalization Project was established by Board action on December 17, 1985 (67). Board action on February 11, 1986 (13) authorized the Gillespie Field Redevelopment Project. The Jail Emergency Building Project was established by Board action on February 11, 1986 (36). The Water Independence Project was authorized by Board actions on September 15, 1981 (126) and June 9, 1982 (8). The Border Sewage Project was established by Board action on January 22, 1985 (21). Board action on June 25, 1984 (7) established the Criminal Justice Unit in support of the County's goals of creating a comprehensive detention system and more integrated and cost effective criminal justice system. The Office of Telecommunications was authorized in the 1985-86 Budget.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 673,655          | \$ 753,933          | \$ 979,279          | \$ 1,263,233        | \$ 1,037,614        |
| Services & Supplies       | 667,233             | 567,895             | 336,093             | 527,863             | 794,682             |
| Other Charges             | 7,500               | 0                   | 186,011             | 0                   | 1,055               |
| Fixed Assets              | 0                   | 0                   | 16,539              | 10,000              | 848                 |
| Vehicles/Comm. Equipment  | 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>\$ 1,348,388</b> | <b>\$ 1,321,828</b> | <b>\$ 1,517,922</b> | <b>\$ 1,801,096</b> | <b>\$ 1,834,199</b> |
| <b>FUNDING</b>            | <b>\$ (538,287)</b> | <b>\$ (475,509)</b> | <b>\$ (562,603)</b> | <b>\$ (608,891)</b> | <b>\$ (885,116)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 810,101</b>   | <b>\$ 846,319</b>   | <b>\$ 955,319</b>   | <b>\$ 1,192,205</b> | <b>\$ 949,083</b>   |
| <b>STAFF YEARS</b>        | <b>17.15</b>        | <b>18.00</b>        | <b>21.43</b>        | <b>25.60</b>        | <b>21.75</b>        |

PROGRAM DESCRIPTION:

This program includes various activities which have regional impacts, carried out at the direction of the Board of Supervisors and Chief Administrative Officer. In FY 1985-86, the program contained the Office of Special Projects, Office of Resource Recovery, Charter Review Panel, Criminal Justice Unit, County Memberships, and the Office of Telecommunications. With completion of the Charter Review Panel's activities and transfer of County Memberships to its own program, the Special Projects program now consists of the following: (1) Office of Special Projects; (2) Office of Water and Waste Management; (3) Criminal Justice Unit; and (4) Office of Telecommunications.

1. Office of Special Projects: This Office manages and supports a variety of County projects and activities which the Board of Supervisors and the Chief Administrative Officer have determined warrant particular attention and emphasis due to their regional significance or potential fiscal impact. The Office of Special

PROGRAM DESCRIPTION (Continued)

Projects carries out various economic development activities, including management and support of Sale and Lease (SAL) projects, provides staff support to related committees and task forces, and performs redevelopment analyses. Through its activities, the Office of Special Projects works specifically towards achieving 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. A major objective of this Office is development of new sources of discretionary revenue from the creative management of County properties.

2. Office of Water and Waste Management: The function of this Office is to analyze and coordinate the development of solutions to significant water supply, sanitation and resource recovery issues facing the County. 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. Two San Diego City Council members and two members of the County Board of Supervisors constitute the governing board of the San Diego Energy Recovery Authority, created when the City and County entered into a Joint Powers Agreement in October 1981. Water activities include management of the City/County Water Reuse Grant; staff support for County involvement in the San Diego Region Water Reclamation Agency, Southern California Water Committee and County Water Authority; and implementation of water supply and conservation management efforts. The Border Sewage Project was established in FY 1984-85 to address health, environmental and economic problems caused by flows of untreated sewage from Mexico. Sewage activities include coordination with other agencies involved in the border sewage issue to develop a technical solution and funding for a defensive system to protect U.S. citizens.
3. Criminal Justice Unit: In support of creating a comprehensive criminal justice system, the purpose of the Criminal Justice Unit is to coordinate and synthesize information which will aid in policy and fiscal decision-making in criminal justice matters. This function incorporates two of the ten major goals of the County as identified by the Board of Supervisors in 1984. These are to establish a comprehensive detention system and a more integrated and cost effective criminal justice system. The Unit provides a centralized coordinating role 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.
4. Office of Telecommunications: The purpose of this Office is: 1) to provide centralized management and a Countywide plan for technology development; 2) to provide a base of information for decision-making on acquisition of new technology; and 3) to develop better long-term and strategic planning.

1985-86 ACTUALS:

Actual costs, funding and staff years differ significantly from 1985-86 Budget amounts for the following reasons:

Office of Special Projects: Salaries and Benefits and staff years are greater than budgeted due to mid-year addition of staff for the Spring Valley Economic Development/Revitalization Project. Services and supplies expenditures are lower than budgeted, reflecting adoption of a cost containment plan in response to the overall County budget deficit. Increased revenue is attributable to reimbursement from Community Development Block Grant (CDBG) monies and the CAC Development Fund for prior year expenditures, and to a mid-year appropriation of CDBG revenue to fund the Spring Valley Economic Development/Revitalization Project.

Office of Resource Recovery: Labor costs and staff years are higher than budgeted due to increased staff work on resource recovery activities. Services and supplies expenditures are lower because of a reduction in the level of professional/special services. Reduced reimbursable expenditures resulted in decreased revenue.

1985-86 ACTUALS: (continued)

Charter Review Panel: Salaries and benefits are lower than budgeted due to salary savings.

Criminal Justice Unit: Revenue totaling \$265,657 was transferred to the Criminal Justice Unit for ARJIS membership costs (\$185,800); consultant services provided by OMNI to update space plans for the downtown courthouse and regional centers (\$50,000); and for the SANDAG clearinghouse project (\$29,857).

Memberships, Audits, and Other Charges: See discussion under Program by this name.

Office of Telecommunications:

Funds for this activity were frozen and not expended in FY 1985-86.

1986-87 OBJECTIVES:

Office of Special Projects:

1. Continue to manage the County's major Sale and Lease projects, including Edgemoor, Front and "A" and Front and "B" properties, and the CAC parking lots, with an emphasis on developing new sources of revenue.
2. Manage the Gillespie Field Redevelopment Project and conduct analyses and negotiations related to cities' redevelopment plans.
3. Continue to manage the Spring Valley Economic Development/Revitalization Project.
4. Maintain staff support to the International Trade Commission and CAC Parking Lot Task Force.
5. Continue to coordinate efforts for the timely acquisition and development of new detention facilities.

Office of Water and Waste Management:

1. Complete negotiations with U.S. Fish and Wildlife in order to receive a No Jeopardy Finding for SANDER.
2. Finalize agreement with the U.S. Navy on terms and conditions for SANDER land exchange.
3. In conjunction with Signal Environmental Systems receive a site certification for SANDER from the California Energy Commission.
4. In conjunction with Signal Environmental Systems issue bonds to finance SANDER.
5. Manage the Water Reuse Grant, implement a strengthened County Water Management Policy and participate in City/County water management activities in cooperation with the County Water Authority and San Diego Region Water Reclamation Agency.
6. Continue to monitor pollution clean-up efforts in the border region, including land use activity in the Tijuana River Valley, and report to the Board of Supervisors regarding water quality, health and economic impacts from continuing sewage spills.
7. Assist members of San Diego's State and Federal legislative delegations in efforts to secure funding for a permanent solution to the border sewage problem.

1986-87 OBJECTIVES (Continued)Criminal Justice Unit:

1. Coordinate the implementation of the justice facilities action plan to provide required detention and court space.
2. Continue the planning phase for a justice information system.
3. Develop a criminal justice system model to better delineate the flow of people and cost to system components.
4. Complete the analysis of appropriate programs subject to available funding.
5. Provide special analyses and coordination of key criminal justice issues as directed by the Board, Criminal Justice Council and Chief Administrative Officer.

Office of Telecommunications:

1. Develop a plan of action to integrate voice, data and video technology within the County.
2. Develop a plan to restructure County departments and offices to implement the plan of action.
3. Evaluate new technology and make recommendations to the Chief Administrative Officer.

1986-87 ADOPTED BUDGET:

The most significant proposed changes in the Special Projects program include a shift of resources from Charter Review to Border Sewage, establishment of a separate program for County Memberships, and transfer of two positions to other programs.

The activities of this program are summarized as follows:

1. Office of Special Projects (10.17 SY; E-\$636,351; R-\$276,200) involves economic development, redevelopment and revitalization activities. These include Sale and Lease, Spring Valley Economic Development/Revitalization, and Gillespie Field Redevelopment projects, as well as staff support to the International Trade Commission and CAC Parking Lot Task Force. The Office of Special Projects also manages the Jail Emergency Building Project. Activities of the Office of Special Projects are:
  - ° Discretionary/Discretionary Service Level.
  - ° Offset 43% by program revenue.
  - ° Decreasing (-1.83 SY; -\$348,490) due to staff transfers, reduced need for professional and specialized services, and increased revenue.
2. Office of Water and Waste Management (5.00 SY; E-\$436,584; R-\$247,896) involves management of the San Diego Energy Recovery Project, County water activities, and the Border Sewage Project. These activities are:
  - ° Discretionary/Discretionary Service Level.
  - ° Offset 57% by program revenue.
  - ° Increasing (+2.75 SY; +\$184,041) due to transfer of water activities from the Office of Special Projects and addition of funding for the Border Sewage Project.
3. Criminal Justice Unit (5.58 SY; E-\$554,929; R-\$154,685) involves the coordination of criminal justice activities which cross departmental lines. Tasks include determination of informational requirements and planning for effective resource allocations. This activity is:
  - ° Discretionary/Discretionary Service Level.
  - ° Offset 28% by program revenues.
  - ° Increased in services and supplies costs due to professional and specialized services not being offset by revenue.

1986-87 ADOPTED BUDGET: (Continued)

Office of Telecommunications (1.00 SY; E-\$206,335; R-\$206,335) including central management and Countywide plan for technology development.

This activity is:

- Discretionary/Discretionary Service Level.
- Offset 100% by program revenue
- Decreasing (3.00 SY) due to deletion of two CAO Project Managers and transfer of one Administrative Secretary III to the Office of Special Projects.
- Increasing \$101,150 in services and supplies to facilitate contracting of technology experts.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>          | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|-----------------------------------|---------------------------|-----------------------------|----------------------------|---|
| AB 189 Funds                      | \$ 215,657                | \$ 0                        | \$ 154,685                 | \$ 154,685                                |
| Airport Enterprise Fund           | 8,926                     | 0                           | 60,000                     | 60,000                                    |
| CAC Development Fund              | 26,981                    | 0                           | 0                          | 0   |
| City of San Diego Trust Fund      | 180,916                   | 278,496                     | 247,896                    | (30,600)                                  |
| Community Development Block Grant | 17,383                    | 7,000                       | 46,000                     | 39,000                                    |
| EDA 302(a) Planning Grant         | 16,147                    | 16,000                      | 50,000                     | 34,000                                    |
| Edgemoor Development Fund         | 45,395                    | 45,395                      | 120,200                    | 74,805                                    |
| SB 668 Funds                      | 50,000                    | 0                           | 0                          | 0   |
| Recovered Expenditures            | 992                       | 0                           | 0                          | 0   |
| Cable Television Franchise Fees   | 0                         | 262,000                     | 206,335                    | (55,665)                                  |
| Other Miscellaneous               | 206                       | 0                           | 0                          | 0   |
| <b>TOTAL</b>                      | <b>\$ 562,603</b>         | <b>\$ 608,891</b>           | <b>\$ 885,116</b>          | <b>\$ 276,225</b>                         |

In FY 1985-86, revenue totaling \$265,657 (AB 189 and SB 668 funds) was transferred to the Criminal Justice Unit for ARJIS membership costs (\$185,800); consultant services provided by OMNI to update space plans for the downtown courthouse and regional centers (\$50,000); and for the SANDAG clearinghouse project (\$29,857). In FY 1986-87, AB 189 funds (\$154,685) are budgeted for ARJIS membership costs. Unanticipated revenue was received from the Airport Enterprise Fund to reimburse staff costs for preliminary analysis of the potential for redevelopment at Gillespie Field. Revenue in the amount of \$60,000 will fund staff work on the Gillespie Field Redevelopment Project in FY 1986-87. Overrealized Community Development Block Grant revenue (\$17,383) represents reimbursement for prior year expenditures. FY 1986-87 CDBG revenue will fund continued staff work on the Spring Valley Economic Development/Revitalization Project. FY 1986-87 revenue from the City of San Diego will offset costs for the SANDER Project. FY 1986-87 revenue from the Edgemoor Development Fund will offset expenditures for continued staff work on the Edgemoor Development Plan. FY 1986-87 revenue from Cable Television Franchise Fees will fund the Office of Telecommunications. This office was not implemented in FY 1985-86, therefore no revenue was received.

FIXED ASSETS:

| <u>Item</u>                 | <u>Quantity</u> | <u>Cost</u> |
|-----------------------------|-----------------|-------------|
| Typewriter, Corr. Selectric | 1               | \$ 848      |

STAFFING SCHEDULE

Program: CAO Special Projects

Department: Chief Administrative Office

| Class                                       | Title                           | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |            |
|---|---------------------------------|----------------|-------|-----------------|-------|--------------------------|------------|
|   |                                 | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87    |
|   |                                 | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted    |
| <u>OFFICE OF SPECIAL PROJECTS</u>           |                                 |                |       |                 |       |                          |            |
| 2202  | CAO Project Manager             | 1              | 1.00  | 1               | 1.00  | \$ 53,201                | \$ 68,800  |
| 2414  | Analyst IV                      | 2              | 2.00  | 1               | 1.00  | 79,403                   | 42,449     |
| 2347  | Capital Projects Coordinator    | 1              | 1.00  | 1               | 1.00  | 39,516                   | 42,449     |
| 5570  | Senior Real Property Agent      | 2              | 2.00  | 1               | 1.00  | 70,114                   | 36,813     |
| 3550  | Senior Planner                  | 1              | 1.00  | 0               | 0.00  | 34,489                   | 0          |
| 2413  | Analyst III                     | 2              | 2.00  | 2               | 2.00  | 68,102                   | 66,526     |
| 2412  | Analyst II                      | 1              | 1.00  | 1               | 1.00  | 31,170                   | 32,446     |
| 2758  | Administrative Secretary III    | 1              | 1.00  | 2               | 1.50  | 21,422                   | 32,975     |
| 3008  | Senior Word Processing Operator | 1              | 1.00  | 1               | 1.00  | 17,002                   | 19,232     |
| 3009  | Word Processing Operator        | 1              | 0.00  | 1               | 0.00  | 0                        | 0          |
| 9999  | Extra Help                      | 0              | 0.00  | 1               | 0.67  | 0                        | 44,000     |
|   | Sub-Total                       | 13             | 12.00 | 12              | 10.17 | \$ 414,419               | \$ 385,690 |
| <u>OFFICE OF WATER AND WASTE MANAGEMENT</u> |                                 |                |       |                 |       |                          |            |
| 2202  | CAO Project Manager             | 1              | 0.75  | 1               | 1.00  | \$ 36,378                | \$ 57,715  |
| 3550  | Senior Planner                  | 0              | 0.00  | 1               | 1.00  | 0                        | 30,615     |
| 2413  | Analyst III                     | 0              | 0.00  | 1               | 1.00  | 0                        | 35,791     |
| 2758  | Administrative Secretary III    | 1              | 1.00  | 1               | 1.00  | 18,628                   | 20,855     |
| 9999  | Temporary Extra Help            | 1              | 0.50  | 2               | 1.00  | 5,284                    | 10,568     |
|   | Sub-total                       | 3              | 2.25  | 6               | 5.00  | \$ 60,290                | \$ 155,544 |
| <u>CHARTER REVIEW PANEL</u>                 |                                 |                |       |                 |       |                          |            |
| 2202  | CAO Project Manager             | 1              | 0.25  | 0               | 0.00  | \$ 12,298                | \$ 0       |
| 2413  | Analyst III                     | 1              | 1.00  | 0               | 0.00  | 32,324                   | 0          |
| 9999  | Extra Help                      | 1              | 0.50  | 0               | 0.00  | 5,284                    | 0          |
|   | Sub-Total                       | 3              | 1.75  | 0               | 0.00  | \$ 49,906                | \$ 0       |

## STAFFING SCHEDULE

Program: CAO Special Projects

Department: Chief Administrative Office

| Class                               | Title                        | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                    |
|-------------------------------------|------------------------------|----------------|-------|-----------------|-------|--------------------------|--------------------|
|                                     |                              | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86<br>Budget        | 1986-87<br>Adopted |
|                                     |                              | Positions      | S.Y.  | Positions       | S.Y.  |                          |                    |
| <u>CRIMINAL JUSTICE UNIT</u>        |                              |                |       |                 |       |                          |                    |
| 2202                                | CAO Project Manager          | 1              | 1.00  | 1               | 1.00  | \$ 44,765                | \$ 50,445          |
| 2414                                | Analyst IV                   | 1              | 1.00  | 1               | 1.00  | 41,201                   | 42,449             |
| 2413                                | Analyst III                  | 1              | 1.00  | 1               | 1.00  | 34,764                   | 33,263             |
| 2412                                | Analyst II                   | 1              | 1.00  | 1               | 1.00  | 31,170                   | 32,446             |
| 2758                                | Administrative Secretary III | 1              | 1.00  | 1               | 1.00  | 21,422                   | 23,050             |
| 9999                                | Temporary Extra Help         | 1              | 0.60  | 1               | 0.58  | 7,150                    | 7,651              |
|                                     | Sub-Total                    | 6              | 5.60  | 6               | 5.58  | \$ 180,472               | \$ 189,304         |
| <u>OFFICE OF TELECOMMUNICATIONS</u> |                              |                |       |                 |       |                          |                    |
| 2202                                | CAO Project Manager          | 3              | 3.00  | 1               | 1.00  | \$ 159,644               | \$ 75,357          |
| 2758                                | Administrative Secretary III | 1              | 1.00  | 0               | 0.00  | 19,430                   | 0                  |
|                                     | Sub-Total                    | 4              | 4.00  | 1               | 1.00  | \$ 179,074               | \$ 75,357          |
|                                     | Total                        | 29             | 25.60 | 25              | 21.75 | \$ 884,161               | \$ 805,895         |
| Adjustments:                        |                              |                |       |                 |       |                          |                    |
| County Contributions and Benefits   |                              |                |       |                 |       | \$ 211,331               | \$ 235,551         |
| Employee Compensation Insurance     |                              |                |       |                 |       | 2,120                    | 2,311              |
| Unemployment Expense                |                              |                |       |                 |       | 705                      | 778                |
| Salary Settlement Costs             |                              |                |       |                 |       | 62,146                   | 0                  |
| Salary Adjustments                  |                              |                |       |                 |       | 102,770                  | 10,478             |
| Salary Savings                      |                              |                |       |                 |       | 0                        | (17,399)           |
| Total Adjustments                   |                              |                |       |                 |       | \$ 379,072               | \$ 231,719         |
| PROGRAM TOTALS:                     |                              | 29             | 25.60 | 25              | 21.75 | \$1,263,233              | \$1,037,614        |

PROGRAM: Disaster Preparedness

# 31519

MANAGER: Daniel J. Eberle

Department: Chief Administrative Officer

# 0200

Ref: 1985-86 Final Budget: Pg. 455

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."

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 331,225        | \$ 337,678        | \$ 373,735        | \$ 400,027        | \$ 400,800         |
| Services & Supplies       | 27,079            | 24,007            | 35,209            | 43,320            | 50,320             |
| Other Charges             | 0                 | 0                 | 0                 | 0                 | 0                  |
| Fixed Assets              | 0                 | 2,294             | 12,492            | 109,600           | 22,830             |
| 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>           |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 358,304</b> | <b>\$ 363,979</b> | <b>\$ 421,436</b> | <b>\$ 552,947</b> | <b>\$ 473,950</b>  |
| <b>FUNDING</b>            | <b>(269,942)</b>  | <b>(301,175)</b>  | <b>(275,534)</b>  | <b>(380,000)</b>  | <b>(339,696)</b>   |
| <b>NET COUNTY COSTS</b>   | <b>\$ 88,362</b>  | <b>\$ 62,804</b>  | <b>\$ 145,902</b> | <b>\$ 172,947</b> | <b>\$ 134,254</b>  |
| <b>STAFF YEARS</b>        | <b>10.45</b>      | <b>10.72</b>      | <b>10.98</b>      | <b>11.00</b>      | <b>11.50</b>       |

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.

1985-86 ACTUALS:

Salary and Benefits - Budgeted \$400,027; Actual \$373,735 - salary savings of \$26,292 due to partial year vacant positions and delay in promotions for three positions.

Services and Supplies - Budgeted \$43,320; Actual \$35,209 - savings of \$8,111 due to CAO's Cost Containment Plan.

Fixed Assets - Budgeted \$109,600; Actual \$12,942 - savings of \$96,658 due to delay/postponement of implementation of Emergency Linkage Network between County and sixteen incorporated cities. Communications equipment and a personal computer were ordered in FY 1985-86, but payment will be in FY 1986-87 from FY 1985-86 encumbered funds.



Funding - Budgeted Cities \$180,000; Actual \$121,748 - shortfall of \$58,252 from cities due to postponement of Implementation of Emergency Linkage Network.

1986-87 OBJECTIVES:

1. Implement a County-wide program for Hazardous Materials Emergency Response and Training. Program started October 1, 1986.
2. Complete a feasibility assessment including Architectural and Engineering plans for a state-of-the-art Emergency Operations Center.
3. Introduce legislation for an Earthquake Preparedness Project in San Diego and Imperial Counties. We have accomplished this in 1985-86.
4. Place an additional 30 LIFE receivers in service County-wide.
5. Update and amend the Joint Powers Agreement between the County and sixteen incorporated cities for programs under the umbrella of the Emergency Services Organization, i.e., Hazardous Materials Response Program.

1986-87 ADOPTED BUDGET:

In this program, actual net costs to the County in the Adopted Budget are decreased by approximately 20% from the 1985-86 adopted budget. An important change in revenue is the elimination of \$58,000 which was a one-time only assessment to the cities for the development of an Emergency Linkage Communications Network. This program was postponed in 1985-86 due to the development of the Hazardous Materials Response Plan.

1. SONGS - (0.8 SY; E- \$30,000; R- \$30,000) including Emergency Planning for the San Onofre Nuclear Generating Station, is
  - Mandated by the Federal Emergency Management Agency (MDSL)
  - Offset 100% by revenue
2. Planning - (5.10 SY; E- \$221,975; R- \$152,973) including development and maintenance of 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, is
  - Mandated by the San Diego County Code relating to Civil Defense, Title 3, Ordinance No. 3947 (MDSL)
  - Offset 69% by revenue
3. Operations - (5.10 SY; E- \$221,975; R- \$156,723) including coordinating response to emergencies and disasters, conducting exercises to prepare for emergency response, providing training and public education, maintains overall emergency communications, operating Federal Surplus System Property and Sandbag Programs.
  - Mandated by Title 3, Ordinance No. 3947, San Diego County Code relating to Civil Defense (MDSL)
  - Offset 69% by revenue

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>                          | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|-----------------------------|----------------------------|---|
| Civil Defense Administration<br>(Including SONGS) | \$ 153,770                | \$ 200,000                  | \$ 208,750                 | \$ 8,750                                  |
| City Shares                                       | 121,748                   | 180,000                     | 130,946                    | (49,054)                                  |
| Other Miscellaneous                               | 16                        | 0                           | 0                          | 0   |
| TOTAL   | \$ 275,534                | \$ 380,000                  | \$ 339,696                 | \$ (40,304)                               |

PROGRAM REVENUE BY SOURCE: (Continued)

The \$208,750 budget for Civil Defense Administration for 1986-87 is at the same level as 1985-86 with a slight increase for salary adjustments. The \$130,946 budgeted for City shares is \$49,054 less than budgeted in 1985-86, but \$9,198 more than 1985-86 actual. The cities were assessed \$64,000 as a one-time only assessment in 1985-86 for the establishment of an Emergency Linkage Communications Network. Due to the development of the Hazardous Materials Response Plan, the cities voted to postpone implementation of the Communications Network in favor of the higher priority Hazardous Materials Plan. Historically, Civil Defense revenues are received from three to six months after actual claims are submitted.

FIXED ASSETS:

| <u>Item</u>                            | <u>Quantity</u> | <u>Cost</u> |
|--|-----------------|-------------|
| Pager                                  | 7               | \$ 2,415    |
| Microphone, Broadcast Quality          | 2               | 400         |
| Radio, Base Station                    | 2               | 8,000       |
| Scanner, M F Programmable              | 2               | 500         |
| Mobile Radio, Base                     | 3               | 6,000       |
| Desk, Steel DP W/Lock                  | 5               | 2,415       |
| Projector, 35MM W/Sync Cassette Player | 1               | 800         |
| Television, Color, Ceiling Mount       | 2               | 1,600       |
| Tape Recorder, Reel-to-Reel            | 1               | <u>700</u>  |
| Total                                  |                 | \$ 22,830   |

PERFORMANCE INDICATORS

Program: Disaster Preparedness

Department: Chief Administrative Office

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A:</b>  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                     |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| % of IEMS Plans on Schedule<br>(Includes County & Cities) | 100%              | 100%              | 100%              | 100%              | 100%               |
| County-wide Disaster Exercises                            | 1                 | 2                 | 2                 | 1                 | 1                  |
| City Exercises  | 3                 | 4                 | 3                 | 3                 | 2                  |
| Emergency Training Sessions                               | 75                | 75                | 160               | 150               | 150                |
| Savings Through Federal Surplus Program                   | \$150,000         | \$155,000         | \$150,000         | \$150,000         | \$150,000          |
| Emergencies/Incidents Responded to                        | 50                | 55                | 70                | 65                | 70                 |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Operating Office/Public<br>Served Ratio (In thousands)    | 1/337             | 1/338             | 1/343             | 1/340             | 1/347              |

STAFFING SCHEDULE

Program: Disaster Preparedness

Department: Chief Administrative Officer

| Class             | Title                                       | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |            |
|-------------------|---|----------------|-------|-----------------|-------|--------------------------|------------|
|                   |   | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87    |
|                   |   | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted    |
| 2310              | Director, Office of Disaster Preparedness   | 1              | 1.00  | 1               | 1.00  | \$ 43,405                | \$ 46,625  |
| 2302              | Administrative Assistant III                | 1              | 1.00  | 1               | 1.00  | 34,764                   | 34,457     |
| 5865              | Disaster Preparedness Operations Officer II | 6              | 6.00  | 6               | 6.00  | 164,564                  | 168,759    |
| 2620              | Property & Salvage Coordinator              | 1              | 1.00  | 1               | 1.00  | 20,568                   | 21,591     |
| 3008              | Senior Word Processing Operator             | 1              | 1.00  | 1               | 1.00  | 19,227                   | 20,735     |
| 2700              | Intermediate Clerk Typist                   | 1              | 1.00  | 1               | 1.00  | 13,366                   | 14,182     |
| 9999              | Extra Help                                  | 0              | 0.00  | 1               | 0.50  | 0                        | 6,850      |
|                   | Sub-Total                                   | 11             | 11.00 | 12              | 11.50 | \$ 295,894               | \$ 313,199 |
| ADJUSTMENTS:      |   |                |       |                 |       |                          |            |
|                   | County Contributions & Benefits             |                |       |                 |       | \$ 85,659                | \$ 81,681  |
|                   | Employee Compensation Insurance             |                |       |                 |       | 1,502                    | 1,657      |
|                   | Unemployment Expense                        |                |       |                 |       | 388                      | 389        |
|                   | Salary Settlement Costs                     |                |       |                 |       | 20,715                   |            |
|                   | Salary Adjustments                          |                |       |                 |       | (4,131)                  | (376)      |
|                   | Other Extra-Ordinary Pay                    |                |       |                 |       |                          | 12,350     |
|                   | Salary Savings                              |                |       |                 |       |                          | (8,100)    |
| TOTAL ADJUSTMENTS |   |                |       |                 |       | \$ 104,133               | \$ 87,601  |
| PROGRAM TOTALS:   |   | 11             | 11.00 | 12              | 11.50 | \$ 400,027               | \$ 400,800 |

PROGRAM: Memberships, Audits, and Other Charges #

MANAGER: Norman W. Hickey

Department: Chief Administrative Officer # 0200

Ref: 1985-86 Final Budget - Pg: 448

Authority: Administrative Code Section 504 Board of Supervisors - Duties, County Charter Section 703 Chief Administrative Officer; Government Code Section 25250 Examination and audit of Officers' accounts; Penal Code Section 925 Examination of County operations, accounts, and records; County Charter Section 802 External Audit; and Federal OMB Circular 102A.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 0               |
| Services & Supplies       | 0                 | 0                 | 370,241           | 315,767           | 352,550            |
| Other Charges             | 0                 | 0                 | 120,869           | 62,000            | 1,010,000          |
| Operating Transfers       | 0                 | 0                 | 0                 | 0                 | 0                  |
| Less Reimbursements       | <u>0</u>          | <u>0</u>          | <u>0</u>          | <u>0</u>          | <u>0</u>           |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$ 491,110</b> | <b>\$ 377,767</b> | <b>\$1,362,550</b> |
| FUNDING                   | 0                 | 0                 | (24,500)          | (24,437)          | 0                  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$ 466,610</b> | <b>\$ 353,330</b> | <b>\$1,362,550</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>        |

PROGRAM DESCRIPTION:

This program has County-wide impacts and provides for (1) employing the services of an independent certified public accountant to conduct mandated and other audits of County operations, accounts, and records; (2) contracting for ongoing financial consultant services; (3) funding memberships in various organizations which will benefit the County and the general population. No staff is budgeted for this special program.

1985-86 ACTUALS:

The actual cost for this program exceeded the 1985-86 adopted budget by 39%. Independent audit funds were increased by \$57,620 (\$20,000 for the Telephone Selection Financial Review and \$37,620 for the County Contracting Study); \$74,387 in expenses was from prior year funds; \$63,000 for the 1985-86 audit will be expended in 1986-87; and \$14,000 for the bond consultant was not spent or encumbered.

1986-87 OBJECTIVES: Not applicable.

PROGRAM: Membership, Audits, and Other Charges #

MANAGER: Norman W. Hickey

1986-87 ADOPTED BUDGET:

This program exists solely to isolate certain County-wide expenses which are in the Chief Administrative Officer's budget which do not pertain to the other program activities.

Costs for this program are summarized as follows:

|  | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> |
|--|---------------------------|-----------------------------|----------------------------|
| <u>Services and Supplies</u>                         |                           |                             |                            |
| Independent Audit                                    | \$ 59,620                 | \$ 94,150                   | \$ 117,600                 |
| Bond Consultant                                      | 0                         | 0*                          | 19,000                     |
| County Supervisors Association of California         | 76,960                    | 76,960                      | 78,000                     |
| National Association of Counties                     | 25,662                    | 25,662                      | 27,700                     |
| Automated Regional Justice Information System        | 24,437                    | 24,437                      | 0                          |
| San Diego Association of Governments                 | 70,825                    | 56,208                      | 74,400                     |
| Public Technology, Inc. (PTI)                        | 27,500                    | 27,500                      | 0                          |
| Southern California Water Committee                  | 10,000                    | 10,000                      | 10,000                     |
| Southern California Regional Association of Counties | 850                       | 850                         | 850                        |
| San Diego Water Reclamation Agency                   | 0                         | 0**                         | 20,000                     |
| California, Arizona, Nevada Innovation Group         | 0                         | 0                           | 5,000                      |
| Prior Year Expenses                                  | 74,387                    | 0                           | 0                          |
| Sub Total  | <u>\$ 370,241</u>         | <u>\$ 315,767</u>           | <u>\$ 352,550</u>          |
| <u>Other Charges</u>                                 |                           |                             |                            |
| Economic Development Corporation                     | \$ 37,500                 | \$ 50,000                   | \$ 0                       |
| East County Economic Development Corporation         | 12,000                    | 12,000                      | 0                          |
| Safety Patrol  | 33,810                    | 0                           | 0                          |
| San Diego Chamber of Commerce                        | 28,559                    | 0                           | 0                          |
| San Diego Association of Governments                 | 9,000                     | 0                           | 0                          |
| Search and Rescue                                    | 0                         | 0                           | 10,000                     |
| Emergency Detention Facilities                       | 0                         | 0                           | 1,000,000                  |
| Sub Total  | <u>\$ 120,869</u>         | <u>\$ 62,000</u>            | <u>\$ 1,010,000</u>        |
| Total  | <u>\$ 491,110</u>         | <u>377,767</u>              | <u>1,362,550</u>           |

\* In FY 1985-86 included in Central County Administration (\$14,000).

\*\* In FY 1985-86 included in CAO Special Projects (\$20,000).

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|-----------------------------|----------------------------|---|
| AB 189 Funds             | \$ 24,437                 | \$ 24,437                   | \$ 0                       | (\$24,437)                                |

Revenue from AB 189 funds was for the automated Regional Justice Information System (ARJIS). AB 189 funds are budgeted in the CAO Special Projects program in 1986-87.

FIXED ASSETS:

No fixed assets are required.

PROGRAM: Cable Television Special Revenue Fund # 5970

MANAGER: Dennis Manyak

Department: Chief Administrative Officer # 0200

Ref: 1985-86 Final Budget: Pg. 459

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.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| <b>COSTS</b>              |                   |                   |                   |                     |                     |
| Salaries & Benefits       | \$ 88,041         | \$ 79,835         | \$ 79,715         | \$ 108,321          | \$ 116,926          |
| Services & Supplies       | 78,170            | 111,067           | 107,169           | 224,600             | 198,750             |
| Other Charges             | 0                 | 0                 | 0                 | 345,019             | 140,940             |
| Fixed Assets              | 495               | 2,433             | 0                 | 0                   | 460,000             |
| Operating Transfers       | 0                 | 0                 | 55,277            | 439,200             | 321,535             |
| Less Reimbursements       | 0                 | 0                 | 0                 | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 166,706</b> | <b>\$ 193,335</b> | <b>\$ 242,161</b> | <b>\$ 1,117,140</b> | <b>\$ 1,238,151</b> |
| Funding                   | \$ (526,223)      | \$ (361,083)      | \$ (242,161)      | \$ (1,117,140)      | \$ (1,238,151)      |
| Net County Cost           | \$ (359,517)      | \$ (167,748)      | \$ 0              | \$ 0                | \$ 0                |
| <b>STAFF YEARS</b>        | <b>2.50</b>       | <b>2.45</b>       | <b>2.07</b>       | <b>3.00</b>         | <b>3.00</b>         |

PROGRAM DESCRIPTION:

The Chief Administrative Officer designates an Executive Officer to serve the Cable Television Review Commission for purpose of conducting the day-to-day business of the Commission and to act as liaison between the Board of Supervisors and the Review Commission.

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. This activity also coordinates the televising of Board hearings and the development of the County's Television program.

1985-86 ACTUALS:

The important difference between 1985-86 budget amounts and actuals is due to salary savings from a vacant Deputy Executive Officer (Administrative Assistant II) position; and a freeze by the Board of Supervisors on the major portion of funds listed in the "Other Charges" and "Operating Transfers".

1986-87 OBJECTIVES:

1. Resolve 100% of subscriber and non-subscriber complaints within one week of receiving the complaint.
2. Answer within 2 work hours of receipt 100% of requests for identification of system(s) serving a particular area.
3. Process applications for new and renewal of license within an average period of two months.
4. Continue to maintain a constant and active role in the review of legislation to assist both the cable customer and operators.

1986-87 ADOPTED BUDGET:

1. Cable Television (3,00 SY; E - \$1,238,151; R- \$1,238,151) including Cable Grant Award program, televising of the Board of Supervisor's sessions, and operating transfers in support of telecommunication needs of County departments, is
  - Discretionary/Discretionary Service Level (DDSL)
  - 100% revenue offset.
  - Remaining at 1985-86 staffing level (3,00 SY).
  - Decreasing (\$25,850) in Services and Supplies due to completion of one-time projects.
  - Increasing (\$460,000) in Fixed Assets due to microwave Interconnect of the County Administration Center to Cowles Mountain for transmission of the government channel; and installation of video equipment for public viewing and production of training tapes.
  - Decreasing \$334,079 in Other Charges to offset a loss of franchise fee revenue due to the incorporation of Solana Beach and Encinitas, and diversion of funds to fixed assets.
  - Decreasing \$117,665 in Operating Transfers due to limited available funds for telecommunications related projects.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>      | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|-------------------------------|---------------------------|-----------------------------|----------------------------|---|
| License Fees                  | \$ 441,997                | \$ 270,921                  | \$ 423,000                 | \$ 152,079                                |
| Cable Television Fund Balance | 524,335                   | 846,219                     | 815,151                    | (31,068)                                  |
| Recovered Expenditures        | <u>20</u>                 | <u>0</u>                    | <u>0</u>                   | <u>0</u>                                  |
| Total                         | \$ 966,352                | \$1,117,140                 | \$1,238,151                | \$ 121,011                                |

## Comments:

The difference between FY 1985-86 budgeted, 1985-86 actual and 1986-87 projected revenue is due to the large increase of residential construction activity and subsequent new cable television customers.



FIXED ASSETS:

| <u>Item</u>  | <u>Quantity</u> | <u>Cost</u>    |
|--|-----------------|----------------|
| The following fixed assets were approved by the Board. |                 |                |
| Word Processor/Printer                                 | Lot             | \$ 10,000      |
| CAC TV Studio/Equipment                                | Lot             | 150,000        |
| Interconnect-Video CAC<br>to Cowles Mountain           | Lot             | 65,000         |
| Interconnect-Video<br>All Cities & Cable Systems       | Lot             | 100,000        |
| Interconnect-Video<br>Cowles Mountain to CAC           | Lot             | 35,000         |
| Regional Centers -<br>Teleconferencing Equipment       | Lot             | <u>100,000</u> |
|  |                 | \$ 460,000     |

## PERFORMANCE INDICATORS

Program: Cable Television Special Revenue Fund

Department: Chief Administrative Office

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>% of Resources</u>   |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Regular Meetings Involving Hearings   | 11                | 15                | 15                | 20                | 20                 |
| Complaints from Subscribers   | 350               | 250               | 300               | 250               | 400                |
| Requests for Information  | 500               | 500               | 700               | 500               | 900                |
| Number of Subscribers   | 66,000            | 67,881            | 75,750            | 72,241            | 80,000             |
| Legislative Proposals Reviewed  | 33                | 33                | 45                | 45                | 50                 |
| License Applications and Rate<br>Change Proposals Processed                   | 4                 | 7                 | 10                | 10                | 0                  |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Percent of Costs Recovered by Fees  | 100%              | 100%              | 100%              | 100%              | 100%               |
| Average Time to Process Rate<br>Increase Proposal and License<br>Application  | 1.5 mos.          | 2.0 mos.          | 2.0 mos.          | 1.5 mos.          | 0                  |
| Number of Subscribers per Staff<br>Year                                       | 22,000            | 51,038*           | 37,875            | 24,080            | 26,667             |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Percent of Subscriber Complaints<br>Resolved Within One Week After<br>Receipt | 98%               | 98%               | 95%               | 100%              | 95%                |
| Percent of New Subscribers  | 5.8%              | 2.8%              | 5%                | 6%                | 5%                 |
| Percent of Complaints Per<br>Subscriber                                       | 0.5%              | 0.4%              | 0.4%              | 0.3%              | 0.5%               |

\* 1.33 Staff Years

STAFFING SCHEDULE

PROGRAM: Cable Television Special Revenue Fund

MANAGER: Dennis Manyak

| Class | Title                           | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |           |
|-------|---------------------------------|----------------|------|-----------------|------|--------------------------|-----------|
|       |                                 | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86                  | 1986-87   |
|       |                                 | Positions      | S.Y. | Positions       | S.Y. | Budget                   | Adopted   |
| 2311  | Cable Television Review Officer | 1              | 1.00 | 1               | 1.00 | \$ 34,764                | \$ 35,791 |
| 2754  | Board Secretary                 | 1              | 1.00 | 1               | 1.00 | 18,061                   | 21,446    |
| 2303  | Administrative Assistant II     | 1              | 1.00 | 1               | 1.00 | 26,299                   | 28,354    |
| 0472  | Cable Television Review Comm.   | 7              | 0.00 | 7               | 0.00 | 6,600                    | 6,600     |
|       |                                 | —              | —    | —               | —    | —                        | —         |
|       | SUBTOTAL                        | 10             | 3.00 | 10              | 3.00 | \$ 85,724                | \$ 92,191 |

Adjustments:

|                                 |            |           |
|---------------------------------|------------|-----------|
| County Contributions & Benefits | \$ 22,289  | \$ 24,565 |
| Employee Compensation Insurance | 57         | 64        |
| Unemployment Expense            | 106        | 106       |
| Salary Adjustments              | <u>145</u> | <u>0</u>  |
| Total Adjustments               | \$ 22,597  | \$ 24,735 |

PROGRAM TOTALS: 10 3.00 10 3.00 \$ 108,321 \$ 116,926

CIVIL SERVICE COMMISSION

|                    | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Personnel Services | \$ 176,542                      | \$ 244,753                      | \$ 240,189                      | \$ 201,239                      | \$ 229,050                       | \$ 27,811                                      | + 13.8                    |
| Total Direct Costs | \$ 176,542                      | \$ 244,753                      | \$ 240,189                      | \$ 201,239                      | \$ 229,050                       | \$ 27,811                                      | + 13.8                    |
| Less Funding       | <u>(24,369)</u>                 | <u>\$ (28,585)</u>              | <u>(33,708)</u>                 | <u>(23,242)</u>                 | <u>(23,510)</u>                  | <u>268</u>                                     | <u>+ 1.2</u>              |
| Net Program Cost   | \$ 152,173                      | \$ 216,168                      | \$ 206,481                      | \$ 177,997                      | \$ 205,540                       | \$ 27,543                                      | + 15.5                    |
| Staff Years        | 4.00                            | 4.00                            | 3.83                            | 4.00                            | 4.50                             | .50  | + 12.5                    |

PROGRAM: PERSONNEL SERVICES

# 81201

MANAGER: LARRY COOK

Department: CIVIL SERVICE COMMISSION

# 0450

Ref: 1985-86 Final Budget - Pg: 462

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.

|                           | 1983-84<br>Actual  | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget  | 1986-87<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>COSTS</b>              |                    |                    |                    |                    |                    |
| Salaries & Benefits       | \$ 157,716         | \$ 168,568         | \$ 183,122         | \$ 191,495         | \$ 219,306         |
| Services & Supplies       | 18,826             | 74,812             | 57,067             | 9,744              | 8,644              |
| Fixed Assets              | 0                  | 1,373              | 0                  | 0                  | 1,100              |
| Vehicles/Comm. Equip.     | 0                  | 0                  | 0                  | 0                  | 0                  |
| Less Reimbursements       | 0                  | 0                  | 0                  | 0                  | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 176,542</b>  | <b>\$ 244,753</b>  | <b>\$ 240,189</b>  | <b>\$ 201,239</b>  | <b>\$ 229,050</b>  |
| <b>FUNDING</b>            | <b>\$ (24,369)</b> | <b>\$ (28,585)</b> | <b>\$ (33,708)</b> | <b>\$ (23,242)</b> | <b>\$ (23,510)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 152,173</b>  | <b>\$ 216,168</b>  | <b>\$ 206,481</b>  | <b>\$ 177,997</b>  | <b>\$ 205,540</b>  |
| <b>STAFF YEARS</b>        | <b>4.00</b>        | <b>4.00</b>        | <b>3.83</b>        | <b>4.00</b>        | <b>4.50</b>        |

PROGRAM DESCRIPTION:

The Civil Service Commission carries out its Charter requirements through review, investigation and appellate authority in matters involving discipline, selection, discrimination, and the review and modifications of proposed changes to the Civil Service Rules. 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 these services.

1985-86 ACTUALS:

The most significant difference between the 1985-86 budgeted and actual amounts was for an unexpected mandatory transcript costing \$3,500 and attorney fees which were paid as prior year expenditures. Salaries and benefits were under budget despite the replacement of temporary extra help with permanent analytical staff, per the Chief Administrative Officer's recommendation in January 1986. The underexpenditure was primarily due to a staff vacancy.

1986-87 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 and the review and modifications of proposed changes to the Civil Service Rules.

1986-87 ADOPTED BUDGET:

The Commission's 1986-87 budget reflects staffing enhancements of .5 staff year for an Analyst II and the redirection of some extra help funds into permanent Legal Secretary II staff. Funds are being included for a portable copier to be used in the Commission Office and hearing rooms.

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 difference between 1985-86 Actual and 1986-87 Adopted reflects an alternative method of calculation.

| <u>Source of Revenue</u>                  | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|---------------------------|----------------------------|---|
| Road Fund                                 | \$ 17,738                 | \$ 13,459                 | \$ 13,190                  | \$ (269)                                  |
| APCD Fund                                 | 3,547                     | 2,692                     | 2,805                      | (607)                                     |
| Library Fund                              | 7,094                     | 4,038                     | 4,548                      | 510                                       |
| Airport/Liquid Waste/<br>Solid Waste Fund | <u>5,329</u>              | <u>3,053</u>              | <u>3,687</u>               | <u>634</u>                                |
| Total                                     | \$ 33,708                 | \$ 23,242                 | \$ 23,510                  | \$ 268                                    |

FIXED ASSETS:

| <u>Item</u>              | <u>Quantity</u> | <u>New/Replacement</u> | <u>Cost</u> | <u>Revenue</u> |
|--------------------------|-----------------|------------------------|-------------|----------------|
| Portable Desk Top Copier | 1               | N                      | \$ 1,100    | \$ 0           |

PERFORMANCE INDICATORS

Program: Personnel Services

Department: Civil Service Commission

|                                    | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1985-86<br>Actual | 1986-87<br>Adopted |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A:                        |                   |                   |                   |                   |                    |
| <u>% of Resources</u>              |                   |                   |                   |                   |                    |
| <u>Workload</u>                    |                   |                   |                   |                   |                    |
| Commission Hearings (Disciplinary) | *                 | *                 | *                 | 42                | 50                 |
| Commission Hearings (Other)        | 65                | 52                | 65                | 17                | 10                 |
| Commission Investigations          | 29                | 21                | 30                | 27                | 25                 |
| Staff Investigations **            | 93                | 118               | 150               | 150               | 300                |
| Administrative Review ***          | 376               | 532               | 400               | 400               | -                  |
| Contracts Review ***               | -                 | -                 | -                 | 78                | 78                 |

\* Included in total for Commission Hearings (Other).

\*\* Effective FY 1986-87, definition has changed to include staff reports not assigned to Commission hearings or investigations and complaints resolved by staff.

\*\*\* Effective FY 1986-87, indicators for Administrative Review will be included in Staff Investigations. The Contract Review function has been transferred to the Chief Administrative Officer pursuant to Proposition A passed by the voters in June, 1986.

STAFFING SCHEDULE

Program: Personnel Services, Civil Service Commission

Department: Civil Service Commission

| Class          | Title                            | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |                 |
|----------------|----------------------------------|----------------|------|-----------------|------|--------------------------|-----------------|
|                |                                  | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86 Budget           | 1986-87 Adopted |
|                |                                  | Positions      | S.Y. | Positions       | S.Y. |                          |                 |
| 0445           | Civil Service Commission Members | 5              | 0.00 | 5               | 0.00 | \$ 9,000                 | \$ 12,150       |
| 0450           | Hearing Officer (CSC)            | 5              | 0.00 | 5               | 0.00 | 10,000                   | 13,500          |
| 0446           | Executive Officer (CSC)          | 1              | 1.00 | 1               | 1.00 | 47,439                   | 48,819          |
| 2412           | Analyst II                       | 2              | 1.50 | 2               | 2.00 | 44,590                   | 60,800          |
| 2753           | CSC Secretary                    | 1              | 1.00 | 1               | .80  | 24,324                   | 21,564          |
| 2763           | Legal Secretary II               | 0              | 0    | 1               | .50  | 0                        | 10,984          |
|                | Extra Help                       | 1              | .50  | 1               | .20  | 10,000                   | 3,500           |
|                | TOTAL SALARIES                   |                |      |                 |      | \$ 145,353               | \$ 171,317      |
| Adjustments:   |                                  |                |      |                 |      |                          |                 |
|                | County Contributions & Benefits  |                |      |                 |      | \$ 40,601                | \$ 50,077       |
|                | Salary Adjustment                |                |      |                 |      | 288                      | 268             |
|                | Salary Settlement Amount         |                |      |                 |      | 6,753                    | 0               |
|                | Salary Savings                   |                |      |                 |      | (1,500)                  | (2,356)         |
|                | Total Adjustments                |                |      |                 |      | \$ 46,142                | \$ 47,989       |
| PROGRAM TOTALS |                                  | 15             | 4.00 | 16              | 4.50 | \$ 191,495               | \$ 219,306      |



CLERK OF THE BOARD OF SUPERVISORS

|                          | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Reporting/Staff Services | \$ 975,386                      | \$ 1,128,024                    | \$ 1,296,986                    | \$ 1,339,067                    | 1,327,353                        | (11,714)  | (1)                       |
| Total Direct Costs       | \$ 975,386                      | \$ 1,128,024                    | \$ 1,296,986                    | \$ 1,339,067                    | \$ 1,327,353                     | (11,714)  | (1)                       |
| Less Funding             | (79,457)                        | (87,284)                        | (115,779)                       | (100,000)                       | (90,000)                         | (10,000)  | (10)                      |
| Net County Cost          | \$ 895,929                      | \$ 1,040,740                    | \$ 1,181,207                    | \$ 1,239,067                    | \$ 1,237,353                     | (1,714)   | (0)                       |
| STAFF YEARS              | 35.10                           | 36.90                           | 39.8                            | 43.20                           | 41.70                            | (1.50)  | (3.5)                     |

PROGRAM: REPORTING/STAFF SERVICES

# 80102

MANAGER: KATHRYN A. NELSON

Department: CLERK OF THE BOARD OF SUPERVISORS

# 0130

Ref: 1985-86 Final Budget - Pg: 467

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.

|                           | 1983-84<br>Actual  | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|--------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                    |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 891,327         | \$ 1,006,326        | \$ 1,112,560        | \$ 1,195,092        | \$ 1,196,572        |
| Services & Supplies       | 84,059             | 121,698             | 107,046             | 112,925             | 107,454             |
| Other Costs               | 0                  | 0                   | 26,928              | 14,550              | 13,327              |
| Fixed Assets              | 0                  | 0                   | 50,452              | 16,500              | 10,000              |
| Vehicles/Comm. Equip.     | 0                  | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements       | 0                  | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 975,386</b>  | <b>\$ 1,128,024</b> | <b>\$ 1,296,986</b> | <b>\$ 1,339,067</b> | <b>\$ 1,327,353</b> |
| <b>FUNDING</b>            | <b>\$ (79,457)</b> | <b>\$ (87,284)</b>  | <b>\$ (115,779)</b> | <b>\$ (100,000)</b> | <b>\$ (90,000)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 895,929</b>  | <b>\$ 1,040,740</b> | <b>\$ 1,181,207</b> | <b>\$ 1,239,067</b> | <b>\$ 1,237,353</b> |
| <b>STAFF YEARS</b>        | <b>35.10</b>       | <b>36.90</b>        | <b>39.80</b>        | <b>43.20</b>        | <b>41.70</b>        |

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.

1985-86 ACTUALS:

Implementation of Office Automation has been the main goal for the current Fiscal year and the word processing operation is now an independent rather than a shared system. Direct communication between the Lanier Word Processor Systems of the Clerk of the Board of Supervisors and Planning and Land Use is to be implemented in the 1986-87 Fiscal Year. This will save hours of staff time in preparing board letters and transporting them to the Clerk's office from COC. Assessment Appeals Section is utilizing one of the microcomputers for preparation of the monthly statistical reports, agendas, scheduling, roster of Board members, and related correspondence. Delays in filling positions accounted for salary savings totaling \$82,532: Intermediate Clerk Typist (\$18,790) Junior Clerk Typist (\$13,580) Chief Deputy, Clerk of the Board of Supervisors (\$13,772) Senior Board Reporter (\$17,111) Word Processor Operator (\$19,279). Increased productivity is reflected in the increase of records microfilmed and the decline in staff years from 43.2 to 39.8. Cost of record preparation also went down to \$1.01 per document.

1986-87 OBJECTIVES

1. Respond to information and record requests within 24 hours.  
1986-87 Fiscal Year Objective - 96%
2. Prepare, print and distribute Board of Supervisors agenda by 5:00 p.m. Wednesday, 3 working days prior to following week's meeting.  
1986-87 Fiscal Year Objective - 100%
3. Record Board of Supervisors meeting and prepare statement of proceedings by 5:00 p.m. Friday, 3 working days following meeting.  
1986-87 Fiscal Year Objective - 88%
4. Disseminate Board actions, send notices of hearing, order legal publications within 7 days after meeting.  
1986-87 Fiscal Year Objective - 95%
5. Index, prepare, microfilm and file documents as permanent records within 25 working days after meeting.  
1986-87 Fiscal Year Objective - 98.5%

1986-87 ADOPTED BUDGET:

Reporting/Staff Services (41.70 SY; E-\$1,327,353; R\$90,000)

Decreasing (1.0 Intermediate Clerk; 0.5 Junior Clerk (-\$28,000)  
due to office automation

| <u>REVENUE BY SOURCE</u>   | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|---|
| 9751 Charges for Current Services<br>Reimbursement of clerical and publication<br>costs for services provided to Sanitation<br>Districts | 3,298                     | 4,000                       | 3,000                      | (1,000)                                   |
| 9771 Service to Property Owners Fee<br>for review and certification of sub-<br>division/parcel maps                                      | 17,045                    | 20,000                      | 10,000                     | (10,000)                                  |

PROGRAM: REPORTING/STAFF SERVICES

# 80102

MANAGER: KATHRYN A. NELSON

| REVENUE BY SOURCE (continued)   | 1985-86 | 1985-86  | 1986-87 | Change From       |
|---|---------|----------|---------|-------------------|
|   | Actual  | Budgeted | Adopted | 1985-86<br>Budget |
| 9783 Charge in Air Pollution Control District Reimbursement for clerical services and for APCD publications   | 58,229  | 44,000   | 45,000  | 1,000             |
| 9971 Other Services to Government Staff services provided for compensation of ex-officio  | 26,688  | 19,000   | 19,000  | 0                 |
| 9995 Other Miscellaneous Revenue Reimbursement for cost of mailing B/S agenda and/or statements of proceedings and for clerical costs of transcript preparation | 4,099   | 6,500    | 6,500   | 0                 |
| 9996 Other Sales Taxable Sale of copies of Board of Supervisors official records, duplicate tapes, agenda packets   | 6,420   | 6,500    | 6,500   | 0                 |
| TOTAL   | 115,779 | 100,000  | 90,000  | (10,000)          |

- 9751 - Anticipated decline is due to the slowing economy and construction activity. This is likely to continue in the upcoming year as well.
- 9771 - Legislative change brought about by AB691 sends city subdivision/parcel maps directly to Recorder from the City Clerk, with review by County no longer required, and will result in a drastic drop in this revenue source.
- 9783 - Continuing high level of Air Pollution Control activity is anticipated both for current year and next year also.
- 9971 - Change to the Health and Safety Code increased the compensation rendered to the Sanitation Districts by the ex-officio Directors, which is somewhat offset by fewer Sanitation District meetings.
- 9995 - Number of persons requesting mailing of agenda fairly steady but there have been few requests for transcripts in this year.
- 9996 - Demand for copies, duplicate tapes and agenda packets remains relatively constant is likely to continue in the same fashion.

FIXED ASSETS

| Item           | Quantity | Cost     |
|----------------|----------|----------|
| Microcomputers | 2        | \$10,000 |

PERFORMANCE INDICATORS

Program: Reporting/Staff Services

Department: Clerk of the Board of Supervisors

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Reporting/Staff Services</b>                                    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  | 100%              |                   |                   |                   |                    |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Number of inquiries by telephone and/or in person                              | 72,094            | 60,072            | 61,566            | 73,500            | 64,000             |
| Number of agenda items prepared *Timeshares AAB                                | 7,686             | *10,656           | 8,303             | 6,700             | 8,000              |
| Number of agendas, back up packets, statements printed                         | 50,413            | 51,418            | 54,755            | 57,000            | 53,500             |
| Number of meetings   | 428               | 411               | 437               | 435               | 420                |
| Number of Board actions processed for all agendas                              | 7,051             | *12,867           | 8,587             | 7,200             | 8,500              |
| Number of legal publications   | 409               | 423               | 394               | 435               | 410                |
| Number of documents indexed, prepared for and microfilmed, and filed           | 137,701           | 184,181           | 203,725           | 128,000           | 175,000            |
| Number of proclamations prepared   | 318               | 333               | 342               | 315               | 325                |
| <u>Efficiency (Including Staffing Ratios)</u>                                  |                   |                   |                   |                   |                    |
| <u>Productivity:</u>   |                   |                   |                   |                   |                    |
| (1) Inquiries processed divided by staff hours                                 | 4.57              | 4.99              | 4.24              | 4.84              | 4.40               |
| (2) Agenda items divided by staff hours  | .4306             | .4202             | .4328             | .3200             | .3900              |
| (3) Actions processed divided by staff hours                                   | .9907             | 1.5618            | .6013             | 1.150             | .9900              |
| (4) Documents microfilmed divided by staff hours                               | 266.17            | 272.00            | 302.22            | 265.00            | 285.00             |
| <u>Unit cost:</u>  |                   |                   |                   |                   |                    |
| (1) Agenda preparation cost divided by No. of agenda items                     | 15.32             | 16.13             | 16.15             | 13.50             | 16.15              |
| (2) Records preparation cost divided by No. of documents indexed               | 1.34              | 1.25              | 1.01              | 1.39              | 1.21               |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| % of inquiries handled within 24 hours   | 95.4              | 94.2              | 95.94             | 98.0              | 96.0               |
| % of agendas prepared and distributed by 5:00 p.m. Wednesday                   | 100               | 100               | 100               | 100               | 100                |
| % of documents indexed, prepared, microfilmed and filed within 25 working days | 90.0              | 93.8              | 93.22             | 98.0              | 98.5               |

## STAFFING SCHEDULE

Program: Reporting/Staff Service

Department: Clerk of the Board of Supervisors

| Class                           | Title   | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |             |
|---------------------------------|---|----------------|-------|-----------------|-------|--------------------------|-------------|
|                                 |   | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87     |
|                                 |   | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted     |
| 2110                            | Clerk of the Bd of Supv                             | 1              | 1.00  | 1               | 1.00  | \$ 46,557                | \$ 52,817   |
| 2208                            | Asst Clerk of the Bd of Supv                        | 1              | 1.00  | 1               | 1.00  | 40,194                   | 44,905      |
| 2927                            | Division Chief, Deputy Clerk,<br>Bd. of Supervisors | 1              | 1.00  | 1               | 1.00  | 33,681                   | 35,320      |
| 2303                            | Administrative Assistant II                         | 1              | 1.00  | 1               | 1.00  | 31,170                   | 32,446      |
| 2913                            | Senior Board Reporter                               | 4              | 4.00  | 4               | 4.00  | 106,568                  | 114,936     |
| 2902                            | Board Reporter                                      | 7              | 7.00  | 7               | 7.00  | 170,605                  | 179,221     |
| 2758                            | Administrative Secretary III                        | 1              | 1.00  | 1               | 1.00  | 21,422                   | 23,050      |
| 2745                            | Supervising Clerk                                   | 1              | 1.00  | 1               | 1.00  | 20,420                   | 21,651      |
| 2403                            | Accounting Technician                               | 1              | 1.00  | 1               | 1.00  | 20,251                   | 21,069      |
| 3067                            | Publications Supervisor                             | 1              | 1.00  | 1               | 1.00  | 19,796                   | 21,968      |
| 3008                            | Senior Word Processing Operator                     | 1              | 1.00  | 1               | 1.00  | 19,563                   | 20,735      |
| 2730                            | Senior Clerk  | 3              | 3.00  | 3               | 3.00  | 52,746                   | 55,941      |
| 2760                            | Stenographer  | 1              | 1.00  | 1               | 1.00  | 16,788                   | 17,792      |
| 3009                            | Word Processing Operator                            | 3              | 3.00  | 3               | 3.00  | 48,317                   | 53,003      |
| 2494                            | Payroll Clerk                                       | 1              | 1.00  | 1               | 1.00  | 15,996                   | 16,953      |
| 2700                            | Intermediate Clerk Typist                           | 13             | 13.00 | 12              | 12.00 | 178,940                  | 182,892     |
| 2710                            | Junior Clerk Typist                                 | 2              | 2.00  | 2               | 1.50  | 20,185                   | 21,639      |
| 9999                            | Extra Help  | 1              | 0.20  | 1               | 0.20  | 2,200                    | 2,200       |
|                                 | TOTAL   | 44             | 43.20 | 42              | 41.70 | \$ 865,399               | \$ 918,538  |
| 0469                            | AAB Alternate Member                                |                |       |                 |       |                          |             |
| 0470                            | AAB Members (16 positions)                          |                |       |                 |       | \$ 12,000                | \$ 12,000   |
| 0482                            | AAB Hearing Officers (4 positions)                  |                |       |                 |       |                          |             |
| 0483                            | AAB Alternate Hearing Officer                       |                |       |                 |       |                          |             |
| Adjustments:                    |   |                |       |                 |       |                          |             |
| County Contributions & Benefits |   |                |       |                 |       | \$ 269,866               | \$ 299,776  |
| Salary Settlement 85-86         |   |                |       |                 |       | 77,958                   |             |
| Special Payments:               |   |                |       |                 |       |                          |             |
| Premium Overtime                |   |                |       |                 |       | 250                      | 5,200       |
| Extraordinary Pay (CRT, WP)     |   |                |       |                 |       | 800                      | 800         |
| Unemployment Expense            |   |                |       |                 |       | 2,508                    | 1,513       |
| Employee Compensation Insurance |   |                |       |                 |       | 1,268                    | 1,507       |
| Salary Adjustment               |   |                |       |                 |       |                          |             |
| Salary Savings                  |   |                |       |                 |       | (34,957)                 | (42,762)    |
| Total Adjustments               |   |                |       |                 |       | \$ 239,735               | \$ 266,034  |
| PROGRAM TOTALS                  |   | 44             | 43.20 | 42              | 41.70 | \$1,195,092              | \$1,196,572 |

COUNTY COUNSEL

|                    | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| COUNTY COUNSEL     | \$ 2,313,673                    | \$ 4,946,389                    | \$ 5,242,623                    | \$ 4,403,160                    | \$ 4,813,930                     | \$ 410,770  | 9.3%                      |
| Total Direct Costs | \$ 2,313,673                    | \$ 4,946,389                    | \$ 5,242,623 <sup>1</sup>       | 4,403,160                       | 4,813,930                        | \$ 410,770  | 9.3%                      |
| Less Funding       | <u>(476,062)</u>                | <u>(850,278)</u>                | <u>(954,349)</u>                | <u>(957,449)</u>                | <u>(1,364,924)</u>               | <u>(407,475)</u>                                      | <u>43%</u>                |
| Net County Costs   | \$ 1,837,611                    | \$ 4,096,111                    | \$ 4,288,274                    | \$ 3,445,711                    | \$ 3,449,006                     | \$ 3,295  | 0%                        |
| STAFF YEARS        | 53.70                           | 58.00                           | 70.75                           | 66.75                           | 78.00                            | 9.25  | 16.9%                     |

<sup>1</sup> This total includes the appropriation for unbudgeted claims and the money appropriated mid-year to pursue equitable funding litigation.

PROGRAM: COUNTY COUNSEL

# 81101

MANAGER: LLOYD M. HARMON, JR.

Department: COUNTY COUNSEL

# 0300

Ref: 1985-86 Final Budget - Pg. 472

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 2,211,689        | \$ 2,534,809        | \$ 3,103,437        | \$ 3,126,760        | \$ 3,406,680        |
| Services & Supplies       | 101,984             | 2,311,813           | 2,101,923           | 1,253,400           | 1,391,550           |
| Other Charges             | 0                   | 82,500              | 0                   | 7,000               | 0                   |
| Fixed Assets              | 0                   | 17,267              | 37,263              | 16,000              | 15,700              |
| Less Reimbursements       | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 2,313,673</b> | <b>\$ 4,946,389</b> | <b>\$ 5,242,623</b> | <b>\$ 4,403,160</b> | <b>\$ 4,813,930</b> |
| <b>FUNDING</b>            | <b>(476,062)</b>    | <b>(850,278)</b>    | <b>(954,349)</b>    | <b>(957,449)</b>    | <b>(1,364,924)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 1,837,611</b> | <b>\$ 4,096,111</b> | <b>\$ 4,288,274</b> | <b>\$ 3,445,711</b> | <b>\$ 3,449,006</b> |
| <b>STAFF YEARS</b>        | <b>53.70</b>        | <b>58.00</b>        | <b>70.75</b>        | <b>66.75</b>        | <b>78.00</b>        |

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.

1985-86 BUDGET

The significant difference between 1985-86 Budget and Actuals in services & supplies results from the difference in payment of public liability claims. It is impossible to predict with certainty how many claims will be paid in a given fiscal year.



1986-87 OBJECTIVES:

1. Improve the efficiency of the attorney staff by expanding our paralegal program.
2. Automate our billing system to provide better client service and reduce staff time expended on a manual billing process.
3. Perfect the team attorney concept to provide more efficient litigation services.
4. Provide an automated master calendar system to insure that scheduling and coverage are at maximum efficiency.

1986-87 ADOPTED BUDGET:

In this department the important changes from the 1985-86 Budget include:

The additions of three Legal Assistants (3/4 year funding) and one Legal Secretary II (3/4 year funding) to handle the increased workload.

Full year funding was provided for attorney and support staff positions which last year received only partial year funding.

During the 1985-86 two Word Processing Operators were reclassified to Legal Secretaries. One Litigation Investigator has been reclassified to a Senior Litigation Investigator. Two Attorney positions were reclassified to higher level.

Services and supplies were decreased by \$859,265. This is due primarily to the initial appropriations for public liability claims.

Revenue is projected to increase by \$407,475. This is due primarily to public liability claim payments and to increased workload from billable clients.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u>                          | <u>1985-86<br/>Budgeted</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|-----------------------------|---------------------------|----------------------------|---|
| Program Revenue:                                  |                             |                           |                            |   |
| Legal Services to:                                |                             |                           |                            |   |
| School Districts/Special Districts                | \$ 275,000                  | \$ 245,770                | \$ 354,000                 | \$ 79,000                                 |
| Road Fund   | 210,000                     | 268,194                   | 350,800                    | 140,800                                   |
| Enterprise Funds                                  | 20,000                      | 8,173                     | 28,000                     | 8,000                                     |
| Air Pollution Control District                    | 8,500                       | 16,279                    | 11,900                     | 3,400                                     |
| Miscellaneous (court costs,<br>settlements, etc.) | 10,000                      | 8,135                     | 10,000                     | 0   |
| Liability Funding:                                |                             |                           |                            |   |
| Road Fund   | \$ 265,440                  | \$ 265,440                | \$ 520,268                 | \$ 254,828                                |
| Enterprise Funds                                  | 140,150                     | 84,356                    | 53,350                     | (86,800)                                  |
| Air Pollution Control District                    | 4,507                       | 4,507                     | 2,507                      | (2,000)                                   |
| Library Fund                                      | 6,886                       | 10,724                    | 4,099                      | 2,787                                     |
| Third Party Recoveries                            | 16,966                      | 42,771                    | 30,000                     | 13,034                                    |
| Subtotal  | \$ 957,449                  | \$ 954,349                | \$1,364,924                | \$ 407,475                                |

PROGRAM: COUNTY COUNSEL

# 81101

MANAGER: LLOYD M. HARMON, JR.

PROGRAM REVENUE BY SOURCE: (continued)

| <u>Source of Revenue</u>                    | <u>1985-86<br/>Budgeted</u> | <u>1985-86<br/>Actual</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|-----------------------------|---------------------------|----------------------------|---|
| NON-PROGRAM REVENUE:                        |                             |                           |                            |   |
| Legal Services to:<br>Public Administrator* | <u>\$ 325,000</u>           | <u>\$ 325,332</u>         | <u>\$ 400,000</u>          | <u>75,000</u>                             |
| Total Revenue                               | \$1,282,449                 | \$1,279,681               | \$1,764,924                | \$ 482,475                                |

\* These revenues are reflected in the Program Budget for Public Administrator.

FIXED ASSETS:

| <u>Item</u>                      | <u>Quantity</u> | <u>Cost</u> |
|----------------------------------|-----------------|-------------|
| Computer Equipment               | 1               | \$ 1,500    |
| Personal Computer                | 1               | 5,000       |
| Word Processor                   | 3               | 4,800       |
| Typewriter, Electric             | 2               | 2,000       |
| Camera                           | 2               | 600         |
| Desk, Wood                       | 5               | 1,000       |
| Dictating/Transcribing Equipment | 4               | 800         |

PERFORMANCE INDICATORS

Program: County Counsel

Department: County Counsel

|                                    | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| Open Litigation Cases              | 1,403             | 1,536             | 2,112             | 2,112             | 2,500              |
| Open Cases/<br>Litigation Attorney | 140               | 153               | 132               | 132               | 156                |
| Advisory Assignments               | 2,046             | 1,763             | 1,775             | 2,025             | 1,800              |
| Assignments/Advisory Attorney      | 186               | 195               | 161               | 184               | 163                |

STAFFING SCHEDULE

Program: County Counsel

Department: County Counsel

| Class                           | Title                              | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |             |
|---------------------------------|------------------------------------|----------------|-------|-----------------|-------|--------------------------|-------------|
|                                 |                                    | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87     |
|                                 |                                    | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted     |
| 3902                            | County Counsel                     | 1              | 1.00  | 1               | 1.00  | \$ 82,167                | \$ 86,275   |
| 3900                            | Assistant County Counsel           | 1              | 1.00  | 1               | 1.00  | 69,023                   | 72,476      |
| 3901                            | Chief Deputy County Counsel        | 2              | 2.00  | 2               | 2.00  | 126,988                  | 136,098     |
| 3906                            | Deputy County Counsel IV           | 9              | 8.75  | 11              | 11.00 | 482,859                  | 617,870     |
| 3907                            | Deputy County Counsel III          | 15             | 15.00 | 15              | 15.00 | 709,080                  | 744,893     |
| 3908                            | Deputy County Counsel II           | 6              | 4.00  | 5               | 5.00  | 164,474                  | 197,802     |
| 3909                            | Deputy County Counsel I            | 2              | 1.50  | 0               | 0.00  | 35,526                   | 0           |
| 2305                            | Chief, Administrative Services     | 1              | 1.00  | 1               | 1.00  | 39,516                   | 42,449      |
| 2327                            | Claims Representative II           | 2              | 2.00  | 2               | 2.00  | 56,808                   | 60,754      |
| 3930                            | Litigation Investigator            | 2              | 2.00  | 1               | 1.00  | 65,749                   | 36,917      |
| 3932                            | Public Liability Claims Supervisor | 1              | 1.00  | 1               | 1.00  | 32,702                   | 37,584      |
| 2932                            | Supervising Legal Stenographer     | 1              | 1.00  | 1               | 1.00  | 23,929                   | 25,433      |
| 3935                            | Legal Assistant                    | 3              | 1.50  | 6               | 5.25  | 32,920                   | 102,263     |
| 2765                            | Legal Secretary III                | 3              | 3.00  | 3               | 3.00  | 55,317                   | 71,535      |
| 2763                            | Legal Secretary II                 | 15             | 12.00 | 18              | 17.75 | 254,554                  | 372,295     |
| 2762                            | Legal Secretary I                  | 4              | 3.50  | 4               | 4.00  | 58,148                   | 64,745      |
| 3009                            | Word Processing Operator           | 2              | 1.50  | 0               | 0.00  | 26,428                   | 0           |
| 2730                            | Senior Clerk                       | 1              | 1.00  | 1               | 1.00  | 13,529                   | 16,872      |
| 2510                            | Senior Account Clerk               | 1              | 1.00  | 1               | 1.00  | 16,928                   | 18,647      |
| 2700                            | Intermediate Clerk Typist          | 4              | 3.00  | 4               | 4.00  | 45,992                   | 61,152      |
| 8800                            | Senior Litigation Investigator     | 0              | 0.00  | 1               | 1.00  | 0                        | 40,607      |
| TOTAL                           |                                    | 76             | 66.75 | 79              | 78.00 | \$2,392,637              | \$2,806,667 |
| Adjustments:                    |                                    |                |       |                 |       |                          |             |
| County Contributions & Benefits |                                    |                |       |                 |       | \$ 655,677               | \$ 765,116  |
| Salary Settlement Costs         |                                    |                |       |                 |       | 171,927                  | 0           |
| Special Payments:               |                                    |                |       |                 |       |                          |             |
| Employee Compensation Insurance |                                    |                |       |                 |       | 7,117                    | 8,560       |
| Unemployment Expense            |                                    |                |       |                 |       | 2,469                    | 2,787       |
| Salary Adjustment               |                                    |                |       |                 |       | 18,500                   | 0           |
| Salary Savings                  |                                    |                |       |                 |       | (121,567)                | (176,450)   |
| Total Adjustments               |                                    |                |       |                 |       | \$ 734,123               | \$ 600,013  |
| PROGRAM TOTALS                  |                                    | 76             | 66.75 | 79              | 78.00 | \$3,126,760              | \$3,406,680 |

EDP SERVICES

|                    | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Changes From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| EDP Services       | \$ 9,260,013                    | \$ 11,877,402                   | \$ 11,408,045                   | \$ 11,800,018                   | \$ 12,084,564                    | \$ 284,546                                      | 2.41                      |
| Total Direct Costs | \$ 9,260,013                    | \$ 11,877,402                   | \$ 11,408,045                   | \$ 11,800,018                   | \$ 12,084,564                    | \$ 284,546                                      | 2.41                      |
| Funding            | \$ (331,505)                    | \$ (273,857)                    | \$ (322,622)                    | \$ (322,600)                    | \$ (443,483)                     | \$ (120,883)                                    | 37.47                     |
| Net County Costs   | \$ 8,928,508                    | \$ 11,603,545                   | \$ 11,085,423                   | \$ 11,477,418                   | \$ 11,641,081                    | \$ 163,663                                      | 1.43                      |
| Staff Years        | 172.47                          | 214.83                          | 216.54                          | 230.00                          | 230.50                           | .50   | .22                       |

PROGRAM: ELECTRONIC DATA PROCESSING SERVICES # 81402

MANAGER: PATRICIA H. MACKENZIE

Department: EDP SERVICES

# 0753

Ref: 1985-86 Final Budget - Pg. 477

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 serving all levels of County government and maximize the efficient use of computer technologies. The Department shall coordinate all computer activities, manage the Central Computer Facility, and design, develop and revise computer systems.

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS               |                   |                   |                   |                   |                    |
| Salaries & Benefits | \$ 5,648,485      | \$ 6,821,262      | \$ 7,970,693      | \$ 8,018,675      | \$ 8,342,940       |
| Services & Supplies | \$ 3,611,529      | 4,990,995         | 2,062,052         | 2,253,637         | 2,393,793          |
| Other Charges       | Ø                 | Ø                 | 1,324,230         | 1,448,021         | 698,628            |
| Operating Transfers | Ø                 | Ø                 | Ø                 | Ø                 | Ø                  |
| Fixed Assets        | Ø                 | 65,145            | 51,070            | 79,685            | 649,203            |
| Less Reimbursements | Ø                 | Ø                 | Ø                 | Ø                 | Ø                  |
| TOTAL DIRECT COSTS  | \$ 9,260,014      | \$11,877,402      | \$11,408,045      | \$11,800,018      | \$12,084,564       |
| FUNDING             | (331,505)         | (273,857)         | (322,622)         | (322,600)         | (443,483)          |
| NET COUNTY COSTS    | \$ 8,928,509      | \$11,603,545      | \$11,085,423      | \$11,477,418      | \$11,641,081       |
| STAFF YEARS         | 172.47            | 214.83            | 216.54            | 230.00            | 230.50             |

PROGRAM DESCRIPTION:

The Department of EDP Services provides computer related support to the majority of County departments, as well as numerous local government agencies. The Department operates two large mainframe computers and maintains a tele-processing network of over 1,300 online computer terminals, and printers throughout the County of San Diego. The Department also provides data processing services; production and distribution of management information reports; design and development of computer applications; coordination and development of requests for bids for computer related products and services; acquisition, installation, and maintenance of computer equipment. The primary purpose of the Department is to develop, implement, and maintain computer and automated office support systems which assist all levels of County government in (1) providing public services, (2) minimizing County response time to citizen needs, 3) providing automation support for mandated services, and (4) controlling costs of County government. County EDP Services are provided through a combination of permanent and temporary employees, as well as contracted services with private organization.

## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Overall FY 85-86 actual expenditures were approximately \$400,000 less than budgeted. Salaries and Benefits were underspent due to unanticipated vacancies in positions which were difficult to fill because of technical expertise required. Underexpenditures for Services and Supplies were carried over to FY 86-87, the bulk of which will be used for distributed sites and software packages for various programs. Fixed Assets funds were also carried over to FY 86-87 for the purchase of computer equipment.

1986-87 OBJECTIVES:

1. Shared Property System: Develop and complete the workplan and schedule for the Nucleus Project which replaces the Master Property Record data and functions. Develop and complete the high level long range plan and schedule for the other functional modules logically fitted together as work packages.
2. Criminal Justice Overview: Award a contract for a consultant to conduct a study to integrate the requirements of the Law and Justice Departments.
3. REJIS: Develop table reference transactions, data entry and query screens, hard copy recurring reports and a tape for generation of State statistical reports.
4. Inmate Booking System (IBIS): Provide online Inmate tracking capability (Phase I).
5. Online Requisition System: Complete the following phases:
  - Phase II: Develop programming which will allow a line entry, editing, and approval of requisitions.
  - Phase III: Allow online validation of fixed asset and appropriations data.
  - Phase IV: Complete requisition on stores processing.
6. Human Resources Management System: Assist in the installation of a Human Resources Management software package. Plan for the installation and begin modification of the package in FY 86/87 (implementation to occur in FY 87/88).
7. Animal Management Information System (AMIS): Complete the online licensing portion of this system which will provide online licensing, generation of notices and reports. Additionally, complete the development and implementation of the Shelter Management function.
8. Information Management Control Programs: Implement Change and Problem Management Control Programs. Utilize Info Management to track and perform statistical analysis of Service Requests.
9. Cost Accounting System: Acquire, install and develop algorithms and criteria for a new Cost Accounting System for the department.
10. Clerk of the Board: Acquire and install a data based software package to process Clerk of the Board indexes online.
11. Hazardous Waste System: Complete the integration of ongoing underground tank monitoring, permitting and information management (Phase III).

1986-87 OBJECTIVES: (continued)

12. Distributed Sites: Complete the Meadowlark Minicomputer installation.
13. Dial Back Facility: Install an automatic dial back facility to allow dial-up terminals to have access to the County network.
14. Capacity Planning/Service Level Recorder: Write procedures and programs to facilitate the "what if" capability of capacity planning. Scenarios will include forecasting the impact of new applications upon the CPU's.
15. Security Software: Acquire and install a software package to insure protection of online data and software from hacking, fraud and abuse.
16. Office Automation: Develop a preliminary plan to integrate office automation throughout County offices.
17. Office Automation/Mainlink: Develop a policy and document the procedures and methodology for mainframe connected office automation capabilities including: a) upload, b) download, c) file transfer and d) dial-up communications.
18. Office Automation/Minlink: Develop operational and procedural manuals for the minicomputers at distributed sites.
19. Office Automation/Microlink: Develop and publish a microcomputer hardware and software service and support policy.
20. Electronic Mail: Develop a comprehensive plan to prototype electronic mail for EDP Services and two other departments.
21. Front End Processor: Acquire and install two new Front End Processors.
22. Network Lines: Upgrade all network line speeds to a minimum of 9600 baud.
23. Computer Equipment: Acquire and install 202 pieces of computer equipment and seven operating system software packages.
24. File-AID: Implement File-AID software to improve handling of files of data at the central site.
25. ABENDAID: Acquire, install and implement Abend Aid online utility software for displaying storage prints under the Sharing Option Time (TSO).
26. Automated Cashiering: Acquire and install uniform cashiering devices and appropriate software in several County departments.
27. Public Administrator Accounting System: Consult and advise in the acquisition and installation of hardware and software for a turnkey system.
28. Regional Urban Information System (RUIS): Participate in a joint City-County ventures to develop a geographically based mapping information system.
29. Data Base Management System (DBMS): Participate in the restructuring of DBMS and expand DBMS to include a test system.
30. OMEGAMON CICS: Acquire and install the second copy of this program.



1986-87 OBJECTIVES: (continued)

31. Personnel: Complete new employee selection process within 4 weeks of the time a division manager identifies a vacancy to be filled.
32. Performance Indicators: Implement measurement techniques to improve productivity and to define workload, efficiency and effectiveness of EDP Services' service delivery.

1986-87 ADOPTED BUDGET:

There are seven functional divisions within the Department of EDP Services. The adopted FY 86/87 budget is distributed within these functional divisions as follows:

1. Office of the Director (10.0 SY; E - \$505,949; R - \$0). The Office of the Director manages the Department of EDP Services and is responsible for overall planning, directing, coordinating, monitoring and controlling of the allocated assets and resources. The departmental personnel and training function is also included within the Office of the Director.

The function is:

- o Discretionary/Discretionary Service Level
- o Decreasing (-1.0 SY Temporary Expert Professional; - \$62,456)
- o Improving data security by acquiring and installing software and hardware (\$35,000) which will preclude "hack-ing" (unauthorized access and alteration of data files)

2. Administrative Services (19.0 SY; E - \$1,826,851; R - \$0). The Administrative Services division performs budget/fiscal, purchasing and contracting, facility management and capital planning, inventory control, clerical and word processing support and special studies.

The function is:

- o Discretionary/Discretionary Service Level although many of its functions are performed in support of mandated programs and mandated service levels in customer departments.
- o Improving administrative support to the department with the addition of personal computers and printers. (\$13,500)
- o Coordinating the acquisition of 180 miscellaneous pieces of mainframe network computer equipment related to the customer workplan requests, twenty-two pieces of computer equipment which support the infra-structure, seven operating system software packages, two system upgrades and two major consulting services proposals.
- o Decreasing lease purchase appropriations by \$747,893 because of the retirement of some of its debt service and because of the decision to purchase rather than lease computer network equipment.

3. Customer Services (8.0 SY; E - \$231,086; R - \$0) The Customer Services Division provides a single point of contact for EDP customers to call regarding all questions and concerns with day-to-day data processing services. This division coordinates technical support documentation, production scheduling, network and service control through its Customer Help Desk and also provides applications programming Quality Control.

The function is discretionary/discretionary service level. Many of its functions are performed in support of mandated programs and mandated service levels in customer departments however. There are no changes slated for Customer Services in FY 86/87.

## 4. Operations (84.5 SY; E - \$3,452,969; R - \$360,000).

The Operations Division provides four primary data processing services to the County. The division maintains the central data processing facility on a seven day/twenty-four hour basis; provides centralized data entry services for various County departments; provide for input and output of data in batch reports, on tape and on microfiche; and maintains and upgrades the entire centralized teleprocessing network.

The function is:

- o Discretionary/Discretionary Service Level although many of its functions support mandated programs and mandated service levels in customer departments.
- o Decreasing (1.5 SY Computer Operator; \$36,195) due to savings to be achieved through the introduction of productivity software in FY 86-87.
- o Seeking improvements in computer operations and customer service through the acquisition of and implementation of the software package "Restart Management System" (\$18,900).
- o Improving system response time at 41 locations in 21 County departments and at 14 locations in 13 non-County agencies by upgrading line speeds (\$200,000). Access to the following seven systems will be improved at the targeted locations: SUN, Jail Booking, JURIS, ARMS, Shared Property System, Animal Management Information System and the On-Line Requisition System.
- o Increasing the memory capacity of the front end processors at the central site by replacing both current processors with newer technology equipment this fiscal year. (\$147,000 per year debt financing.)  
  
One new front end processor will support the high speed data transmissions that will be required by the new distributed site at Meadowlark and by other designated systems.
- o Accommodating growth in the teleprocessing network at the County Administration Center by installing six new controllers at that site (debt-financed @ \$3,333 per year). Two control units will allow EDP Services to connect budgeted terminals in the Treasurer-Tax Collector's and Auditor & Controllers departments to the central processing unit. Two units will be used for expansion with the Sheriff's Department and the remaining two units will be used as needed for expansion in other programs.
- o Improving communications network "problem call" repair service for customer department by acquiring and installing multiple screen terminals to be used in diagnosing data communication problems. (\$18,000).
- o Increasing the County central teleprocessing network by installing and maintaining 180 miscellaneous pieces of computer equipment (debt financing at \$12,667 per year; straight purchase at \$140,000) in various customer departments.
- o Upgrading the fire suppression system within the computer room (\$6,000).
- o Reducing the chance of file contamination/data loss by contracting data center cleaning services to provide a dust-free computer room (\$7,200).
- o Ensuring confidentiality of sensitive data and limiting County liability by acquiring a heavy duty paper shredder to dispose of confidential reports and documents (\$3,000).

## 5. System Applications (87.0 SY; E - \$4,501,872; R - \$24,800)

The System Applications Division performs analysis, design and implementation of new mainframe computer systems and modifies and enhances existing systems. The Data Base Management Section is included within the System Applications Division.

## The function is:

- o Discretionary/Discretionary Service Level although many of its activities support mandated programs and mandated service levels in customer departments.
- o Improving analyst productivity by acquiring, installing and using several operating system software packages in the performance of their daily activities (VSAM utility products, ABEND Aid and File Aid at \$143,895); twelve computer terminals to increase access (\$15,000); and professional consultant services for Systems Development Methodology Training (\$25,000).
- o Upgrading service at five customer departments by replacing obsolete equipment with new technology (eleven cashiering terminals; debt financing at \$38,500 per year).

## 6. Software Division (14.0 SY; E - \$1,158,482; R - \$0)

The Software Division performs highly technical work and supports the computer operating systems - ultimately affecting how effectively and efficiently the computer operates. They implement complex and time consuming operating system modifications whenever any new software is installed on the system. The division also has the responsibility for performance and tuning of all program products.

The function is discretionary/discretionary service level. Many of its functions are performed in support of mandated programs and mandated service levels in customer departments, however. There are no changes slated for the Software Division in FY 86/87.

## 7. Office Support Systems Services (8.0 SY; E - \$407,355; R - \$58,683)

The Office Support Systems Division is responsible for development and implementation of office automation and word processing County-wide whether in conjunction with the mainframe, with minicomputers or with personal computers. It performs consulting services, feasibility studies, cost/benefit analysis, hardware/software evaluation, system recommendations, development and training support and related technical assistance in the area of office support systems.

## The function is:

- o Discretionary/Discretionary Service Level although many of its functions support mandated programs and mandated service levels in customer departments.
- o Decreasing (1.0 Data Processing Supervisor II; \$36,122). Funding was not allocated for the second and third distributed sites. One position added to the FY 85/86 budget to staff the second site is being deleted.

PROGRAM: ELECTRONIC DATA PROCESSING SERVICES

# 81402

MANAGER: PATRICIA H. MACKENZIE

REVENUE BY SOURCE:

| <u>Source of Revenue</u>                         | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Changes From<br/>1985-86<br/>Budget</u> |
|--|---------------------------|-----------------------------|----------------------------|--|
| <u>Fines and Forfeiture &amp; Penalty</u>        |                           |                             |                            |  |
| 9173 General Court Fines (AB 189)                | 0                         | 0                           | \$ 83,483                  | \$ 83,483                                  |
| Total General Court Fines                        | 0                         | 0                           | \$ 83,483                  | \$ 83,483                                  |
| <u>Charges for Current Services</u>              |                           |                             |                            |  |
| 9782 Interfund Charges - Charge in Road Fund     | \$ 93,095                 | \$ 150,000                  | \$ 139,500                 | \$(10,500)                                 |
| 9783 Interfund Charges - Charge in APCD          | 6,571                     | 20,000                      | 7,200                      | (12,800)                                   |
| 9786 Interfund Charges - Charge in EQ Fund       | 19,998                    | 4,000                       | 2,500                      | (1,500)                                    |
| 9793 Interfund Charges - Charge in Library Fund  | 4,671                     | 8,500                       | 4,500                      | (4,000)                                    |
| 9792 Interfund Charges - Charge in Other         | 0                         | 5,000                       | 3,000                      | (2,000)                                    |
| 9971 Other Services to Other Government Agencies | 74,136                    | 56,000                      | 100,000                    | 44,000                                     |
| Total Charges for Current Services               | \$ 198,471                | \$ 243,500                  | \$ 256,700                 | (\$13,200)                                 |
| <u>Other Revenue</u>                             |                           |                             |                            |  |
| 9996 Other Sales Taxable                         | \$ 124,151                | \$ 79,100                   | \$ 102,800                 | \$23,700                                   |
| 9989 Recovered Expenditures                      | -                         | -                           | 500                        | 500  |
| Total Other Revenue                              | \$ 124,151                | \$ 79,100                   | \$ 103,300                 | \$24,200                                   |
| Total Revenue                                    | <u>\$ 322,622</u>         | <u>\$ 322,600</u>           | <u>\$ 443,483</u>          | <u>\$ 120,883</u>                          |

## Explanation/Comments:

The 1986-87 Adopted Revenue Increase is due to AB 189 funds for the procurement and installation of services and supplies for the distributed data processing/office automation system at the County's Meadowlark facility. Additional revenue is also anticipated in increased machine utilization from San Diego Users Network (SUN) customers due to increased access to County Data Bases via the City/County Interface.

FIXED ASSETS

| <u>Item</u>                            | <u>Quantity</u> | <u>New/<br/>Replacement</u> | <u>Cost</u> | <u>Revenue</u> | <u>Remarks</u>  |
|--|-----------------|-----------------------------|-------------|----------------|---|
| Data Communication Front End Processor | 2               | N                           | \$ 147,000  | -              | Current Data Communication processors are at capacity. Additional devices cannot be added to the network for online access without an additional processor. Devices will also meet high speed data transmission requirements. |
| Dial Back Security Unit                | 1               | N                           | 15,000      | -              | Equipment necessary to prevent unauthorized access to County's computer system.   |
| Computer Equipmt-Devices               | 32              | R                           | 39,200      | -              | Replacement of leased NCM terminals.  |
| Multiple Screen Plasma Terminals       | 3               | N                           | 18,000      | -              | Assist in more quickly diagnosing communication network problems by allowing four screen display on one terminal.   |
| Cashiering Terminals                   | 11              | R                           | 38,500      | -              | Replacement of obsolete equipment.  |
| Computer Equipmt - CRT's               | 14              | N                           | 15,000      | -              | Additional terminals required for staff to allow programming, testing, debugging and project control in their system development efforts.   |

FIXED ASSETS

| <u>Item</u>                     | <u>Quantity</u> | <u>New/<br/>Replacement</u> | <u>Cost</u> | <u>Revenue</u> | <u>Remarks</u>  |
|---------------------------------|-----------------|-----------------------------|-------------|----------------|---|
| Microcomputers w/printers       | 3               | N                           | \$ 13,503   | -              | Improve automation capability within the Department.                            |
| Computer Equlpt - Controllers   | 6               | N                           | 20,000      | -              | Additional controllers needed to support additional devices for online support. |
| Computer Equlpt - Network       | 200             | N                           | 140,000     | -              | Additional equipment required to support Data Processing services to customers. |
| Computer Equlpt - Upgrade Lines | 250             | R                           | 200,000     | -              | Upgrade computer equipment to allow rapid responses to online inquiries.        |
| Paper Shredder                  | 1               | N                           | 3,000       | -              | Destruction of confidential reports and documents.                              |

PERFORMANCE INDICATORS

Program: ELECTRONIC DATA PROCESSING SERVICES

Department: EDP SERVICES

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|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

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ACTIVITY A:

% of Resources

100%

Workload

|   |            |            |             |            |             |
|---|------------|------------|-------------|------------|-------------|
| 1) Service Requests<br>Received/Completed/Cancelled | 450/221/NA | 470/221/NA | 550/275/100 | 450/250/NA | 550/275/100 |
| - Carry over from previous FY                       | N/A        | N/A        | 133         | N/A        | 175         |
| 2) Production Jobs<br>Processed (000's)             | 119        | 128.1      | 185         | 133        | 195         |
| 3) Units of Equipment<br>Installed                  | NA         | NA         | 1,537       | NA         | 1,740       |
| 4) Personnel Vacancy Rate                           | N/A        | 14.8%      | 8.5%        | 8.5%       | 8.5%        |

Effectiveness

|  |    |    |       |    |       |
|--|----|----|-------|----|-------|
| 1) % of Production Runs<br>without ABEND | NA | NA | 98.6% | NA | 98.6% |
| 2) % of Time Network Up                  | NA | NA | 98.1% | NA | 98.6% |

STAFFING SCHEDULE

PROGRAM: ELECTRONIC DATA PROCESSING SERVICES

Department: EDP Services

| Class | Title                             | STAFF YEARS    |        |                 |        | SALARY AND BENEFIT COSTS |             |
|-------|-----------------------------------|----------------|--------|-----------------|--------|--------------------------|-------------|
|       |                                   | 1985-86 Budget |        | 1986-87 Adopted |        | 1985-86                  | 1986-87     |
|       |                                   | Positions      | S.Y.   | Positions       | S.Y.   | Budget                   | Adopted     |
| 2123  | Director, EDP Services            | 1              | 1.00   | 1               | 1.00   | \$ 63,198                | \$ 66,357   |
| 2231  | Deputy Director, EDP Services     | 2              | 2.00   | 2               | 2.00   | 107,436                  | 115,430     |
| 2472  | EDP Operations Manager            | 1              | 1.00   | 1               | 1.00   | 46,953                   | 50,361      |
| 2471  | EDP Systems Manager               | 3              | 3.00   | 3               | 3.00   | 140,328                  | 151,083     |
| 0917  | Temp. Expert Prof Employ II       | 1              | 1.00   | 0               | 0.00   | 47,981                   | 0           |
| 2526  | Data Base Administrator           | 1              | 0.50   | 1               | 1.00   | 22,755                   | 44,605      |
| 2518  | Software Programmer IV            | 2              | 2.00   | 2               | 2.00   | 91,249                   | 93,648      |
| 2499  | Principal Systems Analyst         | 6              | 6.00   | 6               | 6.00   | 260,334                  | 274,122     |
| 2520  | Software Programmer III           | 8              | 8.00   | 6               | 6.00   | 337,291                  | 274,122     |
| 2488  | Assistant Manager, EDP Operations | 1              | 1.00   | 1               | 1.00   | 40,277                   | 42,449      |
| 2525  | Senior Systems Analyst            | 19             | 19.00  | 19              | 19.00  | 760,146                  | 803,967     |
| 2305  | Chief, Administrative Services    | 1              | 1.00   | 1               | 1.00   | 41,201                   | 42,449      |
| 2302  | Administrative Assistant III      | 2              | 1.50   | 2               | 2.00   | 50,532                   | 71,102      |
| 2413  | Analyst III                       | 1              | 1.00   | 1               | 1.00   | 33,264                   | 35,791      |
| 2527  | Data Base Specialist III          |                |        | 1               | 1.00   |                          | 34,937      |
| 2528  | Data Base Specialist II           |                |        | 1               | 1.00   |                          | 31,677      |
| 2303  | Administrative Assistant II       | 2              | 2.00   | 2               | 2.00   | 58,546                   | 54,088      |
| 2304  | Administrative Assistant I        | 1              | 0.50   | 1               | 1.00   | 11,229                   | 24,400      |
| 2365  | Staff Development Specialist      | 1              | 0.50   | 1               | 1.00   | 13,860                   | 28,665      |
| 3036  | EDP Operations Coordinator        | 2              | 2.00   | 2               | 2.00   | 64,222                   | 64,187      |
| 2427  | Associate Systems Analyst         | 46             | 46.00  | 46              | 46.00  | 1,600,132                | 1,722,626   |
| 2522  | Software Programmer II            | 4              | 4.00   | 4               | 4.00   | 130,528                  | 139,999     |
| 2426  | Assistant Systems Analyst         | 17             | 17.00  | 17              | 17.00  | 463,632                  | 492,436     |
| 2524  | Software Programmer I             | 1              | 1.00   | 1               | 1.00   | 28,363                   | 34,911      |
| 2425  | Associate Accountant              | 1              | 1.00   | 1               | 1.00   | 27,666                   | 28,773      |
| 3026  | Data Processing Supervisor II     | 7              | 5.50   | 6               | 6.00   | 157,534                  | 171,031     |
| 3027  | Data Processing Supervisor I      | 2              | 2.00   | 2               | 2.00   | 50,583                   | 53,836      |
| 3018  | Computer Operations Specialist    | 3              | 3.00   | 3               | 3.00   | 71,406                   | 71,066      |
| 3031  | Data Control Technician IV        | 2              | 2.00   | 2               | 2.00   | 42,846                   | 44,138      |
| 3072  | Senior Computer Operator          | 6              | 6.00   | 6               | 6.00   | 128,181                  | 134,003     |
| 2758  | Administrative Secretary III      | 1              | 1.00   | 1               | 1.00   | 21,406                   | 23,050      |
| 2745  | Supervising Clerk                 | 1              | 1.00   | 1               | 1.00   | 20,420                   | 21,651      |
| 3035  | Data Entry Supervisor             | 2              | 2.00   | 2               | 2.00   | 37,296                   | 39,456      |
| 2757  | Administrative Secretary II       | 1              | 1.00   | 1               | 1.00   | 17,044                   | 18,977      |
| 3020  | Computer Operator                 | 23             | 23.00  | 22              | 21.50  | 427,501                  | 427,818     |
| 2511  | Senior Payroll Clerk              | 1              | 1.00   | 1               | 1.00   | 16,491                   | 19,541      |
| 3069  | Senior Data Entry Operator        | 6              | 6.00   | 6               | 6.00   | 101,061                  | 105,570     |
| 3032  | Data Control Technician III       | 5              | 5.00   | 5               | 5.00   | 82,934                   | 89,410      |
| 3008  | Senior Word Processing Operator   | 1              | 1.00   | 1               | 1.00   | 17,831                   | 20,735      |
| 2730  | Senior Clerk                      | 1              | 1.00   | 1               | 1.00   | 17,211                   | 18,647      |
| 3030  | Data Entry Operator               | 22             | 22.00  | 22              | 22.00  | 332,676                  | 341,604     |
| 3033  | Data Control Technician II        | 9              | 9.00   | 9               | 9.00   | 125,887                  | 128,536     |
| 3009  | Word Processing Operator          | 2              | 2.00   | 2               | 2.00   | 33,455                   | 35,489      |
| 2650  | Stock Clerk                       | 1              | 1.00   | 1               | 1.00   | 15,724                   | 16,515      |
| 2700  | Intermediate Clerk Typist         | 3              | 3.00   | 4               | 4.00   | 40,395                   | 57,095      |
| 2493  | Intermediate Account Clerk        | 3              | 2.50   | 3               | 3.00   | 33,926                   | 46,522      |
| 2709  | Departmental Clerk                | 1              | 1.00   | 1               | 1.00   | 10,730                   | 11,480      |
| 9999  | Extra Help                        | 50             | 7.00   | 50              | 6.00   | 119,000                  | 136,490     |
|       | Total                             | 277            | 230.00 | 275             | 230.50 | \$6,362,661              | \$6,754,845 |





DEPARTMENT OF GENERAL SERVICES

|   | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change from</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|---|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Architecture/Engineering                            | \$ 986,935                      | \$ 934,077                      | \$ 1,085,306                    | \$ 1,339,398                    | \$ 1,082,253                     | \$ (257,145)  | (19)                      |
| Communications Services                             | 1,882,438                       | 2,119,577                       | 2,430,991                       | 2,293,715                       | 2,717,971                        | 424,256   | 19                        |
| Facilities Services                                 | 9,210,017                       | 9,913,544                       | 10,396,369                      | 10,370,719                      | 11,096,307                       | 725,588   | 7                         |
| Real Property Management<br>(w/o Soc. Svcs. Leases) | 3,671,853                       | 4,035,080                       | 4,706,742                       | 4,917,095                       | 5,890,365                        | 973,270(B)  | 20                        |
| Fleet Equipment &<br>Maintenance Operations         | 4,600,904                       | 4,678,236                       | 4,584,487                       | 4,987,927                       | 4,599,022                        | (388,905)   | (8)                       |
| Central Printing Services                           | 141,880                         | (91)                            | (139,005)                       | (41,788)                        | (112,949)                        | (71,161)  | (170)                     |
| Records Management                                  | 233,510                         | 270,205                         | 304,478                         | 284,296                         | 368,927                          | 84,631  | 30                        |
| Administration (Overhead)                           | <u>567,302</u>                  | <u>677,525</u>                  | <u>1,198,608</u>                | <u>994,575(A)</u>               | <u>1,102,169</u>                 | <u>107,594</u>  | 10                        |
| Total Direct Costs                                  | \$21,294,839                    | \$22,628,153                    | \$25,572,891                    | \$25,145,937                    | \$26,744,065                     | \$ 1,598,128  | 6                         |
| Less Funding  | <u>(3,674,273)</u>              | <u>(4,206,166)</u>              | <u>(4,006,039)</u>              | <u>(4,790,984)</u>              | <u>(4,067,765)</u>               | <u>723,219</u>  | (15)                      |
| Net Program Cost                                    | \$17,620,566                    | \$18,421,987                    | \$21,566,852                    | \$20,354,953                    | \$22,676,300                     | \$ 2,321,347  | 11                        |
| Staff Years   | 487.74                          | 505.19                          | 538.04                          | 525.50                          | 529.50                           | 4.00  | 1                         |

(A) Internal Reorganization

(B) 27% increase in Rents & Leases Payments

PROGRAM: ARCHITECTURE & ENGINEERING # 85201 MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services # 5500 Ref: 1985-86 Final Budget - Pg: 487

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.

|                           | 1983-84<br>Actual       | 1984-85<br>Actual         | 1985-86<br>Actual        | 1985-86<br>Budget       | 1986-87<br>Adopted      |
|---------------------------|-------------------------|---------------------------|--------------------------|-------------------------|-------------------------|
| <b>COSTS</b>              |                         |                           |                          |                         |                         |
| Salaries & Benefits       | \$ 910,897              | \$ 924,168                | \$ 1,041,716             | \$ 1,183,398            | \$ 1,113,148            |
| Services & Supplies       | 90,417                  | 45,747                    | 46,027                   | 120,000                 | 50,000                  |
| Contracts                 | 24,494                  | 13,971                    | 85,050                   | 30,000                  | 15,000                  |
| Other Charges             | 0                       | 0                         | 0                        | 0                       | 0                       |
| Fixed Assets              | 0                       | 697                       | 5,925                    | 6,000                   | 0                       |
| Less Reimbursements       | <u>(38,873)</u>         | <u>(50,506)</u>           | <u>(93,412)</u>          | <u>0</u>                | <u>(95,895)</u>         |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 986,935</b>       | <b>\$ 934,077</b>         | <b>\$ 1,085,306</b>      | <b>\$ 1,339,398</b>     | <b>\$ 1,082,253</b>     |
| <b>FUNDING</b>            | <b>\$ (944,121)</b>     | <b>\$ (970,981)</b>       | <b>\$ (917,426)</b>      | <b>\$(1,285,236)</b>    | <b>\$(1,028,164)</b>    |
| <b>NET COUNTY COSTS</b>   | <b>\$ <u>42,814</u></b> | <b>\$ <u>(35,904)</u></b> | <b>\$ <u>167,880</u></b> | <b>\$ <u>54,162</u></b> | <b>\$ <u>54,089</u></b> |
| <b>STAFF YEARS</b>        | <b><u>24.75</u></b>     | <b><u>24.23</u></b>       | <b><u>24.50</u></b>      | <b><u>27.00</u></b>     | <b><u>25.00</u></b>     |

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 drawings; 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 Improvements Program and supports preparation of the Capital Budget.

1985-86 ACTUALS:

Overall, Architecture exceeded budgeted levels by \$113,718 in net County cost. Architecture budgeted for \$54,162 in net cost, and experienced actuals of \$167,880.

Variances on a subobject level include:

Salary savings were \$141,682. This reflects the hiring frost, delays in the examination process, and the use of half time staff. It also reflects savings from assigning the Capital Project Coordinator position to the Administration Program. The Capital Project Coordinator position was filled by an Analyst IV and assigned to support analytical studies in the Facilities Services Program.

1985-86 ACTUALS (Continued):

Service and Supplies savings of \$73,973 were primarily due to unanticipated blue print and copying savings.

Contracts were budgeted for \$30,000. Actuals were \$85,050 reflecting a mid-year appropriation transfer in support of Edgemoor Master Plan.

Unbudgeted reimbursements of \$93,412 in costs applied reflect anticipated but unscheduled major maintenance and handicap access support. For FY1986-87, \$95,895 is budgeted for costs applied to reflect historical reimbursement levels and anticipated project requirements.

Revenue was underrealized by \$367,810. This reflects project activity in support of those cost applied projects discussed above, salary savings for which no revenue offset was earned and non-reimbursement of the following major activities:

|                      |           |
|----------------------|-----------|
| Edgemoor Master Plan | \$101,538 |
| Jail Emergency Study | 28,920    |
| Quail Gardens        | 24,326    |
| SanConTel            | 51,779    |

Workload outputs for numbers of contracts, annual contract expenditures and average contract expenditure per project were well under budgeted levels. This was a result of postponements in implementing the Vista Detention Facility and Health Services Complex projects.

1986-87 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 Architecture and Engineering services to client departments.

1986-87 ADOPTED BUDGET:

Architecture and Engineering (25.00 SY; E \$1,082,253; R \$1,028,164) provides professional architectural project management from the design phase through construction. This program provides support to a combination of County Departments that are both mandated and discretionary in nature.

Projects not included in the division's proposed work plan, and subsequently adopted in FY1986-87, will need to be evaluated on a case-by-case basis. Examples include the 600 bed pre-arraignment facility; the Burnham Building; and potential court and detention related facilities. In this program the important changes from 1985-86 Budget include:

- . \$70,250 decrease in salary and benefits reflecting
  - eliminating a Capital Projects Coordinator (1.0 SY) to reflect Architecture's computerized project management system and to adhere with overall County wide budget constraints, and
  - reducing an Analyst III to .50 SY and an Architectural Project Manager III to .50 SY.

1986-87 ADOPTED BUDGET (Continued):

- . \$85,000 decrease in services and supplies reflecting
  - historical spending patterns and
  - reduced contingencies for unbudgeted mid-year projects and studies.
- . \$257,072 decrease in revenues reflecting
  - reduced staffing and
  - increased Major Maintenance project support (non-revenue generating activity).

REVENUE BY SOURCE:

| <u>Source of Revenue:</u>   | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|-----------------------------|--------------------------|--------------------------|---------------------------|---|
| Federal Aid (9683)          | \$ 5,196                 | \$ 0                     | \$ 0                      | \$ 0                                    |
| Plan Check (9773)           | 0                        | 121,879                  | 0                         | (121,879)                               |
| Engineering Services (9775) | 0                        | 216                      | 0                         | (216)                                   |
| Eng. Services Bond (9776)   | 429,546                  | 0                        | 190,750                   | 190,750                                 |
| Charges in Capital          |                          |                          |                           |   |
| Outlay Fund (9785)          | 482,679                  | 1,163,141                | 821,637                   | (341,504)                               |
| From Other Funds (9807)     | 0                        | 0                        | 15,777                    | 15,777                                  |
| Misc.                       | 5                        | 0                        | 0                         | 0                                       |
| <b>Total</b>                | <b>\$ 917,426</b>        | <b>\$1,285,236</b>       | <b>\$1,028,164</b>        | <b>\$(257,072)</b>                      |

Explanation/Comments: In FY1986-87, Architectural costs will be offset by \$1,028,164 in revenue and \$95,895 in reimbursements (or cost applied) for a net County cost of \$54,089. Unfunded Architectural costs reflect, in part, work anticipated in support of non-revenue generating projects, such as the 600 bed pre-arraignment facility.

FY1985-86 actuals reflect \$429,546 received for Engineering Services (9776). This includes project support for the Vista Detention Facility which was previously budgeted under Plan Check (Account 9773). It also includes unanticipated revenue in support of cogeneration projects and the East County Regional Center. For Charges in the Capital Outlay Fund (9785), revenue reflects the shift in project activity to Cogeneration projects, major maintenance support and SanConTel.

For FY1986-87, the amount of \$821,637 is budgeted for architectural project management support for the Capital Improvements Budget (Charges in COF). The amount of \$190,750 is budgeted for the Vista Detention Facility Expansion and East County Regional Center. The amount of \$15,777 is anticipated in support of the Edgemoor Master Plan. Overall Architecture's FY1986-87 proposed revenue reflects scheduled project requirements.

FIXED ASSETS:

None.

NEW VEHICLES & COMMUNICATIONS EQUIPMENT:

None.

PROGRAM TERMINATION/TRANSFER:

None.

PERFORMANCE INDICATORS

PROGRAM: ARCHITECTURE & ENGINEERING

DEPARTMENT: General Services

|  | 1983-84  | 1984-85 | 1985-86 | 1985-86 | 1986-87 |
|--|----------|---------|---------|---------|---------|
|  | Actual   | Actual  | Actual  | Budget  | Adopted |
| <b>ACTIVITY A: ARCHITECTURAL CONTRACT ADMINISTRATION</b>                                       |          |         |         |         |         |
| <u>% of Resources</u>  | 100%     | 100%    | 100%    | 100%    | 100%    |
| <u>Workload*</u>   |          |         |         |         |         |
| Total annual contract expenditures   | \$ 8.89M | \$5.49M | \$ 3.2M | \$13.5M | \$21.5M |
| Total Number of Projects   | 39       | 48      | 50      | 34      | 52      |
| Total Number of Contracts  | 63       | 66      | 67      | 87      | 98      |
| Average annual contract expenditures per project   | \$ .23M  | \$ .11M | \$ .06M | \$ .39M | \$ .41M |
| <u>Efficiency**</u>  |          |         |         |         |         |
| Ratio of Standard Unit Cost to Actual Unit Cost for Contract Administration (1.00 is standard) | 1.46     | 1.39    | 1.44    | 1.02    | 1.0     |
| <u>Effectiveness**</u>   |          |         |         |         |         |
| % of Projects within Budget for Contract Administration  | 98%      | 93%     | 95%     | 95%     | 95%     |
| % of Projects on Approved Schedule for Contract Administration                                 | 92%      | 90%     | 95%     | 95%     | 95%     |

\* Workload reflects the total composition of projects budgeted in the Capital Improvement Budget, Major Maintenance Budget, and prior year projects. Since the size, scope and type of projects vary from project-to-project, the total administrative effort anticipated for projects is reflected in projected revenue levels. Support of unscheduled or unfunded projects may alter actual workloads and outputs significantly. Changes in 1983-84 and 1984-85 published figures are the result of the development of a computerized workload tracking system. Historical data now conforms to overall computerized methodology.

\*\*The efficiency in administering individual projects is based on a standard unit cost which is a measure of the administration cost to the total construction cost. Ratios between 0.90 and 1.10 are within standard. Ratios above 1.10 are above standard. Efficiency and effectiveness indicators include only projects under \$3 million.

## STAFFING SCHEDULE

PROGRAM: ARCHITECTURE &amp; ENGINEERING

DEPARTMENT: General Services

| Class                             | Title                                 | STAFF YEARS    |              |           |              | SALARY AND BENEFIT COSTS |                     |
|-----------------------------------|---------------------------------------|----------------|--------------|-----------|--------------|--------------------------|---------------------|
|                                   |                                       | 1985-86 Budget |              | 1986-87   |              | 1985-86                  | 1986-87             |
|                                   |                                       | Position       | S.Y.         | Position  | S.Y.         | Budget                   | CAO Proposed        |
| 3678                              | Dep. Dir., Architecture & Engineering | 1              | 1.00         | 1         | 1.00         | \$ 45,773                | \$ 52,889           |
| 2348                              | Chief, Capital Facility Planning      | 1              | 1.00         | 1         | 1.00         | 49,127                   | 47,780              |
| 3571                              | Chief, Architecture Planning & Design | 1              | 1.00         | 1         | 1.00         | 47,731                   | 49,150              |
| 2347                              | Capital Projects Coord.               | 1              | 1.00         | 0         | 0.00         | 39,516                   | 0                   |
| 3593                              | Architecture Project Manager III      | 5              | 5.00         | 5         | 4.50         | 211,682                  | 197,323             |
| 3592                              | Architecture Project Manager II       | 5              | 5.00         | 5         | 5.00         | 192,766                  | 193,660             |
| 2302                              | Admin. Assistant III                  | 1              | 1.00         | 1         | 0.50         | 34,764                   | 17,827              |
| 3511                              | Senior Construction Inspector         | 1              | 1.00         | 1         | 1.00         | 31,965                   | 33,720              |
| 2303                              | Admin. Assistant II                   | 1              | 1.00         | 1         | 1.00         | 23,472                   | 32,446              |
| 3510                              | Construction Inspector                | 2              | 2.00         | 2         | 2.00         | 59,800                   | 63,094              |
| 3591                              | Architecture Project Manager I        | 3              | 3.00         | 3         | 3.00         | 88,860                   | 99,546              |
| 2757                              | Admin. Secretary II                   | 2              | 2.00         | 1         | 1.00         | 36,232                   | 20,547              |
| 2730                              | Senior Clerk                          | 0              | 0.00         | 1         | 1.00         | 0                        | 18,647              |
| 2403                              | Accounting Technician                 | 1              | 1.00         | 1         | 1.00         | 17,582                   | 18,647              |
| 3009                              | Word Processor Operator               | 1              | 1.00         | 1         | 1.00         | 18,147                   | 19,232              |
| 2700                              | Intermediate Clerk Typist             | 1              | 1.00         | 1         | 1.00         | 14,884                   | 15,788              |
|                                   | <b>Total</b>                          | <b>27</b>      | <b>27.00</b> | <b>26</b> | <b>25.00</b> | <b>\$ 912,301</b>        | <b>\$ 880,296</b>   |
| Adjustments:                      |                                       |                |              |           |              |                          |                     |
| County Contributions and Benefits |                                       |                |              |           |              | \$ 241,695               | \$ 267,763          |
| Salary Settlement Costs           |                                       |                |              |           |              | 54,162                   | 0                   |
| Salary Adjustments                |                                       |                |              |           |              | 0                        | 0                   |
| Salary Savings                    |                                       |                |              |           |              | (24,760)                 | (34,911)            |
| <b>Total Adjustments</b>          |                                       |                |              |           |              | <b>\$ 271,097</b>        | <b>\$ 232,852</b>   |
| <b>PROGRAM TOTALS:</b>            |                                       | <b>27</b>      | <b>27.00</b> | <b>26</b> | <b>25.00</b> | <b>\$ 1,183,398</b>      | <b>\$ 1,113,148</b> |

PROGRAM: COMMUNICATIONS SERVICES # 82303 MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services # 5500 Ref: 1985-86 Final Budget - Pg: 491

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 Countywide, and for controlling and managing the inter-office and related mail services for County departments.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 1,634,226        | \$ 1,682,058        | \$ 2,029,548        | \$ 1,923,210        | \$ 2,349,471        |
| Services & Supplies       | 326,017             | 436,980             | 386,396             | 319,640             | 330,000             |
| Other Charges             | 0                   | 0                   | 2,602               | 0                   | 0                   |
| Fixed Assets              | 0                   | 1,183               | 12,445              | 50,865              | 38,500              |
| Less Reimbursements       | <u>(77,805)</u>     | <u>(644)</u>        | <u>0</u>            | <u>0</u>            | <u>0</u>            |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,882,438</b> | <b>\$ 2,119,577</b> | <b>\$ 2,430,991</b> | <b>\$ 2,293,715</b> | <b>\$ 2,717,971</b> |
| <b>FUNDING</b>            | <b>\$ (51,578)</b>  | <b>\$ (190,387)</b> | <b>\$ (246,126)</b> | <b>\$ (366,988)</b> | <b>\$ (61,850)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 1,830,860</b> | <b>\$ 1,929,190</b> | <b>\$ 2,184,865</b> | <b>\$ 1,926,727</b> | <b>\$ 2,656,121</b> |
| <b>STAFF YEARS</b>        | <b>71.25</b>        | <b>66.00</b>        | <b>73.25</b>        | <b>67.00</b>        | <b>79.00</b>        |

PROGRAM DESCRIPTION:

This program provides communications services to County government and associated agencies. The program consists of three basic sections: 1) Microwave Transmissions Systems, Mobile Radios & Electronics; 2) Telecommunications Services; and 3) Mail Services. Major services provided by this program include: development and implementation of 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; installation (through SanConTel) and implementation of a proprietary Countywide Telephone System; telephone services to all County offices including centralized monitoring of telephone usage, billings and service requests; processing and delivery of both interoffice mail and mail routed through the U.S. Postal System.

1985-86 ACTUALS:

Salaries and Benefits are \$106,338 over budget primarily due to unrealized salary savings.

Services and Supplies are \$66,756 over budget mainly due to the use of contract help personnel (equivalent to 4.6 SY) to install law enforcement radios, maintain telephone services, and provide mail services.

A decrease in available Emergency Medical Services Trauma Care designation fees resulted in a revenue shortfall of \$120,862.

Fixed Assets are \$38,420 under budget primarily because Emergency Medical Services was unable to provide funding to acquire the designated Trauma Care fixed assets.



1986-87 OBJECTIVES:

1. Improve and expand the Sheriff UHF Communications System.
2. Expand the EMS Trauma Care Radio System to include microwave to all hospitals and upgrade their base station/console equipment.
3. Expand the computerized microwave diagnostic system capability from 49 to 54 sites.
4. Complete renovation and expansion of the Board of Supervisors' South Chamber audio system.
5. Provide management and coordination for the installation of the proprietary Countywide Telephone System.
6. Continue to monitor telephone usage and recommend system improvements to reduce operating costs.
7. Reduce long distance costs by 5% through analysis of the existing long distance network.

1986-87 ADOPTED BUDGET:

In 1986-87, Communication Services Program will continue to provide services to a combination of County departments that are both mandated and discretionary in nature.

1. Administration/Fiscal (13.00 SY; E \$366,063; R \$0) provides division administration; budget preparation; fiscal analysis; 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. In this program the important changes from 1985-86 Budget include:
  - . \$116,351 in salaries and benefits reflecting
    - addition of 4.00 SY (\$56,784) to provide fiscal and administrative support to Communications activities and SanConTel (1.00 SY Accounting Technician; 2.00 SY Intermediate Account Clerk; 1.00 SY Senior Electronics Parts Storekeeper) and
    - transfer of 3.00 SY (\$59,567) from Telephone Services (1.00 SY Senior Account Clerk, 2.00 SY Intermediate Account Clerk) resulting from internal reorganization.
2. Telephone Services (14.50 SY; E \$463,697; R \$0) supports over 9,500 telephone lines Countywide; operates County proprietary stand alone telephone system at East and South County Regional Centers, and County Central Detention facility; coordinates implementation of the County Telephone System; 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. In this program the important changes from 1985-86 Budget include:
  - . \$137,675 in salaries and benefits reflecting
    - internal re-organization effecting a transfer of the Senior Account Clerk (1.00 SY) and Intermediate Account Clerk (2.00 SY) positions to Administration/Fiscal (\$59,567), and
    - addition of 6.50 SY (\$197,242) to support the County telephone systems (2.00 SY Telephone Operator; 0.75 SY Data Communications Specialist; 0.75 SY Communications Programmer Operator; 3.00 SY Telephone Systems Coordinator).

1986-87 ADOPTED BUDGET (Continued):

3. Microwave/Transmission System, Mobile Radio & Electronics (32.00 SY; E \$1,336,009; R \$29,660) maintains and installs microwave and telecommunications 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. No significant changes are budgeted in FY 86-87.
4. Mail Services (18.00 SY; E \$466,161; R \$32,190) processes and delivers mail routed through the U.S. Postal System and inter-office mail; provides Countywide Zip + 4 mail systems, and provides Shuttle Bus services. No significant changes are budgeted in FY86-87.
5. SanConTel (1.50 SY; E \$86,041; R \$0) oversees the contractor's efforts to assure that the contract to provide and install the proprietary Countywide telephone system is properly carried out. In this program the important changes from 1985-86 Budget include:
  - . \$86,041 in salaries and benefits reflecting
    - addition of 1.50 SY temporary expert professional positions.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>         | 1985-86           |                   | 1986-87          | Change From           |
|----------------------------------|-------------------|-------------------|------------------|-----------------------|
|                                  | <u>Actual</u>     | <u>Budget</u>     | <u>Adopted</u>   | <u>1985-86 Budget</u> |
| Air Pollution CD (9783)          | \$ 1,979          | \$ 3,170          | \$ 3,340         | \$ 170                |
| ISF (Public Works) (9786)        | 32,332            | 20,800            | 22,610           | 1,810                 |
| Road Fund (9782)                 | 14,800            | 14,800            | 16,300           | 1,500                 |
| Liquid Waste (9788)              | 9,660             | 3,400             | 4,650            | (1,250)               |
| Special District (9792)          | 0                 | 0                 | 3,400            | 3,400                 |
| Airports (9787)                  | 8,235             | 9,760             | 2,200            | (7,560)               |
| Solid Waste (9790)               | 0                 | 0                 | 1,650            | 1,650                 |
| County Library (9793)            | 2,000             | 3,000             | 7,700            | 4,700                 |
| EMS (Trust Fund) (9881)          | 0                 | 312,058           | 0                | (312,058)             |
| Communications Services (9720)   | 6,400             | 0                 | 0                | 0                     |
| EMS-Prior Yr. (9987)             | 53,972            | 0                 | 0                | 0                     |
| Rents and Concessions (9210)     | 17,315            | 0                 | 0                | 0                     |
| Regional Center Bond Fund (9776) | 51,300            | 0                 | 0                | 0                     |
| Other Revenue Prior Year (9988)  | 46,812            | 0                 | 0                | 0                     |
| Recovered Expenditure (9989)     | 1,282             | 0                 | 0                | 0                     |
| Other Sales (9994)               | 39                | 0                 | 0                | 0                     |
|                                  | <u>\$ 246,126</u> | <u>\$ 366,988</u> | <u>\$ 61,850</u> | <u>\$ (305,138)</u>   |

Explanation/Comments: Total revenues of \$246,126 were realized in 1985-86. The underrealized revenue of \$120,862 is mainly due to EMS Trust Fund's inability to pay for services provided to the Trauma Care Program. Revenue source accounts which realized \$177,120 were not budgeted due to the unpredictable nature of the revenues.

Total revenues of \$61,850 are projected to be realized in 1986-87. The decrease of \$305,138 from 1985-86 budget is mainly due to the loss of revenues from the Trauma Care Program.

PROGRAM: COMMUNICATIONS SERVICES

#82303

MANAGER: Clarence E. Kaufman, Acting Director

FIXED ASSETS:

| <u>Item</u>   | <u>Quantity</u> | <u>Cost</u>   |
|---------------|-----------------|---------------|
| Desk          | 9               | \$ 4,500      |
| Typewriter    | 1               | 1,000         |
| Postage Meter | <u>2</u>        | <u>33,000</u> |
| Total         | 12              | \$38,500      |

NEW VEHICLES & COMMUNICATIONS EQUIPMENT:

None.

PROGRAM TERMINATION/TRANSFER:

None.

PERFORMANCE INDICATORS

PROGRAM: COMMUNICATIONS SERVICES

DEPARTMENT: General Services

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: TELECOMMUNICATION SERVICES</b>                   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   | 23%               | 19%               | 19%               | 18%               | 20%                |
| <br><u>Workload</u>   |                   |                   |                   |                   |                    |
| # of Telephone Service Requests & Orders                        | 3,972             | 1,400             | 1,559             | 3,360             | 1,650              |
| # of Telephone Billings Processed                               | 9,000             | 10,500            | 16,741            | 13,212            | 15,250             |
| # of County Telephone Lines                                     | 9,025             | 9,100             | 9,500             | 9,975             | 9,500              |
| <br><u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Telephone Service Requests & Orders per Direct Staff Year       | 1,986             | 700               | 585               | 1,680             | 413                |
| Telephone Billings Processed per Direct Staff Year              | 3,000             | 3,500             | 3,570             | 4,404             | 2,650              |
| <br><u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Average Weekly Backlog on Telephone Service Requests and Orders | 45                | 35                | 25                | 35                | 0                  |
| % Telephone Billing Processed                                   | 100%              | 100%              | 100%              | 100%              | 100%               |

PERFORMANCE INDICATORS

PROGRAM: COMMUNICATIONS SERVICES

DEPARTMENT: General Services

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY B: MICROWAVE TRANSMISSION SYSTEMS</b>                    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  | 26%               | 25%               | 24%               | 25%               | 24%                |
| <br><u>Workload</u>  |                   |                   |                   |                   |                    |
| # of Telephone Console Maintained                                    | 13                | 14                | 14                | 14                | 14                 |
| # of Base Stations Installed<br>and Maintained                       | 221               | 240               | 240               | 236               | 240                |
| # of Microwave Systems (Multiplex<br>Units) Installed and Maintained | 1,036             | 1,265             | 1,306             | 1,494             | 1,265              |
| <br><u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Average # of Workload Units<br>per Direct Staff Year                 | 141               | 133               | 101               | 133               | 101                |
| <br><u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| % of Workload Units<br>Installed and Maintained*                     | 72%               | 100%              | 100%              | 100%              | 100%               |

\*Based on workload units as budgeted.

PERFORMANCE INDICATORS

PROGRAM: COMMUNICATIONS SERVICES

DEPARTMENT: General Services

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY C: MOBILE RADIO ELECTRONICS</b>            |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                  | 27%               | 34%               | 36%               | 38%               | 36%                |
| <br><u>Workload</u>                                    |                   |                   |                   |                   |                    |
| Units Installed:                                       |                   |                   |                   |                   |                    |
| Mobile Radio*  | 1,518             | 1,523             | 1,523             | 1,523             | 1,523              |
| Units Maintained:                                      |                   |                   |                   |                   |                    |
| Audio/Office Electronics                               | 635               | 635               | 675               | 635               | 705                |
| Mobile Radio   | 2,726             | 2,742             | 2,632             | 2,742             | 2,208              |
| Pager Receiver   | 1,200             | 1,200             | 1,283             | 1,200             | 1,300              |
| Portable Transceiver                                   | 1,280             | 1,350             | 1,500             | 1,523             | 1,563              |
| <br><u>Efficiency</u>                                  |                   |                   |                   |                   |                    |
| Average # of Units Maintained<br>per Direct Staff Year | 818               | 677               | 554               | 508               | 525                |
| <br><u>Effectiveness</u>                               |                   |                   |                   |                   |                    |
| % of Workload Units<br>Installed & Maintained**        | 77%               | 100%              | 100%              | 100%              | 100%               |

\*Data Base only.

\*\*Based on workload units as budgeted.

PERFORMANCE INDICATORS

PROGRAM: COMMUNICATIONS SERVICES

DEPARTMENT: General Services

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY D: MAIL SERVICES</b>   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  | 24%               | 22%               | 21%               | 19%               | 20%                |
| <br><u>Workload</u>  |                   |                   |                   |                   |                    |
| # of Interdepartmental Mail  | 4,500,000         | 4,500,000         | 4,500,000         | 4,500,000         | 4,500,000          |
| # of U.S. Mail   | 4,102,371         | 4,326,159         | 4,755,000         | 4,935,466         | 4,700,000          |
| County Offices with Mail Services  | 304               | 304               | 304               | 304               | 304                |
| Mail Stops per Day   | 496               | 334               | 331               | 200               | 262                |
| <br><u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Mail Processed per Direct Staff Year   | 577,992           | 588,411           | 530,708           | 629,031           | 597,580            |
| <br><u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Interdepartmental Mail Cost Effectiveness  |                   |                   |                   |                   |                    |
| 1. Cost of sending County mail through U.S. Postal System (using standard rate per one ounce mail) | \$1,000,771       | \$ 945,000        | \$ 990,000        | \$ 990,000        | \$1,034,000        |
| 2. Cost of providing County Mail Services (Full Cost)*   | 489,859           | 513,943           | 301,059           | 259,535           | 289,323            |
| 3. Approximate Savings   | \$ 510,912        | \$ 431,057        | \$ 688,941        | \$ 730,465        | \$ 744,677         |

\*New Modified Indicator for FY 86-87

## STAFFING SCHEDULE

PROGRAM: COMMUNICATIONS SERVICES

DEPARTMENT: General Services

| Class                             | Title                             | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                 |  |
|-----------------------------------|-----------------------------------|----------------|-------|-----------------|-------|--------------------------|-----------------|--|
|                                   |                                   | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86 Budget           | 1986-87 Adopted |  |
|                                   |                                   | Position       | S.Y.  | Position        | S.Y.  |                          |                 |  |
| 6146                              | Chief, Communications Services    | 1              | 1.00  | 1               | 1.00  | \$ 42,730                | \$ 42,901       |  |
| 3679                              | Electronic Engineer               | 1              | 1.00  | 1               | 1.00  | 41,108                   | 41,926          |  |
| 2302                              | Administrative Asst. III          | 1              | 1.00  | 1               | 1.00  | 34,166                   | 35,180          |  |
| 2386                              | Telecommunications Manager        | 1              | 1.00  | 1               | 1.00  | 33,338                   | 35,791          |  |
| 6147                              | Communications Coordinator        | 1              | 1.00  | 1               | 1.00  | 32,092                   | 34,725          |  |
| 6148                              | Communications Technician IV      | 2              | 2.00  | 2               | 2.00  | 61,844                   | 69,093          |  |
| 2376                              | Telephone Systems Coordinator     | 1              | 1.00  | 4               | 4.00  | 27,879                   | 108,583         |  |
| 6149                              | Communications Technician III     | 4              | 4.00  | 4               | 4.00  | 117,108                  | 119,158         |  |
| 6150                              | Communications Technician II      | 20             | 20.00 | 20              | 20.00 | 495,726                  | 528,062         |  |
| 6151                              | Communications Technician I       | 2              | 2.00  | 2               | 2.00  | 45,386                   | 45,849          |  |
| 2809                              | Frequency Licensing Agent         | 1              | 1.00  | 1               | 1.00  | 19,211                   | 22,091          |  |
| 3047                              | Mail Systems Specialist           | 1              | 1.00  | 1               | 1.00  | 20,420                   | 21,651          |  |
| 2403                              | Accounting Technician             | 1              | 1.00  | 2               | 2.00  | 20,251                   | 38,828          |  |
| 2757                              | Admin. Secretary II               | 1              | 1.00  | 1               | 1.00  | 19,381                   | 20,547          |  |
| 3074                              | Sr. Mail Clerk Driver             | 2              | 2.00  | 2               | 2.00  | 35,330                   | 37,458          |  |
| 2510                              | Sr. Account Clerk                 | 1              | 1.00  | 1               | 1.00  | 15,306                   | 18,396          |  |
| 2730                              | Sr. Clerk                         | 1              | 1.00  | 1               | 1.00  | 15,917                   | 18,396          |  |
| 2616                              | Sr. Electronics Parts Storekeeper | 0              | 0.00  | 1               | 1.00  | 0                        | 16,285          |  |
| 2615                              | Electronics Parts Storekeeper     | 1              | 1.00  | 1               | 1.00  | 17,428                   | 18,314          |  |
| 3039                              | Mail Clerk Driver                 | 14             | 12.00 | 14              | 12.00 | 184,452                  | 193,656         |  |
| 2815                              | Telephone Supervisor              | 2              | 2.00  | 2               | 2.00  | 32,059                   | 33,006          |  |
| 2493                              | Intermediate Account Clerk        | 3              | 3.00  | 7               | 5.00  | 43,462                   | 73,798          |  |
| 2810                              | Telephone Switchboard Operator    | 4              | 4.00  | 8               | 6.00  | 57,489                   | 87,521          |  |
| 7514                              | Shuttle Bus Driver                | 3              | 3.00  | 3               | 3.00  | 54,003                   | 56,688          |  |
| 8802                              | Data Communications Specialist    | 0              | 0.00  | 1               | 0.75  | 0                        | 28,391          |  |
| 8803                              | Communication Programmer Operator | 0              | 0.00  | 1               | 0.75  | 0                        | 22,416          |  |
| 0896                              | Extra Help Professional           | 0              | 0.00  | 1               | 0.75  | 0                        | 54,880          |  |
| 0902                              | Extra Help Professional           | 0              | 0.00  | 1               | 0.75  | 0                        | 22,540          |  |
|                                   | Total                             | 69             | 67.00 | 86              | 79.00 | \$1,466,086              | \$1,846,130     |  |
| Adjustments:                      |                                   |                |       |                 |       |                          |                 |  |
| County Contributions and Benefits |                                   |                |       |                 |       | \$ 413,220               | \$ 505,906      |  |
| Salary Settlement Costs           |                                   |                |       |                 |       | 77,255                   | 0               |  |
| Special Payments:                 |                                   |                |       |                 |       |                          |                 |  |
| Standby Overtime                  |                                   |                |       |                 |       | 24,535                   | 24,855          |  |
| Premium Overtime                  |                                   |                |       |                 |       | 34,040                   | 12,460          |  |
| Salary Adjustments                |                                   |                |       |                 |       | 8,074                    | 8,074           |  |
| Salary Savings                    |                                   |                |       |                 |       | (100,000)                | (47,954)        |  |
| Total Adjustments                 |                                   |                |       |                 |       | \$ 457,124               | \$ 503,341      |  |
| PROGRAM TOTALS:                   |                                   | 69             | 67.00 | 86              | 79.00 | \$1,923,210              | \$2,349,471     |  |



PROGRAM: FACILITIES SERVICES # 82103 MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services # 5500 Ref: 1985-86 Final Budget - Pg: 495

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                     |                     |                      |                      |                      |
| Salaries & Benefits       | \$ 7,094,981        | \$ 7,569,764        | \$ 8,096,696         | \$ 7,564,509         | \$ 7,929,356         |
| Services & Supplies       | 1,178,096           | 1,246,821           | 1,405,321            | 1,045,505            | 1,132,335            |
| Contracts                 | 1,312,493           | 1,514,070           | 1,539,612            | 1,997,625            | 2,179,536            |
| Other Charges             | 0                   | 0                   | 0                    | 0                    | 0                    |
| Fixed Assets              | 0                   | 0                   | 2,456                | 7,905                | 85,200               |
| Vehicles/Comm. Equip.     | 0                   | 0                   | 0                    | 0                    | 12,815               |
| Less Reimbursements       | <u>(375,553)</u>    | <u>(417,111)</u>    | <u>(647,716)</u>     | <u>(244,825)</u>     | <u>(242,935)</u>     |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 9,210,017</b> | <b>\$ 9,913,544</b> | <b>\$ 10,396,369</b> | <b>\$ 10,370,719</b> | <b>\$ 11,096,307</b> |
| <b>FUNDING</b>            | <b>\$ (582,048)</b> | <b>\$ (774,486)</b> | <b>\$ (693,078)</b>  | <b>\$ (527,377)</b>  | <b>\$ (513,112)</b>  |
| <b>NET COUNTY COSTS</b>   | <b>\$ 8,627,969</b> | <b>\$ 9,139,058</b> | <b>\$ 9,703,291</b>  | <b>\$ 9,843,342</b>  | <b>\$ 10,583,195</b> |
| <b>STAFF YEARS</b>        | <b>270.00</b>       | <b>291.06</b>       | <b>305.30</b>        | <b>295.50</b>        | <b>293.00</b>        |

PROGRAM DESCRIPTION:

Facilities Services provides building management services utilizing 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 both 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-hour institutions such as jails, honor camps, a children's home, and mental health facilities. 5,000,000 square feet of building space and 4,644,811 square feet of grounds are maintained through this program.

1985-86 ACTUALS:

Total direct costs exceeded appropriations by \$25,650, or less than 1%. Expenditure offsets, including Costs Applied, overrealized budgeted levels by \$568,592 (73.6%), thereby reducing the budgeted Net County Costs by \$140,051 (1.4%). Costs Applied overrealized budgeted amounts by \$402,891 (165%). This was due to unanticipated work in Major Maintenance and Capital Projects, specifically, work at County Mental Health and Loma Portal facilities. Revenues were overrealized by \$165,701 (31%).

Salaries and benefits were overspent by \$532,187 (7%). This overexpenditure is primarily due to unfunded Premium pay - \$210,000; Night Premium - \$40,000; Critical Stand By - \$36,750; and the unbudgeted use of extra help.

1985-86 ACTUALS (Continued):

Services and supplies, including contracts, were underspent by \$98,197 (3%). This savings is the result of contract expenditures coming in under budget.

The Maintenance Operations Activity performance efficiency was better than budgeted due to the amount of overtime expended on this activity. Performance efficiency in Energy Management was less than budgeted because Co-generation projects were not completed on schedule.

1986-87 OBJECTIVES:

1. To develop and implement work measurement standards for building engineering services.
2. To plan, schedule and estimate costs associated with 5,000 projected Work Order Requests anticipated during FY 86-87.
3. To complete services on 70% of all Work Order Requests received during FY 86-87.
4. To complete 106 projected Major Maintenance Projects (Force Account Only).
5. To produce 25,500 Megawatt Hours of electricity from Cogeneration (81% efficiency). This represents Cogeneration operating 81% of available time.

1986-87 ADOPTED BUDGET:

In 1986-87 Facilities Services will provide services essentially at 1985-86 levels. State licensing requirements will be met and efforts made to continue FY 1985-86 building enhancements. Particular attention will be focused on the downtown Courthouse, CAC, CMH-Loma Portal, Juvenile Hall and the various detention facilities to improve their appearance and provide overall building maintenance.

This program provides support to a combination of County departments that are both mandated and discretionary in nature. Facilities Services programs are summarized as follows:

1. Maintenance Operations (189.00 SY; E \$7,215,921; R \$513,112) includes regional supervisors and their consolidated Maintenance, Construction and Custodial staff who 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. Contract Services administers and manages elevator maintenance, custodial and trash pick-up contracts. In this program the important changes from 1985-86 Budget include:
  - \$347,682 in salary and benefits reflecting
    - Deletion of 8.0 SY in Custodians and 3.0 SY in Security Guards; and addition of 1.00 SY in Security Alarm Specialist.
  - \$272,300 in services and supplies providing for
    - Increased custodial and Security Guard Contracts at the COC and downtown Courthouse, respectively.

1986-87 ADOPTED BUDGET (Continued):

2. Maintenance Support (98.00 SY; E \$3,604,996; R \$0) includes Work Control which processes departmental work requests. This unit evaluates, estimates and schedules approximately 5,000 requests annually to remodel, repair, and perform emergency repairs. Material Control operates a warehouse whose inventory supports maintenance and construction crews. 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. Major Maintenance activities include estimating, scheduling and managing non-capital projects to completion. In this program the important changes from 1985-86 Budget include:

- \$141,891 in salary and benefits reflecting
  - Addition of 1.0 SY Facilities Services Contract Specialist I, 1.0 SY Gardener, 2.0 SY Painter, and 1.0 SY Facilities Support Superintendent.

3. Resources Management (6.0 SY; E \$275,390; R \$0) operates a computerized building automation and energy management system. The Central Automated Building Control System provides heating, ventilation, and air conditioning in several major county facilities. Resources Management monitors energy and utility consumption rates, tests and implements conservation measures, and processes the payment of the County's gas, electric and water service charges. In addition, it manages the cogeneration activity that is designed to decrease the need to purchase electricity, gas, and steam. Cogeneration plants are located at the North, South and East County Regional Centers, Las Colinas Detention Center and the downtown Courthouse. The Water Conservation Program consists of monitoring costs and consumption by sites, testing automatic irrigation control devices, and installing low water flow restrictors in plumbing fixtures. No significant changes are budgeted in FY86-87.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>              | 1985-86       |               | 1986-87        | Change From           |
|---------------------------------------|---------------|---------------|----------------|-----------------------|
|                                       | <u>Actual</u> | <u>Budget</u> | <u>Adopted</u> | <u>1985-86 Budget</u> |
| Eng. Services - Bond Funds (9776)     | \$ 53,001     | \$ 0          | \$ 0           | \$ 0                  |
| Road Fund (9782)                      | 140,474       | 104,350       | 129,350        | 25,000                |
| Air Pollution Control District (9783) | 13,274        | 8,000         | 8,000          | 0                     |
| Capital Outlay Fund (9785)            | 100,486       | 75,000        | 0              | (75,000)              |
| Solid Waste Enterprise Fund (9790)    | 49,459        | 51,500        | 45,175         | (6,325)               |
| Liquid Waste Enterprise Fund (9788)   | 5,000         | 5,000         | 5,000          | 0                     |
| Airport Enterprise Fund (9787)        | 16,827        | 16,827        | 41,827         | 25,000                |
| Sanitation Districts (9792)           | 27,000        | 43,700        | 43,000         | (700)                 |
| Parks Special District (9792)         | 2,102         | 3,000         | 17,000         | 14,000                |
| Library Fund (9793)                   | 206,935       | 163,000       | 206,000        | 43,000                |
| State of CA - Deer Park (9971)        | 61,910        | 50,000        | 0              | (50,000)              |
| Employee Housing Rental Fees (9974)   | 1,823         | 3,000         | 2,000          | (1,000)               |
| Misc. Recovery Fees (9995)            | 12,703        | 4,000         | 7,000          | 3,000                 |
| Other Miscellaneous (9979)            | 2,084         | 0             | 8,760          | 8,760                 |
| Total                                 | \$693,078     | \$527,377     | \$513,112      | \$(14,265)            |

Explanation/Comments: Revenues overrealized by \$165,701 (31%). This was due primarily to the realization of unbudgeted revenues (\$53,001) from the State, in association with East County Regional Center modifications. Overrealization of revenues from other major sources (Road Fund, Capital Outlay, Library Fund), account for the remainder of this overrealization.

FIXED ASSETS:

| <u>Item</u>               | <u>Quantity</u> | <u>Cost</u>      |
|---------------------------|-----------------|------------------|
| Paint Shaker              | 1               | \$ 1,500         |
| Cameras                   | 5               | 5,000            |
| Conduit Bending Set       | 1               | 6,250            |
| Mechanical Shears         | 1               | 20,000           |
| Pin Hole Lens             | 1               | 500              |
| Video Time Lapse Recorder | 1               | 3,500            |
| Asbestos Vacuum           | 1               | 1,300            |
| Gardening Equipment       | Lot             | 5,000            |
| Security Equipment        | Lot             | 5,000            |
| Maintenance Equipment     | Lot             | 20,000           |
| Floor Scrubber            | 1               | 7,030            |
| Wet/Dry Vacuum            | 1               | 370              |
| Rotary Hammer             | 1               | 400              |
| Hydraulic Lift            | 1               | 5,000            |
| Bench Grinder             | 1               | 450              |
| Drain Cleaner             | 1               | 900              |
| Floor Buffer              | 1               | 3,000            |
| <b>Total</b>              | <b>21</b>       | <b>\$ 85,200</b> |

NEW VEHICLES & COMMUNICATIONS EQUIPMENT:

| <u>Item</u>  | <u>Quantity</u> | <u>Cost</u>     |
|--------------|-----------------|-----------------|
| Truck        | 1               | \$12,500        |
| Pager        | 1               | 315             |
| <b>Total</b> | <b>2</b>        | <b>\$12,815</b> |

PROGRAM TERMINATION/TRANSFER:

In FY86-87, custodial and security services will be contracted out at the County Operations Center (COC) and downtown Courthouse, respectively. Six (6) Custodian staff years at the COC will be deleted and custodial services at this facility will be provided by contract custodians. The net county cost of this program change is a reduction of \$50,610. Three (3) County security guard staff years at the downtown Courthouse will be deleted and contract security guards will provide security support at this facility. The net cost of this program change is a reduction of \$68,629. A plan will be developed for accommodating the staff that will be affected by these position deletions.

Program Title: Facilities Services

Total Cost: \$ 391,539

Revenue: \$0

Staff Years: 9.0

| <u>Class No.</u> | <u># Staff Years</u> | <u>Class Title</u>    |
|------------------|----------------------|-----------------------|
| 7085             | 1                    | Supervising Custodian |
| 7030             | 0.5                  | Senior Custodian      |
| 7031             | 4.5                  | Custodian             |
| 7098             | 3                    | Security Guard        |
| <b>Total</b>     | <b>9</b>             |                       |

PERFORMANCE INDICATORS

PROGRAM: FACILITIES SERVICES

DEPARTMENT: General Services

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: MAINTENANCE OPERATIONS</b>                            |                   |                   |                   |                   |                    |
| <u>% of Resources</u>  | 71.9%             | 63.1%             | 66.7%             | 80.7%             | 65.0%              |
| <u>Workload</u>  |                   |                   |                   |                   |                    |
| Total of Sq. Ft. Bldg. Space Maintained                              | 5,000,000         | 5,000,000         | 5,000,000         | 5,000,000         | 5,000,000          |
| Total Sq. Ft. Grounds Maintained                                     | 5,000,000         | 5,000,000         | 4,644,811**       | 5,000,000         | 4,644,811          |
| Total Custodial Space Maintained (County Staff)                      | 1,745,000         | 1,745,000         | 1,745,000         | 1,745,000         | 1,533,178          |
| Security Svcs. - # Requests Received                                 | 1,400             | 1,025             | 1,150             | 1,400             | 1,600              |
| <u>Efficiency</u>  |                   |                   |                   |                   |                    |
| Building Maintenance Sq.Ft./SY                                       | 44,196            | 41,346            | 40,717            | 42,717            | 41,494             |
| Gardening Sq.Ft./SY  | 526,316           | 401,284           | 387,068           | 454,545           | 395,303            |
| Custodial Sq.Ft./SY(Co. Staff)                                       | 23,196            | 21,416            | 19,695            | 20,291            | 18,252             |
| Custodial Cost/Sq.Ft./Year (County Staff)                            | \$ .96            | \$ 1.44           | \$ 1.33           | \$ 1.11           | \$ 1.50            |
| Security Services - % Requests Responded                             | 85%               | 100%              | 95%               | 100%              | 70*                |
| <u>Effectiveness</u>   |                   |                   |                   |                   |                    |
| Custodial Cost differential (in-house vs. contact cost/ Sq.Ft./Year) | \$.96/.72         | \$1.44/.61        | \$1.33/.62        | \$1.11/.80        | \$1.50/.65         |
| % of Security Requests Completed                                     | 40%               | 80%               | 55%               | 75%               | 60%                |

\*In FY85-86, 1,150 security services requests were received, of which 95% (1,093) were responded to. In FY86-87, it is projected that 1,600 requests will be received. This is a result of Jail expansions. Staffing to support this workload did not increase accordingly. Consequently, the efficiency for response to security services requests is budgeted at 70%.

\*\*1985-86 Actual reflects the transference of workload to Health Services Department.

PERFORMANCE INDICATORS

PROGRAM: FACILITIES SERVICES

DEPARTMENT: General Services

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY B: MAINTENANCE SUPPORT</b>                                      |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   | 25.2%             | 33.5%             | 31.3%             | 15.8              | 32.5%              |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| Total Sq. Ft. Custodial Space<br>Maintained (Contract)                      | 686,926           | 706,733           | 736,733           | 736,733           | 948,555            |
| No. of Work Order Requests<br>Received                                      | 5,000             | 5,000             | 4,986             | 6,000             | 5,000              |
| No. of Projects Implemented by<br>Force Account                             | 116               | 71                | 82                | 106               | 106                |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| Custodial Cost/Sq.Ft./Year<br>(Contract)                                    | \$ .72            | \$ .61            | \$ .62            | \$ .80            | \$ .65             |
| No. of Work Order Requests<br>Processed/SY                                  | 1,064             | 667               | 608               | 750               | 625                |
| Avg. Cost/Project   | \$ 3,209          | \$ 4,131          | \$ 4,945          | \$ 3,302          | \$ 3,302           |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| Custodial Cost Differential<br>(in-house vs. contract costs/<br>Sq.Ft./Year | \$.96/.72         | \$1.44/.61        | \$1.33/.62        | \$1.11/.80        | \$1.50/.65         |
| % of Work Order Requests<br>Completed**                                     | 50%               | 50%               | 75%               | 50%               | 70%                |
| % of Projects Completed   | 81%               | 70%               | 85%               | 80%               | 75%                |

Note: Generally, Work Order requests are less than \$2,000.  
Project requests are greater than \$2,000.

\*\*There is an annual backlog of 50% resulting in approximately 9,000  
Work Order Requests in the system constantly

PERFORMANCE INDICATORS

PROGRAM: FACILITIES SERVICES

DEPARTMENT: General Services

|                                  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY C: ENERGY MANAGEMENT    |                   |                   |                   |                   |                    |
| <u>% of Resources</u>            | 2.9%              | 3.4%              | 2%                | 3.5%              | 2.5%               |
| <u>Workload</u>                  |                   |                   |                   |                   |                    |
| *Cogeneration MWH Produced/Year  | 794               | 8,166             | 12,587            | 28,382            | 25,500             |
| <u>Efficiency</u>                |                   |                   |                   |                   |                    |
| % MWH produced                   | 68%               | 58%               | 44%               | 100%              | 100%               |
| <u>Effectiveness</u>             |                   |                   |                   |                   |                    |
| Cost Avoidance in SDG&E billings | \$44,000          | \$650,000         | \$762,031         | \$1,700,000       | \$2,564,000        |

\*31,536 Megawatt Hours (MWH) are the maximum number of hours that can be produced per year provided there is no down time. In FY 85-86, 28,382 MWH (90% utilization, 10% down time) was targeted as 100% efficiency. In FY 86-87, 25,500 MWH (81% utilization) is targeted as 100% efficiency. This target takes into account 19% down time for scheduled and unscheduled maintenance.

## STAFFING SCHEDULE

PROGRAM: FACILITIES SERVICES

DEPARTMENT: General Services

| Class | Title                           | STAFF YEARS    |        |                 |        | SALARY AND BENEFIT COSTS |                 |
|-------|---------------------------------|----------------|--------|-----------------|--------|--------------------------|-----------------|
|       |                                 | 1985-86 Budget |        | 1986-87 Adopted |        | 1985-86 Budget           | 1986-87 Adopted |
|       |                                 | Position       | S.Y.   | Position        | S.Y.   |                          |                 |
| 3685  | Deputy Dir., Facilities Svcs.   | 1              | 1.00   | 1               | 1.00   | \$ 45,773                | \$ 50,361       |
| 5915  | Chief, Facilities Maint. Opers. | 1              | 1.00   | 1               | 1.00   | 47,265                   | 43,984          |
| 5916  | Chief, Facilities Maint. Prog.  | 1              | 1.00   | 1               | 1.00   | 43,264                   | 44,580          |
| 3675  | Energy Resources Manager        | 1              | 1.00   | 1               | 1.00   | 48,649                   | 49,150          |
| 2302  | Administrative Assistant III    | 1              | 1.00   | 1               | 1.00   | 34,764                   | 35,791          |
| 2757  | Administrative Secretary II     | 1              | 1.00   | 1               | 1.00   | 17,582                   | 18,380          |
| 2756  | Administrative Secretary I      | 1              | 1.00   | 1               | 1.00   | 15,657                   | 15,519          |
| 2730  | Senior Clerk                    | 4              | 4.00   | 4               | 4.00   | 64,884                   | 72,830          |
| 2403  | Accounting Technician           | 1              | 1.00   | 1               | 1.00   | 15,288                   | 16,206          |
| 2700  | Intermediate Clerk Typist       | 2              | 1.50   | 2               | 2.00   | 26,273                   | 29,423          |
| 3729  | Senior Mechanical Engineer      | 1              | 1.00   | 1               | 1.00   | 38,241                   | 44,619          |
| 3617  | Assistant Electrical Engineer   | 1              | 1.00   | 1               | 1.00   | 30,110                   | 33,536          |
| 2525  | Senior Systems Analyst          | 1              | 1.00   | 1               | 1.00   | 40,132                   | 42,449          |
| 5919  | Bldg. Automation Technician     | 1              | 1.00   | 1               | 1.00   | 24,084                   | 26,526          |
| 2413  | Analyst III                     | 2              | 2.00   | 2               | 2.00   | 72,576                   | 65,164          |
| 6013  | Supv. Planner/Estimator         | 1              | 1.00   | 1               | 1.00   | 29,783                   | 33,818          |
| 6010  | Planner/Estimator III           | 5              | 5.00   | 5               | 5.00   | 125,861                  | 139,503         |
| 6011  | Planner/Estimator II            | 3              | 3.00   | 3               | 3.00   | 74,803                   | 80,590          |
| 7532  | Tool & Equipment Repairer       | 1              | 1.00   | 1               | 1.00   | 18,749                   | 19,207          |
| 2655  | Storekeeper III                 | 1              | 1.00   | 1               | 1.00   | 22,781                   | 23,930          |
| 2660  | Storekeeper I                   | 1              | 1.00   | 1               | 1.00   | 15,532                   | 18,768          |
| 7017  | Regional Building Supervisor    | 5              | 5.00   | 5               | 5.00   | 150,892                  | 156,212         |
| 5885  | Bldg. Maintenance Supv. I       | 8              | 8.00   | 8               | 8.00   | 205,088                  | 215,923         |
| 5884  | Bldg. Maintenance Engineer      | 35             | 35.00  | 35              | 35.00  | 827,725                  | 861,094         |
| 6200  | Bldg. Maint. Eng. Asst. II      | 22             | 22.00  | 22              | 22.00  | 456,017                  | 481,391         |
| 5906  | Carpenter & Painter Supv.       | 1              | 1.00   | 1               | 1.00   | 28,374                   | 29,798          |
| 5963  | Senior Carpenter                | 1              | 1.00   | 1               | 1.00   | 24,886                   | 26,143          |
| 5905  | Carpenter                       | 6              | 6.00   | 6               | 6.00   | 142,440                  | 149,235         |
| 5970  | Sign Painter                    | 1              | 1.00   | 1               | 1.00   | 25,661                   | 26,931          |
| 5967  | Senior Painter                  | 1              | 1.00   | 1               | 1.00   | 25,661                   | 26,931          |
| 5940  | Painter                         | 8              | 8.00   | 10              | 10.00  | 194,074                  | 254,834         |
| 7535  | Construction & Services Supv.   | 1              | 1.00   | 1               | 1.00   | 20,485                   | 21,506          |
| 7539  | Construction & Svcs. Worker III | 2              | 2.00   | 2               | 2.00   | 37,164                   | 39,044          |
| 7540  | Construction & Svcs. Worker II  | 6              | 6.00   | 6               | 6.00   | 98,792                   | 105,223         |
| 7541  | Construction & Svcs. Worker I   | 9              | 9.00   | 9               | 9.00   | 138,719                  | 148,624         |
| 7533  | Fire Extinguisher Svcs. Worker  | 1              | 1.00   | 1               | 1.00   | 17,582                   | 18,543          |
| 5925  | Electrician Supervisor          | 1              | 1.00   | 1               | 1.00   | 30,216                   | 31,719          |
| 5923  | Senior Electrician              | 1              | 1.00   | 1               | 1.00   | 24,235                   | 30,148          |
| 5920  | Electrician                     | 8              | 8.00   | 8               | 8.00   | 215,867                  | 226,406         |
|       | Subtotal                        | 149            | 148.50 | 151             | 151.00 | \$ 3,515,929             | \$ 3,754,039    |



## STAFFING SCHEDULE

PROGRAM: FACILITIES SERVICES

DEPARTMENT: General Services

| Class                             | Title                                 | STAFF YEARS    |        |                 |        | SALARY AND BENEFIT COSTS |                 |
|-----------------------------------|---------------------------------------|----------------|--------|-----------------|--------|--------------------------|-----------------|
|                                   |                                       | 1985-86 Budget |        | 1986-87 Adopted |        | 1985-86 Budget           | 1986-87 Adopted |
|                                   |                                       | Position       | S.Y.   | Position        | S.Y.   |                          |                 |
| 6210                              | Electrician Assistant                 | 1              | 1.00   | 1               | 1.00   | \$ 19,274                | \$ 22,561       |
| 5933                              | Senior Mason                          | 1              | 1.00   | 1               | 1.00   | 28,710                   | 30,148          |
| 5930                              | Mason                                 | 1              | 1.00   | 1               | 1.00   | 27,041                   | 28,396          |
| 5955                              | Plumber & Welder Supv.                | 1              | 1.00   | 1               | 1.00   | 30,216                   | 31,719          |
| 5953                              | Senior Plumber                        | 1              | 1.00   | 1               | 1.00   | 24,235                   | 30,148          |
| 5950                              | Plumber                               | 4              | 4.00   | 4               | 4.00   | 110,176                  | 115,381         |
| 6230                              | Plumber Assist                        | 2              | 2.00   | 2               | 2.00   | 44,886                   | 47,144          |
| 6180                              | Welder                                | 2              | 2.00   | 2               | 2.00   | 53,914                   | 56,616          |
| 5960                              | Air Cond. & Refrig. Mechanic          | 5              | 5.00   | 5               | 5.00   | 137,244                  | 144,575         |
| 6240                              | Air Cond. & Refrig. Mech.<br>Asst. II | 1              | 1.00   | 1               | 1.00   | 22,443                   | 23,572          |
| 6315                              | Gardener Supervisor II                | 1              | 1.00   | 1               | 1.00   | 21,838                   | 22,383          |
| 6310                              | Gardener Supervisor I                 | 2              | 2.00   | 2               | 2.00   | 38,792                   | 39,760          |
| 6305                              | Gardener II                           | 9              | 9.00   | 10              | 10.00  | 144,747                  | 161,468         |
| 7085                              | Supervising Custodian                 | 6              | 6.00   | 5               | 5.00   | 103,353                  | 91,470          |
| 7030                              | Senior Custodian                      | 7              | 7.00   | 7               | 6.50   | 105,488                  | 135,288         |
| 7031                              | Custodian                             | 87             | 87.00  | 87              | 82.50  | 1,183,851                | 1,204,484       |
| 6162                              | Security Coordinator                  | 1              | 1.00   | 1               | 1.00   | 29,398                   | 28,611          |
| 6161                              | Security Alarm Specialist             | 4              | 4.00   | 5               | 5.00   | 100,557                  | 131,560         |
| 7098                              | Security Guard                        | 8              | 8.00   | 8               | 5.00   | 127,432                  | 84,465          |
| 5195                              | F/S Contract Specialist II            | 1              | 1.00   | 1               | 1.00   | 22,479                   | 25,811          |
| 5194                              | F/S Contract Specialist I             | 2              | 2.00   | 3               | 3.00   | 35,998                   | 58,041          |
| 8804                              | Facility Support Superintendent       | 0              | 0.00   | 1               | 1.00   | 0                        | 38,500          |
| 9999                              | Extra Help                            | 35             | 0.00   | 35              | 0.00   | 0                        | 0               |
|                                   | Sub-total                             | 182            | 147.00 | 185             | 142.00 | \$2,412,072              | \$2,552,101     |
|                                   | Page 1 Sub-total                      | 149            | 148.50 | 151             | 151.00 | 3,515,929                | 3,754,039       |
|                                   | Total                                 | 331            | 295.50 | 336             | 293.00 | \$5,928,001              | \$6,306,140     |
| Adjustments:                      |                                       |                |        |                 |        |                          |                 |
| County Contributions and Benefits |                                       |                |        |                 |        | \$1,903,742              | \$2,030,042     |
| Salary Settlement Costs           |                                       |                |        |                 |        | 292,270                  | 0               |
| Salary Adjustments                |                                       |                |        |                 |        | (1,094)                  | (4,299)         |
| Salary Savings                    |                                       |                |        |                 |        | (558,410)                | (402,527)       |
| Total Adjustments                 |                                       |                |        |                 |        | \$1,636,508              | \$1,623,216     |
| PROGRAM TOTALS:                   |                                       | 331            | 295.50 | 336             | 293.00 | \$7,564,509              | \$7,929,356     |

PROGRAM: REAL PROPERTY MANAGEMENT # 82151 MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services # 5500 Ref: 1985-86 Adopted - Pg: 460

Authority: Federal Public Law 91-646; California Code of Civil Procedures, State Government Code, State Administrative Code; County Administrative Code Article XXI(b) Section 398.5(b), (k), (l), (m), (n), (p).

|                     | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>        |                      |                      |                      |                      |                      |
| Salaries & Benefits | \$ 975,334           | \$ 1,031,399         | \$ 935,604           | \$ 1,169,253         | \$ 1,146,872         |
| Services & Supplies | 58,644               | 65,608               | 69,311               | 72,106               | 72,106               |
| Rents & Leases      | 2,662,722            | 3,391,222            | 4,299,045            | 4,327,842            | 5,512,371            |
| Other Charges       | 0                    | 0                    | 23,879               | 1,100                | 107,640              |
| Fixed Assets        | 0                    | 1,225                | 0                    | 0                    | 0                    |
| Less Reimbursements | <u>(24,847)</u>      | <u>(454,374)</u>     | <u>(621,097)</u>     | <u>(653,206)</u>     | <u>(948,624)</u>     |
| TOTAL DIRECT COSTS  | \$ 3,671,853         | \$ 4,035,080         | \$ 4,706,742         | \$ 4,917,095         | \$ 5,890,365         |
| FUNDING             | <u>\$(1,583,644)</u> | <u>\$(1,691,339)</u> | <u>\$(1,396,364)</u> | <u>\$(1,622,914)</u> | <u>\$(1,676,912)</u> |
| NET COUNTY COSTS    | \$ 2,088,209         | \$ 2,343,741         | \$ 3,310,378         | \$ 3,294,181         | \$ 4,213,453         |
| STAFF YEARS         | <u>28.50</u>         | <u>27.73</u>         | <u>30.00</u>         | <u>32.00</u>         | <u>29.50</u>         |

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 at their request: assistance with real property conditions and uses, property appraisals, acquisition, surplus sales, revenue and acquisition leasing, and engineering.

1985-86 ACTUALS:

Salary and Benefit underexpenditure of \$173,235 results from: the inability to fill three vacancies due to low County salary levels and filling six vacancies with lower-paying classifications than those budgeted. Two extra help staff years with costs of \$52,750 were for the appraisal/valuation section that supports real property acquisitions.

Services and Supplies were lower by \$2,795. This resulted from lower spending commensurate with lower staffing and revenue levels present in FY 85-86.

Departments which requested projects during preparation of the 1985-86 budget did not, in fact, request that work. This reduced the need for filling certain vacancies and caused this program to fall short of budgeted revenues in account #9782, Road Fund.

1985-86 ACTUALS (Continued):

The Rents & Leases Budget decreased \$4,918 from annual rental adjustments and minor lease adjustments within Public Works, Health Services and Social Services. This included the acquisition of four (4) mobile trailers for Health Services which resulted in the appropriations transfer and expenditure of \$23,879 in Other Charges.

No significant changes occurred in the Performance Indicators for Property Services and Property Management. However, in Engineering, the cost per inquiry has decreased from \$70.08 to \$42.60 due to the development of a Data Base on Real Property Owner Information to accelerate responses to technical engineering questions asked by the public. Additionally, the engineering project plans from Public Works have been predominantly minor projects requiring less research and engineering calculations, thus, decreasing cost per plan preparation from \$1,349.04 each down to \$504.72 per plan.

1986-87 OBJECTIVES:

1. Certify right of way for two major projects and five minor projects for the Department of Public Works.
2. Acquire a replacement site for San Jose Honor Camp.
3. Acquire additional space to relieve courtroom crowding at the Vista Regional Center based on report from CAO contract consultant.
4. Conclude a major revenue lease for 4 acres of County-owned land.

1986-87 ADOPTED BUDGET:

Real Property Management Division is composed of five subprograms: (1) Real Property Management; (2) Property Management; (3) Property Services; (4) Engineering; and (5) Rents & Leases.

These programs provide support to a combination of County departments that are both mandated and discretionary in nature.

1. Real Property Management (4.5 SY; E \$158,466; R \$ 0 ) includes budget, payroll, accounting, program administration and interpretation. In this program, the important changes from 1985-86 Budget include:
  - . \$20,282 in Salaries and benefits reflecting
    - 1/2 year funding for .50 SY of an Administrative Assistant III.
2. Property Management (10 SY; E \$365,692; R \$240,659) includes the management and administration of revenue leases, lease negotiation, parcel appraisals. In this program, the important changes from 1985-86 Budget include:
  - . \$48,643 in Salaries & Benefits reflecting
    - increased staffing levels with the transfer of 1.0 SY Sr. Real Property Agent from the CAO's Special Projects; and
    - deletion of 1.0 SY Associate Real Property Agent within this subprogram.
3. Property Services (9 SY; E \$390,076; R \$215,976) includes relocation assistance, facility acquisition and lease agreements, County facilities rents & leases management. In this program, the important changes from 1985-86 Budget include:
  - . \$39,546 decrease in Salaries & Benefits providing
    - a 3% reduction and deletion of 1.0 SY Associate Real Property Agent within this subprogram.

1986-87 ADOPTED BUDGET (Continued):

4. Engineering (6 SY; E \$304,744; R \$160,440) includes parcel description, engineering plans and map preparation, technical and professional engineering services to County departments and affected public. In this program, the important changes from 1985-86 Budget include:

- . \$60,181 decrease in Salaries & Benefits providing
  - a 4% reduction and deletion of 1.0 SY Engineering Technician III and 1.0 SY Engineering Technician II within this subprogram.

5. Rents & Leases (0 SY; E \$4,671,387; R \$1,059,837) includes the management of 147 major real estate leases for 25 County departments. In this program the important changes from 1985-86 Budget include:

- . \$1,292,169 increase in the Rents & Leases Budget providing
  - 30% increase due to major, new or renegotiated Rents & Leases for the following County departments: Assessor, Animal Control, Defender Services, District Attorney, Health Services and Public Works.

REVENUE BY SOURCE:

Total revenues of \$1,676,912 are projected to be realized in 1986-87 for Real Property Management and Rents and Leases.

1. Real Property Management

| <u>Source of Revenue</u>          |        | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> |
|-----------------------------------|--------|---------------------------------|---------------------------------|----------------------------------|---|
| Sales & Use Tax (T.D.A.)          | (9061) | \$ 10,975                       | \$ 9,300                        | \$ 0                             | \$ (9,300)  |
| Air Pollution Control             | (9783) | 940                             | 4,725                           | 3,500                            | (1,225)   |
| Airports Enterprise Fund          | (9787) | 70,196                          | 55,000                          | 80,000                           | 25,000  |
| Capital Projects                  | (9785) | 76,271                          | 122,770                         | 101,575                          | (21,195)  |
| Liquid Waste Ent. Fund            | (9788) | 137,054                         | 242,663                         | 10,000                           | (232,663)   |
| Library Fund                      | (9793) | 13,808                          | 20,000                          | 25,000                           | 5,000   |
| Road Fund                         | (9782) | 83,624                          | 254,448                         | 357,000                          | 102,552   |
| Plan & Eng-Plan Check & Fld Insp. | (9773) | 121,347                         | 0                               | 0                                | 0   |
| Plan & Eng Serv-Other Govt.       | (9775) | 14,586                          | 0                               | 0                                | 0   |
| Housing & Community Dev.          | (9678) | 0                               | 0                               | 40,000                           | 40,000  |
| Subtotal                          |        | \$528,801                       | \$708,906                       | \$617,075                        | \$(91,831)  |

Explanation/Comments: Significant changes in revenue projections from 1985-86 are due to: Airports Leasing activities greater than anticipated and projected to continue; Escondido Transit Center (Capital Project) not started on schedule and carried over to FY 86-87; Los Coches Creek (Liquid Waste) completed; Sweetwater Lane (HCD) Project deleted from program; revised estimates of anticipated services required.

REVENUE BY SOURCE (Continued):2. Rents and Leases

| <u>Source of Revenue</u>       |        | 1985-86       | 1985-86       | 1986-87        | Change From              |
|--------------------------------|--------|---------------|---------------|----------------|--------------------------|
|                                |        | <u>Actual</u> | <u>Budget</u> | <u>Adopted</u> | 1985-86<br><u>Budget</u> |
| Criminal Justice               | (9176) | \$ 60,734     | \$ 0          | \$ 0           | \$ 0                     |
| Sheriff (Interest)             | (9190) | 217           | 880           | 0              | (880)                    |
| Sheriff (DEA Grant)            | (9617) | 30,693        | 27,655        | 54,323         | 26,668                   |
| Lease of General Fund Property | (9210) | 775,919       | 885,473       | 762,504        | (122,969)                |
| Library Fund                   | (9793) | 0             | 0             | 4,034          | 4,034                    |
| Other Miscellaneous            | (9995) | 0             | 0             | 238,976        | 238,976                  |
|                                |        |               |               |                |                          |
| Subtotal (Rents and Leases)    |        | \$ 867,563    | \$ 914,008    | \$1,059,837    | \$145,829                |
| Total                          |        | \$1,396,364   | \$1,622,914   | \$1,676,912    | \$ 53,998                |

Explanation/Comments: Revenue will increase by \$53,998 from various grant and revenue funds listed under the Rents and Leases budget.

FIXED ASSETS:

None.

NEW VEHICLES & COMMUNICATIONS EQUIPMENT:

None.

PROGRAM TERMINATION/TRANSFER:

None.

REIMBURSEMENTS:

| <u>Source of Reimbursement</u> |        | 1985-86       | 1985-86       | 1986-87        |
|--------------------------------|--------|---------------|---------------|----------------|
|                                |        | <u>Actual</u> | <u>Budget</u> | <u>Adopted</u> |
| Road Fund                      | (5682) | \$ 780        | \$ 780        | \$309,365      |
| APCD                           | (5683) | 127,599       | 159,708       | 155,175        |
| Solid Waste Enterprise         | (5690) | 17,585        | 17,585        | 15,468         |
| Library Fund                   | (5693) | 475,133       | 475,133       | 468,616        |
|                                |        |               |               |                |
| Total                          |        | \$621,097     | \$653,206     | \$948,624      |

Explanation/Comments: These 1986-87 increases reflect payments to the General Fund for leased facilities. These facilities will continue to be occupied by Non-General Fund departments in FY 86-87.

The \$306,000 increase in Road Fund Reimbursement represents the partial relocation of Public Works staff to a leased facility at 5454 Ruffin Road.

PERFORMANCE INDICATORS

PROGRAM: REAL PROPERTY MANAGEMENT

DEPARTMENT: General Services

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: PROPERTY MANAGEMENT</b>  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   | *                 | 36%               | 38%               | 36%               | 39%                |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| 1. a) Revenue Leases Negotiated and Managed   | *                 | 165               | 178               | 175               | 178                |
| b) Revenue Earned   | *                 | \$2,285,000       | \$2,300,000       | \$2,700,000       | \$ 2,900,000       |
| 2. a) Parcels Appraised   | *                 | 73                | 80                | 75                | 80                 |
| b) Value of Parcels Appraised   | *                 | \$8,700,000       | \$9,450,000       | \$9,750,000       | \$10,500,000       |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| 1. Unit Program Cost/\$1,000 Revenue Lease Negotiated and Manage                    | *                 | \$86.41           | \$83.00           | \$78.72           | \$81.96            |
| 2. Unit Program Cost/\$1,000 Value of Parcel Appraised                              | *                 | \$11.34           | \$10.10           | \$10.90           | \$11.31            |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| 1. Cost Effectiveness of Providing In-house Revenue Lease Negotiation & Management: | *                 |                   |                   |                   |                    |
| Cost of contracting out negotiation & management of the above revenue leases**      |                   | \$114,250         | \$135,000         | \$ 135,000        | \$ 142,500         |
| County cost of providing the same services  |                   | <u>95,105</u>     | <u>115,366</u>    | <u>\$ 115,336</u> | <u>\$ 119,746</u>  |
| Approximate Savings   |                   | \$ 19,145         | \$ 19,634         | \$ 19,634         | \$ 22,754          |
| 2. Cost Effectiveness of Providing In-house Property Appraisal:                     | *                 |                   |                   |                   |                    |
| Cost of contracting out appraisals of the above parcels***                          |                   | \$240,900         | \$264,000         | \$ 264,000        | \$ 297,000         |
| County cost of providing the same services  |                   | <u>190,210</u>    | <u>130,159</u>    | <u>168,080</u>    | <u>174,463</u>     |
| Approximate Savings   |                   | \$ 50,690         | \$133,841         | \$ 95,920         | \$ 122,537         |

\* New indicators for 1985-86 (data collected for FY 84-85).

\*\* Based upon the commission schedules of seven commercial brokers.

\*\*\* Based upon the fee schedule (5.5 day/parcel at \$600/day) of nine independent appraisers contacted to provide service to the County.

Note: Surplus sales costs were included in property appraisal in 1984-85.

PERFORMANCE INDICATORS

PROGRAM: REAL PROPERTY MANAGEMENT

DEPARTMENT: General Services

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY B: PROPERTY SERVICES</b>  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>   | *                 | 26%               | 36%               | 26%               | 35%                |
| <u>Workload</u>   |                   |                   |                   |                   |                    |
| 1. a) Acquisition Leases Negotiated & Managed   | *                 | 130               | 143               | 140               | 147                |
| b) Cost/Value of Acquisition Leases   | *                 | \$4,939,281       | \$6,857,849       | \$ 6,886,646      | \$8,246,871        |
| 2. a) Parcels Purchased   | *                 | 57                | 90                | 80                | 80                 |
| b) Value of Parcels Purchased   | *                 | \$1,600,000       | \$1,895,000       | \$ 2,100,000      | \$2,000,000        |
| <u>Efficiency</u>   |                   |                   |                   |                   |                    |
| 1. Unit Program Cost/\$1,000 Acquisition Lease Negotiated and Managed                   | *                 | \$34.64           | \$31.65           | \$26.75           | \$31.04            |
| 2. Unit Program Cost/\$1,000 Value of Parcel Acquired                                   | *                 | \$71.30           | \$76.36           | \$58.48           | \$85.32            |
| <u>Effectiveness</u>  |                   |                   |                   |                   |                    |
| 1. Cost Effectiveness of Providing In-house Acquisition Lease Negotiation & Management: | *                 |                   |                   |                   |                    |
| Cost of contracting out negotiation & management of the above acquisition leases **     |                   | \$246,964         | \$342,892         | \$344,332         | \$412,343          |
| County cost of providing the same services  |                   | <u>71,450</u>     | <u>92,173</u>     | <u>130,798</u>    | <u>135,929</u>     |
| Approximate Savings   |                   | \$175,514         | \$250,719         | \$213,534         | \$276,414          |
| 2. Cost Effectiveness of Providing In-house Services to Purchase Parcels:               | *                 |                   |                   |                   |                    |
| Cost of contracting out purchases of the above parcels ***                              |                   | \$208,000         | \$246,350         | \$273,000         | \$260,000          |
| County cost of providing the same services  |                   | <u>180,966</u>    | <u>143,933</u>    | <u>186,021</u>    | <u>193,305</u>     |
| Approximate Savings   |                   | \$ 27,034         | \$102,417         | \$ 86,979         | \$ 66,695          |

\* New indicators for 1985-86 (data collected for FY 84-85).

\*\* Based upon the commission rates of 3% to manage and 2% to negotiate (applied against the gross rent) as determined by a survey of seven commercial brokers.

\*\*\* Based upon commission rate of 10% charged by brokers, and 3% for escrow services, recording, etc.

PERFORMANCE INDICATORS

PROGRAM: REAL PROPERTY MANAGEMENT

DEPARTMENT: General Services

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

ACTIVITY C: ENGINEERING

|                       |   |     |     |     |     |
|-----------------------|---|-----|-----|-----|-----|
| <u>% of Resources</u> | * | 38% | 26% | 38% | 26% |
|-----------------------|---|-----|-----|-----|-----|

Workload

|                    |   |       |       |       |       |
|--------------------|---|-------|-------|-------|-------|
| Parcels Described  | * | 860   | 965   | 920   | 965   |
| Plans Prepared     | * | 130   | 260   | 160   | 240   |
| Inquiries Received | * | 2,100 | 2,200 | 2,200 | 2,100 |

Efficiency

|                                    |   |            |           |            |          |
|------------------------------------|---|------------|-----------|------------|----------|
| Unit Program Cost/Parcel Described | * | \$ 298.93  | \$ 155.41 | \$ 268.13  | \$180.28 |
| Unit Program Cost/Plan Prepared    | * | \$1,730.36 | \$ 504.72 | \$1,349.04 | \$634.29 |
| Unit Program Cost/Inquiry          | * | \$ 76.51   | \$ 42.60  | \$ 70.08   | \$ 51.77 |

Effectiveness

|                                    |   |      |      |      |      |
|------------------------------------|---|------|------|------|------|
| % of Accuracy on Parcels Described | * | 95%  | 95%  | 95%  | 95%  |
| % of Accuracy on Plans Prepared    | * | 98%  | 98%  | 98%  | 98%  |
| % of Inquiries Responded to        | * | 100% | 100% | 100% | 100% |

\* New indicator in 1985-86 (data collected for FY 84-85).



## STAFFING SCHEDULE

PROGRAM: REAL PROPERTY MANAGEMENT

DEPARTMENT: General Services

| Class             | Title                           | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                 |
|-------------------|---------------------------------|----------------|-------|-----------------|-------|--------------------------|-----------------|
|                   |                                 | 1985-86 Budget |       | 1986-76 Adopted |       | 1985-86 Budget           | 1986-87 Adopted |
|                   |                                 | Position       | S.Y.  | Position        | S.Y.  |                          |                 |
| 3680              | Deputy Director, Real Property  | 1              | 1.00  | 1               | 1.00  | \$ 43,745                | \$ 49,150       |
| 3728              | Senior Land Surveyor            | 1              | 1.00  | 1               | 1.00  | 38,057                   | 45,709          |
| 5585              | Supervising Real Property Agent | 2              | 2.00  | 2               | 2.00  | 78,798                   | 84,620          |
| 3785              | Associate Land Surveyor         | 1              | 1.00  | 1               | 1.00  | 38,169                   | 33,843          |
| 5570              | Senior Real Property Agent      | 4              | 4.00  | 5               | 5.00  | 133,571                  | 181,800         |
| 2302              | Administrative Assistant III    | 0              | 0.00  | 1               | .50   | 0                        | 16,841          |
| 5525              | Associate Real Property Agent   | 10             | 10.00 | 8               | 8.00  | 297,829                  | 246,718         |
| 3780              | Assistant Land Surveyor         | 1              | 1.00  | 1               | 1.00  | 28,739                   | 33,536          |
| 3812              | Engineering Technician III      | 1              | 1.00  | 0               | 0.00  | 26,208                   | 0               |
| 3813              | Engineering Technician II       | 3              | 3.00  | 3               | 2.00  | 67,887                   | 51,548          |
| 2745              | Supervising Clerk               | 1              | 1.00  | 1               | 1.00  | 20,420                   | 21,651          |
| 2757              | Administrative Secretary II     | 1              | 1.00  | 1               | 1.00  | 17,582                   | 18,246          |
| 2756              | Administrative Secretary I      | 1              | 1.00  | 1               | 1.00  | 14,613                   | 13,998          |
| 2700              | Intermediate Clerk Typist       | 3              | 3.00  | 3               | 3.00  | 38,853                   | 41,725          |
| 9999              | Extra Help                      | 2              | 2.00  | 2               | 2.00  | 52,750                   | 52,750          |
|                   | Total                           | 32             | 32.00 | 31              | 29.50 | \$ 897,221               | \$ 892,135      |
| Adjustments:      |                                 |                |       |                 |       |                          |                 |
|                   | County Contributions & Benefits |                |       |                 |       | \$ 248,688               | \$ 286,970      |
|                   | Salary Settlement Costs         |                |       |                 |       | 60,414                   | 0               |
| Special Payments: |                                 |                |       |                 |       |                          |                 |
|                   | Overtime (Holiday)              |                |       |                 |       | 1,092                    | 1,092           |
|                   | Salary Adjustments              |                |       |                 |       | 17,882                   | 0               |
|                   | Salary Savings                  |                |       |                 |       | (56,000)                 | (33,325)        |
|                   | Total Adjustments               |                |       |                 |       | \$ 272,032               | \$ 254,737      |
| PROGRAM TOTALS:   |                                 | 32             | 32.00 | 31              | 29.50 | \$1,169,253              | \$1,146,872     |

**PROPERTY MANAGEMENT BUDGET  
SUMMARY OF EXISTING RENTS AND LEASES**

**86-87 ADOPTED BUDGET  
(AMOUNTS IN \$)**

| <u>DEPARTMENT</u>                            | <u>1985/86<br/>ADOPTED</u> | <u>1985/86<br/>FUNDING</u> | <u>NET COST<br/>TO COUNTY</u> | <u>1986/87<br/>ADOPTED BUDGET</u> | <u>1986/87<br/>FUNDING</u> | <u>NET COST<br/>TO COUNTY</u> |
|--|----------------------------|----------------------------|-------------------------------|-----------------------------------|----------------------------|-------------------------------|
| GENERAL GOVERNMENT                           | \$ 227,135                 | \$ (230,473)               | \$ ( 3,338)                   | \$ 238,976                        | \$( 238,976)*              | \$ -0-                        |
| AGRICULTURE                                  | 24,832                     | -0-                        | 24,832                        | 24,969                            | -0-                        | 24,969                        |
| AIR POLL. CONTROL                            | 159,708                    | (159,708)**                | -0-                           | 155,175                           | ( 155,175)**               | -0-                           |
| ANIMAL CONTROL                               | 111,436                    | -0-                        | 111,436                       | 157,684                           | -0-                        | 157,684                       |
| ASSESSOR                                     | 30,265                     | -0-                        | 30,265                        | 125,081                           | -0-                        | 125,081                       |
| DEFENDER SERVICES                            | 89,976                     | -0-                        | 89,976                        | 128,280                           | -0-                        | 128,280                       |
| DISTRICT ATTORNEY                            | 209,300                    | -0-                        | 209,300                       | 437,630                           | -0-                        | 437,630                       |
| EMPLOYEE SERVICES                            | 122,400                    | -0-                        | 122,400                       | 140,856                           | -0-                        | 140,856                       |
| GENERAL SERVICES                             | 139,209                    | -0-                        | 139,209                       | 202,158                           | -0-                        | 202,158                       |
| HEALTH SERVICES                              | 991,108                    | -0-                        | 991,108                       | 1,343,193                         | -0-                        | 1,343,193                     |
| HOUSING & COMM. DEVELOPMENT                  | 132,172                    | -0-                        | 132,172                       | 148,796                           | -0-                        | 148,796                       |
| LIBRARY                                      | 475,133                    | (475,133)**                | -0-                           | 472,650                           | (472,650)**                | -0-                           |
| MARSHAL                                      | 1,440                      | -0-                        | 1,440                         | 1,440                             | -0-                        | 1,440                         |
| PARKS & RECREATION                           | 702                        | -0-                        | 702                           | 803                               | -0-                        | 803                           |
| PLANNING & LAND USE                          | 58,925                     | -0-                        | 58,925                        | 60,784                            | -0-                        | 60,784                        |
| PROBATION                                    | 614,160                    | -0-                        | 614,160                       | 644,080                           | -0-                        | 644,080                       |
| PUBLIC WORKS ROAD FUND                       | 780                        | (780)**                    | -0-                           | 363,365                           | (309,365)**                | 54,000                        |
| PUB.WRKS SOLID WSTE.ENTRPZ.                  | 17,585                     | (17,585)**                 | -0-                           | 15,468                            | (15,468)**                 | -0-                           |
| REVENUE & RECOVERY                           | 237,600                    | -0-                        | 237,600                       | 289,336                           | -0-                        | 289,336                       |
| SHERIFF                                      | 612,718                    | (28,535)                   | 584,183                       | 641,073                           | ( 54,323)                  | 586,750                       |
| SUPERIOR COURT                               | 71,258                     | -0-                        | 71,258                        | 28,214                            | -0-                        | 28,214                        |
| LEASE/GEN. FUND. PROP.                       | -0-                        | (655,000)                  | (655,000)                     | -0-                               | (762,504)                  | (762,504)                     |
| <b>BUDGET UNIT TOTAL</b>                     | <b>4,327,842</b>           | <b>(1,567,214)</b>         | <b>2,760,628</b>              | <b>5,620,011</b>                  | <b>(2,008,461)</b>         | <b>3,611,550</b>              |
| * SUBLEASE                                   |                            |                            |                               |                                   |                            |                               |
| ** COST APPLIED                              |                            |                            |                               |                                   |                            |                               |
| (1) AREA AGENCY ON AGING                     | 96,192                     | (33,653)                   | 62,539                        | 108,098                           | (35,266)                   | 72,832                        |
| (1) PUB. WRKS SAN'T. DIST                    | 4,153                      | ( 4,153)                   | -0-                           | 4,152                             | (4,152)                    | -0-                           |
| (1) PUB. WORKS SOLID WASTE<br>RECYCLE CENTER | 3,900                      | ( 3,900)                   | -0-                           | 2,700                             | (2,700)                    | -0-                           |
| (1) SOCIAL SERVICES                          | 2,454,559                  | (2,454,559)                | -0-                           | 2,511,910                         | (2,511,910)                | -0-                           |
| <b>(2) TOT. RENTS &amp; LEASES</b>           | <b>\$6,886,646</b>         | <b>\$(4,063,479)</b>       | <b>\$ 2,823,167</b>           | <b>\$8,246,871</b>                | <b>\$(4,562,489)</b>       | <b>\$3,684,382</b>            |

(1) LEASES PAID DIRECTLY BY DEPARTMENT  
(2) COUNTYWIDE TOTAL OF RENTS & LEASES

**PROPERTY MANAGEMENT BUDGET  
DETAIL OF EXISTING RENTS AND LEASES**

**1986-87 ADOPTED BUDGET  
PAGE 1**

| DEPARTMENT<br>SER #          | PROJECT  | CONTRACT<br>NUMBER | 1985-86<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|------------------------------|--|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>General Government</u>    |  |                    |                     |                           |                       |                               |                                  |
| PL4216                       | SUBLEASE-TRACOR CHESAPEAKE (PRORATED .25)              |                    | -0-                 | -0-                       | -0-                   | (78,334)                      | (78,334)                         |
| PL4216                       | UNALLOC. OFF. SPACE - CHESAPEAKE (PRORATED .44)        |                    | 70,095              | 70,534                    | 439                   | -0-                           | 70,534                           |
| PL4306                       | BRD/SUPV 1ST DIST FIELD OFFICE (N/C)                   |                    | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL4323                       | BRD/SUPV 3RD DIST FIELD OFFICE                         |                    | 2,040               | 7,800                     | 5,760                 | -0-                           | 7,800                            |
| PL6220                       | CITY/COUNTY CAMPS OUTDOOR EDUCATION PROGRAM            |                    | <u>155,000</u>      | <u>160,642</u>            | <u>5,642</u>          | <u>(160,642)</u>              | <u>-0-</u>                       |
|                              | GENERAL GOVERNMENT TOTAL                               |                    | 227,135             | 238,976                   | 11,841                | (238,976)                     | -0-                              |
| <u>Agriculture</u>           |  |                    |                     |                           |                       |                               |                                  |
| PL4003                       | VISTA  | 16653              | 22,432              | 22,569                    | 137                   | -0-                           | 22,569                           |
| PL4100                       | PARKING LOT S.D.                                       | 2542               | <u>2,400</u>        | <u>2,400</u>              | <u>-0-</u>            | <u>-0-</u>                    | <u>2,400</u>                     |
|                              | AGRICULTURE TOTAL                                      |                    | 24,832              | 24,969                    | 137                   | -0-                           | 24,969                           |
| <u>Air Pollution Control</u> |  |                    |                     |                           |                       |                               |                                  |
| PL4216                       | KEARNY MESA (PRORATED .55) CHESAPEAKE                  | 9136               | 159,708             | 155,175                   | (4,533)               | (155,175)                     | -0-                              |
| <u>Animal Control</u>        |  |                    |                     |                           |                       |                               |                                  |
| PL2021                       | NORTH COUNTY ANIMAL SHELTER<br>(Memo of Understanding) |                    | 56,500              | 100,000                   | 43,500                | -0-                           | 100,000                          |
| PL4075                       | CENTRAL SHELTER (N/C)                                  | 05786              | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL4075                       | MODULAR BUILDING                                       | 20742              | <u>54,936</u>       | <u>57,684</u>             | <u>2,748</u>          | <u>-0-</u>                    | <u>57,684</u>                    |
|                              | ANIMAL CONTROL TOTAL                                   |                    | 111,436             | 157,684                   | 46,248                | -0-                           | 157,684                          |

PROPERTY MANAGEMENT BUDGET  
 DETAIL OF EXISTING RENTS AND LEASES

1986-87 ADOPTED BUDGET  
 PAGE 2

| DEPARTMENT<br>SER #      | PROJECT                      | CONTRACT<br>NUMBER | 1985-86<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|--------------------------|------------------------------|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>Assessor</u>          |                              |                    |                     |                           |                       |                               |                                  |
| PL4225                   | CARLSBAD - ASSESSOR          | 10012              | 16,146              | 50,840                    | 33,965                | -0-                           | 50,840                           |
| PL4241                   | ESCONDIDO - ASSESSOR         | 10177              | 14,119              | 23,841                    | 9,735                 | -0-                           | 23,841                           |
| PL4333                   | EL CAJON - ASSESSOR          |                    | -0-                 | 50,400                    | -0-                   | -0-                           | 50,400                           |
|                          | ASSESSOR TOTAL               |                    | 30,265              | 125,081                   | 43,700                | -0-                           | 125,081                          |
| <u>Defender Services</u> |                              |                    |                     |                           |                       |                               |                                  |
| PL4311                   | DEFENDER SERVICES - DOWNTOWN |                    | 89,976              | 128,280                   | 38,304                | -0-                           | 128,280                          |
| <u>District Attorney</u> |                              |                    |                     |                           |                       |                               |                                  |
| PL0358                   | COURTHOUSE PARKING           | P.O.               | 30,000              | 24,000                    | ( 6,000)              | -0-                           | 24,000                           |
| PL4329                   | DOWNTOWN OFFICE BUILDING     |                    | 179,300             | 413,630                   | 234,330               | -0-                           | 413,630                          |
|                          | DISTRICT ATTORNEY TOTAL      |                    | 209,300             | 437,630                   | 228,330               | -0-                           | 437,630                          |
| <u>Employee Services</u> |                              |                    |                     |                           |                       |                               |                                  |
| PL4324                   | 444 W. BEECH ST. - SAN DIEGO | 21724E             | 122,400             | 140,856                   | 18,456                | -0-                           | 140,856                          |

**PROPERTY MANAGEMENT BUDGET  
DETAIL OF EXISTING RENTS AND LEASES**

**1986-87 ADOPTED BUDGET  
PAGE 3**

| DEPARTMENT<br>SER #     | PROJECT  | CONTRACT<br>NUMBER | 1985-86<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|-------------------------|--|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>General Services</u> |  |                    |                     |                           |                       |                               |                                  |
| PL0300                  | UCSD HOSPITAL COMMUNICATIONS SITE (N/C)                | 19813              | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL1338                  | SANTEE OPERATIONS CENTER<br>(Memo of Understanding)    |                    | 94,140              | 120,000                   | 25,860                | -0-                           | 120,000                          |
| PL1904                  | MONUMENT PEAK RADIO                                    | 17586              | 400                 | 204                       | (196)                 | -0-                           | 204                              |
| PL1905                  | LYONS PEAK RADIO                                       | 12523              | 180                 | 180                       | -0-                   | -0-                           | 180                              |
| PL1908                  | LOS PINOS PEAK RADIO                                   | 17587              | 180                 | 180                       | -0-                   | -0-                           | 180                              |
| PL1909                  | SAN MIGUEL MT. RADIO                                   | 21228              | -0-                 | 12,672                    | -0-                   | -0-                           | 12,672                           |
| PL2004                  | VALLEY CENTER RADIO                                    | 11283              | 50                  | 60                        | 10                    | -0-                           | 60                               |
| PL2025                  | LEMON GROVE SERVICE STATION<br>(Memo of Understanding) |                    | 7,200               | 7,200                     | -0-                   | -0-                           | 7,200                            |
| PL2053                  | DICTIONARY HILL RADIO                                  | 12119              | 50                  | 50                        | -0-                   | -0-                           | 50                               |
| PL4062                  | SAN MARCOS RADIO (N/C) Purchased in 85-86              | 06708              | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL4108                  | MT CUYAMACA RADIO (N/C)                                | 032530             | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL4261                  | CENTRAL RECORDS  | 21161              | 33,524              | 41,952                    | 8,428                 | -0-                           | 41,952                           |
| PL4298                  | RAINBOW PEAK RADIO                                     | 182471             | 3,025               | -0-                       | (3,025)               | -0-                           | -0-                              |
| PL4312                  | TECATE PEAK RADIO (combined leases)                    | 20725 & 20726      | 460                 | 460                       | -0-                   | -0-                           | 460                              |
| PLXXXX                  | MT WOODSON RADIO (N/C)                                 | 20755              | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PLXXXX                  | OCEANSIDE RADIO<br>(Memo of Understanding)             |                    | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PLXXXX                  | CABRILLO HOSPITAL ANTENNA SITE                         |                    | -0-                 | 1,800                     | 1,800                 | -0-                           | 1,800                            |
| PLXXXX                  | SAN MIGUEL ANTENNA SITE                                |                    | -0-                 | 17,400                    | 17,400                | -0-                           | 17,400                           |
| GENERAL SERVICES TOTAL  |  |                    | 139,209             | 202,158                   | 50,267                | -0-                           | 202,158                          |

**PROPERTY MANAGEMENT BUDGET  
DETAIL OF EXISTING RENTS AND LEASES**

**1986-87 ADOPTED BUDGET  
PAGE 4**

| DEPARTMENT<br>SER #    | PROJECT                                      | CONTRACT<br>NUMBER | 1985-86<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|------------------------|--|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>Health Services</u> |  |                    |                     |                           |                       |                               |                                  |
| PL0371                 | SO. BAY HEALTH CTR. (N/C)                    | 18647              | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL0385                 | ROSECRANS HLTH CTR.(To be purchased FY85-86) | 19530              | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL4043                 | ALCOHOL DETOX CENTER - S.D.                  | 6159               | 57,620              | 62,064                    | 4,444                 | -0-                           | 62,064                           |
| PL4086                 | MENTAL HEALTH - ESCONDIDO                    | 7789               | 38,592              | 50,308                    | 11,716                | -0-                           | 50,308                           |
| PL4213                 | RES. THERAPEUTIC SUPPORT                     | 9127               | 27,955              | 42,000                    | 14,045                | -0-                           | 42,000                           |
| PL4217                 | MENTAL HEALTH CLINIC-EL CAJON                | 9199               | 80,696              | 159,780                   | 79,084                | -0-                           | 159,780                          |
| PL4245                 | LOMA PORTAL - HEALTH SVCS.                   | 10484              | 261,024             | 276,932                   | 16,090                | -0-                           | 276,932                          |
| PL4293                 | VISTA SANITARIANS (PRORATED .23)             | 16654              | 17,601              | 18,156                    | 555                   | -0-                           | 18,156                           |
| PL4296                 | VISTA-HEALTH SERVICES                        | 17292              | 58,233              | 58,796                    | 563                   | -0-                           | 58,796                           |
| PL4314                 | EAST COUNTY HEALTH CENTER                    | 20735              | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL4320                 | CMH-UNIVERSITY HOSPITAL                      | 21677              | 449,387             | 501,917                   | 57,990                | -0-                           | 501,917                          |
| PLXXXX                 | HAZARDOUS MATERIALS MGMT. UNIT               |                    | -0-                 | 65,600                    | 65,600                | -0-                           | 65,600                           |
| <u>3000 ACCOUNT</u>    |  |                    |                     |                           |                       |                               |                                  |
| PLXXXX                 | 4 TRAILERS - LOMA PORTAL                     |                    | -0-                 | 80,580                    | 80,580                | -0-                           | 80,580                           |
| PLXXXX                 | 1 TRAILER - HILLSCREST                       |                    | -0-                 | 11,640                    | 11,640                | -0-                           | 11,640                           |
| PLXXXX                 | 1 TRAILER - EDGEMOOR                         |                    | -0-                 | 15,420                    | 15,420                | -0-                           | 15,420                           |
| HEALTH SERVICES TOTAL  |  |                    | 991,108             | 1,343,193                 | 357,727               | -0-                           | 1,343,193                        |

\* SUBLEASE

Housing & Community Development

|        |                       |       |         |         |        |     |         |
|--------|-----------------------|-------|---------|---------|--------|-----|---------|
| PL4291 | ADMIN.-OSTROW ST.-HCD | 16200 | 132,172 | 148,796 | 16,624 | -0- | 148,796 |
|--------|-----------------------|-------|---------|---------|--------|-----|---------|

**PROPERTY MANAGEMENT BUDGET  
DETAIL OF EXISTING RENTS AND LEASES**

**1986-87 ADOPTED BUDGET  
PAGE 5**

| DEPARTMENT<br>SER #           | PROJECT         | CONTRACT<br>NUMBER | 1985-86<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|-------------------------------|-----------------|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>Library Lease Payments</u> |                 |                    |                     |                           |                       |                               |                                  |
| PL4236                        | ALPINE          | 09601              | 13,848              | 13,848                    | -0-                   | ( 13,848)                     | -0-                              |
| PL4244                        | BONITA          | 17971              | 17,256              | 28,190                    | 10,934                | ( 28,190)                     | -0-                              |
| PL4028                        | BORREGO         | 08691              | 4,320               | 4,532                     | 212                   | ( 4,532)                      | -0-                              |
| PL4172                        | CAMPO           | 20707              | 2,414               | 2,520                     | 106                   | ( 2,520)                      | -0-                              |
| PL4319                        | CARDIFF         | 21239              | 18,852              | 19,590                    | 738                   | ( 19,590)                     | -0-                              |
| PL4133                        | CASA DE ORO     | 07282              | 18,300              | 17,448                    | (852)                 | ( 17,448)                     | -0-                              |
| PL4176                        | CASTLE PARK     | 08348              | 17,868              | 20,248                    | 2,380                 | ( 20,248)                     | -0-                              |
| PL4249                        | CREST           | 10726              | 4,332               | 4,779                     | 447                   | ( 4,779)                      | -0-                              |
| PL2077                        | DEL MAR         | 12333              | 1                   | 1                         | -0-                   | ( 1)                          | -0-                              |
| PL4127                        | DESCANSO        | 06021              | 1                   | 1                         | -0-                   | ( 1)                          | -0-                              |
| PL4326                        | FALLBROOK       | ---                | 64,280              | 36,000                    | (28,280)              | ( 36,000)                     | -0-                              |
| PL4231                        | JACUMBA         | 09253              | 1,698               | 2,400                     | 702                   | ( 2,400)                      | -0-                              |
| PL4084                        | LA MESA PARKING | 07221              | 1                   | 1                         | -0-                   | ( 1)                          | -0-                              |
| PL4251                        | LEMON GROVE     | 10577              | 36,564              | 36,564                    | -0-                   | ( 36,564)                     | -0-                              |
| PL4202                        | PINE VALLEY     | 08932              | 10,956              | 11,389                    | 424                   | ( 11,389)                     | -0-                              |
| PL4173                        | POTRERO         | 08585              | 3,984               | 4,304                     | 320                   | ( 4,304)                      | -0-                              |
| PL4174                        | POWAY           | 08276              | 39,437              | 41,196                    | 1,759                 | ( 41,196)                     | -0-                              |
| PL4050                        | RANCHO SANTA FE | 08672              | 17,189              | 18,928                    | 1,720                 | ( 18,928)                     | -0-                              |
| PL4322                        | SAN MARCOS      | 05587              | 57,100              | 59,032                    | 1,932                 | ( 59,032)                     | -0-                              |
| PL4325                        | SANTEE          | 08595              | 82,658              | 84,132                    | 6,517                 | ( 84,132)                     | -0-                              |
| PL4303                        | SOLANA BEACH    | 19881              | 41,442              | 44,295                    | 2,853                 | ( 44,295)                     | -0-                              |
| PL4134                        | SPRING VALLEY   | 13970              | 9,024               | 9,504                     | 480                   | ( 9,504)                      | -0-                              |
| PL4010                        | VALLEY CENTER   | 05353              | 11,484              | 11,484                    | -0-                   | ( 11,484)                     | -0-                              |
| PL4129                        | WOODLAWN PARK   | 06245              | 2,124               | 2,264                     | 140                   | ( 2,264)                      | -0-                              |
| LIBRARY LEASE PAYMENT TOTAL   |                 |                    | 475,133             | 472,650                   | 2,532                 | (472,650)                     | -0-                              |

Marshal

|        |                                 |       |       |       |     |     |       |
|--------|---------------------------------|-------|-------|-------|-----|-----|-------|
| PL0090 | DOWNTOWN PARKING (PRORATED .15) | 18160 | 1,440 | 1,440 | -0- | -0- | 1,440 |
|--------|---------------------------------|-------|-------|-------|-----|-----|-------|

**PROPERTY MANAGEMENT BUDGET  
DETAIL OF EXISTING RENTS AND LEASES**

**1986-87 ADOPTED BUDGET  
PAGE 6**

| DEPARTMENT<br>SER #            | PROJECT                                     | CONTRACT<br>NUMBER | 1985-86<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|--------------------------------|---|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>Parks &amp; Recreation</u>  |   |                    |                     |                           |                       |                               |                                  |
| PL0015                         | MINSHALL RANCH-(SAN VICENTE)                | 6262               | 700                 | 800                       | 100                   | -0-                           | 800                              |
| PL0043                         | MAGDELINA ECKE (N/C)                        | 0202               | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL0092                         | HEISE PARK LIFE ESTATE - PURCHASED IN 85-86 | 12131              | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL1900                         | AGUA CALIENTE SPRINGS PARK                  | 4109               | 1                   | 2                         | 1                     | -0-                           | 2                                |
| PL2064                         | OTAY COMM CENTER (N/C)                      | 5149               | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL4000                         | LAKE JENNINGS PARK (N/C)                    | 3170               | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PL4053                         | SOUTH BAY MARINE STUDY                      | 6681               | 1                   | 1                         | -0-                   | -0-                           | 1                                |
| PL4263                         | HERITAGE PARK (N/C)                         | 2196               | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PLXXXX                         | BLM PARCELS                                 | 21214              | -0-                 | -0-                       | -0-                   | -0-                           | -0-                              |
| PARKS & RECREATION TOTAL       |   |                    | 702                 | 803                       | 101                   | -0-                           | 803                              |
| <u>Planning &amp; Land Use</u> |   |                    |                     |                           |                       |                               |                                  |
| PL4293                         | SAN MARCOS (PRORATED .77)                   | 16654              | 58,925              | 60,784                    | 1,859                 | -0-                           | 60,784                           |
| <u>Probation</u>               |   |                    |                     |                           |                       |                               |                                  |
| PL1906                         | PROBATION-WESTFORK                          | 21206              | 1,300               | 1,300                     | -0-                   | -0-                           | 1,300                            |
| PL4110                         | BARRETT LAKE                                | 1046               | 2,400               | 2,400                     | -0-                   | -0-                           | 2,400                            |
| PL4178                         | ADULT SUPERVISION-OHIO ST.                  | 8354               | 238,380             | 252,120                   | 13,740                | -0-                           | 252,120                          |
| PL4221                         | INTENSIVE SUPV UNIT, EUCLID                 | 9298               | 18,851              | 22,296                    | 3,445                 | -0-                           | 22,296                           |
| PL4267                         | ADULT SVCS-ASH STREET (PRORATED .78)        | 12650              | 153,229             | 165,964                   | 12,735                | -0-                           | 165,964                          |
| PL4297                         | PROBATION-CAMP SAN JOSE                     | 20216              | <u>200,000</u>      | <u>200,000</u>            | -0-                   | -0-                           | <u>200,000</u>                   |
| PROBATION TOTAL                |   |                    | 614,160             | 644,080                   | 29,920                | -0-                           | 644,080                          |



**PROPERTY MANAGEMENT BUDGET  
DETAIL OF EXISTING RENTS AND LEASES**

**1986-87 ADOPTED BUDGET  
PAGE 7**

| <b>DEPARTMENT<br/>SER #</b>         | <b>PROJECT</b>   | <b>CONTRACT<br/>NUMBER</b> | <b>1985-86<br/>BUDGETED</b> | <b>1986-87<br/>ADOPTED BUDGET</b> | <b>INCREASE/<br/>DECREASE</b> | <b>1986-87<br/>RELATED<br/>FUNDING</b> | <b>1986-87<br/>NET COST<br/>TO COUNTY</b> |
|-------------------------------------|--|----------------------------|-----------------------------|-----------------------------------|-------------------------------|--|---|
| <u>Public Works Road Fund</u>       |  |                            |                             |                                   |                               |  |   |
| PL0758                              | DIV 1 HEADQUARTERS (MONTE VISTA<br>PIT SITE) - RD FUND   | 09073                      | 780                         | 3,365                             | 2,585                         | (3,365)                                | -0-                                       |
| -----                               | PUBLIC WORKS LEASE AGREEMENT                             | -----                      | -0-                         | 360,000                           | -0-                           | (306,000)                              | 54,000                                    |
|                                     |  |                            | 780                         | 363,365                           | 2,585                         | (309,365)                              | 54,000                                    |
| <u>Public Works Enterprise Fund</u> |  |                            |                             |                                   |                               |  |   |
| PL1342                              | REFUSE DISPOSAL SITE (Memo of<br>Understanding)-OCOTILLO | ----                       | 720                         | 600                               | (120)                         | ( 600)                                 | -0-                                       |
| PL2003                              | BIN SITE - VALLECITO (N/C)                               | ----                       | -0-                         | -0-                               | -0-                           | -0-                                    | -0-                                       |
| PL2056                              | SYCAMORE LANDFILL  | 12933                      | 5,450                       | 5,450                             | -0-                           | ( 5,450)                               | -0-                                       |
| PL5001                              | BIN SITE - WARNER SPRINGS (TERMINATED)                   | 5486                       | 2,725                       | -0-                               | (2,725)                       | -0-                                    | -0-                                       |
| PL5002                              | BIN SITE - RANCHITA                                      | 6789                       | 900                         | 900                               | -0-                           | ( 900)                                 | -0-                                       |
| PL5004                              | BIN SITE - BOULEVARD                                     | 6788                       | 480                         | 480                               | -0-                           | ( 480)                                 | -0-                                       |
| PL5005                              | BIN SITE - BARRETT LAKE                                  | 9181                       | 1,057                       | 250                               | (807)                         | ( 250)                                 | -0-                                       |
| PL5008                              | REFUSE DISPOSAL SITE - CAMPO                             | 3251                       | 1,929                       | 1,788                             | (141)                         | ( 1,788)                               | -0-                                       |
| PL5009                              | BIN SITE - PALOMAR (N/C)                                 | 12057                      | -0-                         | -0-                               | -0-                           | -0-                                    | -0-                                       |
| PL5018                              | REFUSE DISPOSAL SITE (TAXES) - OTAY                      | 01986                      | 4,300                       | 4,500                             | 200                           | ( 4,500)                               | -0-                                       |
| PL5019                              | BIN SITE - JULIAN  | 4175                       | 24                          | -0-                               | (24)                          | -0-                                    | -0-                                       |
| PL5100                              | BIN SITE - SUNSHINE SUMMIT<br>(REPLACES WARNER SPRINGS)  | 05486-1200                 | -0-                         | 1,500                             | 1,500                         | ( 1,500)                               | -0-                                       |
|                                     | <b>PUBLIC WORKS ENTERPRISE FUND TOTAL</b>                |                            | <b>17,585</b>               | <b>15,468</b>                     | <b>(2,117)</b>                | <b>(15,468)</b>                        | <b>-0-</b>                                |
| <u>Revenue &amp; Recovery</u>       |  |                            |                             |                                   |                               |  |   |
| PL4206                              | ADMINISTRATIVE OFF., KEARNY MESA<br>(PRORATE .85)        | 8495                       | 237,600                     | 289,336                           | 51,736                        | -0-                                    | 289,336                                   |

PROPERTY MANAGEMENT BUDGET  
 DETAIL OF EXISTING RENTS AND LEASES

1986-87 ADOPTED BUDGET  
 PAGE 8

| DEPARTMENT<br>SER # | PROJECT  | CONTRACT<br>NUMBER | 1985-86<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|---------------------|--|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>Sheriff</u>      |  |                    |                     |                           |                       |                               |                                  |
| PL0090              | FRONT & "B" PKG. (PRORATED .85)                              | 18160              | 8,100               | 8,100                     | -0-                   | -0-                           | 8,100                            |
| PL0090              | FRONT & "B" ADDITIONAL PARKING                               | P.O.               | 10,800              | 12,000                    | 1,200                 | -0-                           | 12,000                           |
| PL2009              | EMERGENCY SHELTER-GILLESPIE FIELD<br>(Memo of Understanding) | ---                | 6,300               | 6,300                     | -0-                   | -0-                           | 6,300                            |
| PL2028              | NAVAL AIR RANGE-SHERIFF                                      | 18496              | 1                   | -0-                       | (1)                   | -0-                           | -0-                              |
| PL2031              | AVIATION FACILITY (Memo of Understanding)                    | ---                | 26,300              | 26,300                    | -0-                   | -0-                           | 26,300                           |
| PL2058              | DULZURA MOBILE   | 81781              | 2,160               | 2,400                     | 240                   | -0-                           | 2,400                            |
| PL2058              | DULZURA (LOT RENTAL)   | 13431              | 250                 | 250                       | -0-                   | -0-                           | 250                              |
| PL4090              | FALLBROOK SUBSTATION   | 20454              | 15,055              | 15,594                    | 539                   | -0-                           | 15,594                           |
| PL4101              | JULIAN SUBSTATION  | 09161              | 10,607              | 9,792                     | (815)                 | -0-                           | 9,792                            |
| PL4128              | BORREGO SPRINGS SUBSTATION                                   | 13427              | 2,277               | 2,484                     | 207                   | -0-                           | 2,484                            |
| PL4132              | FORENSIC LAB   | 13979              | 186,440             | 187,589                   | 1,149                 | -0-                           | 187,589                          |
| PL4142              | LA MESA OFFICE   | 3999               | 27,766              | 43,200                    | 15,434                | -0-                           | 43,200                           |
| PL4216              | SHERIFF'S RESERVES (PRORATED .10) CHESAPEAKE                 | 09136              | 29,040              | 28,214                    | (826)                 | -0-                           | 28,214                           |
| PL4220              | PINE VALLEY SUBSTATION                                       | 9257               | 4,716               | 3,000                     | (1,716)               | (450)*                        | 2,550                            |
| PL4230              | POWAY SUBSTATION   | 9691               | 26,700              | 26,820                    | 120                   | -0-                           | 26,820                           |
| PL4282              | OCEANSIDE  | 15138              | 22,854              | 71,830                    | 48,976                | (53,873)**                    | 17,957                           |
| PL4290              | VALLEY CENTER  | 16174              | 22,500              | 4,536                     | (17,964)              | -0-                           | 4,536                            |
| PL4300              | IMPERIAL BEACH SUBSTATION                                    | 19864              | 19,652              | 16,372                    | (3,280)               | -0-                           | 16,372                           |
| PL4307              | ALPINE SUBSTATION  | 20187              | 36,053              | 38,837                    | 2,784                 | -0-                           | 38,837                           |
| PL4308              | LEMON GROVE SUBST-MAIN ST.                                   | 19293              | 112,379             | 113,988                   | 1,609                 | -0-                           | 113,988                          |
| PL4318              | INTERNAL AFFAIRS   | 21236              | 21,168              | 21,487                    | 319                   | -0-                           | 21,487                           |
| PL4327              | RANCHITA (LOT RENTAL)  | 22247              | -0-                 | 300                       | 300                   | -0-                           | 300                              |
| PL4327              | RANCHITA MOBILE  | P.O.               | 7,200               | 1,680                     | ( 5,520)              | -0-                           | 1,680                            |
| PLXXXX              | STORAGE SPACE  |                    | 14,400              | -0-                       | (14,400)              | -0-                           | -0-                              |
| SHERIFF TOTAL       |  |                    | 612,718             | 641,073                   | 28,355                | (54,323)                      | 586,750                          |

\*INTEREST

\*\*FEDERAL DEA GRANT (.58%)

-707-

**PROPERTY MANAGEMENT BUDGET  
DETAIL OF EXISTING RENTS AND LEASES**

**1986-87 ADOPTED BUDGET  
PAGE 9**

| DEPARTMENT<br>SER #   | PROJECT  | CONTRACT<br>NUMBER | 1985-86<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|-----------------------|--|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>Superior Court</u> |  |                    |                     |                           |                       |                               |                                  |
| PL4216                | MENTAL HEALTH COUNS - CHESAPEAKE<br>(PRORATED .10) | 09136              | 71,258              | 28,214                    | 174                   | -0-                           | 28,214                           |
|                       |  |                    | -----               | -----                     | -----                 | -----                         | -----                            |
|                       | SUPERIOR COURT TOTAL                               |                    | 71,258              | 28,214                    | 174                   | -0-                           | 28,214                           |

**PROPERTY MANAGEMENT BUDGET  
DETAIL OF EXISTING RENTS AND LEASES**

**1986-87 ADOPTED BUDGET  
PAGE 10**

| DEPARTMENT<br>SER #                                 | PROJECT                                | CONTRACT<br>NUMBER | 1986-87<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|---|--|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>LEASES OUTSIDE OF PROPERTY MANAGEMENT BUDGET</u> |  |                    |                     |                           |                       |                               |                                  |
| <u>Area Agency on Aging</u>                         |  |                    |                     |                           |                       |                               |                                  |
| PL4287  | MULTIPURPOSE SR. SERVICES-MARLBOROUGH  | 20162              | 78,262              | 82,014                    | 3,752                 | (35,266)*                     | 46,748                           |
| -----   | NURSING - EL CAJON BLVD.               | 21678              | 17,930              | 19,256                    | 1,326                 | -0-                           | 19,256                           |
| PLXXXX  | OUTSTATION (New Request)               | 22607              | -0-                 | 1,800                     | 1,800                 | -0-                           | 1,800                            |
| PLXXXX  | TRAILER                                | 21614              | -0-                 | 5,028                     | 5,028                 | -0-                           | 5,028                            |
|   | AAA TOTAL                              |                    | 96,192              | 108,098                   | 11,906                | (35,266)                      | 72,832                           |
| *Grant (.43%)                                       |  |                    |                     |                           |                       |                               |                                  |
| <u>Public Works - Sanitation Districts</u>          |  |                    |                     |                           |                       |                               |                                  |
| PL9120  | CARDIFF-OLIVEHAIN                      |                    |                     |                           |                       |                               |                                  |
|   | PUMP STATION-SPEC. DIST.               | 07565              | 1,152               | 1,152                     | 0                     | (1,152)                       | 0                                |
| PL9390  | PINE VALLEY SAN. DIST.                 | 04503              | 3,000               | 3,000                     | 0                     | (3,000)                       | 0                                |
| PLXXXX  | SOLANA BEACH-SPEC. DIST. (LICENSE) N/C |                    | 1                   | 0                         | (1)                   | 0                             | 0                                |
|   | PUBLIC WORKS SANITATION DIST. TOTAL    |                    | 4,153               | 4,152                     | (1)                   | (4,152)                       | 0                                |
| <u>Public Works - Enterprise Fund</u>               |  |                    |                     |                           |                       |                               |                                  |
| PL5260  | RECYCLING CENTER                       | 18975              | 3,900               | 2,700                     | (1,200)               | (2,700)                       | -0-                              |

**PROPERTY MANAGEMENT BUDGET  
DETAIL OF EXISTING RENTS AND LEASES**

**1986-87 ADOPTED BUDGET  
PAGE 11**

| DEPARTMENT<br>SER #               | PROJECT                                       | CONTRACT<br>NUMBER | 1985-86<br>BUDGETED | 1986-87<br>ADOPTED BUDGET | INCREASE/<br>DECREASE | 1986-87<br>RELATED<br>FUNDING | 1986-87<br>NET COST<br>TO COUNTY |
|-----------------------------------|---|--------------------|---------------------|---------------------------|-----------------------|-------------------------------|----------------------------------|
| <u>Social Services Facilities</u> |   |                    |                     |                           |                       |                               |                                  |
| PL3200                            | TAYARI ADOPTION UNIT                          | 12812              | 19,200              | 9,432                     | (9,768)               | (9,432)                       | -0-                              |
| PL4070                            | ADMIN. & DIST. OFF. - MISSION VALLEY          | 6866               | 704,572             | 695,220                   | (9,352)               | (695,220)                     | -0-                              |
| PL4171                            | DIST. OFFICE - IMPERIAL AVE.                  | 8274               | 167,268             | 164,122                   | (3,146)               | (164,122)                     | -0-                              |
| PL4234                            | DIST. OFFICE - SAN YSIDRO (Relocate in 85/86) | 10749              | 468,000             | 480,000                   | 12,000                | (480,000)                     | -0-                              |
| PL4272                            | OCEANVIEW BLVD JOB CLUB                       | 12802              | 13,200              | 16,224                    | 3,024                 | (16,224)                      | -0-                              |
| PL4277                            | CHULA VISTA - JOB CLUB                        | 22806              | 16,728              | 12,573                    | (4,155)               | (12,573)                      | -0-                              |
| PL4299                            | DIST. OFF.-OCEANSIDE                          | 19516              | 167,440             | 189,130                   | 21,690                | (189,130)                     | -0-                              |
| PL4301                            | EL CAJON JOB CLUB                             | ----               | 15,108              | 9,595                     | (5,513)               | (9,595)                       | -0-                              |
| PL4304                            | ESCONDIDO WORKFARE (TERMINATED)               | 20057              | 11,664              | -0-                       | (11,664)              | -0-                           | -0-                              |
| PL4315                            | 7TH AVE. REOP PROGRAM                         |                    | 81,095              | 89,898                    | 8,803                 | (89,898)                      | -0-                              |
| PLXXXX                            | EAST SAN DIEGO SERVICE CENTER*                |                    | 315,000             | 825,000                   | 510,000               | (825,000)                     | -0-                              |
| PLXXXX                            | PROPOSED TELLER MACHINE LEASE                 |                    | 0                   | 20,716                    | 20,716                | (20,716)                      | -0-                              |
| PLXXXX                            | SOUTH BAY*                                    |                    | 475,284             | -0-                       | -0-                   | -0-                           | -0-                              |
| SOCIAL SERVICES TOTAL             |   |                    | \$2,454,559         | 2,511,910                 | 532,635               | (2,511,910)                   | -0-                              |

\*PROPOSED NEW LEASE

PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS # 82303 MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services

# 5500 Ref: 1985-86 Final Budget - Pg: 506

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$1,626,786         | \$1,699,236         | \$1,756,635         | \$1,751,327         | \$1,799,378         |
| Services & Supplies       | 1,293,359           | 1,205,788           | 1,165,525           | 1,452,000           | 1,227,544           |
| Vehicle Fuel              | 1,681,970           | 1,770,356           | 1,603,345           | 1,724,600           | 1,524,600           |
| Other Charges             | 0                   | 0                   | 0                   | 0                   | 0                   |
| Fixed Assets              | 0                   | 4,828               | 64,340              | 60,000              | 47,500              |
| Less Reimbursements       | <u>(1,211)</u>      | <u>(1,972)</u>      | <u>(5,358)</u>      | <u>0</u>            | <u>0</u>            |
| <b>TOTAL DIRECT COSTS</b> | <b>\$4,600,904</b>  | <b>\$4,678,236</b>  | <b>\$4,584,487</b>  | <b>\$4,987,927</b>  | <b>\$4,599,022</b>  |
| <b>FUNDING</b>            | <b>\$ (436,709)</b> | <b>\$ (511,127)</b> | <b>\$ (707,249)</b> | <b>\$ (933,850)</b> | <b>\$ (694,500)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$4,164,195</b>  | <b>\$4,167,109</b>  | <b>\$3,877,238</b>  | <b>\$4,054,077</b>  | <b>\$3,904,522</b>  |
| <b>STAFF YEARS</b>        | <b>55.53</b>        | <b>58.90</b>        | <b>56.24</b>        | <b>58.50</b>        | <b>57.00</b>        |

PROGRAM DESCRIPTION:

This program consists of vehicle maintenance/repair and fleet management. All 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. Priority maintenance services are provided to law enforcement, health & safety and vehicles supporting special funds (Road Fund, Sanitation, Flood Control, Liquid Waste, Airports, Library, APCD). Seventy-two percent of fleet costs are incurred by law enforcement operations.

In addition to vehicle maintenance/repair, fleet management responsibilities include preparation of all vehicle purchasing specifications, vehicle acquisition, development of vehicle financing plans and subsequent contract negotiations, vehicle licensing, management and control of vehicle assignments, monitoring vehicle usage, preventive maintenance scheduling, and control of General Fund fuel distribution.

1985-86 ACTUALS:

Salaries were \$5,308 higher than budgeted due to unrealized budgeted salary savings.

Services and supplies had an overall favorable balance of \$286,475. This is primarily due to significantly lower expenditures than were anticipated by Public Works for auto parts procured for their vehicles.

1985-86 ACTUALS (Continued):

Revenue was underrealized by \$226,600 because of the lower than anticipated expenditures for Public Works' auto parts.

Gasoline was \$121,255 under budget due to the sharp drop in gasoline prices beginning in January, 1986. The price drop compensated for a 44,115 gallon increase in bulk fuel consumption.

Garage equipment fixed assets have been acquired as planned at approximately the budgeted cost.

The number of vehicles per Equipment Mechanic (budgeted at 84.11) was 90.09 due to unfilled positions.

1986-87 OBJECTIVES:

1. Develop an on-going mechanic training program through equipment and component manufacturers to update knowledge and skills of employees performing vehicle maintenance & repair. Available funds will permit training of 3 mechanics in 1986-87.
2. Develop the Satellite Garage operation into a zone concept by expanding the maintenance capability of the facility at the Santee Garage in East County.
3. Administer four current lease purchase agreements through which 674 vehicles are being acquired.
4. Prepare specifications for bidding 300 replacement vehicles plus additional new vehicles approved by the Board of Supervisors.
5. Develop and administer a financing plan to replace 300 vehicles.

1986-87 ADOPTED BUDGET:

This program provides support to a combination of County departments that are both mandated and discretionary in nature.

1. Fleet Operations (6.0 SY; E \$186,758; R \$0) provides accounting and payroll, materials and supplies, equipment specifications, budget preparation, vehicle finance plan development and contract negotiation, fiscal analysis, countywide mileage status reports, fuel monitoring and projection, bid preparation and review, and administration of annual vehicle lease purchase program. In this program the important changes from 1985-86 Budget include:
  - . \$19,300 decrease in salaries and benefits reflecting
    - the transfer of 1.0 SY Intermediate Clerk Typist position to the Administration program.
2. Automotive Parts (5.0 SY; E \$1,242,448; R \$250,000) provides parts ordering and issue, parts stocking, inventory control, special parts purchase, and parts delivery to six satellite garages. In this program the important changes from 1985-86 Budget include:
  - . \$308,925 decrease in services and supplies reflecting
    - a lower level of auto parts purchases by the Public Works Department and the need for fewer replacement parts in the Vehicle Fleet because of newer vehicles replacing older, high-maintenance cost vehicles.
  - . \$250,000 decrease in revenue reflecting
    - reduction in Public Works auto parts funding.

1986-87 ADOPTED BUDGET (Continued):

3. Work Control (3.0 SY; E \$104,527; R \$0) provides records maintenance, bulk fuel and lubricant ordering, Datafleet Fuel Control System monitoring, vehicle dispatching, fleet preventive maintenance scheduling, and Fleet Management Information System input. No significant changes are budgeted in FY 86-87.
4. Heavy Equipment (9.0 SY; E \$378,426; R \$90,978) performs major repairs, maintenance, and overhauls of light, medium, and heavy trucks, buses, and industrial equipment. No significant changes are budgeted in FY 86-87.
5. Light Equipment (15.0 SY; E \$467,905; R \$176,441) performs major maintenance, repairs, and overhauls of passenger cars and patrol units. No significant changes are budgeted in FY 86-87.
6. Satellite Garages (19.0 SY; E \$648,358; R \$51,937) performs light maintenance, repair, servicing, and preventive maintenance inspections of over 900 vehicles assigned by district to 6 satellite garages. Also performs on-site lubrication and maintenance of sedans, trucks and buses assigned to outlying Probation camps. In this program the important changes from 1985-86 Budget include:
  - . \$14,795 decrease in salaries and benefits reflecting
    - the deletion of .50 SY Equipment Mechanic.
7. Fuel (0 SY; E \$1,524,600; R \$125,144) provides fuel for all County-owned vehicles. In this program the important changes from 1985-86 Budget include:
  - . \$200,000 decrease in vehicle fuel reflecting
    - 12% reduction based upon the assumption of continued favorable gasoline pricing.
8. Private Mileage (0 SY; E \$46,000; R \$0) reimburses elected officials for use of private vehicles on County related business. No significant changes are budgeted in FY 86-87.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>              | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|---------------------------------------|--------------------------|--------------------------|---------------------------|---|
| Air Pollution Control District (9783) | \$ 55,392                | \$ 38,000                | \$ 40,000                 | \$ 2,000                                |
| County Library (9793)                 | 33,817                   | 25,000                   | 25,000                    | 0                                       |
| Serra Library (9971)                  | 4,905                    | 3,000                    | 3,500                     | 500                                     |
| Sanitation District (9792)            | 0                        | 3,000                    | 0                         | (3,000)                                 |
| Public Works Department               |                          |                          |                           |   |
| Internal Service Fund                 |                          |                          |                           |   |
| Road Fund (Maint. & Fuel) (9786)      | 441,764                  | 185,450                  | 290,000                   | 104,550                                 |
| Auto Parts (9786)                     | 72,523                   | 500,000                  | 250,000                   | (250,000)                               |
| Transportation Operations (9786)      | 6,400                    | 0                        | 7,000                     | 7,000                                   |
| Flood Control Division (9786)         | 2,300                    | 9,400                    | 3,000                     | (6,400)                                 |
| Airports (9787)                       | 2,960                    | 0                        | 1,000                     | 1,000                                   |
| Liquid Waste (9788)                   | 58,950                   | 150,000                  | 63,000                    | (87,000)                                |
| Solid Waste (9790)                    | 11,000                   | 20,000                   | 12,000                    | (8,000)                                 |
| Equipment Rental (9400)               | 17,238                   | 0                        | 0                         | 0                                       |
| <b>Total</b>                          | <b>\$707,249</b>         | <b>\$933,850</b>         | <b>\$694,500</b>          | <b>\$(239,350)</b>                      |



REVENUE BY SOURCE (Continued):

Explanation/Comments: Revenue is received in this program for (1) fuel; (2) vehicles maintained and repaired; and (3) auto parts procurement and inventory for Public Works vehicles. In 1985-86, General Services began procuring and inventorying parts for Public Works vehicles for the first time. \$500,000 was budgeted in both expenditure appropriations and revenue. Actual Public Works parts purchases were \$72,523. This drop in both expenditures and revenue for 1985-86 is the reason overall revenue were \$226,600 less than the amount budgeted. The revenue drop in auto parts is partially offset by higher revenue from the Road Fund for fuel purchases and vehicle maintenance and repair.

FIXED ASSETS:

| <u>Item</u>                     | <u>Quantity</u> | <u>Cost</u> |
|---------------------------------|-----------------|-------------|
| Pressure Washer                 | 1               | \$ 3,600    |
| Hoist                           | 3               | 3,300       |
| Brake Lathe                     | 1               | 5,500       |
| Photo Copier                    | 1               | 3,175       |
| Engine Analyzer Diagnostic Unit | 1               | 14,600      |
| Air Conditioner Service Units   | 3               | 3,600       |
| Wheel Balancer                  | 1               | 4,100       |
| Transmission Jack               | 1               | 1,300       |
| Hydraulic Hoist                 | 1               | 7,575       |
| Dye Lite Tester                 | 1               | 400         |
| Floor Jack                      | 1               | 350         |
|                                 | —               | —           |
| Total                           | 15              | \$47,500    |

NEW VEHICLES & COMMUNICATIONS EQUIPMENT:

None.

PROGRAM TERMINATION/TRANSFER:

None.

PERFORMANCE INDICATORS

PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS

DEPARTMENT: General Services

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: FLEET OPERATIONS</b>       |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                     | 100%              | 100%              | 100%              | 100%              | 100%               |
| <br><u>Workload</u>                       |                   |                   |                   |                   |                    |
| No. of Fleet Vehicles                     | 1,355             | 1,472             | 1,502             | 1,556             | 1,556              |
| Gallons of Fuel Used                      | 1,449,766         | 1,654,023         | 1,698,238         | 1,650,922         | 1,760,000          |
| <br><u>Efficiency</u>                     |                   |                   |                   |                   |                    |
| No. of Vehicles per<br>Equipment Mechanic | 74.78             | 81.78             | 90.09             | 84.11             | 81.89              |
| <br><u>Effectiveness</u>                  |                   |                   |                   |                   |                    |
| % of Vehicles Serviced                    | 100%              | 100%              | 100%              | 100%              | 100%               |

STAFFING SCHEDULE

PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS

DEPARTMENT: General Services

| Class                  | Title                            | STAFF YEARS    |              |                 |              | SALARY AND BENEFIT COSTS |                    |
|------------------------|----------------------------------|----------------|--------------|-----------------|--------------|--------------------------|--------------------|
|                        |                                  | 1985-86 Budget |              | 1986-87 Adopted |              | 1985-86 Budget           | 1986-87 Adopted    |
|                        |                                  | Position       | S.Y.         | Position        | S.Y.         |                          |                    |
| 6102                   | Chief Fleet Operations           | 1              | 1.00         | 1               | 1.00         | \$ 41,013                | \$ 42,449          |
| 2302                   | Administrative Assistant III     | 1              | 1.00         | 1               | 1.00         | 34,764                   | 35,791             |
| 6155                   | Road Equipment Specialist        | 1              | 1.00         | 1               | 1.00         | 33,052                   | 34,370             |
| 6180                   | Welder                           | 1              | 1.00         | 1               | 1.00         | 26,957                   | 28,308             |
| 6130                   | Equipment Shop Supervisor        | 4              | 4.00         | 4               | 4.00         | 115,424                  | 121,172            |
| 2607                   | Automotive Parts Manager         | 1              | 1.00         | 1               | 1.00         | 31,376                   | 32,949             |
| 6108                   | Senior Equipment Mechanic        | 6              | 6.00         | 6               | 6.00         | 162,246                  | 170,376            |
| 6110                   | Equipment Mechanic               | 19             | 18.50        | 18              | 18.00        | 471,916                  | 485,888            |
| 6009                   | Equipment Maintenance Planner    | 2              | 2.00         | 2               | 2.00         | 43,136                   | 44,230             |
| 6119                   | Equipment Service Technician III | 1              | 1.00         | 1               | 1.00         | 20,730                   | 21,779             |
| 2658                   | Storekeeper II                   | 1              | 1.00         | 1               | 1.00         | 19,207                   | 20,169             |
| 2660                   | Storekeeper I                    | 2              | 2.00         | 2               | 2.00         | 33,507                   | 36,009             |
| 2403                   | Accounting Technician            | 1              | 1.00         | 1               | 1.00         | 20,251                   | 21,069             |
| 2757                   | Administrative Secretary II      | 1              | 1.00         | 1               | 1.00         | 16,851                   | 20,272             |
| 2510                   | Senior Account Clerk             | 1              | 1.00         | 1               | 1.00         | 17,582                   | 18,647             |
| 2730                   | Senior Clerk Typist              | 1              | 1.00         | 1               | 1.00         | 17,582                   | 17,515             |
| 6120                   | Equipment Service Technician II  | 14             | 14.00        | 14              | 14.00        | 258,967                  | 277,160            |
| 2700                   | Intermediate Clerk Typist        | 1              | 1.00         | 0               | 0.00         | 14,884                   | 0                  |
|                        | <b>Total</b>                     | <b>59</b>      | <b>58.50</b> | <b>57</b>       | <b>57.00</b> | <b>\$1,379,445</b>       | <b>\$1,428,153</b> |
| Adjustments:           |                                  |                |              |                 |              |                          |                    |
|                        | County Contributions & Benefits  |                |              |                 |              | \$ 413,980               | \$ 442,540         |
|                        | Salary Settlement Costs          |                |              |                 |              | 43,702                   | 0                  |
| Special Payments       |                                  |                |              |                 |              |                          |                    |
|                        | Overtime (Holiday)               |                |              |                 |              | 8,800                    | 0                  |
|                        | Salary Adjustment                |                |              |                 |              | (1,600)                  | 0                  |
|                        | Salary Savings                   |                |              |                 |              | (93,000)                 | (71,315)           |
|                        | <b>Total Adjustments</b>         |                |              |                 |              | <b>\$ 371,882</b>        | <b>\$ 371,225</b>  |
| <b>PROGRAM TOTALS:</b> |                                  | <b>59</b>      | <b>58.50</b> | <b>57</b>       | <b>57.00</b> | <b>\$1,751,327</b>       | <b>\$1,799,378</b> |

PROGRAM: CENTRAL PRINTING SERVICES # 81501 MANAGER: Clarence E. Kaufman, Acting Director  
 Department: General Services # 5500 Ref: 1985-86 Final Budget - Pg: 511

Authority: This program is in support of Administrative Code Article XXII(b), Section 398.5 (0) directives to establish printing and copying services which provide various forms and brochures for use in County operations and for distribution to the public.

|                     | 1983-84<br>Actual | 1984-85<br>Actual  | 1985-86<br>Actual   | 1985-86<br>Budget  | 1986-87<br>Adopted  |
|---------------------|-------------------|--------------------|---------------------|--------------------|---------------------|
| <b>COSTS</b>        |                   |                    |                     |                    |                     |
| Salaries & Benefits | \$ 234,769        | \$ 258,984         | \$ 212,958          | \$ 195,759         | \$ 198,901          |
| Services & Supplies | 198,835           | 261,709            | 267,267             | 321,300            | 250,000             |
| Other Costs         | 228,054           | 0                  | 0                   | 0                  | 0                   |
| Other Charges       | 0                 | 0                  | 0                   | 0                  | 0                   |
| Fixed Assets        | 0                 | 0                  | 2,904               | 4,900              | 400                 |
| Less Reimbursements | <u>(519,778)</u>  | <u>(520,784)</u>   | <u>(622,134)</u>    | <u>(563,747)</u>   | <u>(562,250)</u>    |
| TOTAL DIRECT COSTS  | \$ 141,880        | \$ (91)            | \$ (139,005)        | \$ (41,788)        | \$ (112,949)        |
| FUNDING             | \$ (64,253)       | \$ (50,683)        | \$ (37,548)         | \$ (17,900)        | \$ (68,080)         |
| NET COUNTY COSTS    | <u>\$ 77,627</u>  | <u>\$ (50,774)</u> | <u>\$ (176,553)</u> | <u>\$ (59,688)</u> | <u>\$ (181,029)</u> |
| STAFF YEARS         | 11.70             | 11.00              | 9.25                | 8.50               | 8.00                |

PROGRAM DESCRIPTION:

The Central Printing Services Program provides 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 department work requests, staff determines the most cost effective means of doing the work.

1985-86 ACTUALS:

Salaries and Benefits are \$17,199 over budget due to the use of overtime hours (paid at time and a half) needed to cope with the demands of the user departments. Also, Staff Years increased to 9.25 due to necessity of using contract help.

Services and Supplies are \$54,033 under budget mainly due to savings in the Special Departmental Expense Account (printing supplies).

Fixed Assets realized savings of \$1,996. Staff was able to purchase a less expensive Jogger Stapler than projected.

1985-86 ACTUALS (Continued):

Reimbursements are \$58,387 over budget due to increased work requests from user departments.

Total revenue of \$37,548 was realized in 1985-86. The over-realized revenue of \$19,648 is mainly due to increased work requests from Serra Library and Airports.

1986-87 OBJECTIVES:

To provide printing and copying services at a rate lower than with contracting services.

1986-87 ADOPTED BUDGET:

In 1986-87, the Central Printing Services will continue to provide services to County departments that are both mandated and discretionary in nature.

Central Printing Services (8.00 SY; E \$(112,949); R \$68,080) provides a service essential to the functioning of the County at a lower cost than can be provided by contracting. The program is operated on a cost recovery basis, with departments and other agencies reimbursing this program for the services they receive. In this program the important changes from 1985-86 Budget include:

- . \$1,428 increase in salaries and benefits reflecting
  - deletion of 1.0 SY Print Shop Helper (\$14,311) and 0.5 SY Intermediate Account Clerk (\$8,140) positions,
  - addition of 1.0 SY Intermediate Clerk Typist (\$16,590) position, and
  - decrease of \$7,289 in projected Salary Savings.
- . \$69,619 decrease in services and supplies providing for
  - decrease in Special Departmental Expense Account (printing supplies).

REVENUE BY SOURCE:

| <u>Source of Revenue</u>           | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|------------------------------------|---------------------------|---------------------------|----------------------------|---|
| Road Fund (9782)                   | \$ 782                    | \$ 900                    | \$ 1,600                   | \$ 700                                    |
| Solid Waste Enterprise Fund (9790) | 0                         | 0                         | 18,150                     | 18,150                                    |
| JACSD (9788)                       | 67                        | 200                       | 500                        | 300                                       |
| Library Fund (9793)                | 11,106                    | 7,000                     | 19,000                     | 12,000                                    |
| APCD (9783)                        | 3,470                     | 2,500                     | 2,630                      | 130                                       |
| Purchasing/Revolving Fund (9786)   | 0                         | 0                         | 24,000                     | 24,000                                    |
| LAFCD (9792)                       | 0                         | 0                         | 200                        | 200                                       |
| Capital Outlay Fund (9785)         | 428                       | 1,300                     | 0                          | (1,300)                                   |
| Serra Co-Op Library (9680)         | 2,172                     | 0                         | 2,000                      | 2,000                                     |
| Airport Enterprise Fund (9787)     | 18,430                    | 6,000                     | 0                          | (6,000)                                   |
| Other Miscellaneous (9995)         | 1,093                     | 0                         | 0                          | 0   |
|                                    | <hr/>                     | <hr/>                     | <hr/>                      | <hr/>                                     |
| Total                              | \$ 37,548                 | \$ 17,900                 | \$ 68,080                  | \$ 50,180                                 |

REVENUE BY SOURCE (Continued):

Explanation/Comments: Total revenues of \$37,548 were realized in 1985-86. The overrealized revenue of \$19,648 is mainly due to increased work requests from Serra Library and Airports.

In 1986-87, total revenues of \$68,080 are projected to be realized. The increase of \$50,180 over 1985-86 budget is due to anticipated substantial increases in work requests from Solid Waste, Libraries, and Purchasing/Revolving Fund.

FIXED ASSETS:

| <u>Item</u>          | <u>Quantity</u> | <u>Cost</u> |
|----------------------|-----------------|-------------|
| Saddlestitch Stapler | 1               | \$400       |

NEW VEHICLES & COMMUNICATIONS EQUIPMENT:

None.

PROGRAM TERMINATION/TRANSFER:

None.

PERFORMANCE INDICATORS

PROGRAM: CENTRAL PRINTING SERVICES

DEPARTMENT: General Services

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: CENTRAL PRINTING SERVICES</b>          |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                                 | 100%              | 100%              | 100%              | 100%              | 100%               |
| <br><u>Workload</u>                                   |                   |                   |                   |                   |                    |
| Number of Forms Printed                               | 31,907,690        | 33,226,000        | 33,733,015        | 32,000,000        | 32,800,000         |
| Number of Copies Made                                 | 2,226,000         | 3,698,957         | 7,612,428         | 2,250,000         | 2,307,000          |
| <br><u>Efficiency</u>                                 |                   |                   |                   |                   |                    |
| Unit Program Cost:                                    |                   |                   |                   |                   |                    |
| Per Form Printed                                      | \$ 0.013          | \$ 0.015          | \$ 0.013          | \$ 0.015          | \$ 0.013           |
| Per Copy Made   | \$ 0.014          | \$ 0.010          | \$ 0.005          | \$ 0.016          | \$ 0.014           |
| <br><u>Effectiveness</u>                              |                   |                   |                   |                   |                    |
| 1. Cost effectiveness of providing in-house printing: |                   |                   |                   |                   |                    |
| a) Commercial rate per form                           | \$ 0.018          | \$ 0.020          | \$ 0.020          | \$ 0.020          | \$ 0.020           |
| b) County rate per form                               | <u>0.013</u>      | <u>0.015</u>      | <u>0.013</u>      | <u>0.015</u>      | <u>0.013</u>       |
| c) Approx. savings per form                           | \$ 0.005          | \$ 0.005          | \$ 0.007          | \$ 0.005          | \$ 0.007           |
| d) Total approximate savings                          | \$159,538         | \$166,130         | \$236,131         | \$160,000         | \$229,600          |
| 2. Cost effectiveness of providing in-house copier:   |                   |                   |                   |                   |                    |
| a) Commercial rate per copy                           | \$ 0.030          | \$ 0.035          | \$ 0.035          | \$ 0.035          | \$ 0.035           |
| b) County rate per copy                               | <u>0.014</u>      | <u>0.010</u>      | <u>0.005</u>      | <u>0.016</u>      | <u>0.014</u>       |
| c) Approx. savings per copy                           | \$ 0.016          | \$ 0.025          | \$ 0.030          | \$ 0.019          | \$ 0.021           |
| d) Total approximate savings                          | \$ 35,616         | \$ 92,474         | \$228,373         | \$ 42,750         | \$ 48,447          |

Workload Indicators were projected by increasing 1985-86 indicators by 2.5%.

The unit program cost projected in 1986-87 decreased due to the decrease in staffing.

## STAFFING SCHEDULE

PROGRAM: CENTRAL PRINTING SERVICES

DEPARTMENT: General Services

| Class                  | Title                           | STAFF YEARS    |             |                 |             | SALARY AND BENEFIT COSTS |                  |  |
|------------------------|---------------------------------|----------------|-------------|-----------------|-------------|--------------------------|------------------|--|
|                        |                                 | 1985-86 Budget |             | 1986-87 Adopted |             | 1985-86 Budget           | 1986-87 Adopted  |  |
|                        |                                 | Position       | S.Y.        | Position        | S.Y.        |                          |                  |  |
| 3068                   | Manager, Printing Services      | 1              | 1.00        | 1               | 1.00        | \$ 26,076                | \$ 27,371        |  |
| 3073                   | Sr. Offset Equipment Operator   | 3              | 3.00        | 3               | 3.00        | 54,939                   | 57,696           |  |
| 3050                   | Offset Equipment Operator       | 3              | 3.00        | 3               | 3.00        | 49,875                   | 54,138           |  |
| 2493                   | Intermediate Account Clerk      | 1              | .50         | 0               | 0.00        | 6,522                    | 0                |  |
| 2700                   | Intermediate Clerk Typist       | 0              | 0.00        | 1               | 1.00        | 0                        | 13,310           |  |
| 3054                   | Print Shop Helper               | 1              | 1.00        | 0               | 0.00        | 11,361                   | 0                |  |
|                        | <b>Total</b>                    | <b>9</b>       | <b>8.50</b> | <b>8</b>        | <b>8.00</b> | <b>\$148,773</b>         | <b>\$152,515</b> |  |
| <b>Adjustments:</b>    |                                 |                |             |                 |             |                          |                  |  |
|                        | County Contributions & Benefits |                |             |                 |             | \$ 49,477                | \$ 49,097        |  |
|                        | Salary Settlement Costs         |                |             |                 |             | 7,865                    | 0                |  |
|                        | Salary Adjustments              |                |             |                 |             | (356)                    | 0                |  |
|                        | Salary Savings                  |                |             |                 |             | <u>(10,000)</u>          | <u>(2,711)</u>   |  |
|                        | <b>Total Adjustments</b>        |                |             |                 |             | <b>\$ 46,986</b>         | <b>\$ 46,386</b> |  |
| <b>PROGRAM TOTALS:</b> |                                 | <b>9</b>       | <b>8.50</b> | <b>8</b>        | <b>8.00</b> | <b>\$195,759</b>         | <b>\$198,901</b> |  |



PROGRAM: RECORDS MANAGEMENT # 82401 MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services # 5500 Ref: 1985-86 Final Budget - Pg: 514

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."

|                           | 1983-84<br>Actual  | 1984-85<br>Actual  | 1985-86<br>Actual | 1985-86<br>Budget  | 1986-87<br>Adopted |
|---------------------------|--------------------|--------------------|-------------------|--------------------|--------------------|
| <b>COSTS</b>              |                    |                    |                   |                    |                    |
| Salaries & Benefits       | \$ 210,993         | \$ 225,461         | \$ 257,116        | \$ 259,111         | \$ 269,406         |
| Services & Supplies       | 16,953             | 38,636             | 37,959            | 19,185             | 19,185             |
| Contracts                 | 5,564              | 6,108              | 9,403             | 6,000              | 9,336              |
| Other Charges             | 0                  | 0                  | 0                 | 0                  | 0                  |
| Fixed Assets              | 0                  | 0                  | 0                 | 0                  | 71,000             |
| Less Reimbursements       | 0                  | 0                  | 0                 | 0                  | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 233,510</b>  | <b>\$ 270,205</b>  | <b>\$ 304,478</b> | <b>\$ 284,296</b>  | <b>\$ 368,927</b>  |
| <b>FUNDING</b>            | <b>\$ (11,920)</b> | <b>\$ (16,931)</b> | <b>\$ (7,196)</b> | <b>\$ (36,719)</b> | <b>\$ (25,147)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 221,590</b>  | <b>\$ 253,274</b>  | <b>\$ 297,282</b> | <b>\$ 247,577</b>  | <b>\$ 343,780</b>  |
| <b>STAFF YEARS</b>        | <b>10.00</b>       | <b>11.30</b>       | <b>12.2</b>       | <b>12.00</b>       | <b>12.00</b>       |

PROGRAM DESCRIPTION:

Records Management provides effective, efficient and economical records management services for County departments. These services cover three areas: storage and retrieval, 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 provides micrographics lab services and microfilm storage for County departments.

1985-86 ACTUALS:

The 1985-86 actual for Services and Supplies is \$18,774 (97%) more than budgeted. The increased expenditure is for contract help used in the records center to perform additional records services. Records Center workload has increased by 25% (7,393 records serviced) since 1984-85 without a corresponding increase in staff.

The 1985-86 actual for Equipment Service Contracts is \$3,403 or 57% more than budgeted due to the cost of maintaining aged equipment and repairing broken equipment.

The 1985-86 actual for Funding is \$29,523 (79%) less than budget. Revenue accounts did not require the service levels they initially requested.

1985-86 ACTUALS (Continued):

The 1985-86 actual for workload in micrographics is 1,027,191 less than budgeted for documents filmed; 50,711 less in microforms; and 120,755 less in footage duplicated and processed. This decrease resulted from utilizing micrographics staff in the Records Center to process increased requests for records services. Records Center effectiveness has increased by 8,890 total records in FY85-86.

1986-87 OBJECTIVES:

1. To microfilm 3,000,000 documents.
2. To process and duplicate 380,000 feet of film.
3. To service 40,000 cubic feet of records.
4. To retrieve and process 32,000 records.

1986-87 ADOPTED BUDGET:

1. Micrographics (8.00 SY; E \$263,509; R \$22,373) includes microfilming, lab services and vault storage. This program provides support to a combination of County departments that are both mandated and discretionary in nature. In this program the important changes from 1985-86 include:
  - . \$71,000 in other charges and Fixed Assets providing for
    - replacement of one Diazo Card Duplicator (\$21,000),
    - replacement of one 16/35mm Diazo Reel to Reel Duplicator (\$15,000),
    - replacement of one 16mm Rotary Camera (\$30,000), and
    - replacement of one 16/35mm Reader (\$5,000).
  - . \$3,336 in Contracts providing for
    - maintenance contracts on existing equipment.
2. Record Center (2.00 SY; E \$46,064; R \$2,774) includes records storage, retrieval, and destruction services to County departments. No significant changes are budgeted for FY86-87.
3. Administration (2.00 SY; E \$59,354; R \$ 0) includes accounting, purchasing, budget, inventory, consulting services to other departments and clerical support to program. No significant changes are budgeted for FY86-87.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>               |       | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> |
|--|-------|---------------------------------|---------------------------------|----------------------------------|---|
| Other Governmental Agencies (9971)     |       | \$ 1,862                        | \$ 7,972                        | \$ 7,100                         | \$ (872)  |
| Road Fund (9782)                       |       | 4,077                           | 12,000                          | 12,982                           | 982   |
| Solid Waste (9790)                     |       | 0                               | 12,394                          | 1,345                            | (11,049)  |
| APCD (9783)                            |       | 241                             | 1,447                           | 1,500                            | 53  |
| Library Fund (9793)                    |       | 0                               | 2,000                           | 0                                | (2,000)   |
| Sale of Silver (9994)                  |       | 0                               | 500                             | 500                              | 0   |
| Lighting District (9792)               |       | 0                               | 245                             | 190                              | (55)  |
| Transportation Development Act (9789)  |       | 0                               | 161                             | 405                              | 244   |
| Sanitation Srv. to Prop. Owners (9911) |       | 760                             | 0                               | 0                                | 0   |
| Transportation/Airports (9787)         |       | 231                             | 0                               | 350                              | 350   |
| Liquid Waste (9788)                    |       | 26                              | 0                               | 775                              | 775   |
|  | Total | \$ 7,196                        | \$ 36,719                       | \$ 25,147                        | \$ (11,572)   |

Explanation/Comments: Revenue is \$11,572 less in FY1986-87. This is due to a decrease in service requests. Solid Waste and Library will not require services at the level initially requested in FY85-86.

FIXED ASSETS:

| <u>Item</u>                           | <u>Quantity</u> | <u>Cost</u>  |
|---------------------------------------|-----------------|--------------|
| Diazo Copy Card Duplicator            | 1               | \$ 21,000    |
| 16/35mm Diazo Reel to Reel Duplicator | 1               | 15,000       |
| 16mm Rotary Camera                    | 1               | 30,000       |
| 16/35 Microfilm Reader                | <u>1</u>        | <u>5,000</u> |
| Total                                 | 4               | \$ 71,000    |

NEW VEHICLES & COMMUNICATIONS EQUIPMENT:

None.

PROGRAM TERMINATION/TRANSFER:

None.

PERFORMANCE INDICATORS

PROGRAM: RECORDS MANAGEMENT

DEPARTMENT: General Services

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: MICROGRAPHICS</b>                   |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                              | 75%               | 75%               | 75%               | 75%               | 75%                |
| <u>Workload*</u>                                   |                   |                   |                   |                   |                    |
| Documents filmed                                   | 2,390,171         | 2,592,991         | 2,472,809         | 3,500,000         | 3,000,000          |
| Microforms (aperture cards<br>and microfiche)      | 65,405            | 83,253            | 99,289            | 150,000           | 90,000             |
| Footage duplicated and processed                   | 328,875           | 303,320           | 329,245           | 450,000           | 380,000            |
| Records serviced/film vault                        | 43,742            | 39,817            | 20,841            | 60,000            | 45,000             |
| <u>Efficiency</u>                                  |                   |                   |                   |                   |                    |
| Cost per document                                  | \$ .038           | \$ .037           | \$ .028           | \$ .04            | \$ .04             |
| Cost per microform                                 | .18               | .29               | .24               | .25               | .25                |
| Cost per 100 ft.duplicated/processed               | \$ 4.00           | \$ 3.80           | \$ 3.06           | \$ 3.75           | \$ 3.75            |
| Staffing ratio (First Line<br>Supervisor to Staff) | 1:6.5             | 1:7.5             | 1:7.5             | 1:7               | 1:7.5              |
| <u>Effectiveness</u>                               |                   |                   |                   |                   |                    |
| Number of documents requested                      | 2,500,000         | 1,900,000         | 2,500,000         | 2,500,000         | 2,500,000          |
| Number of documents in backlog                     | 6,000,000         | 7,000,000         | 6,200,000         | 6,200,000         | 6,200,000          |
| Total number of documents to<br>be filmed          | 8,500,000         | 8,900,000         | 8,700,000         | 8,700,000         | 8,700,000          |
| % of documents filmed                              | 28%               | 29%               | 28%               | 40%               | 34%                |

\*The decrease is due to utilization of micrographics staff in Records Center for increased workload.  
(See Performance Indicators for Activity B "Records Serviced").

PERFORMANCE INDICATORS

PROGRAM: RECORDS MANAGEMENT

DEPARTMENT: General Services

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY B: RECORDS CENTER</b>                  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                              | 25%               | 25%               | 25%               | 25%               | 25%                |
| <u>Workload</u>                                    |                   |                   |                   |                   |                    |
| Cubic Feet Serviced                                | 32,862            | 31,489            | 33,834            | 40,000            | 40,000             |
| <u>Efficiency</u>                                  |                   |                   |                   |                   |                    |
| Cost per Cubic Foot Serviced                       | \$1.31            | \$2.82*           | \$2.55            | \$2.37**          | \$2.37             |
| Staffing ratio (First Line<br>Supervisor to Staff) | 1:1.5             | 1:1.5             | 1:2.5             | 1:2.5             | 1:2.5***           |
| <u>Effectiveness</u>                               |                   |                   |                   |                   |                    |
| Square Feet Storage Space Avoided<br>in Depts.     | 21,918            | 20,992            | 26,000            | 26,000            | 26,000             |
| Number of Records Serviced                         | 23,463            | 28,497            | 35,890            | 27,000            | 32,000             |

\*Includes one-time cost of shelving.

\*\*Includes lease payment for additional storage facility.

\*\*\*Includes one contract help.

STAFFING SCHEDULE

PROGRAM: RECORDS MANAGEMENT

DEPARTMENT: General Services

| Class           | Title                           | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                 |
|-----------------|---------------------------------|----------------|-------|-----------------|-------|--------------------------|-----------------|
|                 |                                 | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86 Budget           | 1986-87 Adopted |
|                 |                                 | Position       | S.Y.  | Position        | S.Y.  |                          |                 |
| 3043            | Manager Central Records Svc.    | 1              | 1.00  | 1               | 1.00  | \$ 26,013                | \$ 26,704       |
| 3045            | Microfilm Supervisor            | 1              | 1.00  | 1               | 1.00  | 20,420                   | 21,651          |
| 3053            | Photo Reduction Technician      | 2              | 2.00  | 2               | 2.00  | 34,611                   | 36,045          |
| 8801            | Record Center Specialist        | 1              | 1.00  | 1               | 1.00  | 17,582                   | 18,647          |
| 3040            | Microfilm Operator              | 5              | 5.00  | 5               | 5.00  | 73,655                   | 77,282          |
| 2493            | Intermediate Account Clerk      | 1              | 1.00  | 1               | 1.00  | 14,884                   | 15,788          |
| 2710            | Junior Clerk/Typist             | 1              | 1.00  | 1               | 1.00  | 10,399                   | 13,074          |
|                 | Total                           | 12             | 12.00 | 12              | 12.00 | \$ 197,564               | \$ 209,191      |
| Adjustments:    |                                 |                |       |                 |       |                          |                 |
|                 | County Contributions & Benefits |                |       |                 |       | \$ 61,846                | \$ 66,759       |
|                 | Salary Settlement Cost          |                |       |                 |       | 11,842                   | 0               |
|                 | Salary Savings                  |                |       |                 |       | (12,141)                 | (6,544)         |
|                 | Total Adjustments               |                |       |                 |       | \$ 61,547                | \$ 60,215       |
| PROGRAM TOTALS: |                                 | 12             | 12.00 | 12              | 12.00 | \$ 259,111               | \$ 269,406      |

PROGRAM: ADMINISTRATION

# 92101

MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services

# 5500

Ref: 1985-86 Final Budget - Pg. 518

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.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual   | 1985-86<br>Budget | 1986-87<br>Adopted  |
|---------------------------|-------------------|-------------------|---------------------|-------------------|---------------------|
| <b>COSTS</b>              |                   |                   |                     |                   |                     |
| Salaries & Benefits       | \$ 544,594        | \$ 619,796        | \$ 1,137,701        | \$ 956,895        | \$ 1,057,801        |
| Services & Supplies       | 22,708            | 40,685            | 57,492              | 32,085            | 32,085              |
| Other Charges             | 0                 | 0                 | 1,706               | 3,500             | 9,283               |
| Fixed Assets              | 0                 | 17,044            | 1,709               | 2,095             | 3,000               |
| Less Reimbursements       | <u>0</u>          | <u>0</u>          | <u>0</u>            | <u>0</u>          | <u>0</u>            |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 567,302</b> | <b>\$ 677,525</b> | <b>\$ 1,198,608</b> | <b>\$ 994,575</b> | <b>\$ 1,102,169</b> |
| <b>FUNDING</b>            | <b>\$ 0</b>       | <b>\$ (232)</b>   | <b>\$ (1,052)</b>   | <b>\$ 0</b>       | <b>\$ 0</b>         |
| <b>NET COUNTY COSTS</b>   | <b>\$ 567,302</b> | <b>\$ 677,293</b> | <b>\$ 1,197,556</b> | <b>\$ 994,575</b> | <b>\$ 1,102,169</b> |
| <b>STAFF YEARS</b>        | <b>16.00</b>      | <b>16.00</b>      | <b>27.30</b>        | <b>25.00</b>      | <b>26.00</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.
- . Organize and coordinate department budget preparation functions.
- . Provide fiscal management and expenditure/inventory functions.
- . Manage the department's personnel and payroll functions.
- . Evaluate and analyze program performance, including quality control factors.
- . Provide for County-wide space management.
- . Provide 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.

1985-86 ACTUALS:

Salaries and benefits are \$180,806 over the 1985-86 budget due to unrealized salary savings of \$53,000 and the need for temporary extra help personnel to support existing workloads in Space Management and Personnel.

The \$25,407 overexpenditure in services and supplies reflects underbudgeting in this account and unanticipated expenses for printing (forms, business cards, budget materials and special reports); EDP Supplies (forms, ribbons, print wheels); employee auto (private mileage) and office expense (copier and paper supplies).

Unanticipated revenue of \$1,052 is related to reimbursement for travel expenses in support of South Bay Regional Center, and work on state-mandated testing of underground storage tanks.

1986-87 OBJECTIVES:

1. Centralize department personnel activities and functions by 9/30/86.
2. Coordinate and implement five departmental training programs.
3. Develop a Space Management Computer Program to calculate department square footage needs and to chart the progress of space projects.
4. Establish a centralized review process for all Department accounting adjustments, i.e., appropriations transfer, cash transfer.
5. Revise the ARMS Program Hierarchy to reflect current Department budget structure.

1986-87 ADOPTED BUDGET:

In FY86-87, the Administrative program will continue to provide overall management and planning for the Department. This program provides support to a combination of County departments that are both mandated and discretionary in nature.

1. Director's Office (10.0 SY; E \$443,642; R \$0) provides overall department management and direction. This includes management of five operating divisions and four budget units totalling over \$48 million/year and coordinating the delivery of support services to all County departments, courts and offices. In this program the important changes from 1985-86 Budget include:
  - . \$33,100 in salary and benefits reflecting
    - adjustment for underfunding of the Chief, Staff and Support Services in FY85-86 (\$10,000),
    - transfer of 1.0 SY Intermediate Clerk Typist (\$19,300) from Fleet Operations for clerical workload increases, and
    - reclassification of an Intermediate Clerk Typist to Jr. Word Processing Operator (\$3,800).
  - . \$10,300 in other charges and fixed assets providing for
    - the buy-out of a copier leased in FY85-86 (\$9,300), and
    - the purchase of one replacement typewriter (\$1,000).



1986-87 ADOPTED BUDGET (Continued):

- 2. Fiscal and Budget (6.0 SY; E \$228,834; R \$0) provides for the development, preparation and implementation of the department-wide budget. Also included are department inventory, fiscal monitoring and auditing functions. No significant changes are budgeted in FY86-87.
- 3. Personnel and Payroll (3.0 SY; E \$108,146; R \$0) performs general payroll and personnel functions, including Affirmative Action coordination and training duties. In this program the important changes from 1985-86 Budget include:
  - . \$11,000 in salaries and benefits and fixed assets reflecting
    - the approved reclassification of an Administrative Assistant III (shown in staffing schedule as Department Personnel & Training Administrator) to Departmental Personnel Officer, (\$9,000) and
    - the purchase of two replacement typewriters (\$2,000).
- 4. Space Management (3.0 SY; E \$131,780; R \$0) coordinates space requests from County departments, offices, courts; enforces County space standards and provides central management for staff moves, remodels, and related space requests. No significant changes are budgeted in FY86-87.
- 5. Operations Planning (4.0 SY; E \$189,767; R \$0) is responsible for strategic planning, management information programs and staff support to SANCAL (Capital Asset Leasing Corporation) Board of Directors. The unit also coordinates department support for elections conducted by the Registrar of Voters and for programs of the Office of Disaster Preparedness. No significant changes are budgeted in FY86-87.

REVENUE BY SOURCE:

None.

FIXED ASSETS:

| <u>Item</u>         | <u>Quantity</u> | <u>Cost</u> |
|---------------------|-----------------|-------------|
| Electric Typewriter | 3               | \$ 3,000    |

NEW VEHICLES & COMMUNICATIONS EQUIPMENT:

None.

PROGRAM TERMINATION/TRANSFER:

None.

## STAFFING SCHEDULE

PROGRAM: ADMINISTRATION

DEPARTMENT: General Services

| Class                           | Title                                    | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                 |
|---------------------------------|--|----------------|-------|-----------------|-------|--------------------------|-----------------|
|                                 |  | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86 Budget           | 1986-87 Adopted |
|                                 |  | Position       | S.Y.  | Position        | S.Y.  |                          |                 |
| <u>Director's Office</u>        |  |                |       |                 |       |                          |                 |
| 2125                            | Director, General Services               | 1              | 1.00  | 1               | 1.00  | \$ 63,198                | \$ 66,357       |
| 2219                            | Assistant Director, General Services     | 1              | 1.00  | 1               | 1.00  | 53,718                   | 57,715          |
| 2301                            | Chief, Staff and Support Services        | 1              | 1.00  | 1               | 1.00  | 36,471                   | 46,189          |
| 2302                            | Administrative Assistant III             | 1              | 1.00  | 1               | 1.00  | 34,764                   | 35,791          |
| 2758                            | Administrative Secretary III             | 1              | 1.00  | 1               | 1.00  | 21,422                   | 23,050          |
| 2745                            | Supervising Clerk                        | 1              | 1.00  | 1               | 1.00  | 17,227                   | 20,857          |
| 3009                            | Word Processing Operator                 | 2              | 2.00  | 2               | 2.00  | 33,455                   | 37,301          |
| 2700                            | Intermediate Clerk Typist                | 1              | 1.00  | 1               | 1.00  | 12,560                   | 15,788          |
| 3007                            | Jr. Word Processing Operator             | 0              | 0.00  | 1               | 1.00  | 0                        | 15,201          |
|                                 | Subtotal                                 | 9              | 9.00  | 10              | 10.00 | \$ 272,815               | \$ 318,249      |
| <u>Fiscal/Budget Section</u>    |  |                |       |                 |       |                          |                 |
| 2413                            | Analyst III                              | 3              | 3.00  | 3               | 3.00  | 102,462                  | 107,112         |
| 2405                            | Assistant Accountant                     | 1              | 1.00  | 1               | 1.00  | 21,844                   | 24,284          |
| 2403                            | Accounting Technician                    | 1              | 1.00  | 1               | 1.00  | 20,251                   | 21,069          |
| 2510                            | Senior Account Clerk                     | 1              | 1.00  | 1               | 1.00  | 16,799                   | 18,647          |
|                                 | Subtotal                                 | 6              | 6.00  | 6               | 6.00  | \$ 161,356               | \$ 171,112      |
| <u>Personnel Section</u>        |  |                |       |                 |       |                          |                 |
| 2307                            | Departmental Personnel Officer           | 0              | 0.00  | 1               | 1.00  | 0                        | 41,881          |
| 2312                            | Departmental Personnel & Training Admin. | 1              | 1.00  | 0               | 0.00  | 34,764                   | 0               |
| 2511                            | Senior Payroll Clerk                     | 2              | 2.00  | 2               | 2.00  | 36,874                   | 39,082          |
|                                 | Subtotal                                 | 3              | 3.00  | 3               | 3.00  | \$ 71,638                | \$ 80,963       |
| <u>Space Management Section</u> |  |                |       |                 |       |                          |                 |
| 2302                            | Administrative Assistant III             | 1              | 1.00  | 1               | 1.00  | 32,324                   | 35,791          |
| 2303                            | Administrative Assistant II              | 1              | 1.00  | 1               | 1.00  | 26,299                   | 26,495          |
| 3592                            | Arch. Project Manager II                 | 1              | 1.00  | 1               | 1.00  | 32,189                   | 38,732          |
|                                 | Subtotal                                 | 3              | 3.00  | 3               | 3.00  | \$ 90,812                | \$ 101,018      |
| <u>Operations Planning Unit</u> |  |                |       |                 |       |                          |                 |
| 2414                            | Analyst IV                               | 1              | 1.00  | 1               | 1.00  | 41,201                   | 42,449          |
| 2413                            | Analyst III                              | 1              | 1.00  | 1               | 1.00  | 34,154                   | 35,704          |
| 2303                            | Administrative Assistant II              | 1              | 1.00  | 1               | 1.00  | 26,299                   | 32,132          |
| 2331                            | Loss Prevention Analyst                  | 1              | 1.00  | 1               | 1.00  | 27,607                   | 29,442          |
|                                 | Subtotal                                 | 4              | 4.00  | 4               | 4.00  | \$ 129,261               | \$ 139,727      |
|                                 | Total                                    | 25             | 25.00 | 26              | 26.00 | \$ 725,882               | \$ 811,069      |

STAFFING SCHEDULE

PROGRAM: ADMINISTRATION

DEPARTMENT: General Services

| Class | Title | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |                 |
|-------|-------|----------------|------|-----------------|------|--------------------------|-----------------|
|       |       | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86 Budget           | 1986-87 Adopted |
|       |       | Position       | S.Y. | Position        | S.Y. |                          |                 |

Adjustments:

|                                   |  |  |  |                 |                 |
|-----------------------------------|--|--|--|-----------------|-----------------|
| County Contributions and Benefits |  |  |  | \$ 224,021      | \$ 302,497      |
| Salary Settlement Costs           |  |  |  | 53,620          | 0               |
| Salary Adjustments                |  |  |  | 6,372           | 11,550          |
| Salary Savings                    |  |  |  | <u>(53,000)</u> | <u>(67,315)</u> |
| Total Adjustments                 |  |  |  | \$ 231,013      | \$ 246,732      |

|                 |    |       |    |       |            |             |
|-----------------|----|-------|----|-------|------------|-------------|
| PROGRAM TOTALS: | 25 | 25.00 | 26 | 26.00 | \$ 956,895 | \$1,057,801 |
|-----------------|----|-------|----|-------|------------|-------------|

EQUIPMENT ACQUISITION

|                          | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Vehicular Equipment      | \$ 335,531                      | \$ 1,437,477                    | \$ 1,406,579                    | \$ 1,450,000                    | \$ 2,998,400                     | \$ 1,538,400  | 107%                      |
| Communications Equipment | \$ 855,216                      | 1,120,301                       | 1,576,306                       | 747,700                         | 3,253,045                        | 2,505,345   | 335%                      |
| Total Direct Costs       | \$ 1,190,747                    | \$ 2,557,778                    | \$ 2,982,885                    | \$ 2,197,700                    | \$ 6,241,445                     | \$ 4,043,745  | 184%                      |
| Funding                  | \$ ( 10,996)                    | \$ (86,587)                     | \$ (431,138)                    | \$ (312,450)                    | (246,141)                        | 66,309  | (21%)                     |
| Net Program Cost         | \$ 1,179,751                    | \$ 2,471,191                    | \$ 2,551,747                    | \$ 1,885,250                    | \$ 5,995,304                     | \$ 4,110,054  | 219%                      |
| Staff Years              | 0                               | 0                               | 0                               | 0                               | 0                                | 0   | 0                         |

PROGRAM: VEHICULAR EQUIPMENT

# 86404

MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services

# 5600

REF: 1985-86 Final Budget - Pg: 526

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 purpose funds.

|                           | 1983-84<br>Actual | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                   |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 0              | \$ 0                | \$ 0                | \$ 0                | \$ 0                |
| Other Charges             | 0                 | 0                   | 0                   | 0                   | 0                   |
| Equipment Lease Purchases | 33,494            | 900,836             | 1,092,564           | 1,365,000           | 1,987,120           |
| Fixed Assets              | 302,037           | 536,641             | 314,015             | 85,000              | 1,001,280           |
| Less Reimbursements       | 0                 | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 335,531</b> | <b>\$ 1,437,477</b> | <b>\$ 1,406,579</b> | <b>\$ 1,450,000</b> | <b>\$ 2,988,400</b> |
| <b>FUNDING</b>            | <b>0</b>          | <b>(62,000)</b>     | <b>(216,250)</b>    | <b>(216,250)</b>    | <b>(150,000)</b>    |
| <b>NET COUNTY COSTS</b>   | <b>\$ 335,531</b> | <b>\$ 1,375,477</b> | <b>\$ 1,190,329</b> | <b>\$ 1,233,750</b> | <b>\$ 2,838,400</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>         |

PROGRAM DESCRIPTION:

This program consolidates the requests of all County departments for replacement vehicles to be purchased from General Fund monies, including vehicles purchased on a lease-purchase basis. The vehicles selected for replacement are recommended by the Fleet Operations Division. Replacement criteria is based on maximum vehicle usage limits. Also managed in this program is the acquisition of additional new vehicles, funds for which are initially approved in the individual requesting department budgets and which are then subsequently transferred to the Vehicular Equipment Budget. Costs do not include vehicles that may be financed and purchased separately through the SANCAL nonprofit corporation on a lease-purchase basis.

1985-86 BUDGET:

1. Lease purchase payments on 387 vehicles being acquired by the County were \$272,436 less than budgeted due to delayed delivery of some vehicles.
2. \$510,710 was established in the fixed assets account to acquire 51 vehicles. This consists of: (1) 43 vehicles initially budgeted in the individual requesting departments, with the funds subsequently transferred to buy additional vehicles; and (2) eight vehicles which were acquired with \$85,000 budgeted in Vehicular Equipment to replace damaged vehicles. By fiscal year end \$212,849 had been spent with the remainder encumbered pending delivery of remaining vehicles. In addition, \$101,166 was applied to prior year expenses for equipment.
3. \$216,250 from the sale of surplus vehicles was realized in revenue.

1986-87 OBJECTIVES:

1. Pay existing lease purchase obligations.
2. Replace 300 vehicles.

1986-87 ADOPTED BUDGET:

This program provides support to a combination of County departments that are both mandated and discretionary in nature.

1. Lease-Purchase Obligations:

| <u>Year Obligation Incurred (Lessor)</u> | <u>No. of Vehicles</u> | <u>1986-87 Obligation</u> |
|--|------------------------|---------------------------|
| 1983-84 (Gelco/Marquette)                | 278                    | \$ 605,107                |
| 1984-85 (Security Pacific)               | 107                    | \$ 394,601                |
| 1985-86 (Maryland Leasing)               | <u>289</u>             | <u>987,412</u>            |
| Total                                    | 674                    | \$ 1,987,120              |

Explanation/Comments: 77 Sheriff Chevrolet Impalas acquired from Gelco in 1983-84 will be paid off by October 1, 1986 and be owned outright by the County. The remaining 597 vehicles are being leased over a five-year term.

2. Replace 300 vehicles:

The vehicles proposed for replacement in 1986-87 either exceed age and/or mileage replacement criteria, or incur excessive mechanical repairs.

| <u>Item</u>           | <u>Quantity</u> | <u>Cost</u>    |
|-----------------------|-----------------|----------------|
| Patrol                | 70              | \$ 1,008,000   |
| Passenger Vehicles    | 130             | 1,371,500      |
| Light Trucks and Vans | 75              | 1,012,500      |
| Heavy Trucks          | 23              | 805,000        |
| Sheriff Buses         | <u>2</u>        | <u>420,000</u> |
| Total                 | 300             | \$ 4,617,000   |

Explanation/Comments: \$1,001,280 has been allocated in fixed assets to acquire the patrol units outright with any additional cost for the patrol units to be made with expected fund balance savings. The remaining 230 vehicles (estimated to cost \$3,609,000) will be acquired on a lease purchase basis over a 66-month period.

The financing cost of lease purchasing 230 vehicles will likely be structured so as to delay any net County cost until 1987-88. Therefore, no costs are included for the 1986-87 Adopted budget. The annual leasing obligation of financing \$3,609,000 at 7.5% interest is estimated at \$800,000 a year over a 66-month term.

PROGRAM: VEHICULAR EQUIPMENT

# 86404

MANAGER: Clarence E. Kaufman, Acting Director

REVENUE BY SOURCE:

| <u>Source of Revenue</u>    | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|-----------------------------|---------------------------|---------------------------|----------------------------|---|
| Sale of Fixed Assets (9993) | \$ 216,250                | \$ 216,250                | \$ 150,000                 | \$ (66,250)                               |
| Total                       | \$ 216,250                | \$ 216,250                | \$ 150,000                 | \$ (66,250)                               |

Explanation/Comments: Revenue is received from the sale of surplus vehicles as they are replaced by new vehicles.

FIXED ASSETS:

| <u>Item</u>     | <u>Quantity</u> | <u>Cost</u>  |
|-----------------|-----------------|--------------|
| Patrol Vehicles | 70              | \$ 1,001,280 |
| Total           | 70              | \$ 1,001,280 |

NEW VEHICLES & COMMUNICATIONS EQUIPMENT:

None

PROGRAM TERMINATION/TRANSFER:

None

PROGRAM: COMMUNICATIONS EQUIPMENT # 86403 MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services # 5600 REF: 1985-86 Final Budget - Pg: 524

Authority: Administrative Code 398.5 (g) states that the Department of General Services shall be responsible for the development, acquisition, operation and maintenance of radio, electronic and intercommunications systems Countywide.

|                             | 1983-84<br>Actual  | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget  | 1986-87<br>Adopted  |
|-----------------------------|--------------------|---------------------|---------------------|--------------------|---------------------|
| <b>COSTS</b>                |                    |                     |                     |                    |                     |
| Salaries & Benefits         | \$ 0               | \$ 0                | \$ 0                | \$ 0               | \$ 0                |
| CJS Automated Acctg. System | 0                  | 0                   | 40,924              | 0                  | 0                   |
| Equipment Lease Purchases   | 857,174            | 778,090             | 819,403             | 747,700            | 3,090,195           |
| Fixed Assets                | 19,520             | 342,211             | 715,979             | 0                  | 162,850             |
| Less Reimbursements         | (21,478)           | 0                   | 0                   | 0                  | 0                   |
| <b>TOTAL DIRECT COSTS</b>   | <b>\$ 855,216</b>  | <b>\$ 1,120,301</b> | <b>\$ 1,576,306</b> | <b>\$ 747,700</b>  | <b>\$ 3,253,045</b> |
| <b>FUNDING</b>              | <b>\$ (10,996)</b> | <b>\$ (24,587)</b>  | <b>\$ (214,888)</b> | <b>\$ (96,200)</b> | <b>\$ (96,141)</b>  |
| <b>NET COUNTY COSTS</b>     | <b>\$ 844,220</b>  | <b>\$ 1,095,714</b> | <b>\$ 1,361,418</b> | <b>\$ 651,500</b>  | <b>\$ 3,156,904</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>         |

PROGRAM DESCRIPTION:

This program consolidates the requests of all County department replacement communications equipment to be purchased from the General Fund, including acquisitions 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 Communications Services Division of General Services based upon Countywide operational requirements and also by the individual departments based on operational requirements of their own programs. The Communications Services Division provides maintenance support, technical assistance and review of purchase orders. Costs do not include communications equipment, if any, purchased through the SANCAL nonprofit corporation. Also included in this year's program budget are the 1985-86 costs of a midyear appropriation to acquire an automated accounting system for the Municipal Courts.

1985-86 BUDGET:

- \$40,924 appropriated in midyear was spent on computer software for an automated accounting system for the Municipal Courts.
- \$71,703 of \$95,044 transferred into Communications Equipment to pay interest-only purchase payments on the SanConTel telephone system was spent. Otherwise, lease payments equalled the amount budgeted of \$747,700. to replace damaged vehicles.
- Revenue in the amount of \$96,141 was received as budgeted from hospitals participating in the Emergency Medical Services trauma care system. In addition, \$95,044 was received in funded interest for the SanConTel telephone system and \$23,703 was received in revenue for the automated accounting system.



4. Individual departments transferred approved fixed assets appropriations for communications equipment to the Communications Equipment budget. Communication Services Division then administered the purchase of the equipment, which totaled \$463,107. In addition to communications equipment, \$252,872 was appropriated in midyear to acquire an automated accounting system equipment for the Municipal Courts.

1986-87 OBJECTIVES:

1. Pay lease purchase obligations as they become due.
2. Acquire approved communications fixed assets equipment.

1986-87 ADOPTED BUDGET:

This program provides support to a combination of County departments that are both mandated and discretionary in nature.

Lease Purchase Obligations:

| <u>Equipment</u>                                | <u>Existing/New Obligations</u> | <u>1986-87 Obligation</u> |
|---|---------------------------------|---------------------------|
| Microwave Equipment                             | Existing                        | \$ 224,097                |
| Sheriff's UHF System                            | Existing                        | 427,336                   |
| Emergency Medical Service<br>Trauma Care System | Existing                        | 96,141                    |
| Subtotal  |                                 | <u>\$ 747,574</u>         |
| SanConTel Telephone System                      | New                             | <u>\$ 2,342,621</u>       |
| Total   |                                 | <u>\$ 3,090,195</u>       |

REVENUE BY SOURCE:

| <u>Source of Revenue</u>       | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>Change From<br/>1986-87<br/>Adopted</u> | <u>1985-86<br/>Budget</u> |
|--------------------------------|---------------------------|---------------------------|--|---------------------------|
| Other Govt. Health Fees (9881) | \$ 96,141                 | \$ 96,200                 | \$ 96,141                                  | \$ (59)                   |
| Funded Interest-SanConTel      | 95,044                    | 0                         | 0  | 0                         |
| Automated Accounting System    | <u>23,703</u>             | <u>0</u>                  | <u>0</u>                                   | <u>0</u>                  |
| Total                          | \$ 214,888                | \$ 96,200                 | \$ 96,141                                  | \$ (59)                   |

Explanation/Comments: Participating hospitals in the trauma care system pay designation fees, including \$96,141 to offset the cost of lease purchasing trauma care communications equipment.

FIXED ASSETS:

| <u>Item</u>             | <u>Quantity</u> | <u>Cost</u>   |
|-------------------------|-----------------|---------------|
| Bench Service Monitors  | 1               | \$ 15,650     |
| Handle Service Monitor  | 1               | 9,000         |
| Base Stations           | 8               | 40,000        |
| Dual Recorder System    | 5               | 11,200        |
| Handi-Talkies           | 15              | 27,000        |
| Bubble Memory Recorders | <u>20</u>       | <u>60,000</u> |
| Total                   | 50              | \$ 162,850    |

NEW VEHICLES & COMMUNICATIONS EQUIPMENT: None

PROGRAM TERMINATION/TRANSFER: None

PROGRAM: COMMUNICATIONS EQUIPMENT

# 86403

MANAGER: Clarence E. Kaufman, Acting Director

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PROGRAM TERMINATION/TRANSFER:

None

PROPERTY MANAGEMENT

|                    | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Major Maintenance  | \$1,473,049                     | \$ 1,701,172                    | \$1,965,626                     | \$2,610,287                     | \$4,849,421                      | \$2,239,134                                    | 86%                       |
| Total Direct Costs | \$1,473,049                     | \$ 1,701,172                    | 1,965,626                       | \$2,610,287                     | \$4,849,421                      | \$2,239,134                                    | 86%                       |
| Funding            | <u>\$ (462,667)</u>             | <u>\$(1,049,451)</u>            | <u>\$(2,227,070)</u>            | <u>\$(1,725,462)</u>            | <u>\$(2,477,230)</u>             | <u>\$( 751,768)</u>                            | <u>44%</u>                |
| Net Program Costs  | \$1,010,382                     | \$ 651,721                      | \$ (261,444)                    | \$ 884,825                      | \$2,372,191                      | \$1,487,366                                    | 168%                      |
|                    | 00.00                           | 00.00                           | 00.00                           | 00.00                           | 00.00                            | 00.00  |                           |

PROGRAM: MAJOR MAINTENANCE # 81900 MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services # 5590 Ref: 1985-86 Final Budget - Pg: 529

Authority: Administrative Code 25351, 25351.3, 25358: The Board may construct, lease, build, rebuild, furnish, refurnish or repair public buildings as necessary to carry out the work of county government. County Administrative Code #398.5: The Department shall provide project management, plans and specifications, inspection and supervision for the alteration or repair of County buildings and equipment on such property.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                     |                      |                      |                      |                      |
| Salaries & Benefits       | \$ 0                | \$ 0                 | \$ 0                 | \$ 0                 | \$ 0                 |
| Services & Supplies       | 1,473,049           | 1,701,172            | 1,965,626            | 2,610,287            | 4,849,421            |
| Other Charges             | 0                   | 0                    | 0                    | 0                    | 0                    |
| Fixed Assets              | 0                   | 0                    | 0                    | 0                    | 0                    |
| Less Reimbursements       | <u>0</u>            | <u>0</u>             | <u>0</u>             | <u>0</u>             | <u>0</u>             |
| <b>TOTAL DIRECT COSTS</b> | <b>\$1,473,049</b>  | <b>\$ 1,701,172</b>  | <b>\$ 1,965,626</b>  | <b>\$ 2,610,287</b>  | <b>\$ 4,849,421</b>  |
| <b>FUNDING</b>            | <b>\$ (462,667)</b> | <b>\$(1,049,451)</b> | <b>\$(2,227,070)</b> | <b>\$(1,725,462)</b> | <b>\$(2,477,230)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$1,010,382</b>  | <b>\$ 651,721</b>    | <b>\$ (261,444)</b>  | <b>\$ 884,825</b>    | <b>\$ 2,372,191</b>  |
| <b>STAFF YEARS</b>        | <u>00.00</u>        | <u>00.00</u>         | <u>00.00</u>         | <u>00.00</u>         | <u>00.00</u>         |

PROGRAM DESCRIPTION:

This program is intended to display those maintenance projects which are larger, costlier and more complicated than routine maintenance. Generally, these are projects costing more than \$2,000. For example, repair of roofs is considered routine maintenance, while replacement of the roof is considered major maintenance. All County departments requesting 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 according to 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 unsafe condition.
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 (CE):

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):

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 ACTUALS:

Total actual fiscal year appropriations in this program totaled \$4,081,010. \$2,610,287 was budgeted in the beginning of the year and \$1,470,723 was appropriated mid-year through appropriation transfers. The largest of these was the SanConTel Telephone Site Modifications project at \$1,163,656 and various Health Department projects, benefitting primarily County Mental Health Services, at \$215,600. The difference between the 1985-86 Actual at \$2,227,444 and the total FY appropriations of \$4,081,010 was rebudgeted for FY 1986-87. Negative net County costs reflect \$1,163,656 of accrued program revenue for MB6890, SanConTel Site Modifications.

1986-87 OBJECTIVES:

None.

1986-87 ADOPTED BUDGET:

The 1986-87 Adopted Budget reflects an appropriation increase of \$2,239,134 or 85.8% over the 1985-86 Budget. However, this is somewhat misleading in that the majority of this increase, \$1,909,991 or 85.3%, is attributable to projects that had to be rebudgeted from FY85-86. These projects were unable to be completed because resources were diverted to handle the SanConTel and Health Services projects that were transferred in mid-year to this program.



**FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE**

| <u>Priority Number</u> | <u>Project Number</u> | <u>Category</u> | <u>Project Title</u>                                      | <u>Benefitting Department</u> | <u>Funding Source</u> | <u>Recommended Appropriations</u> | <u>Related Funding</u> | <u>Net Cost To County</u> |
|------------------------|-----------------------|-----------------|---|-------------------------------|-----------------------|-----------------------------------|------------------------|---------------------------|
| 1                      | ML7328                | HS              | BARRETT CMP - Replace Gas Lines                           | Probation                     | AB189                 | \$ 17,500                         | 17,500                 | 0                         |
| 2                      | MB7320                | HS              | EDGEMOOR - Install Backflow Devices                       | Health Services               | GF                    | 20,500                            | 0                      | 20,500                    |
| 3                      | MB7345                | HS              | CAC - Fire Suppression Repairs (5 Yr Certs)               | General Services              | GF                    | 12,000                            | 0                      | 12,000                    |
| 4                      | MB7421                | HS              | COC - Fire Suppression Repairs (5 Yr Certs)               | General Services              | GF                    | 18,600                            | 0                      | 18,600                    |
| 5                      | ML7372                | HS              | SAN JOSE CMP - Replace Fire Doors (21)                    | Probation                     | AB189                 | 7,400                             | 7,400                  | 0                         |
| 6                      | ML7405                | HS              | WEST FORK CMP - Repair & Resurface Entry Road             | Probation                     | AB189                 | 55,500                            | 55,500                 | 0                         |
| 7                      | ML7371                | HS              | SAN JOSE CMP - Replace Asphalt Tile W/Quarry Tile         | Probation                     | AB189                 | 8,100                             | 8,100                  | 0                         |
| 8                      | MB7356                | E               | CAC - Upgrade UPS   | EDP                           | GF                    | 42,000                            | 0                      | 42,000                    |
| 9                      | ML7363                | HS              | BARRETT CMP - Emergency Generator Hookup                  | Probation                     | AB189                 | 17,240                            | 17,240                 | 0                         |
| 10                     | MB7374                | HS              | RANCHO DEL CAMPO -Refurbish Toilets Bldgs 111 & 112       | Probation                     | AB189                 | 12,000                            | 12,000                 | 0                         |
| 11                     | MB7375                | HS              | RANCHO DEL CAMPO - Refurbish Staff Hsg Restrooms Phase II | Probation                     | AB189                 | 32,000                            | 32,000                 | 0                         |
| 12                     | MB7379                | HS              | RANCHO DEL CAMPO - Refurbish Staff Hsg. Kitchen Phase I   | Probation                     | AB189                 | 70,000                            | 70,000                 | 0                         |
| 13                     | ML7350                | HS              | WESTFORK CMP - Retile Restroom & Shower Area Dorms        | Probation                     | AB189                 | 13,350                            | 13,350                 | 0                         |
| 14                     | MB7308                | HS              | VISTA DF - Install Emergency Power For Gas Pumps          | Sheriff                       | AB189                 | 9,500                             | 9,500                  | 0                         |
| 15                     | MB7456                | HS              | SBRC DF - Toilet Replacement, Phase II                    | Sheriff                       | AB189                 | 31,000                            | 31,000                 | 0                         |
| 16                     | MB7330                | HS              | COMP HLTH CENTER - Reroof                                 | Health Services               | GF                    | 50,600                            | 0                      | 50,600                    |

**FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE**

| <u>Priority Number</u> | <u>Project Number</u> | <u>Category</u> | <u>Project Title</u>                                    | <u>Benefitting Department</u> | <u>Funding Source</u> | <u>Recommended Appropriations</u> | <u>Related Funding</u> | <u>Net Cost To County</u> |
|------------------------|-----------------------|-----------------|---|-------------------------------|-----------------------|-----------------------------------|------------------------|---------------------------|
| 17                     | MB7331                | HS              | CAC - Reroof Northeast & Southeast Wings                | General Services              | GF                    | 53,100                            | 0                      | 53,100                    |
| 18                     | MB7059                | HS              | ADOPTIONS - Reroof                                      | Social Services               | GF                    | 42,800                            | 0                      | 42,800                    |
| 19                     | MB7360                | HS              | JUVENILE HALL - Repair Windows In All Units,<br>Phase I | Probation                     | AB189                 | 40,770                            | 40,770                 | 0                         |
| 20                     | MB7325                | HS              | RAMONA BRNCH BLDG - Eliminate Sewer Pump Station        | General Services              | GF                    | 24,600                            | 0                      | 24,600                    |
| 21                     | MB7411                | HS              | VARIOUS PARKS - Install Backflow Devices                | Parks                         | GF                    | 28,000                            | 0                      | 28,000                    |
| 22                     | ML7366                | HS              | SAN JOSE CMP - Install Security Lighting                | Probation                     | AB189                 | 25,000                            | 25,000                 | 0                         |
| 23                     | MB7114                | HS              | LAS COLINAS DF - Install Security Divider               | Sheriff                       | AB189                 | 8,770                             | 8,770                  | 0                         |
| 24                     | MB7357                | HS              | SBRC - Upgrade Sewage Digester                          | General Services              | GF                    | 16,280                            | 0                      | 16,280                    |
| 25                     | MB7158                | HS              | ECRC DF - Install Tile in Kitchen Area                  | Sheriff                       | AB189                 | 12,560                            | 12,560                 | 0                         |
| 26                     | MB7080                | HS              | SOUTHEAST OFFC - Repair & Resurface Parking Lot         | Social Services               | GF                    | 19,500                            | 0                      | 19,500                    |
| 27                     | MB7271                | HS              | WORK FURLOUGH CNTR - Repair Fire Alarm System           | Probation                     | AB189                 | 13,500                            | 13,500                 | 0                         |
| 28                     | MB7221                | HS              | COC - Repair & Update Fire Alarm System                 | General Services              | GF                    | 6,000                             | 0                      | 6,000                     |
| 29                     | MB7315                | HS              | TRAFFIC CT - Replace 2 Gas-Fired Furnaces               | Municipal Ct                  | SB668                 | 50,900                            | 50,900                 | 0                         |
| 30                     | MB7116                | HS              | VISTA DF - Install Sally Port                           | Sheriff                       | AB189                 | 25,500                            | 25,500                 | 0                         |
| 31                     | MB7353                | HS              | JUVENILE HALL - Repr & Resurface So. Parking Lot        | Probation                     | AB189                 | 20,100                            | 20,100                 | 0                         |
| 32                     | MB7026                | E               | NO ANIM SHELTER - Install Util & Remodel Trailer        | Animal Control                | GF                    | 16,550                            | 0                      | 16,550                    |

- 745 -



**FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE**

| <u>Priority Number</u> | <u>Project Number</u> | <u>Category</u> | <u>Project Title</u>                                   | <u>Benefitting Department</u> | <u>Funding Source</u> | <u>Recommended Appropriations</u> | <u>Related Funding</u> | <u>Net Cost To County</u> |
|------------------------|-----------------------|-----------------|--|-------------------------------|-----------------------|-----------------------------------|------------------------|---------------------------|
| 33                     | MB7393                | HS              | RANCHO DEL CAMPO - Repair & Resurface Rec. Courts      | Probation                     | AB189                 | 8,600                             | 8,600                  | 0                         |
| 34                     | MB7381                | HS              | WORK FURLOUGH CNTR - Fumigate All Buildings            | Probation                     | AB189                 | 12,400                            | 12,400                 | 0                         |
| 35                     | MB7306                | HS              | OCEANSIDE BRNCH - Install Exterior Lighting            | Social Services               | GF                    | 19,000                            | 0                      | 19,000                    |
| 36                     | ML7397                | HS              | SAN JOSE CMP - Refurbish Dormitory Restrooms           | Probation                     | AB189                 | 53,600                            | 53,600                 | 0                         |
| 37                     | MB7024                | HS              | COC ANNEX - Repair & Resurface PA's Parking Lot        | Public Admin                  | GF                    | 13,800                            | 0                      | 13,800                    |
| 38                     | MB7258                | HS              | COC/#12 - Install Halon Fire Suppression System        | General Services              | GF                    | 9,600                             | 0                      | 9,600                     |
| 39                     | MB7367                | HS              | JUVENILE HALL - Improve Perimeter Security Fencing     | Probation                     | AB189                 | 9,000                             | 9,000                  | 0                         |
| 40                     | MB7361                | HS              | JUVENILE HALL - Replace Wooden Cabinets W/ Steel       | Probation                     | AB189                 | 28,100                            | 28,100                 | 0                         |
| 41                     | ML7437                | HS              | BARRETT CMP - Install Tile In Shower Floors            | Probation                     | AB189                 | 8,100                             | 8,100                  | 0                         |
| 42                     | MB7380                | CE              | RANCHO DEL CAMPO - Refurbish Bldgs 107/104<br>Phase II | Probation                     | AB189                 | 47,200                            | 47,200                 | 0                         |
| 43                     | MB7407                | HS              | COC ANNEX - Install Halon Fire Suppression System      | Registrar of Voters           | GF                    | 33,000                            | 0                      | 33,000                    |
| 44                     | MB7450                | HS              | CAC - Parking Lot Repairs                              | General Services              | GF                    | 32,600                            | 0                      | 32,600                    |
| 45                     | ML7228                | E               | LOMA PRTL FAC - Convert 3 Rms to "Quiet Rooms"         | Health Services               | GF                    | 12,700                            | 0                      | 12,700                    |
| 46                     | MB7014                | HS              | TRAFFIC CT - Refurbish Seating In Ctrms A & B          | Municipal Ct.                 | SB668                 | 28,000                            | 28,000                 | 0                         |
| 47                     | MB7105                | HS              | RAMONA ROAD STATION - Replace Roof Vents               | Public Works                  | Rd Funds              | 6,500                             | 6,500                  | 0                         |
| 48                     | MB7448                | HS              | VISTA REG CNTR - Prev Maint Of Elect'l Switchgear      | General Services              | SB668                 | 3,910                             | 3,910                  | 0                         |

**FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE**

| <u>Priority Number</u> | <u>Project Number</u> | <u>Category</u> | <u>Project Title</u>                             | <u>Benefitting Department</u> | <u>Funding Source</u> | <u>Recommended Appropriations</u> | <u>Related Funding</u> | <u>Net Cost To County</u> |
|------------------------|-----------------------|-----------------|--|-------------------------------|-----------------------|-----------------------------------|------------------------|---------------------------|
| 49                     | MB7257                | HS              | VISTA REG CNTR - Install Restrms, Div 8 Chambers | No. County Municipal Court    | SB668                 | 5,300                             | 5,300                  | 0                         |
| 50                     | MB7295                | E               | VISTA REG CNTR - Remodel Court Services Area     | No. County Municipal Court    | SB668                 | 4,910                             | 4,910                  | 0                         |
| 51                     | MB7457                | E               | RAMONA BRNCH CT - Expand/Remodel Clerk's Office  | East County Municipal Court   | SB668                 | 7,500                             | 7,500                  | 0                         |
| 52                     | MB7418                | E               | OCEANSIDE APCD STN -Build Balcony & Gate         | Air Pollution Control         | APCD                  | 6,920                             | 6,920                  | 0                         |
| 53                     | MB7287                | E               | MT LAGUNA RD STN - Upgrade Waterline             | Public Works                  | Rd Funds              | 10,800                            | 10,800                 | 0                         |
| 54                     | MB7460                | HS              | RAMONA RD STN - Install Shop Heaters             | Public Works                  | Rd Funds              | 15,600                            | 15,600                 | 0                         |
| 55                     | MA7454                | HS              | JUV HALL/LAW LIB - Arch'l Barriers Modif.        | Probation/Law Lib.            | CDBG                  | 93,200                            | 93,200                 | 0                         |
| 56                     | MB7461                | HS              | CAMPO FIRE STN - Replace Fire Doors              | Campo Fire District           | CDBG                  | 20,550                            | 20,550                 | 0                         |
| 57                     | MB7459                | E               | COC #15 - Remodel Admin Area                     | Library                       | Lib. Fund             | 14,500                            | 14,500                 | 0                         |
| 58                     | *MB7288               | E               | MT LAGUNA STN - Sand/Seal Paved Area             | Public Works                  | Rd Funds              | 5,600                             | 5,600                  | 0                         |
| 59                     | MB7800                |                 | Various Major Alterations (VMA)                  | Various                       | GF                    | 240,195                           | 0                      | 240,195                   |
| 60                     | MB7900                |                 | Criminal Justice VMA                             | Various                       | AB189                 | 200,000                           | 200,000                | 0                         |
| 61                     | MB7600                |                 | Courthouse VMA                                   | Various                       | SB668                 | 200,000                           | 200,000                | 0                         |
| 62                     | MB7500                | HS              | CARPET VMA                                       | Various                       | GF                    | 90,400                            | 17,800                 | 72,600                    |
| 63                     | MB6492                | HS              | MORENA CAMP - Install Grease Trap                | Probation                     | AB189                 | 8,492                             | 8,492                  | 0                         |
| 64                     | MB6542                | HS              | SBRC DF - Install Food Passes in Isolation Cells | Sheriff                       | AB189                 | 6,148                             | 6,148                  | 0                         |

\*Project costs for this project are not reflected in the budget total because the work will be accomplished by the Department of Public Works.

**FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE**

| <u>Priority Number</u> | <u>Project Number</u> | <u>Category</u> | <u>Project Title</u>  | <u>Benefitting Department</u> | <u>Funding Source</u> | <u>Recommended Appropriations</u> | <u>Related Funding</u> | <u>Net Cost To County</u> |
|------------------------|-----------------------|-----------------|---|-------------------------------|-----------------------|-----------------------------------|------------------------|---------------------------|
| 65                     | MB6117                | CE              | SANTEE STATION - Resurface/Restripe Parking Lot                       | Sheriff                       | AB189                 | 11,662                            | 11,662                 | 0                         |
| 66                     | MB6472                | HS              | WORK FURLOUGH CENTER - Repair Overhead Walkway                        | Probation                     | AB189                 | 6,937                             | 6,937                  | 0                         |
| 67                     | MB6337                | HS              | SD CTHSE - Reroof 5th Floor   | Courts                        | AB189                 | 8,936                             | 8,936                  | 0                         |
| 68                     | ML6503                | HS              | SAN JOSE CAMP - Replace Insulation in Freezer and Refrigerator        | Probation                     | AB189                 | 3,618                             | 3,618                  | 0                         |
| 69                     | MB6437                | CE              | SBRC DF - Toilet Replacement Phase I                                  | Sheriff                       | AB189                 | 29,912                            | 29,912                 | 0                         |
| 70                     | MB6543                | HS              | SBRC DF - Remodel Storeroom Access                                    | Sheriff                       | AB189                 | 18,425                            | 18,425                 | 0                         |
| 71                     | MB6161                | HS              | ECRC DF - Install Security Door in 6th Floor                          | Sheriff                       | AB189                 | 4,559                             | 4,559                  | 0                         |
| 72                     | MB6143                | E               | ENCINITAS STATION - Install Pipe Chase                                | Sheriff                       | AB189                 | 2,400                             | 2,400                  | 0                         |
| 73                     | ML6324                | HS              | SAN JOSE CAMP - Install Emergency Generator                           | Probation                     | AB189                 | 18,183                            | 18,183                 | 0                         |
| 74                     | MB6111                | HS              | CENTRAL DET. FAC. - Install Emergency Ventilation Shut Off Switch     | Sheriff                       | AB189                 | 13,067                            | 13,067                 | 0                         |
| 75                     | MB6112                | HS              | LAS COLINAS DET. FAC. - Install Emergency Ventilation Shut Off Switch | Sheriff                       | AB189                 | 6,655                             | 6,655                  | 0                         |
| 76                     | MB6478                | HS              | RANCHO DEL CAMPO - Replace Bathroom Fixtures                          | Probation                     | AB189                 | 21,500                            | 21,500                 | 0                         |
| 77                     | MB5999                | CE              | VISTA REGIONAL CENTER - Basement Remodel/<br>Filing System            | Courts                        | AB189/SB668           | 38,289                            | 38,289                 | 0                         |
| 78                     | MB6162                | HS              | LAS COLINAS DET.FAC. - Remove Stainless Steel Wall and Floor          | Sheriff                       | AB189                 | 7,671                             | 7,671                  | 0                         |
| 79                     | MB6379                | HS              | LAS COLINAS DET. FAC. Kitchen Repairs                                 | Sheriff                       | AB189                 | 4,143                             | 4,143                  | 0                         |

FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE

| <u>Priority Number</u> | <u>Project Number</u> | <u>Category</u> | <u>Project Title</u>                                 | <u>Benefitting Department</u> | <u>Funding Source</u> | <u>Recommended Appropriations</u> | <u>Related Funding</u> | <u>Net Cost To County</u> |
|------------------------|-----------------------|-----------------|--|-------------------------------|-----------------------|-----------------------------------|------------------------|---------------------------|
| 80                     | MB6919                | HS              | DESCANSO DET. FAC. Fire Line Modifications           | Sheriff                       | AB189                 | 6,251                             | 6,251                  | 0                         |
| 81                     | MB6619                | E               | SD CTHSE - Install Bulletin Boards                   | Courts                        | SB668                 | 4,450                             | 4,450                  | 0                         |
| 82                     | MB6455                | HS              | TRAFFIC COURT - Parking Lot Repairs & Extension      | Mun. Court                    | SB668                 | 152,210                           | 152,210                | 0                         |
| 83                     | MB6311                | HS              | SD CTHSE - Replace Exterior Doors                    | Courts                        | SB668                 | 29,236                            | 29,236                 | 0                         |
| 84                     | MB6318                | CE              | SBRC - Erosion Control                               | Courts                        | SB668                 | 5,210                             | 5,210                  | 0                         |
| 85                     | MB6621                | E               | SD. CTHSE - Install Cabinets, Courtroom "M"          | Mun. Court                    | SB668                 | 8,430                             | 8,430                  | 0                         |
| 86                     | MB4316                | HS              | SD CTHSE - Air Balance Ventilation System            | Courts                        | SB668                 | 104,033                           | 78,286                 | 25,747                    |
| 87                     | MB6622                | E               | ECRC-AMORS System Site Development                   | Mun. Court                    | SB668                 | 22,350                            | 22,350                 | 0                         |
| 88                     | MB5314                | HS              | SD CTHSE - Isolate Noise In Cooling Towers           | Courts                        | SB668                 | 47,941                            | 47,941                 | 0                         |
| 89                     | MB6282                | HS              | SAN MARCOS STATION - Replace Heaters                 | Public Works                  | Road Fund             | 25,802                            | 25,802                 | 0                         |
| 90                     | MB6831                | HS              | LOMA PORTAL CMH - Install Wall Partitions In Laundry | Health Svcs.                  | GF                    | 4,260                             | 0                      | 4,260                     |
| 91                     | MB6890                | E               | SANCONTEL - Site Modifications                       | Various                       | GF                    | 815,024                           | 0                      | 815,024                   |
| 92                     | MA2825                | HS              | VARIOUS LOC. - Handicapped Modifications             | Various                       | CDBG                  | 44,326                            | 44,326                 | 0                         |
| 93                     | MB6402                | HS              | EDGEMOOR - Senior Center Handicapped Modifications   | Health Svcs.                  | CDBG                  | 34,384                            | 34,384                 | 0                         |
| 94                     | MB4027                | E               | CACTUS PARK - Earthwork                              | Park & Rec.                   | FEMA                  | 59,900                            | 59,900                 | 0                         |
| 95                     | MB5327                | HS              | CAC - Sewer Pipes Replacement                        | Various                       | GF                    | 15,595                            | 0                      | 15,595                    |
| 96                     | MB6834                | E               | LAW LIBRARY - Install Shelves & Cabinets             | Law Library                   | GF                    | 4,543                             | 0                      | 4,543                     |
| 97                     | MB6338                | HS              | ADOPTION CENTER - Replace Cooling Tower              | Soc. Svcs.                    | GF                    | 24,829                            | 0                      | 24,829                    |

-749-

FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE

| <u>Priority Number</u> | <u>Project Number</u> | <u>Category</u> | <u>Project Title</u>                                 | <u>Benefitting Department</u> | <u>Funding Source</u> | <u>Recommended Appropriations</u> | <u>Related Funding</u> | <u>Net Cost To County</u> |
|------------------------|-----------------------|-----------------|--|-------------------------------|-----------------------|-----------------------------------|------------------------|---------------------------|
| 98                     | MB6815                | HS              | CAC - Fire Alarm Modifications                       | Various                       | GF                    | 10,011                            | 0                      | 10,011                    |
| 99                     | MB6310                | HS              | EDGEMOOR - Reroof Bldg. A-4                          | Health Svcs.                  | GF/AB3245             | 23,213                            | 11,018                 | 12,195                    |
| 100                    | MB6301                | HS              | EDGEMOOR - Reroof Rehab Bldg.                        | Health Svcs.                  | GF/AB3245             | 109,284                           | 52,546                 | 56,738                    |
| 101                    | MB6327                | HS              | EDGEMOOR - Resurface Roads                           | Health Svcs.                  | GF/AB3245             | 53,712                            | 25,663                 | 28,049                    |
| 102                    | MB6696                | HS              | VISTA REG. CENTER - Carpeting Phase II               | Courts                        | SB668                 | 38,000                            | 38,000                 | 0                         |
| 103                    | MB6617                | HS              | VISTA REG. CENTER - Carpeting, Phase III             | Courts                        | SB668                 | 20,000                            | 20,000                 | 0                         |
| - 104                  | MB6616                | E               | SBRC - AMORS System Site Development                 | Mun. Court                    | SB668                 | 18,900                            | 18,900                 | 0                         |
| 105                    | MB7464                | HS              | RAINBOW PEAK - Relocation of Microwave Tower         | Sheriff                       | AB189                 | 15,000                            | 15,000                 | 0                         |
| 106                    | MB7465                | HS              | WHITE STAR - Relocation of Microwave Tower           | Sheriff                       | AB189                 | 19,000                            | 19,000                 | 0                         |
| 107                    | MB7466                | E               | JUVENILE HALL - REJIS Site Development               | Probation                     | AB189                 | 10,000                            | 10,000                 | 0                         |
| 108                    | MB7467                | E               | CAMPO - REJIS Site Development                       | Probation                     | AB189                 | 2,000                             | 2,000                  | 0                         |
| 109                    | MB7468                | E               | ECRC - Remodel Hearing Room "C"                      | Mun. Court                    | SB668                 | 35,000                            | 35,000                 | 0                         |
| 110                    | MB7469                | E               | VISTA REG. CENTER - AMORS System Site Development    | Mun. Court                    | SB668                 | 35,000                            | 35,000                 | 0                         |
| 111                    | MB7470                | E               | SD CTHSE - AMORS System Site Development             | Mun. Court                    | SB668                 | 22,600                            | 22,600                 | 0                         |
| 112                    | MB7471                | E               | TRAFFIC COURT - AMORS System Site Development        | Mun. Court                    | SB668                 | 33,100                            | 33,100                 | 0                         |
| 113                    | MB7472                | E               | VISTA REG. CENTER - Install Restroom                 | Sup. Court                    | SB668                 | 7,500                             | 7,500                  | 0                         |
| 114                    | MB7473                | E               | VISTA REG. CENTER - Remodel Research Attorney's Room | Sup. Court                    | SB668                 | 36,600                            | 36,600                 | 0                         |

FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF MAJOR MAINTENANCE

| Priority Number         | Project Number | Category | Project Title   | Benefitting Department | Funding Source | Recommended Appropriations | Related Funding    | Net Cost To County |
|-------------------------|----------------|----------|---|------------------------|----------------|----------------------------|--------------------|--------------------|
| 115                     | MB7474         | HS       | SD CTHSE - Install Holding Cell                                   | Mun. Court             | SB668          | 30,000                     | 30,000             | 0                  |
| 116                     | MB7475         | HS       | VISTA REG. CENTER - Recarpet, Phase IV                            | Courts                 | SB668          | 51,500                     | 51,500             | 0                  |
| 117                     | MB7476         | E        | VISTA REG. CENTER - Remodel Courtroom "K"                         | Sup. Court             | SB668          | 11,250                     | 11,250             | 0                  |
| 118                     | MB6839         | HS       | EDGEWOOD - Various Major Alterations                              | Health Svcs.           | GF             | 32,675                     | 0                  | 32,675             |
| 119                     | MB7477         | HS       | VARIOUS LOCATIONS - Underground Hazardous Materials Storage Tanks | Various                | GF             | 490,000                    | 0                  | 490,000            |
| 120                     | MB6837         | E        | ADOPTIONS - Install Accordion Doors                               | Social Svcs.           | GF             | 5,000                      | 0                  | 5,000              |
| 121                     | MB6838         | E        | OCEANSIDE - Divide Conference Room                                | Social Svcs.           | GF             | 5,000                      | 0                  | 5,000              |
| 122                     | MB6886         | HS       | CAC - Recarpet County Counsel's Office                            | Co. Counsel            | GF             | 7,500                      | 0                  | 7,500              |
| 123                     | MB7281         | E        | COC - ANNEX - Remodel For Staff Expansion                         | Pub. Administrator     | GF             | 25,000                     | 0                  | 25,000             |
| 124                     | MB7899         | E        | CAC - Install Partition   | Assessor               | GF             | 10,000                     | 0                  | 10,000             |
| 125                     | MB7897         | E        | JUVENILE COURT DIV. - Remodeling                                  | District Attorney      | GF             | 16,000                     | 0                  | 16,000             |
| <b>TOTAL</b>            |                |          |   |                        |                | <b>\$4,855,021</b>         | <b>\$2,482,830</b> | <b>\$2,372,191</b> |
| <b>*ROAD FUND TOTAL</b> |                |          |   |                        |                | <b>(5,600)</b>             | <b>(5,600)</b>     | <b>0</b>           |
| <b>NET TOTAL</b>        |                |          |   |                        |                | <b>\$4,849,421</b>         | <b>\$2,477,230</b> | <b>\$2,372,191</b> |

\*Project costs for MB7288 are not reflected in the budget total because the work will be accomplished by the Department of Public Works.

## 1986-87 PROPOSED PROPERTY MANAGEMENT BUDGET

## DETAIL OF FUNDING BY REVENUE ACCOUNT

| PROJECT CLASSIFICATION | PROJECT NUMBER | FUNDING CLASS | PROJECT TITLE  | ACCOUNT FUNDING |
|------------------------|----------------|---------------|--|-----------------|
| AB189                  | ML7328         | 9176          | BARRETT CAMP - Replace Gas Lines                               | \$ 17,500       |
| AB189                  | ML7372         | 9176          | SAN JOSE CAMP - Replace Fire Doors (21)                        | 7,400           |
| AB189                  | ML7405         | 9176          | WEST FORK CAMP - Repair & Resurface Entry Road                 | 55,500          |
| AB189                  | ML7371         | 9176          | SAN JOSE CAMP - Replace Asphalt Tile W/Quarry Tile             | 8,100           |
| AB189                  | ML7363         | 9176          | BARRETT CAMP - Emergency Generator Hookup                      | 17,240          |
| AB189                  | MB7374         | 9176          | RANCHO DEL CAMPO - Refurbish Toilets Bldgs 111 & 112           | 12,000          |
| AB189                  | MB7375         | 9176          | RANCHO DEL CAMPO - Refurbish Staff Housing Restrooms, Phase II | 32,000          |
| AB189                  | MB7379         | 9176          | RANCHO DEL CAMPO - Refurbish Staff Housing Kitchens, Phase I   | 70,000          |
| AB189                  | ML7350         | 9176          | WESTFORK CAMP - Retile Restrooms & Shower Area Dorms           | 13,350          |
| AB189                  | MB7308         | 9176          | VISTA DF - Install Emergency Power For Gas Pumps               | 9,500           |
| AB189                  | MB7456         | 9176          | SBRC DF - Toilet Replacement, Phase II                         | 31,000          |
| AB189                  | MB7360         | 9176          | JUVENILE HALL - Repair Windows In All Units, Phase I           | 40,770          |
| AB189                  | ML7366         | 9176          | SAN JOSE CAMP - Install Security Lighting                      | 25,000          |
| AB189                  | MB7114         | 9176          | LAS COLINAS DF - Install Internal Security Divider             | 8,770           |
| AB189                  | MB7158         | 9176          | ECRC DF - Install Tile in Kitchen Area                         | 12,560          |
| AB189                  | MB7271         | 9176          | WORK FURLOUGH CNTR - Repair Fire Alarm System                  | 13,500          |
| AB189                  | MB7116         | 9176          | VISTA DF - Install Sally Port                                  | 25,500          |
| AB189                  | MB7353         | 9176          | JUVENILE HALL - Repair & Resurface So. Parking Lot             | 20,100          |
| AB189                  | MB7393         | 9176          | RANCHO DEL CAMPO - Repair & Resurface Rec. Courts              | 8,600           |
| AB189                  | MB7381         | 9176          | WORKFURLOUGH CENTER - Fumigate All Buildings                   | 12,400          |
| AB189                  | ML7397         | 9176          | SAN JOSE CAMP - Refurbish Dormitory Restrooms                  | 53,600          |
| AB189                  | MB7367         | 9176          | JUVENILE HALL - Improve Perimeter Security Fencing             | 9,000           |
| AB189                  | MB7361         | 9176          | JUVENILE HALL - Replace Wooden Cabinets W/Steel                | 28,100          |
| AB189                  | ML7437         | 9176          | BARRETT CAMP - Install Tile In Shower Floors                   | 8,100           |
| AB189                  | MB7380         | 9176          | RANCHO DEL CAMPO - Refurbish Buildings 107/104, Phase II       | 47,200          |
| AB189                  | MB7900         | 9176          | VMA  | 200,000         |
| AB189                  | MB6492         | 9176          | MORENA CAMP - Install Grease Trap                              | 8,492           |
| AB189                  | MB6542         | 9176          | SBRC DET FAC - Install Food Passes                             | 6,148           |
| AB189                  | MB6117         | 9176          | SANTEE SHERIFF - Resurface/Restripe Parking Lot                | 11,662          |
| AB189                  | MB6472         | 9176          | WORK FURLOUGH CENTER - Repair Overhead Walkway                 | 6,937           |
| AB189                  | MB6337         | 9176          | SD CTHSE - Reroof 5th Floor                                    | 8,936           |
| AB189                  | MB6503         | 9176          | SAN JOSE CAMP - Replace Insulation In Freezer & Refrigerator   | 3,618           |
| AB189                  | MB6437         | 9176          | SBRC DF - Toilet Replacement, Ph. I                            | 29,912          |
| AB189                  | MB6543         | 9176          | SBRC DF - Remodel Storeroom Access                             | 18,425          |
| AB189                  | MB6161         | 9176          | ECRC DF - Install Security Door In 6th Floor                   | 4,559           |
| AB189                  | MB6143         | 9176          | ENCINITAS SHERIFF - Install Pipe Chase                         | 2,400           |

## 1986-87 PROPOSED PROPERTY MANAGEMENT BUDGET

## DETAIL OF FUNDING BY REVENUE ACCOUNT

| PROJECT CLASSIFICATION | PROJECT NUMBER | FUNDING CLASS | PROJECT TITLE   | ACCOUNT FUNDING    |
|------------------------|----------------|---------------|---|--------------------|
| AB189                  | MB6324         | 9176          | SAN JOSE CAMP - Install Emergency Generator                         | 18,183             |
| AB189                  | MB6111         | 9176          | CENTRAL DET FAC - Install Emergency Ventilation Shut Off Switch     | 13,067             |
| AB189                  | MB6112         | 9176          | LAS COLINAS DET FAC - Install Emergency Ventilation Shut Off Switch | 6,655              |
| AB189                  | MB6478         | 9176          | RANCHO DEL CAMPO - Replace Bathroom Fixtures                        | 21,500             |
| AB189                  | MB5999         | 9176          | VISTA REG. CENTER - Basement Remodel/Filing System                  | 18,289             |
| AB189                  | MB6162         | 9176          | LA COLINAS DET FAC - Remove Stainless Steel Wall & Floor            | 7,671              |
| AB189                  | MB6379         | 9176          | LAS COLINAS DET FAC - Kitchen Repairs                               | 4,143              |
| AB189                  | MB6919         | 9176          | DESCANSO DET FAC - Fireline Modifications                           | 6,251              |
| AB189                  | MB7464         | 9176          | RAINBOW PEAK - Relocation of Microwave Tower                        | 15,000             |
| AB189                  | MB7465         | 9176          | WHITE STAR - Relocation of Microve Tower                            | 19,000             |
| AB189                  | MB7466         | 9176          | JUVENILE HALL - REJIS Site Development                              | 10,000             |
| AB189                  | MB7467         | 9176          | CAMPO/PROBATION - Rents Site Development                            | 2,000              |
|                        |                |               | <b>AB189 TOTAL</b>  | <b>\$1,029,638</b> |



1986-87 PROPOSED PROPERTY MANAGEMENT BUDGET  
DETAIL OF FUNDING BY REVENUE ACCOUNT

| PROJECT CLASSIFICATION | PROJECT NUMBER | FUNDING CLASS | PROJECT TITLE   | ACCOUNT FUNDING    |
|------------------------|----------------|---------------|---|--------------------|
| SB668                  | MB7315         | 9176          | TRAFFIC COURT - Replace 2 Gas-Fired Furnaces                        | \$ 50,900          |
| SB668                  | MB7014         | 9176          | TRAFFIC COURT - Refurbish Seating In Courtrooms A & B               | 28,000             |
| SB668                  | MB7448         | 9176          | VISTA REG. CENTER - Preventive Maintenance of Electrical Switchgear | 3,910              |
| SB668                  | MB7257         | 9176          | VISTA REGIONAL CENTER - Install Restrooms, Div. 8 Chambers          | 5,300              |
| SB668                  | MB7295         | 9176          | VISTA REGIONAL CENTER - Remodel Court Services Area                 | 4,910              |
| SB668                  | MB7457         | 9176          | RAMONA BRANCH COURT - Expand/Remodel Clerk's Office                 | 7,500              |
| SB668                  | MB7600         | 9176          | VMA   | 200,000            |
| SB668                  | MB5999         | 9176          | VISTA REG CENTER - Basement Remodel/Filing System                   | 20,000             |
| SB668                  | MB6619         | 9176          | SD CTHSE - Install Bulletin Boards                                  | 4,450              |
| SB668                  | MB6455         | 9176          | TRAFFIC COURT - Parking Lot Repairs & Extension                     | 152,210            |
| SB668                  | MB6311         | 9176          | SD CTHSE - Replace Exterior Doors                                   | 29,236             |
| SB668                  | MB6318         | 9176          | SBRC - Erosion Control  | 5,210              |
| SB668                  | MB6621         | 9176          | SD CTHSE - Install Cabinets, Courtroom "M"                          | 8,430              |
| SB668                  | MB4316         | 9176          | SD CTHSE - Air Balance Ventilation System                           | 78,286             |
| SB668                  | MB6622         | 9176          | ECRC - AMORS System Site Development                                | 22,350             |
| SB668                  | MB6696         | 9176          | VISTA REG CENTER - Carpeting Ph. II                                 | 38,000             |
| SB668                  | MB6617         | 9176          | VISTA REG CENTER - Carpeting Ph. III                                | 20,000             |
| SB668                  | MB6616         | 9176          | SBRC - AMORS System Site Development                                | 18,900             |
| SB668                  | MB7468         | 9176          | ECRC - Remodel Hearing Room "C"                                     | 35,000             |
| SB668                  | MB7469         | 9176          | VISTA REG CENTER = AMORS System Site Development                    | 35,000             |
| SB668                  | MB7470         | 9176          | SD CTHSE - AMORS System Site Development                            | 22,600             |
| SB668                  | MB7471         | 9176          | TRAFFIC COURT - AMORS System Site Development                       | 33,100             |
| SB668                  | MB7472         | 9176          | VISTA REG CENTER - Install Restroom                                 | 7,500              |
| SB668                  | MB7473         | 9176          | VISTA REG CENTER - Remodel Research                                 | 36,600             |
| SB668                  | MB7474         | 9176          | SD CTHSE - Install Holding Cell                                     | 30,000             |
| SB668                  | MB7475         | 9176          | VISTA REG CENTER - Recarpet, Ph. IV                                 | 51,500             |
| SB668                  | MB7476         | 9176          | VISTA REG CENTER - Remodel Courtroom "K"                            | 11,250             |
| SB668                  | MB5314         | 9176          | SD CTHSE - Isolate Noise in Cooling Towers                          | 47,941             |
|                        |                |               | <b>SB668 TOTAL</b>  | <b>\$1,008,083</b> |

## 1986-87 PROPOSED PROPERTY MANAGEMENT BUDGET

## DETAIL OF FUNDING BY REVENUE ACCOUNT

| PROJECT CLASSIFICATION    | PROJECT NUMBER | FUNDING CLASS | PROJECT TITLE                                      | ACCOUNT FUNDING  |
|---------------------------|----------------|---------------|--|------------------|
| ROAD FUND                 | MB7460         | 9802          | RAMONA ROAD STATION - Install Shop Heaters         | 15,600           |
| ROAD FUND                 | MB7287         | 9802          | MT LAGUNA ROAD STATION - Upgrade Waterline System  | 10,800           |
| ROAD FUND                 | MB7105         | 9802          | RAMONA ROAD STATION - Replace Root Vents           | 6,500            |
| ROAD FUND                 | MB6282         | 9802          | SAN MARCOS STATION - Replace Heaters               | <u>25,802</u>    |
| <b>ROAD FUND TOTAL</b>    |                |               |  | <b>\$ 58,702</b> |
| LIBRARY FUND              | MB7459         | 9813          | COC/#15 - Remodel Admin Area                       | 14,500           |
| LIBRARY FUND              | MB7426         | 9813          | FLETCHER HILLS LIBRARY - Recarpet                  | 8,000            |
| LIBRARY FUND              | MB7424         | 9813          | ENCINITAS LIBRARY - Recarpet                       | <u>9,800</u>     |
| <b>LIBRARY FUND TOTAL</b> |                |               |  | <b>\$ 32,300</b> |
| CDBG                      | MB7454         | 9683          | JUV HALL/LAW LIB.- Arch'l Barriers Modification    | 93,200           |
| CDBG                      | MB7461         | 9683          | CAMPO FIRE STN - Replace Fire Doors                | 20,550           |
| CDBG                      | MB6402         | 9683          | EDGEMOOR - Senior Center Handicapped Modifications | 34,384           |
| CDBG                      | MB2825         | 9683          | VARIOUS LOC - Handicapped Modifications            | <u>44,326</u>    |
| <b>CDBG TOTAL</b>         |                |               |  | <b>\$192,460</b> |
| APCD                      | MB7418         | 9803          | OCEANSIDE APCD STATION - Build Balcony & Gate      | 6,920            |
| <b>APCD TOTAL</b>         |                |               |  | <b>\$ 6,920</b>  |
| AB3245                    | MB6310         | 9446          | EDGEMOOR - Reroof Bldg. A-4                        | 11,018           |
| AB3245                    | MB6301         | 9446          | EDGEMOOR - Reroof Rehab. Bldg.                     | 52,546           |
| AB3245                    | MB6327         | 9446          | EDGEMOOR - Resurface Roads                         | <u>25,663</u>    |
| <b>AB3245 TOTAL</b>       |                |               |  | <b>\$ 89,227</b> |
| FEMA                      | MB4027         | 9624          | CACTUS PARK - Earthwork                            | <u>59,900</u>    |
| <b>FEMA TOTAL</b>         |                |               |  | <b>\$ 59,900</b> |

FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF GENERAL FUND PROJECTS

| <u>Project Number</u> | <u>Category</u> | <u>Project Title</u>  | <u>Benefiting Department</u> | <u>Recommended Appropriation</u> |
|-----------------------|-----------------|---|------------------------------|----------------------------------|
| MB7320                | HS              | EDGEMOOR - Install Backflow Devices                               | Health Services              | \$20,500                         |
| MB7345                | HS              | CAC - Fire Suppression Repairs (5 Yr Certs)                       | General Services             | 12,000                           |
| MB7421                | HS              | COC - Fire Suppression Repairs (5 Yr Certs)                       | General Services             | 18,600                           |
| MB7356                | E               | CAC - Upgrade UPS   | EDP                          | 42,000                           |
| MB7330                | HS              | COMP HEALTH CENTER - Reroof                                       | Health Services              | 50,600                           |
| MB7331                | HS              | CAC - Reroof Northeast and Southeast Wings                        | General Services             | 53,100                           |
| MB7059                | HS              | ADOPTIONS - Reroof  | Social Services              | 42,800                           |
| MB7325                | HS              | RAMONA BRANCH BUILDING - Eliminate Sewer Pump Station             | General Services             | 24,600                           |
| MB7411                | HS              | VARIOUS PARKS - Install Backflow Devices                          | Parks                        | 28,000                           |
| MB7357                | HS              | SBRC - Upgrade Sewage Digester                                    | General Services             | 16,280                           |
| MB7080                | HS              | SOUTHEAST OFFICE - Repair & Resurface Parking Lot                 | Social Services              | 19,500                           |
| MB7221                | HS              | COC - Repair & Upgrade Fire Alarm System                          | General Services             | 6,000                            |
| MB7026                | E               | NO. ANIMAL SHELTER - Install Util. and Remodel Trailer            | Animal Control               | 16,550                           |
| MB7306                | HS              | OCEANSIDE BRANCH - Install Exterior Lighting                      | Social Services              | 19,000                           |
| MB7024                | HS              | COC ANNEX - Repair & Resurface PA's Parking Lot                   | Public Administrator         | 13,800                           |
| MB7258                | HS              | COC/#12 - Install Halon Fire Suppression System                   | General Services             | 9,600                            |
| MB7407                | HS              | COC ANNEX - Install Halon Fire Suppression System                 | Registrar of Voters          | 33,000                           |
| MB7450                | HS              | CAC - Parking Lot Repairs   | General Services             | 32,600                           |
| ML7228                | HS              | LOMA PORTAL FAC - Convert 3 Rms to "Quiet Rooms"                  | Health Services              | 12,700                           |
| MB6066                | HS              | EL CAJON DISTRICT OFFICE - Recarpet                               | Social Services              | 25,600                           |
| MB7800                |                 | VMA   | Various                      | 240,195                          |
| MB7500                | HS              | CARPET VMA  | Various                      | 47,000                           |
| MB6831                | HS              | LOMA PORTAL CMH - Install Wall Partitions In Laundry              | Health Services              | 4,260                            |
| MB5327                | HS              | CAC - Sewer Pipes Replacement                                     | Various                      | 15,595                           |
| MB6834                | E               | LAW LIBRARY - Install Shelves & Cabinets                          | Law Library                  | 4,543                            |
| MB6338                | HS              | ADOPTION CENTER - Replace Cooling Tower                           | Social Services              | 24,829                           |
| MB6815                | HS              | CAC - Fire Alarm Modifications                                    | Various                      | 10,011                           |
| MB6310                | HS              | EDGEMOOR - Reroof Bldg. A-4                                       | Health Services              | 12,195                           |
| MB6301                | HS              | EDGEMOOR - Reroof Rehab. Bldg.                                    | Health Services              | 56,738                           |
| MB6327                | HS              | EDGEMOOR - Resurface Roads  | Health Services              | 28,049                           |
| MB7477                | HS              | EDGEMOOR - Various Major Alterations                              | Health Services              | 32,675                           |
| MB7478                | HS              | VARIOUS LOCATIONS - Underground Hazardous Materials Storage Tanks | Various                      | 490,000                          |

**FY 1986-87 PROPERTY MANAGEMENT BUDGET  
DETAIL OF GENERAL FUND PROJECTS**

| <u>Project Number</u>     | <u>Category</u> | <u>Project Title</u>                      | <u>Benefiting Department</u> | <u>Recommended Appropriation</u> |
|---------------------------|-----------------|---|------------------------------|----------------------------------|
| MB4316                    | HS              | SD CTHSE - Air Balance Ventilation System | Courts                       | 25,747                           |
| MB6890                    | E               | SANCONTEL - Site Modifications            | Various                      | 815,024                          |
| MB6837                    | E               | ADOPTIONS - Install Accordion Doors       | Social Services              | 5,000                            |
| MB6838                    | E               | OCEANSIDE - Divide Conference Room        | Social Services              | 5,000                            |
| MB6886                    | HS              | CAC - Recarpet County Counsel             | County Counsel               | 7,500                            |
| MB7281                    | E               | COC ANNEX - Remodel for Staff Expansion   | Public Administrator         | 25,000                           |
| MB7899                    | E               | CAC - Install Partition                   | Assessor                     | 10,000                           |
| MB7897                    | E               | JUVENILE COURT DIVISION - Remodeling      | District Attorney            | 16,000                           |
| <b>GENERAL FUND TOTAL</b> |                 |   |                              | <b>\$2,372,191</b>               |

PUBLIC SERVICES UTILITIES

|                              | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Public Services<br>Utilities | <u>\$14,995,464</u>             | <u>\$17,689,297</u>             | <u>\$19,301,713</u>             | <u>\$16,423,831</u>             | <u>\$18,018,039</u>              | <u>\$ 1,594,208</u>                                   | <u>10</u>                 |
| Total Direct<br>Costs        | \$14,995,464                    | \$17,689,297                    | \$19,301,713                    | \$16,423,831                    | \$18,018,039                     | \$ 1,594,208  |                           |
| Funding                      | <u>\$ (788,381)</u>             | <u>\$ (198,353)</u>             | <u>\$ (142,586)</u>             | <u>\$ (436,557)</u>             | <u>\$ (349,646)</u>              | <u>\$ 86,911</u>                                      | <u>(20)</u>               |
| Net County Cost              | \$14,207,083                    | \$17,490,944                    | \$19,159,127                    | \$15,987,274                    | \$17,668,393                     | \$ 1,681,119  | 11                        |
| Staff Years                  | 0                               | 0                               | 0                               | 0                               | 0                                | 0   |                           |

PROGRAM: PUBLIC SERVICES UTILITIES # 82104 MANAGER: Clarence E. Kaufman, Acting Director

Department: General Services # 5610 Ref. 1985-86 Final Budget - Pg: 547

Authority: Administrative Code 398.5 Sections (j) Utilities/Vehicle Fuels, (g) Telephones and (i) Postage, delegate to the Department of General Services the administration of utilities.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Gas and Electric          | \$ 8,077,511        | \$ 9,072,122        | \$ 9,343,035        | \$ 8,022,678        | \$ 9,153,421        |
| Cogeneration Leases       | 0                   | 957,156             | 1,242,747           | 1,177,322           | 1,177,322           |
| Telephones                | 4,591,433           | 5,558,405           | 6,561,404           | 5,250,000           | 5,650,000           |
| Postage                   | 1,922,441           | 2,046,693           | 2,291,549           | 2,300,000           | 2,415,000           |
| Water and Sewage          | 487,718             | 591,774             | 687,359             | 675,000             | 615,000             |
| Bottled Gas               | 68,022              | 107,076             | 105,890             | 110,000             | 130,000             |
| Less Reimbursements       | <u>(151,661)</u>    | <u>(643,929)</u>    | <u>(930,271)</u>    | <u>(1,111,169)</u>  | <u>(1,122,704)</u>  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$14,995,464</b> | <b>\$17,689,297</b> | <b>\$19,301,713</b> | <b>\$16,423,831</b> | <b>\$18,018,039</b> |
| <b>FUNDING</b>            | <b>\$ (788,381)</b> | <b>\$ (198,353)</b> | <b>\$ (142,586)</b> | <b>\$ (436,557)</b> | <b>\$ (349,646)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$14,207,083</b> | <b>\$17,490,944</b> | <b>\$19,159,127</b> | <b>\$15,987,274</b> | <b>\$17,668,393</b> |
| <b>STAFF YEARS</b>        | <b>00.00</b>        | <b>00.00</b>        | <b>00.00</b>        | <b>00.00</b>        | <b>00.00</b>        |

PROGRAM DESCRIPTION:

The Public Services Utilities Program consists of five major categories: (1) gas and electric which provides for services from SDG&E, services from other utility sources and maintenance of utility equipment; (2) telephone services from Pacific Bell, AT&T, AND ATSS; (3) postage, (4) water and sewage, (5) bottled gas.

County utility costs, with minor exceptions, are budgeted and paid by the Department of General Services. Conservation efforts have achieved significant results; however, Public Services Utilities costs have continued to increase, primarily due to rate increases and the acquisition of new facilities. In addition to further conservation efforts for all utilities, the department will continue its efforts to develop the County's cogeneration energy systems and to implement the County-owned telephone communications system.

1985-86 ACTUALS:

Gas and Electric expenditures are overbudget by \$1,320,357 due to delays in cogeneration systems becoming operational at the downtown Courthouse, and East County and Vista Regional Centers.

Telephone expenditures are \$1,311,404 over budget. This overrun is primarily due to Pacific Bell and AT&T rate increases (\$1,218,548) and acquisition of Data Modems (\$92,856).

Revenues and Cost Applied Reimbursements are underrealized by \$474,869 since cogeneration plants are not 100% operational, as anticipated.

1986-87 OBJECTIVES:

1. Continue implementation of a water conservation program and target achievement of 10% savings in water usage from 1985-86 level.
2. Operate cogeneration facilities at all sites and achieve 75% utilization efficiency.
3. Complete installation of SanConTel network and continue telephone system improvements.
4. Continue to implement the Zip + 4 mailing system.

1986-87 ADOPTED BUDGET:

In 1986-87, the Public Services Utilities Program will continue to provide for utility service to a combination of County departments that are both mandated and discretionary in nature.

1. Gas and Electric (SY 0; E \$9,153,421; R \$1,121,965) provides for payments to SDG&E (\$8,943,421); other utility sources (\$60,000) and maintenance of utility equipment (\$150,000) to operate County facilities. No significant changes are budgeted in 1986-87.
2. Cogeneration Leases (SY 0; E \$1,177,322; R \$0) provides for lease purchase payments for cogeneration facilities, including Vista Regional Center, Las Colinas, and the Downtown Courthouse. No significant changes are budgeted in 1986-87.
3. Telephones (SY 0; E \$5,650,000; R \$294,945) provides for payments for telephone services from Pacific Bell, AT&T AND ATSS required by County departments and offices. Marginal increases are included to provide for the impact of ZUM (Zone Unit Message) costs. No significant changes are budgeted in 1986-87.
4. Postage (SY 0; E \$2,415,000; R \$34,970) provides for the payment of postage meters, bulk mail, and business reply mail required to process County U.S. mail; and includes savings resulting from the complete implementation of the Zip + 4 plan. No significant changes are budgeted in 1986-87.
5. Water and Sewage (SY 0; E \$615,000; R \$20,470) provides for the water and sewage costs of operating over 5 million square feet of County facilities. No significant charges are budgeted in 1986-87.
6. Bottled Gas (SY 0; E \$130,000; R \$0) provides for ongoing requirements for bottled gas which is used primarily in outlying facilities. No significant changes are budgeted in 1986-87.

REVENUE BY SOURCE:

Total revenue of \$1,472,350 is projected to be realized in 1986-87 and includes revenue from non-County sources and cost applied reimbursements from County departments.

1. Gas, Electricity and Water

| <u>Source of Revenue</u>  | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budget</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|---------------------------|--------------------------|--------------------------|---------------------------|---|
| Cogeneration Sales (9976) | \$ 127,741               | \$ 436,557               | \$ 349,646                | \$(86,911)                              |
| Reimbursements            | 632,356                  | 792,789                  | 792,789                   | 0                                       |
| Miscellaneous             | <u>10,299</u>            | <u>0</u>                 | <u>0</u>                  | <u>0</u>                                |
| Subtotal                  | \$ 770,396               | \$1,229,346              | \$1,142,435               | \$(86,911)                              |

2. Telephone

| <u>Source of Revenue</u>      |                |                |                |               |
|-------------------------------|----------------|----------------|----------------|---------------|
| Recovered Expenditures (9989) | \$ 4,546       | \$ 0           | \$ 0           | \$ 0          |
| Reimbursements                | <u>264,617</u> | <u>283,400</u> | <u>294,945</u> | <u>11,545</u> |
| Subtotal                      | \$ 269,163     | \$ 283,400     | \$ 294,945     | \$ 11,545     |

3. Postage

| <u>Source of Revenue</u> |                  |                  |                  |                |
|--------------------------|------------------|------------------|------------------|----------------|
| Reimbursements           | \$ <u>33,298</u> | \$ <u>34,980</u> | \$ <u>34,970</u> | \$ <u>(10)</u> |
| Subtotal                 | \$ 33,298        | \$ 34,980        | \$ 34,970        | \$ (10)        |
| Total Revenue            | \$1,072,857      | \$1,547,726      | \$1,472,350      | \$ (75,376)    |

Explanation/Comments: 1985-86 unrealized revenue from the sale of cogeneration electricity is due to the delayed operation of the downtown Courthouse, Vista and East County cogeneration plants. Unrealized cost applied reimbursement is due to a decrease in actual utility rates compared to budget.



PERFORMANCE INDICATORS

PROGRAM: PUBLIC SERVICES UTILITIES

DEPARTMENT: General Services

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: GAS AND ELECTRIC</b>         |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                       | 57%               | 58%               | 57%               | 57%               | 57%                |
| <u>Workload</u>                             |                   |                   |                   |                   |                    |
| Sq. ft. County Owned & Leased Space         | 4,900,000         | 4,950,000         | 4,950,000         | 5,061,000         | 5,061,000          |
| Electricity purchased (1,000 KWH)           | 57,592            | 56,877            | 57,488            | 38,260            | 44,700             |
| Gas purchased (1,000 Therms)                | 945               | 2,051             | 2,468             | 4,019             | 3,603              |
| Steam purchased (1,000 lbs)                 | 42,290            | 42,512            | 37,182            | 6,000             | 10,000             |
| <u>Efficiency</u>                           |                   |                   |                   |                   |                    |
| Unit Cost all Facilities                    |                   |                   |                   |                   |                    |
| Electricity per 1,000 KWH                   | \$118.00          | \$127.94          | \$127.65          | \$145.00          | \$137.93           |
| Gas per 1,000 Therms                        | \$753.00          | \$566.52          | \$429.24          | \$525.00          | \$627.78           |
| Steam per 1,000 lbs.                        | \$ 15.82          | \$ 17.57          | \$ 24.60          | \$ 19.40          | \$ 21.40           |
| <u>Effectiveness</u>                        |                   |                   |                   |                   |                    |
| Conservation Program Results:               |                   |                   |                   |                   |                    |
| BTU's/sq.ft.                                | 72,130            | 67,268            | 95,200            | 96,957            | 95,270             |
| (72/73 /Base Yr. BTU's/sq.ft.<br>= 172,120) |                   |                   |                   |                   |                    |
| %Change Over Base Year:                     | (58.1%)           | (60.9%)           | (44.7%)           | (43.7%)           | (44.7%)            |

Unit Cost Defined: Unit Cost was determined by separating the total cost of the program into separate costs for electricity, gas, and steam. The cost for each separate utility was then divided by the total consumption of each utility.

PERFORMANCE INDICATORS

PROGRAM: PUBLIC SERVICES UTILITIES

DEPARTMENT: General Services

|   | 1983-84<br>Actual             | 1984-85<br>Actual             | 1985-86<br>Actual             | 1985-86<br>Budget             | 1986-87<br>Adopted            |
|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <b>ACTIVITY B: TELEPHONE SERVICE</b>                  |                               |                               |                               |                               |                               |
| <u>% of Resources</u>                                 | 30%                           | 30%                           | 30%                           | 30%                           | 30%                           |
| <u>Workload</u>                                       |                               |                               |                               |                               |                               |
| Telephone Service Cost                                | \$4,591,433                   | \$5,558,405                   | \$6,561,404                   | \$5,250,000                   | \$5,650,000                   |
| Average Number of County<br>Communication lines       | 9,075                         | 9,100                         | 9,500                         | 9,975                         | 9,500                         |
| <u>Efficiency</u>                                     |                               |                               |                               |                               |                               |
| Average Cost per<br>Communication line per month      | \$ 42.16                      | \$ 48.76                      | \$ 57.56                      | \$ 43.86                      | \$ 49.56                      |
| <u>Effectiveness</u>                                  |                               |                               |                               |                               |                               |
| Percentage of Phone Budget<br>To County-wide Salaries | \$ 4,591,433<br>\$306,600,000 | \$ 5,558,405<br>\$341,086,022 | \$ 6,561,404<br>\$400,820,124 | \$ 5,250,000<br>\$375,311,323 | \$ 5,650,000<br>\$428,828,205 |
|   | 1.50%                         | 1.63%                         | 1.64%                         | 1.40%                         | 1.32%                         |

PERFORMANCE INDICATORS

PROGRAM: PUBLIC SERVICES UTILITIES

DEPARTMENT: General Services

|   | 1983-84<br>Actual             | 1984-85<br>Actual             | 1985-86<br>Actual             | 1985-86<br>Budget             | 1986-87<br>Adopted            |
|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <b>ACTIVITY C: POSTAGE</b>                          |                               |                               |                               |                               |                               |
| <u>% of Resources</u>                               | 13%                           | 12%                           | 13%                           | 13%                           | 13%                           |
| Number of Pieces U.S. Mail                          | 9,997,000                     | 10,900,000                    | 11,868,000                    | 11,663,000                    | 12,595,000                    |
| Postage \$ (2000 Account)                           | \$1,922,441                   | \$2,046,732                   | \$2,291,549                   | \$2,300,000                   | \$2,415,000                   |
| <u>Efficiency</u>                                   |                               |                               |                               |                               |                               |
| U.S. Postal Rate/First Class                        | \$.2000                       | \$.2112**                     | \$.2200                       | \$.2200                       | \$.2200                       |
| County Avg. Cost/Piece of Mail*                     | <u>.1923</u>                  | <u>.1878</u>                  | <u>.1931</u>                  | <u>.1972</u>                  | <u>.1917</u>                  |
| Differential  | \$.0077                       | \$.0234                       | \$.0269                       | \$.0228                       | \$.0283                       |
| <u>Effectiveness</u>                                |                               |                               |                               |                               |                               |
| Percentage of Postal Budget<br>to Countywide Budget | \$ 1,922,441<br>\$775,000,000 | \$ 2,046,732<br>\$834,277,901 | \$ 2,291,549<br>\$968,679,541 | \$ 2,300,000<br>\$940,465,574 | \$ 2,415,000<br>\$987,488,852 |
| (Direct Costs)                                      | .25%                          | .24%                          | .24%                          | .24%                          | .24%                          |

\* Includes registered and certified mail, as well as packages.

\*\* Pro-rated for mid-year adoption of the postal rate increase.

CAPITAL ASSET LEASING (SANCAL)

|                                     | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|-------------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Capital Asset Leasing<br>Activities | \$ 0                            | \$ 79,867                       | \$ 1,595,400                    | \$ 2,100,000                    | \$ 1,879,536                     | \$ (220,464)  | (10%)                     |
| Total Direct Costs                  | \$ 0                            | \$ 79,867                       | \$ 1,595,400                    | \$ 2,100,000                    | \$ 1,879,536                     | \$ (220,464)  | (10%)                     |
| Funding                             | \$ 0                            | 0                               | 0                               | \$ 0                            | \$ 0                             | \$ 0  | 0                         |
| Net County Costs                    | \$ 0                            | \$ 79,867                       | \$ 1,595,400                    | \$ 2,100,000                    | \$ 1,879,536                     | \$ (220,464)  | (10%)                     |

PROGRAM: Capital Asset Leasing (SANCAL)

#

MANAGER: Manuel Lopez

Department: Chief Administrative Officer

#

5200

REF: 1985-86 Final Budget - Pg: 551

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.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                   |                   |                     |                     |                     |
| Salaries & Benefits       | \$ 0              | \$ 0              | \$ 0                | \$ 0                | \$ 0                |
| Services & Supplies       | 0                 | 79,867            | 1,856,994           | 2,440,747           | 2,193,000           |
| Fixed Assets              | 0                 | 0                 | 0                   | 0                   | 0                   |
| Vehicles/Comm. Equip.     | 0                 | 0                 | 0                   | 0                   | 0                   |
| Less Reimbursements       | 0                 | 0                 | (261,594)           | (340,747)           | (313,464)           |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 0</b>       | <b>\$ 79,867</b>  | <b>\$ 1,595,400</b> | <b>\$ 2,100,000</b> | <b>\$ 1,879,536</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>\$ 79,867</b>  | <b>\$ 1,595,400</b> | <b>\$ 2,100,000</b> | <b>\$ 1,879,536</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.

1985-86 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 1985-86 annual debt-service on the 1984 Issue was \$1,856,994 offset by a reimbursement from the Transit Development Fund of \$261,594. In 1985-86 a \$4.8 million Equipment List was proposed for Debt-Financing. \$532,110 in Fixed Assets were able to be purchased from interest earnings available in the 1984 Bond Issue. The remaining \$4.3 million in vehicles are not being financed through SANCAL, but through a private party financing. The 1st payment on this financing will be in 1986-87 and is included in the Countywide Equipment Acquisition Program. \$575,000 budgeted in this SANCAL program in 1985-86 will be expended from the Countywide Equipment Acquisition Budget in order to acquire patrol vehicles, with useful lives under three-years, through outright purchase instead of debt-financing.

PROGRAM: Capital Asset Leasing (SANCAL)

#

MANAGER: Manuel Lopez

1986-87 ADOPTED BUDGET:

\$2,193,000 is the 1986-87 payment required on the 1984 SANCAL Equipment Financing. \$313,464 is reimbursed by the Transit Development Fund. This results in a Direct Cost appropriation of \$1,879,536.

OFFICE OF EMPLOYEE SERVICES

|                    | <u>1983-84<br/>Actual</u> | <u>1984-85<br/>Actual</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> | <u>%<br/>Change</u> |
|--------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---|---------------------|
| Employee Services  | <u>\$ 4,671,267*</u>      | <u>\$ 3,228,526</u>       | <u>\$ 4,834,689</u>       | <u>\$ 4,265,798</u>       | <u>\$ 4,190,335</u>        | <u>\$ (75,463)</u>                        | <u>(1.8)</u>        |
| Total Direct Costs | <u>\$ 4,671,267</u>       | <u>\$ 3,228,526</u>       | <u>\$ 4,834,689</u>       | <u>\$ 4,265,798</u>       | <u>\$ 4,190,335</u>        | <u>\$ (75,463)</u>                        | <u>(1.8)</u>        |
| Less Funding       | <u>(684,620)</u>          | <u>(958,438)</u>          | <u>(880,939)</u>          | <u>(1,003,984)</u>        | <u>(937,087)</u>           | <u>66,897</u>                             | <u>(6.7)</u>        |
| Net County Cost    | <u>\$ 3,986,647</u>       | <u>\$ 2,270,088</u>       | <u>\$ 3,953,750</u>       | <u>\$ 3,261,814</u>       | <u>\$ 3,253,248</u>        | <u>\$ (8,566)</u>                         | <u>(0.3)</u>        |
| STAFF YEARS        | 67.89                     | 77.87                     | 93.07                     | 92.03                     | 94.83                      | 2.83                                      | 3.1                 |

\* 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: 1985-86 Final Budget - Pg. 554

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 workers' compensation and unemployment insurance responsibilities; State and Federal laws mandate various employee benefits.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget     | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|-----------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                       |                     |
| Salaries & Benefits       | \$ 5,520,373        | \$ 6,484,707        | \$ 7,655,173        | \$ 7,227,728          | \$ 7,541,535        |
| Services & Supplies       | 4,762,651*          | 1,192,387           | 1,815,220           | 1,736,718             | 1,673,715           |
| Other Charges             | 0                   | 0                   | 14,714              | 83,967                | 22,100              |
| Fixed Assets              | 0                   | 9,067               | 34,897              | 36,750                | 1,100               |
| Vehicles/Comm. Equip.     | 0                   | 0                   | 0                   | 0                     | 0                   |
| Liability Trust Fund      | 0                   | 0                   | 0                   | 0                     | 0                   |
| Less Reimbursements       | (5,611,757)         | (4,457,635)         | (4,685,315)         | (4,819,365)           | (5,048,115)         |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 4,671,267</b> | <b>\$ 3,228,526</b> | <b>\$ 4,834,689</b> | <b>\$ 4,265,798</b>   | <b>\$ 4,190,335</b> |
| <b>FUNDING</b>            | <b>\$ (684,620)</b> | <b>\$ (958,438)</b> | <b>\$ (880,939)</b> | <b>\$ (1,003,984)</b> | <b>(937,087)</b>    |
| <b>NET COUNTY COSTS</b>   | <b>\$ 3,986,547</b> | <b>\$ 2,270,088</b> | <b>\$ 3,953,750</b> | <b>\$ 3,261,814</b>   | <b>\$ 3,253,248</b> |
| <b>STAFF YEARS</b>        | <b>67.89</b>        | <b>77.87</b>        | <b>93.07</b>        | <b>92.03</b>          | <b>94.83</b>        |

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.



## SUPPORTING DOCUMENTATION

1985-86 ACTUALS:

Actual salaries and benefits were approximately \$400,000 over budget due to excess Workers' Compensation payments for current and prior year expenses. Staffing levels exceeded budget by 1.04 staff years due to the use of temporary help to meet Benefits Management workload excesses.

Actual Services and Supplies costs exceeded budget by approximately \$78,000 due to prior year encumbrances. Current year costs such as bus passes, equipment maintenance and pre-employment medical exams exceeded budgeted amounts but were offset by savings in property insurance and publications.

Other charges were approximately \$69,000 less than budget due mainly to savings in the Affirmative Action program.

Revenues were approximately \$120,000 less than budget, due mainly to a freeze on \$75,000 from Cable TV for video training programs. Increased revenues from bus passes due to increased employee participation offset lower than expected special fund charges for Workers Compensation.

1986-87 OBJECTIVES:

1. Develop and Issue Personnel Policy and Procedures Manual for departmental and Countywide distribution in order to improve efficiency and establish greater uniformity of personnel procedures Countywide.
2. Maintain active eligible lists for 100% of County classes with ten or more positions in order to reduce the necessity for provisional appointments and to eliminate hiring delays while departments wait for eligible lists.
3. Develop and initiate Management Assessment center model for County as part of second phase of the Affirmative Action Plan Career Development Program.

1986-87 ADOPTED BUDGET:

The 1986-87 program reflects a total direct cost decrease of \$75,463 from 1985-86. Savings from the deletion of Cable TV Video Training funds, decreased funding for Affirmative Action and property insurance savings offset Workers' Compensation increases and salary adjustments. Details of changes in each activity of OES's program follow:

1. Administration/Administrative Services (7.0 SY; E=\$384,746; R=0) includes the director's office, budgeting, facilities management, purchasing, inter/intra-departmental coordination, etc., and is:
  - Discretionary/Discretionary service level.
  - Decreased approximately \$90,000 primarily due to the deletion of funds for Affirmative Action automation and transfer of equipment maintenance appropriations to other divisions.
2. Selection and Classification (46.00 SY; E=\$1,587,791; R=\$177,837) is responsible for all County job examinations and classification studies. The services provided by this unit:
  - Are mandated by the San Diego County Charter Article IX and the Civil Service Rules/Discretionary service level.
  - Are offset approximately 11% by revenue from special fund departments.
  - Increased in cost by \$68,812 to fund 2 additional positions for classification studies.
  - Increased in cost by approximately \$31,000 to provide full year funding for clerical position added in 1985-86 and salary and benefit adjustments.
  - Include a \$45,000 reduction in Affirmative Action costs, due in part to implementation delays.

1986-87 ADOPTED BUDGET: (cont'd)

- Include 350 exams to establish employment eligibility lists.
  - Include classification studies of 1,400 positions.
3. Wage and Salary (3.00 SY; E=\$113,258; R=\$12,985) 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)/Discretionary service level.
  - Is offset approximately 11% by revenue.
  - Shows a \$7,425 increase largely to provide full year funding for clerical support added in 1985-86.
  - Will obtain a modem and printer in order to participate in a new Statewide salary data collection system.
4. Employee Development (4.00 SY; E=\$184,740; R=\$21,663) is responsible for all centralized training programs, employee orientation, the service award program and the suggestion awards program, and is:
- Discretionary/Discretionary service level.
  - Offset approximately 11% by revenue.
  - Increased .5 SY (\$8,798) to provide full year funding for clerical support added in 1985-86.
  - Decreased \$75,000 due to the deletion of Cable TV Video Training.
  - Able to provide 25,000 hours of training.
  - Predicting \$250,000 County savings from suggestion awards.
5. Employee Benefits Management (5 SY; E=\$635,591; R=\$171,126) 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/Discretionary service level.
  - Are offset by approximately 10% revenue from special fund departments and 19% from employee contributions for bus passes.
  - Include processing of 1,200 bus pass payments per month and maintenance of manual payment records for income tax records.
  - Include manually initiating, updating, and terminating insurance records for approximately 12,000 employees and more than 15,000 dependents.
  - Increased in costs by approximately \$6,500 due to salary increases.
6. Employee Assistance (2.00 SY; E=\$4,952; R=0) counsels employees experiencing personal problems and refers them to appropriate agencies. Activities of this unit:
- Are discretionary/discretionary service level, 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 1986-87.
  - Are estimated to cost approximately \$4,600 more in 1986-87 due mainly to full year funding for clerical support added in 1985-86.
7. Employee Health and Fitness (3.83 SY; E=\$10,096; R=0) 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:
- Discretionary/Discretionary service level, since the last year for State funding was FY 1984-85.
  - Expected to provide health and fitness services to 850 at-risk employees, back care/injury prevention training for 250 employees and tests/special prescriptions for 250 employees.
8. Loss Prevention (4 SY; E=\$13,306; R=0) furnishes safety services for County operations including coordination between departments of Cal-OSHA citation corrections, inspections and training. This function is:

1986-87 ADOPTED BUDGET: (Continued)

- Mandated by General Industry Safety Orders (Cal-OSHA regulations)/discretionary service level.
  - Expected to respond to 1,200 department/employee inquiries, conduct 48 training sessions and complete 48 investigations in FY 86-87.
9. Claims Management (4 SY; E=\$662,222; R=\$54,122) 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/discretionary service level.
  - Offset approximately 13% by revenues from special fund departments for Worker's Compensation and Unemployment Insurance support functions.
  - Able to provide 3,000 medical reviews.
  - Decreased approximately \$47,000 due mainly to insurance appropriation adjustments.
10. Workers' Compensation (14 SY; E=\$554,730; R=\$463,326) processes all Workers' Compensation claims for the County and is:
- Mandated by State laws/Discretionary service level except for mandated payment timeframes.
  - Offset 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 (\$27,500) to provide full year funding for positions added in 1985-86.
  - Increased \$250,000 to fund State mandated payment levels for Workers' Compensation.
  - Able to investigate 1,650 Workers' Compensation claims.
11. Unemployment Insurance (2 SY; E=\$38,903; R=\$36,028) oversees all Unemployment Insurance claims activity for the County and is:
- Mandated by State laws/Discretionary service level.
  - Offset by revenues and reimbursements from general and special fund departments.
  - Able to process 350 Unemployment Insurance claims, including investigations and appeals.
  - Increased approximately \$1,500 due to salary increases.

PROGRAM REVENUE BY SOURCE:

| <u>Source of Revenue</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|--------------------------|---------------------------|---------------------------|----------------------------|---|
| Interfund Charges        | \$ 685,298                | \$ 845,984                | \$ 812,413                 | \$ (33,571)                               |
| Third Party Revenues     | 62,300                    | 70,000                    | 0                          | (70,000)                                  |
| Bus Passes (Employees)   | 127,054                   | 88,000                    | 120,000                    | 32,000                                    |
| Miscellaneous            | <u>6,287</u>              | <u>0</u>                  | <u>4,674</u>               | <u>4,674</u>                              |
| <br>TOTAL                | <br>\$ 880,939            | <br>\$1,003,984           | <br>\$ 937,087             | <br>\$ (66,897)                           |

Explanation/Comments:

Interfund charges for 1986-87 Adopted are reduced by approximately \$30,000 due to the deletion of \$75,000 in Cable TV funds for Video Training, partially offset by increases in departmental costs which are passed on to special fund departments.

Unpredictability combined with steady decline of third party recoveries following transfer of Public Liability unit to County Counsel in 1984-85 justify the deletion of this revenue in 1986-87.

Miscellaneous revenue of \$4,674 is anticipated from charges to County service areas.

The \$120,000 difference in revenues from 1985-86 Budgeted to 1985-86 Actual was due mainly to a freeze on \$75,000 Cable TV for video training programs.

Increased revenue from bus passes due to increased employee participation offset lower than expected special fund charges for Workers Compensation.

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>Total Cost</u> |
|-------------|-----------------|-------------------|
| Modem       | 1               | \$ 500            |
| Printer     | <u>1</u>        | <u>\$ 600</u>     |
|             | 2               | \$ 1,100          |

PERFORMANCE INDICATORS

Program: Employee Services

Department: Office of Employee Services

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <u>% of Resources</u>                               |                   |                   |                   |                   |                    |
| 100%  |                   |                   |                   |                   |                    |
| <u>Workload</u>                                     |                   |                   |                   |                   |                    |
| Classification Studies Completed                    | 448               | 600               | 1,200             | 700               | 1,400              |
| Eligibility Lists Established                       | 211               | 350               | 346               | 350               | 350                |
| Requests to Fill Position                           | 2,500             | 2,700             | 3,600             | 3,400             | 3,900              |
| Candidates Certified to Position                    | 23,000            | 26,000            | 30,700            | 29,000            | 32,500             |
| Employee Training Hours Provided                    | 26,000            | 10,000            | 32,500            | 25,000            | 25,000             |
| Employee Assistance Assessments                     | 295               | 300               | 390               | 340               | 340                |
| Suggestions Received                                | 241               | 240               | 311               | 200               | 250                |
| Workers' Compensation Claims Investigated/Settled   | 1,613/1,700       | 1,300/1,000       | 1,645/1,278       | 1,650/1,400       | 1,650/1,400        |
| <u>Efficiency</u>                                   |                   |                   |                   |                   |                    |
| Processing Days per Exam                            | 58                | 62                | 53                | 45                | 45                 |
| Eligible Lists/Analyst                              | 23                | 21                | 25                | 25                | 25                 |
| Liability Claims/Analyst                            | 500               | 500               | N/A*              | N/A*              | N/A*               |
| <u>Effectiveness</u>                                |                   |                   |                   |                   |                    |
| Percentage Employees Trained                        | 16%               | 10%               | 23%               | 20%               | 16%                |
| Estimated First Year Savings/<br>Suggestions Awards | \$451,171         | \$200,000         | \$295,000         | \$125,000         | \$250,000          |

\* Public liability function transferred to County Counsel in July 1984.

## STAFFING SCHEDULE

Program: Employee Services

Department: Office of Employee Services

| Class | Title                              | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                 |
|-------|------------------------------------|----------------|-------|-----------------|-------|--------------------------|-----------------|
|       |                                    | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86 Budget           | 1986-87 Adopted |
|       |                                    | Positions      | S.Y.  | Positions       | S.Y.  |                          |                 |
| 2132  | Director, Employee Services        | 1              | 1.00  | 1               | 1.00  | \$ 63,198                | \$ 66,357       |
| 2214  | Assistant Director, Employee Svcs. | 1              | 1.00  | 1               | 1.00  | 51,524                   | 57,715          |
| 2303  | Administrative Assistant II        | 1              | 1.00  | 1               | 1.00  | 31,170                   | 27,377          |
| 2314  | Risk and Benefits Manager          | 1              | 1.00  | 1               | 1.00  | 51,405                   | 46,813          |
| 2320  | Personnel Aide                     | 6              | 6.00  | 5               | 5.00  | 110,630                  | 97,048          |
| 2321  | Claims Representative I            | 1              | 0.50  | 1               | 1.00  | 11,229                   | 23,901          |
| 2327  | Claims Representative II           | 6              | 6.00  | 6               | 6.00  | 177,889                  | 189,689         |
| 2331  | Loss Prevention Analyst            | 2              | 2.00  | 2               | 2.00  | 55,214                   | 58,884          |
| 2332  | Vocational Medical Services Coord. | 1              | 1.00  | 1               | 1.00  | 30,788                   | 34,457          |
| 2333  | Claims Representative III          | 1              | 1.00  | 1               | 1.00  | 32,943                   | 37,288          |
| 2341  | Wage & Salary Administrator        | 1              | 1.00  | 1               | 1.00  | 41,988                   | 44,580          |
| 2344  | Insurance Coordinator              | 1              | 1.00  | 1               | 1.00  | 33,037                   | 34,075          |
| 2345  | Loss Prevention Manager            | 1              | 1.00  | 1               | 1.00  | 36,055                   | 38,500          |
| 2346  | Employee Benefits Manager          | 1              | 1.00  | 1               | 1.00  | 26,832                   | 34,075          |
| 2365  | Staff Development Specialist       | 2              | 1.00  | 3               | 2.00  | 26,968                   | 57,422          |
| 2373  | Associate Personnel Analyst        | 13             | 13.00 | 13              | 13.00 | 376,123                  | 376,786         |
| 2374  | Senior Personnel Analyst           | 6              | 6.00  | 6               | 6.00  | 210,103                  | 222,714         |
| 2375  | Supervising Personnel Analyst      | 2              | 2.00  | 2               | 2.00  | 81,024                   | 87,503          |
| 2377  | Chief of Personnel Services        | 1              | 1.00  | 1               | 1.00  | 46,192                   | 49,150          |
| 2380  | Staff Development Manager          | 1              | 1.00  | 1               | 1.00  | 35,432                   | 37,584          |
| 2403  | Accounting Technician              | 1              | 1.00  | 1               | 1.00  | 17,082                   | 18,392          |
| 2414  | Analyst IV                         | 1              | 1.00  | 1               | 1.00  | 41,201                   | 40,872          |
| 2493  | Intermediate Account Clerk         | 3              | 3.00  | 3               | 3.00  | 43,866                   | 44,502          |
| 2510  | Senior Account Clerk               | 1              | 1.00  | 1               | 1.00  | 16,897                   | 18,647          |
| 2700  | Intermediate Clerk Typist          | 19             | 17.00 | 20              | 20.00 | 243,412                  | 291,925         |
| 2725  | Principal Clerk                    | 1              | 1.00  | 1               | 1.00  | 17,777                   | 24,510          |
| 2730  | Senior Clerk                       | 5              | 5.00  | 4               | 4.00  | 86,659                   | 69,858          |
| 2745  | Supervising Clerk                  | 1              | 1.00  | 1               | 1.00  | 20,367                   | 21,651          |
| 2756  | Administrative Secretary I         | 1              | 1.00  | 1               | 1.00  | 16,788                   | 15,519          |
| 2757  | Administrative Secretary II        | 1              | 1.00  | 1               | 1.00  | 19,381                   | 20,547          |
| 2758  | Administrative Secretary III       | 1              | 1.00  | 1               | 1.00  | 21,422                   | 23,050          |
| 3009  | Word Processing Operator           | 2              | 1.50  | 2               | 2.00  | 23,520                   | 33,572          |
| 3017  | Remote Job Entry Operator          | 1              | 1.00  | 1               | 1.00  | 15,775                   | 17,057          |
| 3029  | Insurance Specialist               | 1              | 1.00  | 1               | 1.00  | 20,333                   | 20,768          |
| 3050  | Offset Equipment Operator          | 1              | 1.00  | 1               | 1.00  | 16,625                   | 17,453          |
| 4465  | Nutritionist                       | 1              | 1.00  | 1               | 1.00  | 26,639                   | 24,470          |
| 4822  | Health & Fitness Program Manager   | 1              | 0.83  | 1               | 0.83  | 28,770                   | 29,757          |
| 4823  | Health & Fitness Specialist        | 1              | 1.00  | 1               | 1.00  | 23,050                   | 24,863          |
| 5212  | Employee Assistance Program Coord. | 1              | 1.00  | 1               | 1.00  | 30,632                   | 30,943          |
| 8800  | Vocational Training Specialist     | 1              | 1.20  | 0               | 0.00  | 49,538                   | 0               |
| 8801  | Career Counselor                   | 0              | 0.00  | 1               | 1.00  | 0                        | 29,442          |

## STAFFING SCHEDULE

Program: Employee Services

Department: Office of Employee Services

| Class             | Title  | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |                 |  |
|-------------------|--|----------------|-------|-----------------|-------|--------------------------|-----------------|--|
|                   |  | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86 Budget           | 1986-87 Adopted |  |
|                   |  | Positions      | S.Y.  | Positions       | S.Y.  |                          |                 |  |
| 0796              | Head Proctor                                 | 5              | 0.33  | 5               | 0.33  | \$ 5,318                 | \$ 6,359        |  |
| 0797              | Assistant Proctor                            | 15             | 0.67  | 15              | 0.67  | 7,465                    | 8,566           |  |
|                   | Total  | 115            | 92.03 | 115             | 94.83 | \$ 2,322,761             | \$ 2,454,641    |  |
| Adjustments       |  |                |       |                 |       |                          |                 |  |
|                   | County Contributions and Benefits            |                |       |                 |       | \$ 621,354               | \$ 684,994      |  |
|                   | Salary Settlement Costs                      |                |       |                 |       | 149,524                  | 0               |  |
|                   | Salary Adjustments                           |                |       |                 |       | 44,668                   | 49,690          |  |
|                   | Salary Savings                               |                |       |                 |       | (75,579)                 | (62,790)        |  |
| Special Payments: |  |                |       |                 |       |                          |                 |  |
|                   | Extraordinary Pay (Suggestions Awards)       |                |       |                 |       | 15,000                   | 15,000          |  |
|                   | Workers' Compensation Insurance (Countywide) |                |       |                 |       | 3,750,000                | 4,000,000       |  |
|                   | Employee Unemployment Insurance (Countywide) |                |       |                 |       | 400,000                  | 400,000         |  |
|                   | Total Adjustments                            |                |       |                 |       | \$ 4,904,967             | \$ 5,086,894    |  |
| PROGRAM TOTALS    |  | 115            | 92.03 | 115             | 94.83 | \$ 7,227,728             | \$ 7,541,535    |  |

EQUAL OPPORTUNITY MANAGEMENT OFFICE

|                    | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|--------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|---|---------------------------|
| Equal Opportunity  | \$ 256,435                      | \$ 281,836                      | \$ 289,809                      | \$ 325,417                      | \$ 313,307                       | \$ (12,110)   | (3%)                      |
| Total Direct Costs | \$ 256,435                      | \$ 281,836                      | \$ 289,809                      | \$ 325,417                      | \$ 313,307                       | \$ (12,110)   | (3%)                      |
| Less Funding       | <u>(17,186)</u>                 | <u>(40,843)</u>                 | <u>(42,464)</u>                 | <u>(44,084)</u>                 | <u>(45,947)</u>                  | <u>1,863</u>  | <u>+ 3%</u>               |
| Net County Cost    | \$ 239,249                      | \$ 240,993                      | \$ 247,345                      | \$ 281,333                      | \$ 267,360                       | \$ (13,973)   | (3%)                      |
| <br>               |                                 |                                 |                                 |                                 |                                  |   |                           |
| STAFF YEARS        | 7.00                            | 6.80                            | 7.12                            | 7.75                            | 8.00                             | .25   | + 3%                      |



PROGRAM: EQUAL OPPORTUNITY MANAGEMENT

# 81206

MANAGER: VICTOR A. NIETO

Department: EQUAL OPPORTUNITY OFFICE

# 0210

Ref: 1985-86 Final Budget; Pg. 561

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.

|                           | 1983-84<br>Actual  | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------------|--------------------|-------------------|-------------------|-------------------|--------------------|
| <b>COSTS</b>              |                    |                   |                   |                   |                    |
| Salaries & Benefits       | \$ 223,667         | \$ 250,533        | \$ 276,006        | \$ 300,451        | \$ 302,341         |
| Services & Supplies       | 32,768             | 31,303            | 13,803            | 24,966            | 10,966             |
| 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       | 0                  | 0                 | 0                 | 0                 | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 256,435</b>  | <b>\$ 281,836</b> | <b>\$ 289,809</b> | <b>\$ 325,417</b> | <b>\$ 313,307</b>  |
| <b>FUNDING</b>            | <b>\$ (17,186)</b> | <b>(40,843)</b>   | <b>(42,464)</b>   | <b>(44,084)</b>   | <b>\$ (45,947)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 239,249</b>  | <b>\$ 240,993</b> | <b>\$ 247,345</b> | <b>\$ 281,333</b> | <b>\$ 267,360</b>  |
| <b>STAFF YEARS</b>        | <b>7.00</b>        | <b>6.80</b>       | <b>7.12</b>       | <b>7.75</b>       | <b>8.00</b>        |

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.

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. The minimum service level is not stated.

The Affirmative Action Plan adopted by the Board of Supervisors on April 9, 1985, with accompanying Ordinance No. 6943 (adopted April 16, 1985 and effective May 16, 1985), directs this Office to administer, coordinate and monitor all County compliance activities related to such a plan. Service levels are discretionary.

1985-86 ACTUALS:

Through the hiring of temporary workers after the resignation of two clericals, and because funding for the position of Equal Opportunity I was not available until the approval of the Affirmative Action Plan budget, a salary savings of \$8,578 was realized for the 1985-86 fiscal year. In keeping with the CAO's controls on purchasing, EOMO was able to freeze \$11,163 in Services and Supplies, \$6,000 of which is carried over to FY 1986-87 as prior year expenditures.

## SUPPORTING DOCUMENTATION:

1986-87 OBJECTIVES:

1. EOMO will continue to expedite its appointment concurrences with the use of the CRT. These should number about 2,500 reviews if the current hiring freeze continues.
2. By timely intervention in employee's informal complaints and continued training of department personnel EOMO will try to keep the complaints filed with external enforcement agencies to about 30 per year.
3. About 200 resolutions of informal complaints shall be achieved with fewer than 10 needing intensive investigation lasting a month or more.
4. Monitoring of the Affirmative Action Plan will continue. It is hoped that 85% of the goals submitted by department heads will be met by the end of the 1986-87 fiscal year.

1986-87 ADOPTED BUDGET:

EOMO's sub-program activities are:

1. Investigation (2.50 SY; E-\$106,825; R-\$16,081) includes statistical studies, special reports, legislative analyses, legal research and counseling, is:
  - Mandated/Discretionary Service Level
  - Offset 15% by program revenue
  - Receiving no staffing increase
  - Committed to limit employment litigation to zero
2. Appointment Monitoring (2.50 SY; E-\$85,418; R-\$12,406) includes certification review, investigation of reasons for non-selection, eligibility list expiration or extension review, promotional exam review and ethnic audits and is:
  - Mandated/Discretionary Service Level
  - Offset 15% by program revenue
  - Receiving no staffing increase
  - Able to process 2,500 appointment reviews
3. Goals Monitoring (1.50 SY; E-\$54,072; R-\$7,811) includes adverse impact studies; underutilization analyses and 504 (disabled persons) monitoring and is:
  - Discretionary/Discretionary Service Level
  - Increasing by one officer to set up program for Affirmative Action Plan monitoring.
  - Offset 15% by program revenue
  - Committed to meeting 85% of annual goal submitted by departments for Affirmative Action Plan.
4. Training (1.50 SY; E-\$66,992; R-\$9,649) includes Affirmative Fair Housing Marketing Plan and is:
  - Mandated/Discretionary Service Level
  - Offset 15% by program revenue
  - Receiving no increase in staffing
  - Providing training to all division level managers and line supervisors on the Affirmative Action Plan

PROGRAM REVENUE BY SOURCE:

The slight increase of 1986-87 Adopted revenues over 1985-86 Budgeted reflects an unexpected increase in the work force for designated departments. The slight decrease from 1985-86 Budgeted revenues to 1985-86 Actuals reflect lower billings to one special fund department. Departments are billed according to the percentage of their work-force within the County's overall workforce.

| <u>Source of Revenue</u>             | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86 Budget</u> |
|--------------------------------------|---------------------------|-----------------------------|----------------------------|---------------------------------------|
| Road Fund                            | \$ 14,482                 | \$ 14,482                   | \$ 15,620                  | \$ 1,138                              |
| APCD                                 | 2,147                     | 2,147                       | 2,701                      | 554                                   |
| Library                              | 7,000                     | 8,496                       | 8,135                      | (361)                                 |
| Other Funds                          | 3,959                     | 3,959                       | 4,491                      | 532                                   |
| Community Development<br>Block Grant | 14,852                    | 15,000                      | 15,000                     | 0                                     |
| Prior Year Revenue                   | <u>24</u>                 | <u>0</u>                    | <u>0</u>                   | <u>0</u>                              |
| TOTAL                                | \$ 42,464                 | \$ 44,084                   | \$ 45,947                  | \$ 1,863                              |

PERFORMANCE INDICATORS

Program: Equal Opportunity Management

Department: Equal Opportunity Management Office

|   | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Investigations</b>           |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                       | 40%               | 40%               | 39%               | 39%               | 38%                |
| <u>Workload</u>                             |                   |                   |                   |                   |                    |
| Investigations                              | 227               | 245               | 240               | 240               | 260                |
| <u>Efficiency</u>                           |                   |                   |                   |                   |                    |
| Cost/Investigation                          | \$ 406            | \$ 393            | \$ 511            | \$ 503            | \$ 458             |
| <u>Effectiveness</u>                        |                   |                   |                   |                   |                    |
| Caseload                                    | 75.6              | 82                | 80                | 80                | 87                 |
| Staff Years                                 | 3                 | 3                 | 3                 | 3                 | 3                  |
| <b>ACTIVITY B: Monitoring</b>               |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                       | 60%               | 60%               | 61%               | 61%               | 62%                |
| <u>Workload</u>                             |                   |                   |                   |                   |                    |
| Certifications reviewed                     | 1,812             | 2,699             | 2,400             | 2,400             | *                  |
| Appointments reviewed                       | 2,000             | 3,694             | 2,500             | 2,500             | 2,900              |
| <u>Efficiency</u>                           |                   |                   |                   |                   |                    |
| Process Cost:                               |                   |                   |                   |                   |                    |
| Certifications                              | \$ 76             | \$ 54             | \$ 83             | \$ 79             | \$ *               |
| Appointments                                | 69                | 39                | 80                | 76                | 70                 |
| <u>Productivity</u>                         |                   |                   |                   |                   |                    |
| Caseload/staff Year                         | 5                 | 4                 | 4.75              | 4.75              | 5                  |
| Certifications                              | 362               | 675               | 505               | 505               | *                  |
| Appointments                                | 400               | 924               | 526               | 526               | 580                |
| <u>Effectiveness</u>                        |                   |                   |                   |                   |                    |
| Percent Increase in Majority Representation | + .7%             | +2.3%             | + .7%             | + .7%             | + .9%              |
| Percent Increase in Female Representation   | + .5%             | + .5%             | + .3%             | + .3%             | + .5%              |
| Percent of Underutilized Hired              | 26.2%             | 27.7%             | 28.0%             | 28.0%             | 30%                |

\* EOMO has discontinued this activity as previously projected, since the acquisition of a CRT has given EOMO instant and timely access to such data. This has enabled EOMO to assign one staff person to work with EDP to formulate, coordinate and implement a monitoring system for the Affirmative Action Plan achievements.

## STAFFING SCHEDULE

Program: Equal Opportunity Management

Department: Equal Opportunity Management

| Class | Title                             | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |                 |
|-------|-----------------------------------|----------------|------|-----------------|------|--------------------------|-----------------|
|       |                                   | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86 Budget           | 1986-87 Adopted |
|       |                                   | Positions      | S.Y. | Positions       | S.Y. |                          |                 |
| 2283  | Director, Equal Opportunity Mgmt. | 1              | 1.00 | 1               | 1.00 | \$ 46,557                | \$ 50,445       |
| 2401  | Equal Opportunity Officer II      | 4              | 4.00 | 4               | 4.00 | 122,701                  | 129,784         |
| 2402  | Equal Opportunity Officer I       | 1              | 0.75 | 1               | 1.00 | 16,385                   | 23,901          |
| 2758  | Administrative Secretary III      | 1              | 1.00 | 1               | 1.00 | 21,422                   | 23,050          |
| 2700  | Intermediate Clerk Typist         | 1              | 1.00 | 1               | 1.00 | 14,884                   | 15,788          |
|       | TOTAL                             | 8              | 7.75 | 8               | 8.00 | \$ 221,949               | \$ 242,968      |

## Adjustments:

|                                   |  |  |  |  |  |           |           |
|-----------------------------------|--|--|--|--|--|-----------|-----------|
| County Contributions and Benefits |  |  |  |  |  | \$ 67,866 | \$ 61,944 |
| Salary Savings                    |  |  |  |  |  | (5,788)   | (3,054)   |
| Salary Settlement Costs           |  |  |  |  |  | 15,867    | 0         |
| Salary Adjustments                |  |  |  |  |  | 557       | 483       |
| Total Adjustments                 |  |  |  |  |  | \$ 78,502 | \$ 59,373 |

|                |   |      |   |      |            |            |
|----------------|---|------|---|------|------------|------------|
| PROGRAM TOTALS | 8 | 7.75 | 8 | 8.00 | \$ 300,451 | \$ 302,341 |
|----------------|---|------|---|------|------------|------------|

PURCHASING AND CONTRACTING

|                    | <u>1983-84<br/>Actual</u> | <u>1984-85<br/>Actual</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> | <u>%<br/>Change</u> |
|--------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---|---------------------|
| Purchasing         | \$ 1,185,278              | \$ 1,355,596              | \$ 1,558,871              | \$ 1,532,612              | \$ 1,572,455               | \$ 39,843                                 | 2.6                 |
| Total Direct Costs | 1,185,278                 | \$ 1,355,596              | \$ 1,558,871              | 1,532,612                 | 1,572,455                  | \$ 39,843                                 | 2.6                 |
| Funding            | <u>(292,529)</u>          | <u>(296,940)</u>          | <u>\$ (364,513)</u>       | <u>(343,903)</u>          | <u>(318,324)</u>           | <u>25,579</u>                             | <u>(7.4)</u>        |
| Net County Costs   | \$ 892,749                | \$ 1,058,656              | \$ 1,194,358              | \$ 1,188,709              | \$ 1,254,131               | \$ 65,422                                 | 5.5                 |
| Staff Years        | 53.00                     | 51.00                     | 53.50                     | 53.50                     | 54.00                      | .50                                       | 1.0                 |

PROGRAM: PURCHASING AND CONTRACTING

# 81301

MANAGER: James G. Tapp

Department: Purchasing and Contracting

# 1300

Ref: 1985-86 Final Budget: Pg. 565

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.

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                     |                     |                     |                     |                     |
| Salaries & Benefits       | \$ 1,100,196        | \$ 1,267,266        | \$ 1,453,347        | \$ 1,452,862        | \$ 1,474,955        |
| Services & Supplies       | 85,082              | 88,330              | 98,224              | 72,450              | 83,950              |
| Fixed Assets              | 0                   | 0                   | 7,300               | 7,300               | 13,550              |
| Vehicles/Comm. Equip.     | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements       | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,185,278</b> | <b>\$ 1,355,596</b> | <b>\$ 1,558,871</b> | <b>\$ 1,532,612</b> | <b>\$ 1,572,455</b> |
| <b>FUNDING</b>            | <b>\$ (292,529)</b> | <b>(296,940)</b>    | <b>(364,513)</b>    | <b>(343,903)</b>    | <b>(318,324)</b>    |
| <b>NET COUNTY COSTS</b>   | <b>\$ 892,749</b>   | <b>\$ 1,058,656</b> | <b>\$ 1,194,358</b> | <b>\$ 1,188,709</b> | <b>\$ 1,254,131</b> |
| <b>STAFF YEARS</b>        | <b>53.00</b>        | <b>51.00</b>        | <b>53.50</b>        | <b>53.50</b>        | <b>54.00</b>        |

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.

1985-86 ACTUALS:

The 1985-86 services and supplies actual are higher than budgeted to reflect the costs of a contracting course paid by fund transfers plus excess printing and advertising cost offset by increased revenue.

1986-87 OBJECTIVES

1. Automate the County Personal Property Inventory, Redistribution and Disposal Data Base, which is currently an entirely manual operation. Phase I, begun in FY 1985-86, will convert all inventory management data to local, Stand-alone computerized data base, replacing manual records. Phase II, submitted as an FY 1986-87 EDP Work Plan Item, will provide conversion to an integrated, on-line Countywide inventory management system for excess personal property and fixed assets. The standard County inventory management system will be customized to reflect the unique characteristics of property management as opposed to consumable commodity management. The new system will provide an electronic method (1) to record transfer or loan of fixed assets between departments; (2) to record transfer of items to Property Disposal; and, (3) to record the disposal by sale or transfer of excess property to the Property Disposal Section. Another benefit of the system will be to make current Property Disposal inventory available, on-line, to County departments for screening prior to acquiring similar assets via other means.
2. The Central Receiving Program, currently a pilot project at the COC, will be extended to the CAC/Health Services Building in 1986-87.
3. Continue development, with the departments of Data Processing and Auditor/Controller, of the On-line Purchasing and Stores Requisitioning System to a Pilot Test of on-line purchasing requisitions. This is a priority EDP workplan item for FY 1985-86.

1986-87 ADOPTED BUDGET:

In this program the important changes from 1985-86 budget include:

- \$19,093 in salary and benefits reflecting full year funding for one Procurement Contracting Officer for the Contracting Division.
- \$11,500 in services and supplies providing for additional shelving to provide centralized acceptable storage for surplus food (received from the State) prior to shipment to County facilities as required.
- \$13,550 in fixed assets to purchase pallet jacks and a sweeper/scrubber for Central Stores to meet safety and sanitary standards.



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. Participations in cooperative auctions are charged a two-percent (2%) surcharge to defray expenses associated with conducting auctions at the County Operations Center. Additional revenue comes from sale of surplus/salvage scrap and waste materials such as oil and kitchen grease, tires, batteries, pallets, scrap metal, used engine oil, Marshals' uniforms, etc.

|  | 1985-86<br><u>Actual</u> | 1985-86<br><u>Budgeted</u> | 1986-87<br><u>Adopted</u> | Change From<br>1985-86<br><u>Budget</u> |
|--|--------------------------|----------------------------|---------------------------|---|
| Purchasing fees from other gov. agencies         | \$ 5,131                 | \$ 8,000                   | \$ 8,000                  | \$ -0-                                  |
| Cost allocated to Road Fund                      | 88,635                   | 88,635                     | 91,642                    | 3,007                                   |
| Cost allocated to Air Pollution Control District | 41,085                   | 41,085                     | 32,537                    | (8,548)                                 |
| Cost allocated to Internal Service Fund          | 90,194                   | 90,108                     | 68,769                    | (21,339)                                |
| Cost allocated to Airport Enterprise Fund        | 8,934                    | 8,934                      | 6,845                     | (2,089)                                 |
| Cost allocated to Liquid Waste Fund              | 33,861                   | 33,861                     | 36,046                    | 2,185                                   |
| Cost allocated to Solid Waste Fund               | 3,448                    | 3,404                      | 4,888                     | 1,484                                   |
| Cost allocated to Library Fund                   | 19,876                   | 19,876                     | 19,097                    | (779)                                   |
| Surcharge on Auction Sales                       | 16,144                   | 15,000                     | 15,000                    | -0-                                     |
| Sale of surplus/scrap material - nontaxable      | 54,745                   | 34,500                     | 35,000                    | 500                                     |
| Sale of surplus/scrap material - taxable         | 2,460                    | 500                        | 500                       | -0-                                     |
| TOTAL  | <u>\$ 364,513</u>        | <u>\$343,903</u>           | <u>\$318,324</u>          | <u>\$ (25,579)</u>                      |

The cost allocated to various funds is based on the A-87 overhead cost allocation plan as determined by the Auditor and Controller's Office.

In addition to the above revenue, all sales revenues from surplus County vehicles and related equipment are either deposited to the Road Fund (Public Works) or to the Vehicle Replacement Fund (General Services).

FIXED ASSETS

| <u>ITEM</u>      | <u>QUANTITY</u> | <u>COST</u> |
|------------------|-----------------|-------------|
| Air Conditioner  | 1               | \$ 600      |
| Sweeper/Scrubber | 1               | 11,000      |
| Pallet Jacks     | 3               | 1,950       |

PERFORMANCE INDICATORS

Program: Purchasing and Contracting

Department: Purchasing and Contracting

|                               | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| <b>ACTIVITY A: Purchasing</b> |                   |                   |                   |                   |                    |
| <u>% of Resources</u>         |                   |                   |                   |                   |                    |
|                               | 53.5%             |                   |                   |                   |                    |
| <u>Workload</u>               |                   |                   |                   |                   |                    |
| Purchasing Order Line Items   | N/A               | 30,073            | 32,313            | N/A               | 35,544             |
| Purchase Orders (PO) (#)      | 15,562            | 17,099            | 18,372            | 18,750            | 20,140             |
| Purchase Orders (PO) (\$)     | 50,520,752        | 33,160,000        | 58,662,000        | 59,795,000        | 64,500,000         |
| Sub-Order Line Items          | N/A               | 29,863            | 35,956            | N/A               | 39,552             |

**ACTIVITY B: Contracting**

% of Resources

20.2%

Workload

|                         |              |              |            |              |             |
|-------------------------|--------------|--------------|------------|--------------|-------------|
| P.O. Contracts (#)      | NOTE (1)     | 709          | 600        | NOTE (1)     | 660         |
| P.O. Contracts (\$ Mil) | NOTE (2)     | 14,070,000   | 9,600,000  | NOTE (1)     | 11,500,000  |
| Other Contracts (#)     | SEE NOTE (2) | SEE NOTE (2) | 247        | SEE NOTE (2) | 430         |
| Other Contracts (\$)    | SEE NOTE (3) | SEE NOTE (3) | 51,970,000 | SEE NOTE (3) | 103,000,000 |

NOTE (1) For Fiscal Year 1983-84 and prior years, these totals were included in purchase order totals, Activity A, above.

NOTE (2) Meaningful contract statistics are not available for prior fiscal years, as Auditor/Controller's contract numbering system was revised during FY 1984-85. As of FY 1985-86, all contracts signed by the Purchasing Agent are assigned a 40,000 series contract number or, for Defender Services, a 50,000 series number. Previous fiscal year's data are not reliable.

NOTE (3) Contracts register does not reflect contract value in a meaningful manner for Defender Services (50,000 series) contracts, the total budget for which is estimated at \$9.3 million for FY 1985-86.

PERFORMANCE INDICATORS

Program: Purchasing and Contracting

Department: Purchasing and Contracting

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Projected |
|--|-------------------|-------------------|-------------------|-------------------|----------------------|
|--|-------------------|-------------------|-------------------|-------------------|----------------------|

ACTIVITY C: Central Stores

% of Resources

22.2%

Workload

|                                   |   |           |           |           |           |
|-----------------------------------|---|-----------|-----------|-----------|-----------|
| <u>Line Items Issued (#)</u>      | 58,202  | 62,051    | 73,772    | 65,000    | 80,000    |
| <u>Value of Issues (Dollars)</u>  | 3,183,263   | 3,423,700 | 4,079,725 | 3,700,000 | 4,500,000 |
| <u>Donated Commodities (Food)</u> |   |           |           |           |           |
| <u>Line Items Issued (#)</u>      | (ASSUMED RESPONSIBILITY- 8/28/85) 2,268<br>NO 1984/85 FY ACTIVITY |           |           |           | 2,495     |

ACTIVITY D: Property Disposal

% of Resources

4.1%

Workload

|                                     |               |                   |         |     |         |
|-------------------------------------|---------------|-------------------|---------|-----|---------|
| <u>Receipts</u>                     |               |                   |         |     |         |
| <u>Total Items Received (#)</u>     | NOT AVAILABLE | 4,898<br>(6 mos.) | 11,746  | N/A | 12,921  |
| <u>Transfers</u>                    |               |                   |         |     |         |
| <u>Total Items Transferred (#)</u>  | NOT AVAILABLE | 2,862<br>(6 mos.) | 7,418   | N/A | 8,160   |
| <u>Sales</u>                        |               |                   |         |     |         |
| <u>Lots Sold-County (#)</u>         |               | 2,289             | 2,347   | N/A | 2,581   |
| <u>Lots Sold-Other Agencies (#)</u> |               | 1,383             | 2,235   | N/A | 2,458   |
| <u>Gross Sales (Dollars)</u>        |               |                   |         |     |         |
| <u>County (\$)</u>                  |               | 448,400           | 515,800 | N/A | 567,380 |
| <u>Other Agencies (\$)</u>          |               | 931,100           | 786,500 | N/A | 865,150 |

STAFFING SCHEDULE

Program: Purchasing and Contracting

Department: Purchasing and Contracting

| Class                             | Title  | STAFF YEARS    |       |                 |       | SALARY AND BENEFIT COSTS |              |
|-----------------------------------|--|----------------|-------|-----------------|-------|--------------------------|--------------|
|                                   |  | 1985-86 Budget |       | 1986-87 Adopted |       | 1985-86                  | 1986-87      |
|                                   |  | Positions      | S.Y.  | Positions       | S.Y.  | Budget                   | Adopted      |
| 2160                              | Director, Purchasing & Contracting           | 1              | 1.00  | 1               | 1.00  | \$ 51,077                | \$ 54,433    |
| 2263                              | Assistant Director, Purchasing & Contracting | 1              | 1.00  | 1               | 1.00  | 43,405                   | 46,625       |
| 2621                              | Principal Procurement Contracting Officer    | 1              | 1.00  | 1               | 1.00  | 31,376                   | 36,685       |
| 2622                              | Procurement Contracting Officer              | 4              | 3.50  | 4               | 4.00  | 110,065                  | 125,040      |
| 2303                              | Administrative Assistant II                  | 1              | 1.00  | 1               | 1.00  | 31,170                   | 32,446       |
| 2640                              | Buyer III                                    | 3              | 3.00  | 3               | 3.00  | 77,104                   | 81,837       |
| 2654                              | Central Stores Supervisor                    | 1              | 1.00  | 1               | 1.00  | 25,832                   | 27,120       |
| 2610                              | Buyer II                                     | 4              | 4.00  | 4               | 4.00  | 94,394                   | 99,111       |
| 2601                              | Buyer I                                      | 6              | 6.00  | 6               | 6.00  | 119,735                  | 130,410      |
| 2758                              | Administrative Secretary III                 | 1              | 1.00  | 1               | 1.00  | 21,422                   | 23,050       |
| 2403                              | Accounting Technician                        | 1              | 1.00  | 1               | 1.00  | 20,251                   | 21,069       |
| 2620                              | Property & Salvage Coordinator               | 1              | 1.00  | 1               | 1.00  | 17,332                   | 18,856       |
| 2611                              | Purchasing Clerk                             | 4              | 4.00  | 4               | 4.00  | 75,595                   | 75,713       |
| 2658                              | Storekeeper II                               | 2              | 2.00  | 2               | 2.00  | 38,414                   | 40,338       |
| 3035                              | Data Entry Supervisor                        | 1              | 1.00  | 1               | 1.00  | 18,648                   | 19,860       |
| 2511                              | Senior Payroll Clerk                         | 1              | 1.00  | 1               | 1.00  | 18,437                   | 17,078       |
| 3009                              | Word Processing Operator                     | 1              | 1.00  | 1               | 1.00  | 18,147                   | 19,232       |
| 2660                              | Storekeeper I                                | 3              | 3.00  | 3               | 3.00  | 51,282                   | 55,337       |
| 2730                              | Senior Clerk                                 | 3              | 3.00  | 3               | 3.00  | 44,508                   | 48,846       |
| 7516                              | Delivery Vehicle Driver                      | 2              | 2.00  | 2               | 2.00  | 32,536                   | 32,005       |
| 3030                              | Data Entry Operator                          | 2              | 2.00  | 2               | 2.00  | 32,072                   | 33,030       |
| 2650                              | Stock Clerk                                  | 4              | 4.00  | 4               | 4.00  | 58,040                   | 61,245       |
| 2493                              | Intermediate Account Clerk                   | 2              | 2.00  | 2               | 2.00  | 29,104                   | 29,516       |
| 2700                              | Intermediate Clerk Typist                    | 3              | 3.00  | 3               | 3.00  | 44,652                   | 47,364       |
| 9999                              | Temporary Extra Help                         | 1              | 1.00  | 1               | 1.00  | 3,000                    | 3,000        |
|                                   | Total  | 54             | 53.50 | 54              | 54.00 | \$1,107,598              | \$ 1,179,246 |
| Adjustments:                      |  |                |       |                 |       |                          |              |
| County Contributions and Benefits |  |                |       |                 |       | \$ 302,877               | \$ 324,973   |
| Salary Settlement Costs           |  |                |       |                 |       | 74,643                   |              |
| Special Payments:                 |  |                |       |                 |       |                          |              |
| Overtime                          |  |                |       |                 |       |                          |              |
| Salary Adjustments                |  |                |       |                 |       | 7,744                    |              |
| Salary Savings                    |  |                |       |                 |       | (40,000)                 | (29,264)     |
| Total Adjustments                 |  |                |       |                 |       | \$ 345,264               | \$ 295,709   |
| PROGRAM TOTALS                    |  | 54             | 53.50 | 54              | 54.00 | \$1,452,862              | \$ 1,474,955 |

REVENUE AND RECOVERY

|                                   | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|-----------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Collection of Accounts Receivable | \$ 5,026,827                    | \$ 5,585,926                    | \$ 6,125,640                    | \$ 6,358,170                    | \$ 6,639,469                     | \$ 281,299                                     | 4.4%                      |
| Total Direct Costs                | \$ 5,026,827                    | \$ 5,585,926                    | \$ 6,125,640                    | \$ 6,358,170                    | \$ 6,639,469                     | \$ 281,299                                     | 4.4%                      |
| Less Funding                      | <u>(98,333)</u>                 | <u>(104,179)</u>                | <u>(145,177)</u>                | <u>(91,500)</u>                 | <u>(105,000)</u>                 | <u>(13,500)</u>                                | <u>14.8%</u>              |
| Net County Costs                  | \$ 4,928,494                    | \$ 5,481,747                    | \$ 5,980,463                    | \$ 6,266,670                    | \$ 6,534,469                     | \$ 267,799                                     | 4.3%                      |
| Staff Years                       | 226.40                          | 237.73                          | 241.26                          | 249.75                          | 261.50                           | 11.75  | 4.7%                      |

PROGRAM: Collection of Accounts Receivable # 81701 MANAGER: M. R. Plon  
 Department: Revenue and Recovery # 2600 Ref: 1985-86 Final Budget - Pg: 569

Authority: This program operates under Administrative Code Section 210 to provide professional collections and revenue recovery services which will serve all levels of County Government to maximize the recovery of monies due and owing, 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).

|                           | 1983-84<br>Actual   | 1984-85<br>Actual   | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Salaries & Benefits       | \$ 4,890,565        | \$ 5,391,849        | \$ 5,966,830        | \$ 6,160,392        | \$ 6,427,878        |
| Services & Supplies       | 136,262             | 189,954             | 149,558             | 173,753             | 171,637             |
| Other Charges             | 0                   | 0                   | 0                   | 0                   | 25,554              |
| Fixed Assets              | 0                   | 4,123               | 9,252               | 24,025              | 14,400              |
| Vehicles/Comm. Equipment  | 0                   | 0                   | 0                   | 0                   | 0                   |
| Less Reimbursements       | 0                   | 0                   | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 5,026,827</b> | <b>\$ 5,585,926</b> | <b>\$ 6,125,640</b> | <b>\$ 6,358,170</b> | <b>\$ 6,639,469</b> |
| <b>FUNDING</b>            | <b>\$ (98,333)</b>  | <b>\$ (104,179)</b> | <b>\$ (145,177)</b> | <b>\$ (91,500)</b>  | <b>\$ (105,000)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 4,928,494</b> | <b>\$ 5,481,747</b> | <b>\$ 5,980,463</b> | <b>\$ 6,266,670</b> | <b>\$ 6,534,469</b> |
| <b>STAFF YEARS</b>        | <b>226.40</b>       | <b>237.73</b>       | <b>241.26</b>       | <b>249.75</b>       | <b>261.50</b>       |

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 civil litigation, instituting various 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 provides pre-trial services to reduce jail overcrowding. Graduate student workers, supervised by Detention Review Officers, interview felony and misdemeanor arrestees 24 hours a day, 7 days a week at the Central Detention Facility to provide information to the court for determination of own recognizance releases and to provide supervised release for certain inmates who do not ordinarily qualify for own recognizance release. This activity also provides pre-arraignment information for bail reviews for all San Diego County Judicial Districts. At one time, this activity was within the Sheriff's Department. It was subsequently transferred to the CAO, and assigned to Revenue and Recovery because of Revenue and Recovery's existing relationship to the courts.

PROGRAM DESCRIPTION: (Cont'd)Activity C - Indigency Screening

This activity screens defendants who request court-appointed attorneys to determine whether 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 student workers.

1985-86 ACTUALS:

Actual Salaries & Benefits were \$193,600 less than budgeted as the department held vacancies open in order to improve the County's funding position. Services & Supplies were \$24,000 under budget as a result of a less than anticipated charge by the State for the tax intercept program, and a large suborder for supplies not being processed by fiscal year end. \$20,000 of budgeted Fixed Assets were not acquired as a result of expenditure controls; however, prior year expenditures of \$5,100 were carried over into this fiscal year. Funding exceeded the budgeted amount by nearly \$54,000 as a result of unanticipated revenues from court-ordered administrative fees on Adult Probation Restitution, and overrealized revenue from Child Support Collection fees as a result of the intercept programs. Staff years were 8.5 under budget to meet the department's budgeted salary savings and expenditure control goals. The department exceeded its collection goal by \$3.4 million at the unit cost budgeted.

1986-87 OBJECTIVES:

1. To collect a total of \$57,600,000 at a cost of no more than 10.5¢ per dollar collected.
2. To reduce jail population by 60 inmates daily as a result of Central Intake activities and 50 inmates daily as a result of Supervised Release activities.
3. To provide 23,125 financial reviews of individuals that request court-appointed attorneys.

1986-87 ADOPTED BUDGET:

Important changes in this program from the FY 1985-86 Budget include:

Activity A - Collection of Accounts Receivable (234 SY; \$6,053,141 expenditures; \$105,000 revenue)

- \$240,386 in salary and benefits reflecting:
  - full year funding for one Revenue and Recovery Officer II, two Revenue and Recovery Officer I's, one Legal Procedures Clerk II and one Intermediate Account Clerk in the Support Division, and one Revenue and Recovery Officer II and one Intermediate Account Clerk in the Revenue Division (\$62,255) which were funded part-year in 1985-86 to reduce account loads and permit collection on accounts which existing staff could not adequately work,
  - the addition of one Revenue and Recovery Officer II to the Legal Division (\$22,371) to provide financial liability screening at the Juvenile Court,
  - the deletion of one Intermediate Clerk Typist (-\$17,087), as replacement of obsolete payment processing equipment with enhanced equipment will result in more efficient operation, and
  - the addition of four Revenue and Recovery Officer II's and one Intermediate Clerk Typist to the Support Division and one Revenue and Recovery Officer II and one Intermediate Clerk Typist to the Legal Division (\$172,847) to provide Revenue and Recovery's component of an augmentation to the Family Support Enforcement Program in conjunction with the District Attorney.

1986-87 ADOPTED BUDGET (Continued):

- ° \$16,254 in Other Charges and \$1,575 in Services and Supplies for partial year lease and maintenance costs for new payment processing equipment to replace equipment which is failing and for which maintenance service and parts are no longer available.
- ° \$14,400 in Fixed Assets to provide:
  - 8 desks and 3 typewriters for additional staff, and
  - 10 typewriters to replace those which are worn out and no longer economical to repair.

Activity B - Court Services (21.0 SY; \$483,333) and Activity C - Indigent Defense (6.5 SY; \$102,995) are staffed and budgeted at the same level as last fiscal year.

REVENUE BY SOURCE:

| <u>Source of Revenue</u>                          | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budgeted</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|-----------------------------|----------------------------|---|
| Solid Waste Collection Fees                       | \$ 46,000                 | \$ 46,000                   | \$ 45,023                  | \$ (977)                                  |
| Child Support Collection<br>and Return Check Fees | 90,040                    | 45,500                      | 48,000                     | 2,500                                     |
| Adult Probation Restitution<br>Administrative Fee | 9,137                     | 0                           | 11,977                     | 11,977                                    |
|   | <u>\$ 145,177</u>         | <u>\$ 91,500</u>            | <u>\$ 105,000</u>          | <u>\$ 13,500</u>                          |

Revenue from Solid Waste Collection Fees will be down slightly, as the Auditor has recommended that the Solid Waste Division perform certain banking transactions which were being performed by Revenue and Recovery. Child Support Collection Fee revenue has exceeded the budgeted amount as the Intercept programs have reduced backlogs of unpaid fees. This revenue source is expected to level off as backlogs are eliminated. Court-ordered Adult Probation Restitution Fees commenced mid-year in FY 1985-86 and are expected to continue.

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>Cost</u>      |
|-------------|-----------------|------------------|
| Typewriter  | 13              | \$ 10,400        |
| Desk        | 8               | 4,000            |
|             |                 | <u>\$ 14,400</u> |



PERFORMANCE INDICATORS

Program: Collection of Accounts Receivable

Department: Revenue and Recovery

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
|--|-------------------|-------------------|-------------------|-------------------|--------------------|

ACTIVITY A: Collection of Accounts Receivable

% of Resources 91.1%

Workload

|                             |               |               |               |               |               |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|
| County Receivable (Dollars) | \$ 62,846,000 | \$ 77,400,000 | \$ 87,980,392 | \$ 86,000,000 | \$ 95,000,000 |
| IV-D Receivable (Dollars)   | \$ 89,512,000 | \$ 90,600,000 | \$ 69,102,730 | \$106,000,000 | \$ 60,000,000 |
| Ending Accounts (Number)    | 153,898       | 163,000       | 159,361       | 176,000       | 182,000       |

Efficiency

|                                      |      |       |       |       |       |
|--------------------------------------|------|-------|-------|-------|-------|
| Unit Cost (Direct Costs/Collections) | 9.1¢ | 10.1¢ | 10.5¢ | 10.4¢ | 10.5¢ |
|--------------------------------------|------|-------|-------|-------|-------|

Effectiveness

|             |               |               |               |               |               |
|-------------|---------------|---------------|---------------|---------------|---------------|
| Collections | \$ 50,979,819 | \$ 53,027,017 | \$ 55,633,794 | \$ 52,248,000 | \$ 57,600,000 |
|-------------|---------------|---------------|---------------|---------------|---------------|

ACTIVITY B: Court Services

% of Resources 7.3%

Workload

|                                    |        |        |        |        |        |
|------------------------------------|--------|--------|--------|--------|--------|
| Supervised Release Caseload        | 49     | 46     | 66     | 50     | 50     |
| Ball Reviews                       | 3,945  | 3,856  | 4,087  | 4,050  | 4,050  |
| Offenders Interviewed and Screened | 33,016 | 32,270 | 33,629 | 32,500 | 33,500 |

Efficiency

|   |       |       |       |       |       |
|---|-------|-------|-------|-------|-------|
| Supervised Releases/Officer - Staff Year        | 25    | 23    | 33    | 25    | 25    |
| Ball Reviews, Screenings, Interviews/Staff Year | 2,063 | 1,986 | 2,043 | 2,030 | 2,030 |

Effectiveness

|   |    |    |    |    |    |
|---|----|----|----|----|----|
| Daily Inmate Reduction (Supervised Release) | 44 | 46 | 40 | 50 | 50 |
| Daily Inmate Reduction (Central Intake)     | 63 | 66 | 88 | 60 | 60 |

ACTIVITY C: Indigency Screening

% of Resources 1.6%

Workload

|                                |        |        |        |        |        |
|--------------------------------|--------|--------|--------|--------|--------|
| Indigency Financial Interviews | 23,125 | 23,024 | 25,455 | 23,125 | 23,125 |
|--------------------------------|--------|--------|--------|--------|--------|

Efficiency

|                       |       |       |       |       |       |
|-----------------------|-------|-------|-------|-------|-------|
| Interviews/Staff Year | 3,240 | 3,540 | 3,394 | 3,340 | 3,350 |
|-----------------------|-------|-------|-------|-------|-------|

Effectiveness

|                       |       |       |       |       |       |
|-----------------------|-------|-------|-------|-------|-------|
| Requests Screened Out | 5,531 | 5,270 | 4,800 | 5,500 | 5,500 |
|-----------------------|-------|-------|-------|-------|-------|

## STAFFING SCHEDULE

Program: Collection of Accounts Receivable

Department: Revenue and Recovery

| Class                             | Title                             | STAFF YEARS    |        |                 |        | SALARY AND BENEFIT COSTS |              |
|-----------------------------------|-----------------------------------|----------------|--------|-----------------|--------|--------------------------|--------------|
|                                   |                                   | 1985-86 Budget |        | 1986-87 Adopted |        | 1985-86                  | 1986-87      |
|                                   |                                   | Positions      | S.Y.   | Positions       | S.Y.   | Budget                   | Adopted      |
| 2144                              | Director, Revenue and Recovery    | 1              | 1.00   | 1               | 1.00   | \$ 55,248                | \$ 58,005    |
| 2226                              | Assistant Director, Rev. & Recov. | 1              | 1.00   | 1               | 1.00   | 46,557                   | 50,445       |
| 2497                              | Principal Accountant              | 1              | 1.00   | 1               | 1.00   | 38,501                   | 39,462       |
| 2302                              | Administrative Assistant III      | 1              | 1.00   | 1               | 1.00   | 33,338                   | 35,791       |
| 2505                              | Senior Accountant                 | 1              | 1.00   | 1               | 1.00   | 31,725                   | 34,911       |
| 2473                              | Division Chief, Rev. & Recovery   | 4              | 4.00   | 4               | 4.00   | 132,808                  | 136,300      |
| 2469                              | Departmental EDP Coordinator      | 1              | 1.00   | 1               | 1.00   | 31,168                   | 32,909       |
| 2412                              | Analyst II                        | 1              | 1.00   | 1               | 1.00   | 29,568                   | 32,310       |
| 5717                              | Senior Field Investigator         | 1              | 1.00   | 1               | 1.00   | 30,632                   | 32,154       |
| 5068                              | Supervising Det. Rev. Officer     | 1              | 1.00   | 1               | 1.00   | 30,755                   | 32,137       |
| 2475                              | Section Chief, Rev. & Recovery    | 10             | 10.00  | 10              | 10.00  | 271,851                  | 293,679      |
| 5719                              | Field Investigator                | 4              | 4.00   | 4               | 4.00   | 110,428                  | 115,932      |
| 5067                              | Detention Review Officer          | 7              | 7.00   | 7               | 7.00   | 180,053                  | 191,353      |
| 2477                              | Revenue and Recovery Off. III     | 24             | 24.00  | 24              | 24.00  | 538,331                  | 579,360      |
| 2758                              | Administrative Secretary III      | 1              | 1.00   | 1               | 1.00   | 21,422                   | 23,050       |
| 2745                              | Supervising Clerk                 | 1              | 1.00   | 1               | 1.00   | 20,420                   | 21,651       |
| 2906                              | Legal Procedures Clerk III        | 3              | 3.00   | 3               | 3.00   | 58,901                   | 64,953       |
| 2479                              | Revenue and Recovery Off. II      | 35             | 34.25  | 41              | 41.00  | 670,362                  | 835,170      |
| 2511                              | Senior Payroll Clerk              | 1              | 1.00   | 1               | 1.00   | 17,485                   | 19,458       |
| 2905                              | Legal Stenographer                | 2              | 2.00   | 2               | 2.00   | 38,401                   | 38,642       |
| 2513                              | Senior Cashier                    | 1              | 1.00   | 1               | 1.00   | 18,080                   | 19,169       |
| 2478                              | Revenue and Recovery Officer I    | 15             | 14.25  | 15              | 15.00  | 249,588                  | 281,710      |
| 2660                              | Storekeeper I                     | 1              | 1.00   | 1               | 1.00   | 17,875                   | 18,768       |
| 3009                              | Word Processing Operator          | 1              | 1.00   | 1               | 1.00   | 16,971                   | 18,517       |
| 2510                              | Senior Account Clerk              | 7              | 7.00   | 7               | 7.00   | 120,798                  | 125,968      |
| 2907                              | Legal Procedures Clerk II         | 3              | 2.50   | 3               | 3.00   | 43,580                   | 52,796       |
| 2430                              | Cashier                           | 7              | 7.00   | 7               | 7.00   | 114,569                  | 119,572      |
| 2483                              | Rev. & Recov. Officer Trainee     | 17             | 17.00  | 17              | 17.00  | 257,080                  | 278,344      |
| 3039                              | Mall Clerk Driver                 | 1              | 1.00   | 1               | 1.00   | 15,371                   | 16,138       |
| 2493                              | Intermediate Account Clerk        | 27             | 26.25  | 27              | 27.00  | 388,070                  | 423,983      |
| 2903                              | Legal Procedures Clerk I          | 1              | 1.00   | 1               | 1.00   | 13,982                   | 14,801       |
| 2700                              | Intermediate Clerk Typist         | 53             | 52.00  | 55              | 55.00  | 740,973                  | 807,993      |
| 2709                              | Departmental Clerk                | 3              | 3.00   | 3               | 3.00   | 35,374                   | 39,046       |
| 9999                              | Extra Help                        | 50             | 15.50  | 50              | 15.50  | 195,000                  | 215,000      |
|                                   | Total                             | 288            | 249.75 | 296             | 261.50 | \$ 4,615,265             | \$ 5,099,477 |
| Adjustments:                      |                                   |                |        |                 |        |                          |              |
| County Contributions and Benefits |                                   |                |        |                 |        | \$ 1,317,502             | \$ 1,466,947 |
| Salary Settlement Costs           |                                   |                |        |                 |        | 364,635                  | 0            |
| Employee Compensation Insurance   |                                   |                |        |                 |        |                          | 17,356       |
| Unemployment Expense              |                                   |                |        |                 |        |                          | 8,422        |
| Special Payments:                 |                                   |                |        |                 |        |                          |              |
| Regular Overtime                  |                                   |                |        |                 |        | 4,450                    | 4,450        |
| Callback Overtime                 |                                   |                |        |                 |        | 50                       | 50           |
| Bilingual                         |                                   |                |        |                 |        | 5,400                    | 5,400        |
| CRT Bonus                         |                                   |                |        |                 |        | 10,850                   | 0            |
| Salary Adjustments                |                                   |                |        |                 |        | 37,240                   | 11,812       |
| Salary Savings                    |                                   |                |        |                 |        | (195,000)                | (186,036)    |
| Total Adjustments                 |                                   |                |        |                 |        | \$ 1,545,127             | \$ 1,328,401 |
| PROGRAM TOTALS:                   |                                   | 288            | 249.75 | 296             | 261.50 | \$ 6,160,392             | \$6,427,878  |

CAO PROJECTS

LAFCO AGENCY FORMATION COMMISSION

|                    | <u>1983-84<br/>Actual</u> | <u>1984-85<br/>Actual</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> | <u>%<br/>Change</u> |
|--------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---|---------------------|
| LAFCo              | \$ 310,275                | \$ 316,416                | \$ 353,390                | \$ 363,544                | \$ 365,114                 | \$ 1,570                                  | .4                  |
| Total Direct Costs | \$ 310,275                | \$ 316,416                | \$ 353,390                | \$ 363,544                | \$ 365,114                 | \$ 1,570                                  | .4                  |
| Funding            | (91,075)                  | (82,102)                  | (69,062)                  | (98,875)                  | (90,000)                   | 8,875                                     | (9)                 |
| Net County Costs   | \$ 219,200                | \$ 234,314                | \$ 284,328                | \$ 264,669                | \$ 275,114                 | \$ 10,445                                 | 4                   |
| Staff Years        | 8.35                      | 7.46                      | 8.35                      | 8.35                      | 8.35                       | 0   | 0                   |

COMMUNITY ENHANCEMENT PROGRAM

|                       | <u>1983-84<br/>Actual</u> | <u>1984-85<br/>Actual</u> | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> | <u>%<br/>Change</u> |
|-----------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---|---------------------|
| Community Enhancement | \$ 692,050                | \$ 781,450                | \$ 1,128,609              | \$1,155,700               | \$1,272,000                | \$ 116,300                                | 10                  |
| Total Direct Costs    | \$ 692,050                | \$ 781,450                | \$ 1,128,609              | \$1,155,700               | \$1,272,000                | \$ 116,300                                | 10                  |
| Funding               | 0                         | 0                         | 0                         | 0                         | 0                          | 0   | 0                   |
| Net County Costs      | \$ 692,050                | \$ 781,450                | \$ 1,128,609              | \$1,155,700               | \$1,272,000                | \$ 116,300                                | 10                  |
| Staff Years           | 0                         | 0                         | 0                         | 0                         | 0                          | 0   | 0                   |

PROGRAM: Local Agency Formation Commission # 31007

MANAGER: Jane P. Merrill

Department: Local Agency Formation Commission # 0220

REF: 1985-86 Final Budget - Pg: 578

Authority: The Local Agency Formation Commission is established by State law, the Cortese/Knox Local Government Reorganization Act of 1985 (Government Code Section 56325, et seq.) (formerly the Knox-Nisbet Act of 1986 (Government Code Section 54773, et seq.).

This program is: Mandated/Mandated Service Level

|                           | 1983-84<br>Actual  | 1984-85<br>Actual  | 1985-86<br>Actual  | 1985-86<br>Budget  | 1986-87<br>Adopted |
|---------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <b>COSTS</b>              |                    |                    |                    |                    |                    |
| Salaries & Benefits       | \$ 271,825         | \$ 240,995         | \$ 281,927         | \$ 289,219         | \$ 315,619         |
| Services & Supplies       | 38,450             | 75,421             | 71,463             | 74,325             | 43,995             |
| Other Charges             | 0                  | 0                  | 0                  | 0                  | 0                  |
| Fixed Assets              | 0                  | 0                  | 0                  | 0                  | 5,500              |
| Operating Transfers       | 0                  | 0                  | 0                  | 0                  | 0                  |
| Less Reimbursements       | 0                  | 0                  | 0                  | 0                  | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 310,275</b>  | <b>\$ 316,416</b>  | <b>\$ 353,390</b>  | <b>\$ 363,544</b>  | <b>\$ 365,114</b>  |
| <b>FUNDING</b>            | <b>\$ (91,075)</b> | <b>\$ (82,102)</b> | <b>\$ (69,062)</b> | <b>\$ (98,875)</b> | <b>\$ (90,000)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 219,200</b>  | <b>\$ 234,314</b>  | <b>\$ 284,327</b>  | <b>\$ 264,669</b>  | <b>\$ 275,114</b>  |
| <b>STAFF YEARS</b>        | <b>8.5</b>         | <b>7.46</b>        | <b>8.35</b>        | <b>8.35</b>        | <b>8.35</b>        |

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.

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.

1985-86 BUDGET:

The 1985-86 actuals for salaries and benefits and services and supplies are only slightly lower than the budgeted amounts. The actual revenues are lower than budgeted. Processing fees are based upon the number of actions (i.e., annexations, detachments) involved with a proposal and acreage. The actual average cost per proposal has been lower than expected. This could be partly due to a legislative change that became effective in July, 1985. Detachment from the County Flood Control District is now automatic upon annexation to a city. This reduces the fee per proposal.

1986-87 OBJECTIVES:

During 1986-87, the Commission will adopt spheres of influence for 3 cities and 35 special districts. The task of adopting spheres for every city and district under its jurisdiction will then be completed. During 1986-87, the Commission also will consider an estimated 122 proposals for annexation and other jurisdictional changes, including three for incorporation. In addition, the Commission will review approximately 30 requests for sphere amendments.

1986-87 PROPOSED BUDGET:

The 1986-87 Proposed Budget represents the same staffing and service levels as 1985-86. An increase in new County costs is a result of several factors: salaries and benefits are higher due to cost-of-living increases granted in 1985 and scheduled merit increases, funds are included for purchase of a computer to analyze previously contracted work, and program revenues are estimated to decrease by 9%.

PROGRAM REVENUES BY SOURCE:

Program revenues in 1986-87 will be generated by two sources, as summarized below:

|  | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budgeted</u> | <u>1986-87</u><br><u>Adopted</u> | <u>Change From</u><br><u>1985-86</u><br><u>Budget</u> |
|--|---------------------------------|-----------------------------------|----------------------------------|---|
| Processing fees (1)                      | \$ 68,312                       | \$ 95,000                         | \$ 86,125                        | (8,875)   |
| Reimbursement by(2)<br>City of San Diego | <u>750</u>                      | <u>3,875</u>                      | <u>3,875</u>                     | <u>-0-</u>  |
| TOTALS                                   | \$ 69,062                       | \$ 98,875                         | \$ 90,000                        | (8,875)   |

(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 1984-85. 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.

PROGRAM: Local Agency Formation Commission

# 31007

MANAGER: Jane P. Merrill

The 1985-86 actual revenues are lower than the amounts budgeted. Processing fees are based upon the number of actions (i.e., annexations, detachments) involved with a proposal and acreage. The actual average cost per proposal has been lower than expected. This is partly due to a legislation change that became effective in July, 1985. Detachment from the County Flood Control District is now automatic upon annexation to a city. This reduces the fee per proposal. The 1986-87 projected revenues are based upon the lower fee per proposal.

FIXED ASSETS:

| <u>Item</u> | <u>Quantity</u> | <u>Cost</u> |
|-------------|-----------------|-------------|
| Computer    | 1               | \$ 5,500    |

PERFORMANCE INDICATORS

Program: Local Agency Formation Commission

Department: Local Agency Formation Commission

|  | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--|-------------------|-------------------|-------------------|-------------------|--------------------|
| ACTIVITY A:                                  |                   |                   |                   |                   |                    |
| <u>% of Resources</u>                        |                   |                   |                   |                   |                    |
| 100%   |                   |                   |                   |                   |                    |
| <u>Workload</u>                              |                   |                   |                   |                   |                    |
| Proposals (annexations,<br>formations, etc.) | 121               | 100               | 158               | 130               | 120                |
| Latent powers requests                       | 2                 | 2                 | 1                 | 3                 | 2                  |
| Sphere of influence                          | 30                | 80                | 85                | 55                | 65                 |

STAFFING SCHEDULE

Program: Local Agency Formation Commission

Department: LAFCO

| Class           | Title                             | STAFF YEARS    |      |                 |      | SALARY AND BENEFIT COSTS |            |
|-----------------|-----------------------------------|----------------|------|-----------------|------|--------------------------|------------|
|                 |                                   | 1985-86 Budget |      | 1986-87 Adopted |      | 1985-86                  | 1986-87    |
|                 |                                   | Positions      | S.Y. | Positions       | S.Y. | Budget                   | Adopted    |
|                 | Executive Officer                 | 1              | 1.00 | 1               | 1.00 | \$ 43,892                | \$ 48,618  |
|                 | Staff Analyst III                 | 2              | 2.00 | 2               | 2.00 | 65,124                   | 70,794     |
|                 | Staff Analyst II                  | 2              | 2.00 | 2               | 2.00 | 57,707                   | 58,373     |
|                 | Drafting Technician II            | 1              | 0.35 | 2               | 2.00 | 8,212                    | 9,150      |
|                 | Administrative Secretary          | 1              | 1.00 | 1               | 1.00 | 22,632                   | 24,132     |
|                 | Senior Typist                     | 1              | 1.00 | 0               | 0.00 | 16,728                   | 0          |
|                 | Administrative Aide               | 0              | 0.00 | 1               | 1.00 | 0                        | 19,965     |
|                 | Intermediate Typist               | 1              | 1.00 | 1               | 1.00 | 13,964                   | 16,057     |
|                 | TOTAL                             | 9              | 8.35 | 9               | 8.35 | \$ 236,719               | \$ 247,089 |
|                 | Commissioners                     | 12             |      | 13              |      | 8,460                    | 11,700     |
| Adjustments:    |                                   |                |      |                 |      |                          |            |
|                 | County Contributions and Benefits |                |      |                 |      | \$ 52,500                | \$ 56,830  |
|                 | Salary Reserve                    |                |      |                 |      | 0                        | 0          |
|                 | Total Adjustments                 |                |      |                 |      | \$ 52,500                | \$ 56,830  |
| PROGRAM TOTALS: |                                   | 9              | 8.35 | 9               | 8.35 | \$ 289,219               | \$ 315,619 |



PROGRAM: Community Enhancement Program

# 80203

MANAGER: Ron Papania

Department: Chief Administrative Officer

# 0250

Ref: 1985-86 Final Budget - Pg: 574

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.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual   | 1985-86<br>Budget   | 1986-87<br>Adopted  |
|---------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| <b>COSTS</b>              |                   |                   |                     |                     |                     |
| Salaries & Benefits       | \$ 0              | \$ 0              | \$ 0                | \$ 0                | \$ 0                |
| Other Charges             | 692,050           | 741,550           | 1,128,609           | 1,155,700           | 1,272,000           |
| Fixed Assets              | 0                 | 0                 | 0                   | 0                   | 0                   |
| Operating Transfers       | 0                 | 39,900            | 0                   | 0                   | 0                   |
| Less Reimbursements       | 0                 | 0                 | 0                   | 0                   | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 692,050</b> | <b>\$ 781,450</b> | <b>\$ 1,128,609</b> | <b>\$ 1,155,700</b> | <b>\$ 1,272,000</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>\$ 692,050</b> | <b>\$ 781,450</b> | <b>\$ 1,128,609</b> | <b>\$ 1,155,700</b> | <b>\$ 1,272,000</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.

1985-86 ACTUAL:

Although actual expenditures for 1985-86 appear less than the 1985-86 budgeted amount, these funds are encumbered and payments will be processed after the close of FY 1985-86. 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 1986-87 budget year. Guajome Adobe Park expenditures now occur in the Capital Projects budget.

1986-87 BUDGET:

The 1986-87 Proposed Budget reflects an 10% increase over the 1985-86 budget.

PROGRAM: Community Enhancement Activities (con't)

| <u>Organization, Projects or Events</u>   | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> |
|---|---------------------------|----------------------------|
| Alpine Chamber of Commerce  | \$ 4,000                  | \$ 4,000                   |
| Borrego Springs Chamber of Commerce - Borrego Days<br>Desert Festival                   | 7,200                     | 7,500                      |
| Borrego Springs Chamber of Commerce (Improvements around<br>restrooms)                  | 45,000                    | 10,000                     |
| Borrego Spring Community Association  | 5,000                     | 5,000                      |
| Cabrillo Festival, Inc.   | 4,000                     | 4,000                      |
| Cardiff Chamber of Commerce   | 3,500                     | 3,500                      |
| Chula Vista Chamber of Commerce   | 1,000                     | 9,000                      |
| City Heights Community Development<br>COMBO   | 0<br>100,000              | 500<br>100,000             |
| Comite Pro-Fiestas Patrias de San Ysidro  | 1,000                     | 2,000                      |
| CONVIS  | 225,000                   | 226,000                    |
| East County Economic Development Council  | 0(A)                      | 12,000                     |
| East County Performing Arts Center  | 15,000                    | 17,500                     |
| Encinitas - Leucadia Chamber of Commerce  | 10,000                    | 5,500                      |
| Escondido Convention and Visitor's Bureau   | 0(B)                      | 100,000                    |
| Failbrook Art Association   | 2,000                     | 2,000                      |
| Failbrook Chamber of Commerce   | 20,000                    | 16,000                     |
| Gaslamp Quarter Council   | 0                         | 1,000                      |
| Gaslamp Quarter Foundation  | 0                         | 1,000                      |
| Greater San Diego Chamber of Commerce   | 0(A)                      | 40,000                     |
| Historical Shrine Foundation (Whaley House)   | 5,000                     | 5,000                      |
| Interfest   | 0                         | 1,000                      |
| International Aerospace Hall of Fame  | 0                         | 5,000                      |
| Julian Pioneer Museum   | 5,000                     | 5,000                      |
| Kingdom Day Parade (Alpha Phi Alpha Fraternity, Inc.)                                   | 1,000                     | 1,000                      |
| Lakeside Chamber of Commerce  | 5,000                     | 7,000                      |
| Lakeside Historical Society   | 1,000                     | 1,000                      |
| Linda Vista Multicultural Fair  | 0                         | 750                        |
| Mother Goose Parade   | 0                         | 5,000                      |
| Museum of Photographic Arts   | 0                         | 15,000                     |
| National City Chamber of Commerce   | 0                         | 2,000                      |
| Natural History Museum  | 62,000                    | 55,000                     |
| Pacific Southwest Railway Museum  | 20,000                    | 20,000                     |
| Parks & Recreation - Lifeguard Services   | 150,000                   | 141,750                    |
| Parks & Recreation - Beach Access   |                           |                            |
| Poway High School Band Boosters   | 500                       | 0                          |
| Quail Gardens Foundation  | 0                         | 5,000                      |
| Ramona Chamber of Commerce  | 0                         | 5,000                      |
| Ramona Pioneer Historical Society   | 3,000                     | 8,000                      |
| Ramona Town Hall, Inc.  | 0                         | 1,000                      |
| Safety Patrol Campership  | 0(A)                      | 35,220                     |
| Sail America Foundation of International Understanding<br>(America's Cup Challenge '87) | 25,000                    | 25,000                     |
| San Diego Aerospace Museum  | 5,000                     | 5,000                      |
| San Diego County Committee on the Bicentennial of the<br>U. S. Constitution             | 0                         | 3,000                      |
| San Diego Economic Development Corporation  | 0(A)                      | 50,000                     |
| San Diego Hall of Champions   | 7,000                     | 5,000                      |
| San Diego Historical Society  | 5,000                     | 10,000                     |

PROGRAM: Community Enhancement Activities (cont)

| <u>Organization, Projects or Events</u>                       | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Requested</u> |
|---|---------------------------|------------------------------|
| San Diego Museum of Art                                       | \$ 92,000                 | \$ 90,000                    |
| San Diego Museum of Man                                       | 50,000                    | 50,000                       |
| San Diego Youth Symphony                                      | 0                         | 4,000                        |
| San Diego Symphony Orchestra                                  | 40,000                    | 24,000                       |
| San Marcos Chamber of Commerce                                | 5,000                     | 4,000                        |
| San Ysidro Chamber of Commerce                                | 500                       | 1,000                        |
| Solana Beach Chamber of Commerce                              | 10,000                    | 5,000                        |
| South Bay Beaches   | 10,000                    | 0                            |
| Southwestern Antique Gas & Steam Engine                       | 0                         | 10,000                       |
| Spring Valley Chamber of Commerce                             | 5,000                     | 5,000                        |
| Spring Valley Historical Society, Inc.                        | 1,000                     | 1,000                        |
| Super Bowl Task Force, Inc., (Super Bowl ' 88)                | 25,000                    | 25,000                       |
| Theatre and Arts Foundation of San Diego (La Jolla Playhouse) | 20,000                    | 29,000                       |
| The Children's Museum   | 10,000                    | 15,000                       |
| The Public Arts Advisory Council                              | 20,000                    | 25,000                       |
| United Italian - American Association (Columbus Day Parade)   | 0                         | 1,000                        |
| U.S. Open Sand Castle Committee, Inc.                         | 5,000                     | 8,000                        |
| Valley Center Chamber of Commerce                             | 0                         | 2,500                        |
|   | <hr/>                     | <hr/>                        |
|   | \$1,155,700               | \$ 1,272,000                 |

A = Funded by County but not funded in Community Enhancement Budget.

B = Funded from \$75,000 in Community Enhancement funds appropriated later in the 1985-86 budget year.

# MISCELLANEOUS

PROGRAM: Contingency Reserve

# 1850

MANAGER: Manuel A. Lopez

Department: Contingency Reserve

# 80000

Ref: 1985-86 Final Budget - Pg. 581

|                     | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|---------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS               |                   |                   |                   |                    |
| Contingency Reserve | \$                | \$                | \$ 7,884,215      | \$ 20,010,770      |
| TOTAL DIRECT COSTS  | \$                | \$                | \$ 7,884,215      | \$ 20,010,770      |
| FUNDING             | \$                | \$                | \$ 0              | \$ 0               |
| NET COUNTY COSTS    | \$                | \$                | \$ 7,884,215      | \$ 20,010,770      |

PROGRAM DESCRIPTION:

The Contingency Reserve is a source of funding for extraordinary needs or events that may occur during the fiscal year. Examples of potential needs include major claims or settlements against the County; emergency repairs, projects, or costs; to provide corrective action (or offset) for departmental or Countywide appropriation and revenue shortfalls.

PROGRAM: CAC Development Fund # 87131 MANAGER: Rich Robinson  
 Department: Chief Administrative Officer # 0240 Ref: 1985-86 Final Budget - Pg. 582  
 Authority: Established by Board action on May 31, 1983 (7), pursuant to State law (Chapter 482, Stats 1982).

|                           | 1983-84<br>Actual | 1984-85<br>Actual  | 1985-86<br>Actual | 1985-86<br>Budget   | 1986-87<br>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                  | 26,981            | 150,000             | 0                  |
| Less Reimbursements       | 0                 | 0                  | 0                 | 0                   | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 0</b>       | <b>\$ 0</b>        | <b>\$ 26,981</b>  | <b>\$ 150,000</b>   | <b>\$ 0</b>        |
| <b>FUNDING</b>            | <b>\$ 0</b>       | <b>\$ (25,966)</b> | <b>\$ (1,015)</b> | <b>\$ (150,000)</b> | <b>\$ 0</b>        |
| <b>NET COUNTY COSTS</b>   | <b>\$ 0</b>       | <b>\$ (25,966)</b> | <b>\$ 25,966</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>        |

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.

1985-86 ACTUALS:

Planned activity in this program did not materialize. The balance in the fund was turned over to the General Fund as reimbursement for prior year costs for the CAC parking lot development project.

1986-87 ADOPTED BUDGET:

No activity in this program is anticipated in 1986-87.

PROGRAM: Debt Service

# 1080

MANAGER: Rod Calvao

Department: Debt Service

# 86000

Ref: 1985-86 Final Budget - Pg: 583

|                          | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual | 1985-86<br>Budget | 1986-87<br>Adopted |
|--------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| COSTS                    |                   |                   |                   |                   |                    |
| Services & Supplies      | \$ 0              | \$ 170            | \$ 966            | \$ 5,000          | 5,000              |
| Other Charges            | \$ 8,822,774      | \$ 9,735,902      | \$ 9,704,948      | \$ 12,495,000     | \$ 10,795,000      |
| Public Liability Reserve | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 0               |
| Program Reserves         | 0                 | 0                 | 0                 | 0                 | 0                  |
| TOTAL DIRECT COSTS       | \$ 8,822,774      | \$ 9,736,072      | \$ 9,705,914      | \$ 12,500,000     | \$ 10,800,000      |
| FUNDING                  | \$ 0              | \$ 0              | \$ 0              | \$ 0              | \$ 0               |
| NET COUNTY COSTS         | \$ 8,822,774      | \$ 9,736,072      | \$ 9,705,914      | \$ 12,500,000     | \$ 10,800,000      |

PROGRAM DESCRIPTION:

This budget reflects the County's short-term General Fund cash financing program which is comprised of the interest payments and costs of issuance on the County's offering of Tax and Revenue Anticipation Notes and/or Tax-Exempt Commercial Paper.

PROGRAM: Reserves/Designations

# N/A

MANAGER: Rod Calvao

Department: Reserves/Designations

# N/A

Ref: 1985-86 Final Budget - Pg: 583

Authority: Section 29085 of the Government Code allows the Board of Supervisors to establish reserves including designations in such amounts as the Board deems sufficient.

|                           | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted |
|---------------------------|-------------------|-------------------|----------------------|----------------------|--------------------|
| <b>COSTS</b>              |                   |                   |                      |                      |                    |
| Public Liability Reserve  | \$ 0              | \$ 0              | \$ 2,000,000         | \$ 2,000,000         | \$ 0               |
| Mission Trails Park       | 0                 | 77,000            | 60,000               | 60,000               | 60,000             |
| Planning and Land Use     | 0                 | 0                 | 739,000              | 439,000              | 0                  |
| Kettner Boulevard         | 0                 | 0                 | 73,098               | 0                    | 80,000             |
| Family Support            | 0                 | 0                 | 128,147              | 0                    | 0                  |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 0</b>       | <b>\$ 77,000</b>  | <b>\$ 3,000,245</b>  | <b>\$ 2,499,000</b>  | <b>\$ 140,000</b>  |
| <b>FUNDING</b>            | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$(2,000,000)</b> | <b>\$(2,000,000)</b> | <b>\$ 0</b>        |
| <b>NET COUNTY COSTS</b>   | <b>\$ 0</b>       | <b>\$ 77,000</b>  | <b>\$ 1,000,245</b>  | <b>\$ 499,000</b>    | <b>\$ 140,000</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>        |

PROGRAM DESCRIPTION:

This program reflects the various reserves and revenue designations established by the Board. The Public Liability Reserve was established in 1985-86 to guard against large successful claims against the County impacting current operations. The Mission Trails Park designation is based on the amount of Cowles Mountain antenna lease revenues received annually and will be used for development of Mission Trails Park. The Planning and Land Use designation was established to build a reserve from current overrealized developer fees as a hedge against potential downturns in building activity. The Kettner Boulevard designation is from lease revenues received from the property acquired at Kettner and Beech in San Diego. The lease revenues will be used to exercise the County's option to purchase a final parcel of that property. The Family Support designation is based on a requirement by the State that all revenues received as a result of the County's efforts to enforce child and spousal support judgements be spent on those efforts. With the exception of the Family Support designation, continued contributions to these special accounts is optional. These reserves and designations will stay in effect until cancelled by the Board of Supervisors.

1985-86 ACTUALS:

During the year, \$501,245 was added to various designation accounts. \$300,000 was added to the Planning and Land Use account based on the amount of overrealized 1985-86 fund balance. \$73,098 was set aside for the Kettner Boulevard property based on Board action in July 1985 (7-2-85, #15). Finally, based on the Family Support expenditure and revenue statement for calendar year 1985, \$128,247 was allocated to the Family Support account.



PROGRAM: Reserves/Designations

# 81802

MANAGER: Rod Calvao

1985-86 BUDGET (Continued)

Account balances as of the end of fiscal year 1985-86 are as follows:

|                          |              |
|--------------------------|--------------|
| Public Liability Reserve | \$ 2,000,000 |
| Mission Trails Park      | 137,000      |
| Planning and Land Use    | 739,000      |
| Kettner Boulevard        | 73,098       |
| Family Support           | 128,147      |

1986-87 ADOPTED BUDGET:

The Adopted Budget includes a \$60,000 designation for Mission Trails Park and \$80,000 for Kettner Boulevard as the revenues upon which they are based are predictable. No additional funds are available to allocate to the Public Liability Reserve. Planning and Land Use and Family Support designations will be recommended during 1986-87 once data is available to determine how much should be allocated to these accounts.

PROGRAM: Deferred Compensation # 1120

MANAGER: Richard H. Jarvis

Department: Treasurer-Tax Collector # 1120

Ref: 1985-86 Final Budget - Pg: 584

|                       | 1983-84<br>Actual | 1984-85<br>Actual | 1985-86<br>Budget | 1986-87<br>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  
 Department: Chief Administrative Officer # 5650  
 Authority: Board Policy F-38.

MANAGER: Rich Robinson  
 Ref: 1985-86 Final Budget - Pg: 585

|                           | 1983-84<br>Actual | 1984-85<br>Actual  | 1985-86<br>Actual   | 1985-86<br>Budget  | 1986-87<br>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                 | 20,000             | 45,395              | 45,395             | 120,200             |
| Less Reimbursements       | 0                 | 0                  | 0                   | 0                  | 0                   |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 0</b>       | <b>\$ 20,000</b>   | <b>\$ 45,395</b>    | <b>\$ 45,395</b>   | <b>\$ 120,200</b>   |
| <b>FUNDING</b>            | <b>\$ 0</b>       | <b>\$ (56,967)</b> | <b>\$ (376,903)</b> | <b>\$ (45,395)</b> | <b>\$ (120,200)</b> |
| <b>NET COUNTY COSTS</b>   | <b>\$ 0</b>       | <b>\$ (36,967)</b> | <b>\$ (331,508)</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:

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 as an appropriation is required. There is no net County cost involved in this program.

PROGRAM: Federal Revenue Sharing Fund # 00001

MANAGER: Manuel A. Lopez

Department: Chief Administrative Officer # 0230

Ref: 1985-86 Final Program Budget - Pg. 586

|                           | 1983-84<br>Actual     | 1984-85<br>Actual     | 1985-86<br>Actual     | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|---------------------------|-----------------------|-----------------------|-----------------------|----------------------|----------------------|
| <b>COSTS</b>              |                       |                       |                       |                      |                      |
| Salaries & Benefits       | \$ 0                  | \$ 0                  | \$ 0                  | \$ 0                 | \$ 0                 |
| Services & Supplies       | 0                     | 0                     | 0                     | 0                    | 0                    |
| Other Charges             | 12,928,012            | 12,447,445            | 12,210,182            | 3,000,000            | 2,000,000            |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 12,928,012</b>  | <b>\$ 12,447,445</b>  | <b>\$ 12,210,182</b>  | <b>\$ 3,000,000</b>  | <b>\$ 2,000,000</b>  |
| <b>FUNDING</b>            | <b>\$(12,928,012)</b> | <b>\$(12,447,445)</b> | <b>\$(12,210,182)</b> | <b>\$(3,000,000)</b> | <b>\$(2,000,000)</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 expired 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 was disbursement of Federal funds with minimum restrictions on use so that the local decision-making process can determine where to apply these funds.

1985-86 ACTUAL:

Actual Federal Revenue Sharing expenditures exceeded the budgeted amount by \$9,210,182 due to the unexpected renewal of the program for one year.

Actual Revenue Sharing Fund expenditures were as follows:

|  |                  |
|--|------------------|
| Area Agency on Aging   | \$ 258,444       |
| Social Services  | 1,439,682        |
| Health Services  | 1,149,706        |
| Capital Improvement  | <u>131,350</u>   |
|  | \$ 2,979,182     |
| Unanticipated Revenues<br>appropriated to<br>Contingency Reserve | <u>9,231,000</u> |
|  | \$ 12,210,182    |

The Proposed Federal Budget sent to Congress for the year beginning October 1, 1985, excluded funding for the Revenue Sharing program. The enactment of the Federal Budget was not accomplished prior to the beginning of the County fiscal year. Therefore, the adopted budget for Revenue Sharing was based on the best estimates available at the time. The adoption of the Federal budget included full funding for Federal Revenue Sharing Entitlement period 17. Adjustments were made in Revenue Sharing because of the Gramm-Rudman-Hollings deficit reduction act.

PROGRAM: Federal Revenue Sharing Fund

# 00001

MANAGER: Manuel A. Lopez

1986-87 ADOPTED:

Two million dollars are budgeted for the 1986-87 Revenue Sharing expenditures and revenues for maintenance of County services.

REVENUE BY SOURCE:

Revenue Sharing - entitlement period 17.

FIXED ASSETS:

None

NEW EQUIPMENT JUSTIFICATION:

None

CAPITAL IMPROVEMENTS

|                      | <u>1983-84</u><br><u>Actual</u> | <u>1984-85</u><br><u>Actual</u> | <u>1985-86</u><br><u>Actual</u> | <u>1985-86</u><br><u>Budget</u> | <u>1986-87</u><br><u>Adopted</u> | Change From<br><u>1985-86</u><br><u>Budget</u> | <u>%</u><br><u>Change</u> |
|----------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|----------------------------------|--|---------------------------|
| Capital Improvements | \$ 35,055,339                   | \$ 23,745,678                   | \$ 26,368,369                   | \$ 24,785,757                   | \$ 25,414,905                    | \$ 629,148                                     | 3%                        |
| Total Direct Costs   | \$ 35,055,339                   | \$ 23,745,678                   | \$ 26,368,369                   | \$ 24,785,757                   | \$ 25,414,905                    | \$ 629,148                                     | 3%                        |
| Funding              | \$(31,333,590)                  | \$(12,598,011)                  | \$(13,595,970)                  | \$(11,321,045)                  | \$(10,810,471)                   | 510,574  | (5%)                      |
| Net County Costs     | \$ 3,721,749                    | \$ 11,147,667                   | \$ 12,772,399                   | \$ 13,464,712                   | \$ 14,604,434                    | \$ 1,139,722                                   | 8%                        |
| Staff Years          | 0                               | 0                               | 0                               | 0                               | 0                                |  |                           |

1986-87

CAPITAL OUTLAY FUND - 5490

| <u>Costs</u>        |                  |
|---------------------|------------------|
| Lease Purchases     | \$ 14,887,000    |
| Capital             | 9,239,378        |
| Land                | 104,095          |
| Less Reimbursements | <u>(215,568)</u> |
| Total Costs         | \$ 24,014,905    |
| <u>Funding</u>      |                  |
| Revenues            | \$ 24,014,905    |
| Net County Cost     | 0                |

COUNTY HEALTH COMPLEX - 5491

| <u>Costs</u>    |              |
|-----------------|--------------|
| Lease Purchase  | \$ 1,400,000 |
| Total Costs     | \$ 1,400,000 |
| <u>Funding</u>  |              |
| Revenues        | \$ 1,400,000 |
| Net County Cost | \$ 0         |

CONTRIBUTIONS TO CAPITAL - 5350

| <u>Costs</u>                   |               |
|--------------------------------|---------------|
| Operating Transfer (6310 acct) | \$ 14,604,434 |
| Total Cost                     | \$ 14,604,434 |
| <u>Funding</u>                 |               |
| Revenues                       | \$ 0          |
| Net County Costs               | \$ 14,604,434 |

PROGRAM: Capital Improvements Budget # 86200,86300, MANAGER: Manuel Lopez  
(Capital Outlay Fund) 86500

Department: Chief Administrative Office # 5490,5491,5350 Ref. 1985-86 Final Budget - pg: 647-667

Authority: California Government Code #53730-37; Board of Supervisors Policy B-37; Administrative Manual, 0050-02-1.

|                            | 1983-84<br>Actual    | 1984-85<br>Actual    | 1985-86<br>Actual    | 1985-86<br>Budget    | 1986-87<br>Adopted   |
|----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>COSTS</b>               |                      |                      |                      |                      |                      |
| Lease Purchases            | \$ 14,220,763        | \$ 15,157,097        | \$ 14,583,621        | \$ 14,348,475        | \$ 16,287,000        |
| Capital/Land               | 7,563,915            | 8,822,513            | 12,013,064           | 10,665,607           | 9,343,473            |
| General Fund Contributions | 13,270,661           | 13,150,644           | 14,117,435           | 13,464,712           | 14,604,434           |
| Operating Transfers        | 0                    | (13,384,576)         | (14,117,435)         | (13,464,712)         | (14,604,434)         |
| Less Reimbursements        | 0                    | 0                    | (228,316)            | (228,325)            | (215,568)            |
| <b>TOTAL DIRECT COSTS</b>  | <b>\$ 35,055,339</b> | <b>\$ 23,745,678</b> | <b>\$ 26,368,369</b> | <b>\$ 24,785,757</b> | <b>\$ 25,414,905</b> |
| FUNDING                    | \$(30,700,590)       | \$(12,206,427)       | \$(11,227,633)       | \$(10,721,045)       | \$(10,810,471)       |
| FUND BALANCE               | (633,000)            | (391,584)            | (2,368,337)          | (600,000)            | 0                    |
| <b>NET COUNTY COSTS</b>    | <b>\$ 3,721,749</b>  | <b>\$ 11,147,667</b> | <b>\$ 12,772,399</b> | <b>\$ 13,464,712</b> | <b>\$ 14,604,434</b> |
| STAFF YEARS                | N/A                  | N/A                  | N/A                  | N/A                  | 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 86-87 totals \$25,414,905. 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

# 86200, 86300,  
86500

MANAGER: Manuel Lopez

1985-86 ACTUALS:

**Lease Purchases:** The increase of \$235,000 over the 1985-86 budget in lease purchases was due mainly to an additional lease payment made on the Health Complex on Rosecrans.

**Capital/Land:** The major cause for the increase in capital costs over the 1985-86 budget was the accelerated construction on the Health Complex resulting in higher expenditures than had been anticipated.

**General Fund Contributions:** The actual contribution from org. 5350 to capital decreased over the 1985-86 budget. The increase of \$600,000 is a result of General Funds being transferred into capital mainly from the Parks and Agriculture departments for midyear projects.

**Revenues:** 1985-86 actual revenues increased proportionately to cover the costs of the new Agriculture and Parks projects.

Fund Balance of \$1.8 million was used to cover additional costs on the Health complex development.

1986-87 OBJECTIVES:

1. Within the fiscal constraints imposed on the 1986-87 fiscal year, the capital budget proposes to fund as many top priority capital needs as possible, including general revenue projects:

- Continuing to meet debt obligations on leased-purchased facilities
- Construction of a pesticide storage and bait mixing facility for use by the Agriculture and Health Departments.
- Expanding decedent refrigeration for the Coroner's Department
- Adding improvements at Edgemoor Hospital: minor remodeling; a dietary storage building; sewers and hydrants.

2. Program revenues will allow for the following capital activities:

- Accelerate plans for interim justice facilities to relieve overcrowded conditions at the detention facilities and Juvenile Hall.
- Finalizing plans for construction of additional courtrooms downtown
- Designing a new central animal shelter
- Rebuilding the Fallbrook Branch Library
- Making improvements to over eleven park sites and eight Public Works locations
- Expanding parking capabilities at the Oceanside Transit Center
- Remodeling space to accommodate the Sheriff's crime analysis and transportation units

1986-87 ADOPTED BUDGET:

Capital shows three components making up its budget; lease purchases, capital and land acquisition.

In the capital debt service of \$16,287,000, the County is lease purchasing

- Thirteen structures
- Cogeneration improvements to several of its major facilities

Program revenues contribute \$2,408,566 and the remaining costs of \$13,878,434 are from the General Fund.

The 38 recommended capital projects for 1986-87 total \$9,239,378. Only 11 departments from a total of 20 had their projects submitted for Board of Supervisors' approval. Of the total cost, \$726,000 is from the General Fund and program revenues cover the remaining \$8,513,378.



PROGRAM: Capital Improvements

# 86200, 86300,  
86500

MANAGER: Manuel Lopez

1986-87 ADOPTED BUDGET: (Continued)

Land acquisition costs are minimal in 1986-87, they total \$104,095:

- General Services is negotiating to purchase land (cost - \$1,000) for a radio site (White Star). AB 189 funds have been requested to cover costs.
- Community Development Block Grants are contributing \$27,555 for a parking lot at the Fallbrook Library.
- Parks is purchasing additional property to increase the size of Guajome Park. Park Land Dedication Funds will contribute \$55,540.
- Public Works is continuing to develop its borrow pits county wide (\$20,000 - Road Fund).

REVENUE BY SOURCE:

| <u>Source of Revenue</u>                          | <u>1985-86<br/>Actual</u> | <u>1985-86<br/>Budget</u> | <u>1986-87<br/>Adopted</u> | <u>Change From<br/>1985-86<br/>Budget</u> |
|---|---------------------------|---------------------------|----------------------------|---|
| Aid from Governmental/<br>Private Agencies        | \$ 5,108,100              | \$ 4,394,215              | \$ 3,960,110               | \$ (434,105)                              |
| Interest  | 39,580                    | 1,600,000                 | 0                          | (1,600,000)                               |
| General Fund Contribution                         | 12,772,399                | 13,464,712                | 14,604,434                 | 1,139,722                                 |
| AB-189/SB-668                                     | 1,810,551                 | 2,721,986                 | 2,377,895                  | (344,091)                                 |
| Contributions from Other<br>County Agencies/Funds | 4,215,899                 | 1,674,344                 | 2,048,466                  | 374,122                                   |
| COF Fund Balance                                  | 2,368,337                 | 600,000                   | 0                          | (600,000)                                 |
| Private Donations                                 | <u>53,503</u>             | <u>330,500</u>            | <u>2,424,000</u>           | <u>2,093,500</u>                          |
| <b>Total</b>                                      | <b>\$26,368,369</b>       | <b>\$ 24,785,757</b>      | <b>\$25,414,905</b>        | <b>\$ 629,148</b>                         |

CAPITAL IMPROVEMENTS BUDGET  
CAPITAL OUTLAY FUND  
ORG. UNIT 5490  
FINAL BUDGET  
1986/87

CAPITAL AND MAJOR MAINTENANCE PROJECTS  
FUNDED BY AB 189 AND SB 668 FUNDS

TABLE OF CONTENTS

|  | <u>Page</u> |
|--|-------------|
| Recap of Expenditures/Revenues .....         | 1           |
| Summary of Funding Sources .....             | 2           |
| Details of Lease Purchases .....             | 3           |
| Details of Capital/Land Projects .....       | 3           |
| Details of Fundings by Funding Account ..... | 6           |
| AB 189 Funded Projects .....                 | 10          |
| SB 668 Funded Projects .....                 | 13          |
| Funding Source Abbreviation Legend .....     | 15          |

RECAP OF EXPENDITURES/REVENUES  
 CAPITAL IMPROVEMENTS BUDGET  
 FINAL  
 1986-87

Expenditures

|   |                   |
|---|-------------------|
| Lease Purchases .....                       | \$ 16,287,000     |
| Capital/Land .....                          | <u>9,343,473</u>  |
| <br>Total Capital Improvements Expenditures | <br>\$ 25,630,473 |
| Less Cost Applied from Other Departments    | <u>(215,568)</u>  |
| <br>Total Capital Improvements              | <br>\$ 25,414,905 |

Revenues

|  |                   |
|--|-------------------|
| General Fund .....                                   | \$ 14,604,434     |
| Aid from Governmental Agencies .....                 | 2,710,110         |
| AB 189/SB 668 .....                                  | 2,377,895         |
| Contributions from other County Agencies/Funds ..... | 3,298,466         |
| Private Donations .....                              | <u>2,424,000</u>  |
| <br>Total Revenues                                   | <br>\$ 25,414,905 |

CAPITAL IMPROVEMENTS BUDGET  
CAPITAL OUTLAY FUND  
FINAL  
1986-87

Summary of Funding Sources

| Funding Sources                   | Lease Purchases      | Capital             | Land              | Total                |
|-----------------------------------|----------------------|---------------------|-------------------|----------------------|
| General Fund                      | \$ 13,878,434        | \$ 726,000          | \$ 0              | \$ 14,604,434        |
| Local Transportation Fund         | 0                    | 1,250,000           | 0                 | 1,250,000            |
| AB 189                            | 0                    | 776,895             | 1,000             | 777,895              |
| SB 668                            | 1,000,000            | 600,000             | 0                 | 1,600,000            |
| State Bond Acts                   | 0                    | 1,022,520           | 0                 | 1,022,520            |
| Community Development Block Grant | 0                    | 60,035              | 27,555            | 87,590               |
| General Services (G.F.)           | 1,177,350            | 50,000              | 0                 | 1,227,350            |
| Historic Preservation             | 0                    | 0                   | 0                 | 0                    |
| Insurance                         | 0                    | 417,000             | 0                 | 417,000              |
| Land/Water Conservation           | 0                    | 0                   | 0                 | 0                    |
| Library Fund                      | 68,507               | 0                   | 0                 | 68,507               |
| Social Services (G.F.)            | 162,709              | 0                   | 0                 | 162,709              |
| LSCA                              | 0                    | 1,600,000           | 0                 | 1,600,000            |
| Park Land Dedication Fund         | 0                    | 462,000             | 55,540            | 517,540              |
| Private Funds                     | 0                    | 2,007,000           | 0                 | 2,007,000            |
| Road Fund                         | 0                    | 267,928             | 20,000            | 287,928              |
|                                   | <b>\$ 16,287,000</b> | <b>\$ 9,239,378</b> | <b>\$ 104,095</b> | <b>\$ 25,630,473</b> |

1986-87  
FINAL  
CAPITAL IMPROVEMENTS BUDGET  
BY DEPARTMENT

| Department         | Priority | Project # | Title                        | Revenue Source  | Recommended<br>Appropriation | Program Revenue<br>FY 1986-87 | Net County<br>Cost<br>FY 1986-87 |
|--------------------|----------|-----------|------------------------------|-----------------|------------------------------|-------------------------------|----------------------------------|
| LEASE PURCHASES    |          |           |                              |                 |                              |                               |                                  |
|                    |          | KK 7762   | Burnham Building             | SB 668          | \$ 1,000,000                 | \$ 1,000,000                  | \$                               |
|                    |          | KK 0047   | South Bay Regional Center    | General Fund    | 4,246,400                    |                               | 4,246,400                        |
|                    |          | KK 0052   | El Cajon Regional Center     | General Fund    | 5,913,800                    |                               | 5,913,800                        |
|                    |          | KK 0058   | Imperial Beach Library       | Library Fund    | 3,959                        | 3,959                         |                                  |
|                    |          | KK 0061   | Fallbrook Library            | Library Fund    | 31,248                       | 31,248                        |                                  |
|                    |          | KK 0085   | Vista Regional Center        | General Fund    | 2,232,900                    |                               | 2,232,900                        |
|                    |          | KK 0105   | San Diego Adoptions          | Social Services | 97,700                       | 97,700                        |                                  |
|                    |          | KK 0179   | El Cajon Branch Welfare      | Social Services | 31,809                       | 31,809                        |                                  |
|                    |          | KK 0181   | Escondido Branch Welfare     | Social Services | 33,200                       | 33,200                        |                                  |
|                    |          | KK 0344   | Juvenile Probation San Diego | General Fund    | 21,934                       |                               | 21,934                           |
|                    |          | KK 0346   | Ramona Branch Bldg.          | General Fund    | 63,400                       |                               | 63,400                           |
|                    |          | KK 1111   | Cogeneration                 | TGF*            | 1,177,350                    | 1,177,350                     |                                  |
|                    |          | KK 8615   | Library Headquarters         | Library Fund    | 33,300                       | 33,300                        |                                  |
|                    |          | KQ 2310   | County Health Complex        | General Fund    | 1,400,000                    |                               | 1,400,000                        |
|                    |          |           | TOTAL LEASE PURCHASES        |                 | \$ 16,287,000                | \$ 2,408,566                  | \$ 13,878,434                    |
| AGRICULTURE        | 1        | KK 6909   | Pesticide Storage            | General Fund    | 250,000                      |                               | 200,000                          |
|                    | 1        | KK 6909   | Pesticide Storage            | TGF*            |                              | 50,000                        |                                  |
|                    |          |           | TOTAL AGRICULTURE            |                 | \$ 250,000                   | \$ 50,000                     | \$ 200,000                       |
| ANIMAL CONTROL     | 1        | KL 7603   | Design of Central Shelter    | Private         | 7,000                        | 7,000                         |                                  |
|                    |          |           | TOTAL ANIMAL CONTROL         |                 | \$ 7,000                     | \$ 7,000                      | 0                                |
| CORONER            | 1        | KK 7608   | Decedent Refrigeration       | General Fund    | 335,000                      |                               | 335,000                          |
|                    |          |           | TOTAL CORONER                |                 | \$ 335,000                   | 0                             | \$ 335,000                       |
| GENERAL GOVERNMENT | 1        | KK 6353   | Courthouse Elevators         | SB 668          | 600,000                      | 600,000                       |                                  |
|                    |          |           | TOTAL GENERAL GOVERNMENT     |                 | \$ 600,000                   | \$ 600,000                    | 0                                |
| GENERAL SERVICES   | 1        | KA 7465   | White Star Radio Site        | AB 189          | 1,000                        | 1,000                         | 0                                |
|                    |          |           | TOTAL GENERAL SERVICES       |                 | \$ 1,000                     | \$ 1,000                      | \$ 0                             |

\* Transfer General Funds from another department.

1986-87  
FINAL  
CAPITAL IMPROVEMENTS BUDGET  
BY DEPARTMENT

| Department           | Priority | Project #                 | Title  | Revenue Source | Recommended<br>Appropriation | Program Revenue<br>FY 1986-87 | Net County<br>Cost<br>FY 1986-87 |
|----------------------|----------|---------------------------|--|----------------|------------------------------|-------------------------------|----------------------------------|
| LIBRARY              | 1        | KK 7626                   | Fallbrook Library                            | Private        | \$ 817,000                   | \$ 400,000                    | \$                               |
|                      | 1        | KK 7626                   | Fallbrook Library                            | Insurance      |                              | 417,000                       |                                  |
|                      | 1a       | KA 7757                   | Fallbrook Library Parking<br>Lot Acquisition | CDBG           | 27,555                       | 27,555                        |                                  |
|                      | 1a       | KK 7757                   | Fallbrook Library Parking<br>Lot Development | CDBG           | 60,035                       | 60,035                        |                                  |
|                      | 2        | KK 7627                   | El Cajon Branch Library                      | LSCA           | 3,200,000                    | 1,600,000                     |                                  |
|                      | 2        | KK 7627                   | El Cajon Branch Library                      | Private        |                              | 1,600,000                     |                                  |
|                      |          |                           |  | TOTAL LIBRARY  |                              | \$ 4,104,590                  | \$ 4,104,590                     |
| PARKS AND RECREATION | 1        | KN 3106                   | Sweetwater Summit Campground                 | Bond Act 1984  | 200,000                      | 200,000                       |                                  |
|                      | 2        | KN 6250                   | Felicita Park Upper Knoll                    | PLDF           | 61,679                       | 25,000                        |                                  |
|                      | 2        | KN 6250                   | Felicita Park Upper Knoll                    | SB 174         |                              | 36,679                        |                                  |
|                      | 3        | KN 6248                   | Fallbrook Park Improvements                  | PLDF           | 58,000                       | 58,000                        |                                  |
|                      | 4        | KN 7650                   | Bonsall Community Center                     | PLDF           | 40,000                       | 40,000                        |                                  |
|                      | 5        | KN 8329                   | Robert Adams Park                            | PLDF           | 17,000                       | 17,000                        |                                  |
|                      | 6        | KN 7653                   | Lake Morena Campground                       | Bond Act 1984  | 470,000                      | 470,000                       |                                  |
|                      | 7        | KN 7655                   | Alpine Community Center                      | PLDF           | 300,000                      | 300,000                       |                                  |
|                      | 8        | KN 7661                   | Valley Center Community<br>Park/Equest.      | PLDF           | 22,000                       | 22,000                        |                                  |
|                      | 9        | KL 7665                   | Santa Ysabel Indians                         | Bond Act 1984  | \$ 90,841                    | \$ 90,841                     | \$                               |
|                      | 10       | KN 7672                   | Lake Jennings Campsite Impr.                 | Bond Act 1984  | 225,000                      | 225,000                       |                                  |
| 11                   | KA 7759  | Guajome Park Improvements | PLDF   | 55,540         | 55,540                       |                               |                                  |
|                      |          |                           | TOTAL PARKS AND RECREATION                   |                | \$ 1,540,060                 | \$ 1,540,060                  | 0                                |
| PROBATION            | 1        | KK 7674                   | Replacement Honor Camp                       | AB 189         | 71,385                       | 71,385                        |                                  |
|                      | 2        | KK 7675                   | Staff Restrooms Rancho Campo                 | AB 189         | 21,500                       | 21,500                        |                                  |
|                      | 3        | KK 7676                   | Renovate Warehouse                           | AB 189         | 67,756                       | 67,756                        |                                  |
|                      | 4        | KL 7677                   | New Staff Quarters Barrett                   | AB 189         | 73,249                       | 73,249                        |                                  |
|                      |          |                           | TOTAL PROBATION                              |                | \$ 233,890                   | \$ 233,890                    | 0                                |

-822-

1986-87  
FINAL  
CAPITAL IMPROVEMENTS BUDGET  
BY DEPARTMENT

| Department               | Priority | Project # | Title   | Revenue Source | Recommended<br>Appropriation | Program Revenue<br>FY 1986-87 | Net County<br>Cost<br>FY 1986-87 |
|--------------------------|----------|-----------|---|----------------|------------------------------|-------------------------------|----------------------------------|
| PUBLIC WORKS             | 1        | KH 7686   | Oceanside Transit Center -<br>Parking Expansion | TDA/LTF        | 1,250,000                    | 1,250,000                     |                                  |
|                          | 2        | KH 7687   | Jamacha Metal Storage Bldg.                     | Road Fund      | 24,000                       | 24,000                        |                                  |
|                          | 3        | KH 7688   | Mt. Laguna Watering System                      | Road Fund      | 10,000                       | 10,000                        |                                  |
|                          | 4        | KH 7689   | Div. 2 Hdqtrs. Security Sys.                    | Road Fund      | 13,000                       | 13,000                        |                                  |
|                          | 5        | KH 7690   | Mt. Laguna Station Seal Coat                    | Road Fund      | 5,178                        | 5,178                         |                                  |
|                          | 6        | KH 7691   | San Felipe Carport                              | Road Fund      | 3,500                        | 3,500                         |                                  |
|                          | 7        | KH 7692   | Comm. Supply Room Relocation                    | Road Fund      | 31,250                       | 31,250                        |                                  |
|                          | 8        | KH 7693   | Field Operations Admin. Annex                   | Road Fund      | 181,000                      | 181,000                       |                                  |
|                          | 9        | KA 7751   | Borrow Pit Development -<br>Countywide          | Road Fund      | 20,000                       | 20,000                        |                                  |
|                          |          |           | TOTAL PUBLIC WORKS                              |                | \$ 1,537,928                 | \$ 1,537,928                  | 0                                |
| RUFFIN ROAD<br>OCCUPANTS | 1        | KK 5039   | Northside Park at Ruffin Rd.                    | General Fund   | 25,000                       | 0                             | 25,000                           |
|                          |          |           | TOTAL RUFFIN ROAD OCCUPANTS GROUP               |                | \$ 25,000                    | 0                             | \$ 25,000                        |
| SHERIFF                  | 1        | KK 7710   | Crime Analysis Unit -<br>Office Space           | AB 189         | \$ 118,500                   | \$ 118,500                    | \$                               |
|                          | 2        | KK 7711   | Mod. Bldgs. for Trans Detail                    | AB 189         | 141,200                      | 141,200                       |                                  |
|                          | 3        | KK 7712   | Dorms for Inmate Housing                        | AB 189         | 143,305                      | 143,305                       |                                  |
|                          | 4        | KK 6118   | Upgrade Substation<br>Holding Cells             | AB 189         | 39,000                       | 39,000                        |                                  |
|                          | 5        | KK 6351   | Las Colinas Lighting                            | AB 189         | 101,000                      | 101,000                       |                                  |
|                          |          |           | TOTAL SHERIFF                                   |                | \$ 543,005                   | \$ 543,005                    | 0                                |
| HEALTH-EDGE Moor         | 1        | KK 7760   | Dietary Storage Building                        |                | \$ 33,000                    | \$ 0                          | \$ 33,000                        |
|                          | 2        | KK 7761   | Sewer & Hydrants                                |                | 83,200                       | 0                             | 83,200                           |
|                          | 3        | KK 6562   | Edgemoor Remodel                                |                | 49,800                       | 0                             | 49,800                           |
|                          |          |           | TOTAL HEALTH-EDGE Moor                          |                | \$ 166,000                   | \$ 0                          | \$ 166,000                       |

CAPITAL AND LAND TOTAL 1986-87 - \$23,630,473

1986-87  
FINAL  
CAPITAL IMPROVEMENTS BUDGET  
DETAILS OF FUNDINGS BY FUNDING ACCOUNT

| Funding Source                                    | Fund Class | Department           | Project # | Title                                     | Funding Amount<br>FY 1986-87 |
|---|------------|----------------------|-----------|---|------------------------------|
| AB 189  | 9176       | Sheriff              | KK 7710   | Crime Analysis Unit - Office Space        | \$ 118,500                   |
|   | 9176       | Probation            | KL 7677   | New Staff Quarters, Barrett               | 73,249                       |
|   | 9176       | Probation            | KK 7676   | Renovate Warehouse, Campo                 | 67,756                       |
|   | 9176       | Probation            | KK 7675   | Staff Restrooms, Rancho Campo             | 21,500                       |
|   | 9176       | Probation            | KK 7674   | Replacement Honor Camp                    | 71,385                       |
|   | 9176       | Sheriff              | KK 7711   | Modular Buildings for Trans Detail        | 141,200                      |
|   | 9176       | Sheriff              | KK 7712   | Dormitories for Inmate Housing, Descanso  | 143,305                      |
|   | 9176       | General Services     | KA 7465   | White Star                                | 1,000                        |
|   | 9176       | Sheriff              | KK 6118   | Upgrade Substation Holding Cells          | 39,000                       |
|   | 9176       | Sheriff              | KK 6351   | Los Colinas Lighting                      | 101,000                      |
| TOTAL AB 189                                      |            |                      |           |   | \$ 777,895                   |
| SB 668  | 9176       | General Government   | KK 7617   | Courthouse Elevators                      | 600,000                      |
|   | 9176       | Lease Purchase       | KK 7762   | Burnham Building                          | 1,000,000                    |
| TOTAL SB 668                                      |            |                      |           |   | \$ 1,600,000                 |
| Bond Act 1984                                     | 9444       | Parks and Recreation | KK 7672   | Lake Jennings Campsite Improvement        | 225,000                      |
|   | 9444       | Parks and Recreation | KN 7636   | Sweetwater Summit Campground              | 200,000                      |
|   | 9444       | Parks and Recreation | KN 7653   | Lake Morena Campground                    | 470,000                      |
|   | 9444       | Parks and Recreation | KL 7665   | Santa Ysabel Indians                      | 90,841                       |
| TOTAL BOND ACT 1984                               |            |                      |           |   | \$ 985,841                   |
| CDBG<br>(Community<br>Development<br>Block Grant) | 9683       | Library              | KA 7757   | Fallbrook Library Parking Lot Acquisition | 27,555                       |
|   | 9683       | Library              | KK 7757   | Fallbrook Library Parking Lot Development | 60,035                       |
| TOTAL CDBG  |            |                      |           |   | \$ 87,590                    |



1986-87  
FINAL  
CAPITAL IMPROVEMENTS BUDGET  
DETAILS OF FUNDINGS BY FUNDING ACCOUNT

| Funding Source  | Fund Class         | Department           | Project # | Title                               | Funding Amount<br>FY 1986-87 |               |
|---|--------------------|----------------------|-----------|-------------------------------------|------------------------------|---------------|
| General Fund  | 9801               | Lease Purchases      | KK 0052   | El Cajon Regional Center            | \$ 5,913,800                 |               |
|   | 9801               | Lease Purchases      | KL 5056   | Juvenile Probation, San Diego       | 21,934                       |               |
|   | 9801               | Lease Purchases      | KQ 2310   | County Health Complex               | 1,400,000                    |               |
|   | 9801               | Coroner              | KK 7608   | Decedent Refrigeration              | 335,000                      |               |
|   | 9801               | Lease Purchases      | KK 0047   | South Bay Regional Center           | 4,246,400                    |               |
|   | 9801               | Lease Purchases      | KK 0346   | Ramona Branch Building              | 63,400                       |               |
|   | 9801               | Lease Purchases      | KK 0085   | Vista Regional Center               | 2,232,900                    |               |
|   | 9801               | Ruffin Road Occupant | KK 7697   | Northside Park at Ruffin Road       | 25,000                       |               |
|   | 9801               | Agriculture          | KK 7600   | Pesticide Storage                   | 200,000                      |               |
|   | 9801               | Health               | KK 7760   | Dietary Storage Building (Rebudget) | 33,000                       |               |
|   | 9801               | Health               | KK 7761   | Sewer and Hydrants (Rebudget)       | 83,200                       |               |
|   | 9801               | Health               | KK 6562   | Edgemoor Remodel (Rebudget)         | 49,800                       |               |
|   | TOTAL GENERAL FUND |                      |           |                                     |                              | \$ 14,604,434 |
|   | Insurance          | 9995                 | Library   | KK 7626                             | Fallbrook Library            | 417,000       |
| TOTAL INSURANCE                                       |                    |                      |           |                                     | \$ 417,000                   |               |
| Library Fund  | 5693               | Lease Purchases      | KK 0058   | Imperial Beach Library              | 3,959                        |               |
|   | 5693               | Lease Purchases      | KK 8615   | Library Headquarters                | 33,300                       |               |
|   | 5693               | Lease Purchases      | KK 0061   | Fallbrook Library                   | 15,600                       |               |
|   | 5693               | Lease Purchases      | KK 0061   | Fallbrook Library                   | 15,648                       |               |
| TOTAL LIBRARY FUND                                    |                    |                      |           |                                     | \$ 68,507                    |               |
| LSCA<br>(Library Services<br>and Construction<br>Act) | 9446               | Library              | KK 7627   | El Cajon Branch Library             | 1,600,000                    |               |
|   | TOTAL LSCA         |                      |           |                                     |                              | \$ 1,600,000  |

-825-

1986-87  
FINAL  
CAPITAL IMPROVEMENTS BUDGET  
DETAILS OF FUNDINGS BY FUNDING ACCOUNT

| Funding Source   | Fund Class | Department           | Project # | Title                               | Funding Amount<br>FY 1986-87 |
|------------------|------------|----------------------|-----------|-------------------------------------|------------------------------|
| PLDF             | 9811       | Parks and Recreation | KN 7642   | Fallbrook Park Improvements         | \$ 58,000                    |
| (Park Land       | 9811       | Parks and Recreation | KN 7655   | Alpine Community Center             | 300,000                      |
| Dedication Fund) | 9811       | Parks and Recreation | KN 7652   | Robert Adams Park                   | 17,000                       |
|                  | 9811       | Parks and Recreation | KN 7661   | Valley Center Comm. Park/Equest.    | 22,000                       |
|                  | 9811       | Parks and Recreation | KN 7650   | Bonsall Community Center            | 40,000                       |
|                  | 9811       | Parks and Recreation | KN 7641   | Felicita Park Upper Knoll           | 25,000                       |
|                  | 9811       | Parks and Recreation | KA 7759   | Guajome Acquisition                 | 55,540                       |
|                  |            |                      |           | TOTAL PLDF                          | \$ 517,540                   |
| Private          | 9995       | Animal Control       | KL 7603   | Design of Central Shelter           | 7,000                        |
|                  | 9995       | Library              | KK 7627   | El Cajon Branch Library             | 1,600,000                    |
|                  | 9995       | Library              | KK 7626   | Fallbrook Branch Library            | 400,000                      |
|                  |            |                      |           | TOTAL PRIVATE                       | \$ 2,007,000                 |
| Road Fund        | 9802       | Public Works         | KH 7689   | Div. 2 Hdqtrts. Security System     | 13,000                       |
|                  | 9802       | Public Works         | KH 7690   | Mt. Laguna Station Seal Coat        | 5,178                        |
|                  | 9802       | Public Works         | KH 7692   | Comm. Supply Room Relocation        | 31,250                       |
|                  | 9802       | Public Works         | KH 7693   | Field Operations Admin. Annex       | 181,000                      |
|                  | 9802       | Public Works         | KH 7691   | San Felipe Carport                  | 3,500                        |
|                  | 9802       | Public Works         | KH 7751   | Borrow Pit Development - Countywide | 20,000                       |
|                  | 9802       | Public Works         | KH 7688   | Mt. Laguna Watering System          | 10,000                       |
|                  | 9802       | Public Works         | KH 7689   | Jamacha Metal Storage Bldg.         | 24,000                       |
|                  |            |                      |           | TOTAL ROAD FUND                     | \$ 287,928                   |
| SB 174           | 9444       | Parks and Recreation | KN 7641   | Felicita Park Upper Knoll           | 36,679                       |
|                  |            |                      |           | TOTAL SB 174                        | \$ 36,679                    |
| Social Services  | 5681       | Lease Purchases      | KK 0105   | San Diego Adoptions                 | \$ 97,700                    |
|                  | 5681       | Lease Purchases      | KK 0181   | Escondido Branch Welfare            | 33,200                       |
|                  | 5681       | Lease Purchases      | KK 0179   | El Cajon Branch Welfare             | 31,809                       |
|                  |            |                      |           | TOTAL SOCIAL SERVICES               | \$ 162,709                   |

1986-87  
FINAL  
CAPITAL IMPROVEMENTS BUDGET  
DETAILS OF FUNDINGS BY FUNDING ACCOUNT

| Funding Source                         | Fund Class   | Department                    | Project #          | Title   | Funding Amount<br>FY 1986-87 |
|--|--------------|-------------------------------|--------------------|---|------------------------------|
| TDA/LTF<br>(Local Transportation Fund) | 9061         | Public Works                  | KH 7686            | Oceanside Transit Center<br>Parking Expansion | 1,250,000                    |
|  |              |                               |                    | TOTAL TDA/LTF                                 | \$ 1,250,000                 |
| TGF<br>(Transfers from General Fund)   | 9801         | Lease Purchases               | KK 1111            | Codgeneration                                 | 1,177,322                    |
|  |              |                               |                    | TOTAL TGF                                     | \$ 1,177,322                 |
| CCS<br>(Charges for Current Services)  | 9781<br>9781 | Lease Purchase<br>Agriculture | KK 1111<br>KK 7600 | Codgeneration<br>Pesticide Storage            | 28<br>50,000                 |
|  |              |                               |                    | TOTAL CCS                                     | \$ 50,028                    |
|  |              | TOTALS                        |                    |   | \$ 25,630,473                |

-827-

1986-87  
FINAL  
AB 189 PROPOSED BUDGET

|   |                     |
|---|---------------------|
| 1986-87 Projections based on 1985-86 Revenues | \$ 2,800,000        |
| 1985-86 Fund Balance                          | 39,000              |
| <b>Total 1986-87 AB 189 Revenues</b>          | <b>\$ 2,839,000</b> |

| PROJECT #                              | TITLE   | COST       | CUMULATIVE TOTAL | TOTALS     |
|--|---|------------|------------------|------------|
| <u>Contributions to Other Agencies</u> |   |            |                  |            |
|  | ARJIS   | \$ 154,685 | \$ 154,685       |            |
|  | AMOR System (Municipal Courts)  | 88,215     | 242,900          |            |
|  | Total Contributions to other than Capital or Major Maintenance                        |            |                  | \$ 242,900 |
| <u>PROPOSED CAPITAL PROJECTS</u>       |   |            |                  |            |
| KK 7674                                | Replacement Honor Camp<br>(funding is from funds in reserve for major capital outlay) | 71,385     | 314,285          |            |
| KK 7710                                | Crime Analysis Unit - Office Space - COC  | 118,500    | 432,785          |            |
| KK 7675                                | Staff Restrooms - Campo   | 21,500     | 454,285          |            |
| KK 7711                                | Modular Bldg. - Transportation Unit - COC   | 141,200    | 595,485          |            |
| KK 7676                                | Renovate Warehouse - Campo  | 67,756     | 663,241          |            |
| KK 7712                                | Dormitories for Inmate Housing - Descanso   | 143,305    | 806,546          |            |
| KK 7677                                | New Staff Quarters - Barrett  | 73,249     | 879,795          |            |
| KK 6118                                | Upgrade Substation Holding Cells -<br>(Fund Balance)                                  | 39,000     | 918,795          |            |
|  | Total Proposed Capital Projects   |            |                  | \$ 675,895 |
| <u>PROPOSED MAJOR MAINTENANCE</u>      |   |            |                  |            |
|  | AB 189 Various Major Alterations (VMA)  | \$ 200,000 | \$ 1,118,795     |            |
| ML 7328                                | Barrett CMP - Replace Gas Lines   | 17,500     | 1,136,295        |            |
| ML 7372                                | San Jose CMP - Replace 21 Doors (1 hour fire door)                                    | 7,400      | 1,143,695        |            |
| ML 7405                                | West Fork CMP - Repair & Resurface Entry Rd.  | 55,500     | 1,199,195        |            |
| ML 7371                                | San Jose CMP - Replace Asphalt Tile<br>w/Quarry Tile                                  | 8,100      | 1,207,295        |            |
| ML 7363                                | Barrett CMP - Emergency Generator Hookup  | 17,240     | 1,224,535        |            |

MB/CIP (86-87/AB-189)

| PROJECT # | TITLE  | COST   | CUMULATIVE TOTAL | TOTALS |
|-----------|--|--------|------------------|--------|
| MB 7374   | Rancho Del Campo - Refurbish Toilets, Buildings III & II2          | 12,000 | 1,236,535        |        |
| MB 7316   | Juvenile Ct. - Repair & Resurface North Parking Lot                | 24,800 | 1,261,335        |        |
| MB 7375   | Rancho Del Campo - Refurbish Staff Housing Restrooms, Phase II     | 32,000 | 1,293,335        |        |
| MB 7379   | Rancho Del Campo - Refurbish Staff Housing Kitchens, Phase II      | 70,000 | 1,363,335        |        |
| ML 7350   | Westfork CMP - Retile Restrooms & Shower Area Dorms                | 13,350 | 1,376,685        |        |
| MB 7308   | Vista STN - Install Emergency Power for Gas Pumps                  | 9,500  | 1,386,185        |        |
| MB 6437   | South Bay Detention - Install Stainless Steel Toilets, Phase II    | 30,000 | 1,416,185        |        |
| MB 7360   | Juvenile Hall - Repair Windows in All Units Phase II               | 41,770 | 1,457,955        |        |
| ML 7366   | San Jose Camp - Install Security Lighting                          | 25,000 | 1,482,955        |        |
| MB 7114   | Las Colinas Detention Facility - Install Internal Security Divider | 8,770  | 1,491,725        |        |
| MB 7158   | ECRC Detention Facility - Install Tile in Kitchen Area             | 12,560 | 1,504,285        |        |
| MB 7271   | Work Furlough Center - Repair Fire Alarm System                    | 13,500 | 1,517,785        |        |
| MB 7116   | Vista Detention Facility - Install Sally Port                      | 25,500 | 1,543,285        |        |
| MB 7353   | Juvenile Hall - Repair and Resurface South Parking Lot             | 20,100 | 1,563,385        |        |
| MB 7393   | Rancho Del Campo - Repair and Resurface Recreation Courts          | 8,600  | 1,571,985        |        |
| MB 7381   | Work Furlough Center - Fumigate all Bldgs.                         | 12,400 | 1,584,385        |        |
| ML 7397   | Camp San Jose - Refurbish Dormitory Restrooms                      | 53,600 | 1,637,985        |        |
| MB 7367   | Juvenile Hall - Improve Perimeter Security Fencing                 | 9,000  | 1,646,985        |        |
| MB 7361   | Juvenile Hall - Replace Wooden Cabinets with Steel                 | 28,100 | 1,675,085        |        |
| ML 7437   | Barrett Camp - Install Tile in Shower Floors                       | 8,100  | 1,683,185        |        |
| MB 7380   | Rancho del Campo - Refurbish Bldgs. 107/104, Phase II              | 47,200 | 1,730,385        |        |

| PROJECT # | TITLE  | COST | CUMULATIVE<br>TOTAL | TOTALS              |
|-----------|--|------|---------------------|---------------------|
|           | Total Proposed Major Maintenance Projects                          |      |                     | \$ 811,590          |
|           | Total AB 189 Capital and Major Maintenance<br>Projects for 1986-87 |      |                     | \$ 1,487,485        |
|           | Total Contributions Other Than Capital<br>or Major Maintenance     |      |                     | \$ 242,900          |
|           | Funds Held In Reserve for Major Capital<br>Outlays                 |      |                     | \$ 908,615          |
|           | Total Committed AB 189 funds for 1986-87                           |      |                     | <u>\$ 2,639,000</u> |

1986-87  
SB 668 FINAL BUDGET

1986-87 Projections based on 1985-86 Revenues

\$ 2,500,000

| PROJECT #                | TITLE   | COST         | CUMULATIVE TOTAL | TOTALS       |
|--------------------------|---|--------------|------------------|--------------|
|                          | Reserved for Major Construction: \$1,600,000                                      |              |                  |              |
| KK 8872                  | Burnham Building Lease Purchase.<br>Unallocated \$600,000<br>Lease Purchase Costs | \$ 1,000,000 | \$ 1,000,000     | \$ 1,000,000 |
| <u>CAPITAL</u>           |   |              |                  |              |
|                          | <u>Ongoing Projects</u>   |              |                  |              |
| KK 6353                  | Modernize Elevators Courthouse/Jail   | 600,000      | 1,600,000        |              |
|                          | CAPITAL TOTAL   |              |                  | \$ 600,000   |
| <u>MAJOR MAINTENANCE</u> |   |              |                  |              |
| MB 7315                  | SB 668 Various Major Alterations (VMA)  | \$ 200,000   | \$ 1,800,000     |              |
| MB 7014                  | Traffic Court - Replace 2 gas fired furnaces                                      | 50,900       | 1,850,900        |              |
|                          | Traffic Court - Refurbish Seating -<br>Courtrooms A & B                           | 27,100       | 1,878,000        |              |
| MB 7468                  | El Cajon Courtroom "C"  | 35,000       | 1,913,000        |              |
| MB 7469                  | Vista AMORS   | 35,000       | 1,948,000        |              |
| MB 7470                  | San Diego Courthouse AMORS  | 22,600       | 1,970,600        |              |
| MB 7471                  | Traffic Court AMORS   | 33,100       | 2,003,700        |              |
| MB 7472                  | Vista Regional Center - Install Restroom  | 7,500        | 2,011,200        |              |
| MB 7473                  | Vista - Remodel Research Attorney Office  | 36,600       | 2,047,800        |              |
| MB 7474                  | San Diego Courthouse - Install Holding Cell                                       | 30,000       | 2,077,800        |              |
| MB 7475                  | Vista Courthouse - Recarpet Phase IV  | 51,500       | 2,129,300        |              |
| MB 7476                  | Vista Courthouse - Remodel Courtroom "K"  | 11,250       | 2,140,550        |              |
|                          | MAJOR MAINTENANCE TOTAL   |              |                  | \$ 540,550   |

-831-

1986-87  
SB 668 FINAL BUDGET

1986-87 Projections based on 1985-86 Revenues

\$ 2,500,000

| PROJECT #   | TITLE  | COST     | CUMULATIVE<br>TOTAL | TOTALS    |
|---|--|----------|---------------------|-----------|
| <u>MAJOR MAINTENANCE PROJECTS FUNDED</u><br><u>BY 1985-86 SB 668 FUND BALANCE</u> |  |          |                     |           |
| MB 7448   | Vista Regional Center - Prev. Maintenance<br>of Electrical Switchgear        | \$ 3,910 | \$ 2,144,460        |           |
| MB 7257   | Vista Regional Center - Install restrooms,<br>Division 8 Chambers            | 5,300    | 2,149,760           |           |
| MB 7295   | Vista Regional Center - Remodel Court<br>Services Area                       | 4,910    | 2,154,670           |           |
| MB 7457   | Ramona Branch Court - Remodel and expand<br>Clerk's office area              | 7,500    | 2,162,170           |           |
|   | Total Major Maintenance Projects<br>Funded by 1985-86 SB 668 Fund<br>Balance |          |                     | \$ 21,620 |
|   | Total 1986-87 SB 668 Final Budget  |          | \$ 2,162,170        |           |

-832-



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 (1984 or 174)

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

TGF = Transfers from General Fund

CCS = Charges for Current Services

LSCA = Library Services and Construction Act

1986-87 FINAL PROGRAM BUDGET

INDEX

| <u>PROGRAMS</u>  | <u>PAGE<br/>NUMBER</u> |
|--|------------------------|
| Administrative Support - Sheriff.....  | 151                    |
| Adult Field Services - Probation.....  | 90                     |
| Adult Institutional Services - Probation.....                                | 95                     |
| Adult Social Services - Social Services .....                                | 339                    |
| Adult Special Health Services - Health Services.....                         | 265                    |
| Agriculture.....   | 437                    |
| Aid to Families With Dependent Children - Social Services.....               | 379                    |
| Aid to Families With Dependent Children - Foster Care - Social Services..... | 384                    |
| Air Pollution Control.....   | 457                    |
| Alcohol - Health Services.....   | 205                    |
| Animal Health and Regulation - Animal Control.....                           | 459                    |
| Architecture and Engineering - General Services.....                         | 668                    |
| Area Agency on Aging.....  | 430                    |
| Auditing - Auditor and Controller.....                                       | 584                    |
| Board of Supervisors - District 1.....                                       | 599                    |
| Board of Supervisors - District 2.....                                       | 601                    |
| Board of Supervisors - District 3.....                                       | 603                    |
| Board of Supervisors - District 4.....                                       | 605                    |
| Board of Supervisors - District 5.....                                       | 607                    |
| Board of Supervisors - General Office.....                                   | 609                    |
| CAC Development Fund.....  | 806                    |
| CAO Special Projects - Chief Administrative Officer.....                     | 618                    |
| Cable Television - Chief Administrative Officer.....                         | 632                    |
| California Children Services - Health Services.....                          | 270                    |
| Capital Asset Leasing.....   | 766                    |
| Capital Improvements (Capital Outlay Fund).....                              | 815                    |
| Central County Administration - Chief Administrative Officer.....            | 612                    |
| Central Printing Services (Reprographics) - General Services.....            | 717                    |
| Child Health - Health Services.....  | 277                    |
| Codes - Planning and Land Use.....   | 503                    |
| Collection of Accounts Receivable - Revenue and Recovery.....                | 791                    |
| Communications Equipment - Equipment Acquisition.....                        | 737                    |
| Communications Services - General Services.....                              | 673                    |
| Community Action Partnership - Social Services.....                          | 360                    |
| Community Disease Control - Health Services.....                             | 284                    |
| Community Enhancement Activities - CAO Projects.....                         | 802                    |
| Conciliation Court - Superior Court.....                                     | 171                    |
| Contingency Reserve.....   | 805                    |
| Continuing Child Protective Services - Social Services .....                 | 353                    |
| Correctional Facilities Medical Services - Health Services.....              | 232                    |
| County Clerk Services.....   | 19                     |
| County Counsel.....  | 649                    |
| County Medical Services - Health Services.....                               | 210                    |
| County Patient Services - Health Services.....                               | 237                    |
| County Parks and Recreation.....   | 495                    |
| County Veterinarian - Health Services.....                                   | 294                    |
| Debt Service/Reserves.....   | 807                    |
| Decedent Investigation - Coroner.....  | 467                    |
| Deferred Compensation.....   | 810                    |
| Department Administration - General Services.....                            | 728                    |
| Department Administration - Health Services.....                             | 332                    |
| Department Administration - Planning and Land Use.....                       | 527                    |
| Department Administration - Social Services.....                             | 424                    |

1986-87 FINAL PROGRAM BUDGET

INDEX

| <u>PROGRAMS</u>  | <u>PAGE<br/>NUMBER</u> |
|--|------------------------|
| Department Overhead - Agriculture.....                             | 452                    |
| Department Overhead - Assessor.....                                | 14                     |
| Department Overhead - Auditor and Controller.....                  | 595                    |
| Department Overhead - District Attorney.....                       | 45                     |
| Department Overhead - Probation.....                               | 111                    |
| Department Overhead - Public Works.....                            | 565                    |
| Department Overhead - Recorder.....                                | 130                    |
| Department Overhead - Registrar of Voters.....                     | 580                    |
| Department Overhead - Superior Court.....                          | 181                    |
| Department Overhead - Treasurer/Tax Collector.....                 | 200                    |
| Detentions Facilities Services - Sheriff.....                      | 134                    |
| Disaster Preparedness - Chief Administrative Officer.....          | 625                    |
| Drug - Health Services.....  | 215                    |
| EDP Services.....  | 655                    |
| Edgemoor Development Fund.....                                     | 811                    |
| Edgemoor Geriatric Hospital - Health Services.....                 | 242                    |
| Elections - Registrar of Voters.....                               | 575                    |
| Eligibility Review - Social Services.....                          | 389                    |
| Emergency Medical Services - Health Services.....                  | 250                    |
| Emergency Response Child Protective Services .....                 | 346                    |
| Employee Services.....   | 769                    |
| Employment Development - Social Services.....                      | 365                    |
| Environmental Health Protection - Health Services.....             | 299                    |
| Equal Opportunity Management .....                                 | 778                    |
| Facilities Services - General Services.....                        | 682                    |
| Family Support Enforcement - District Attorney.....                | 40                     |
| Farm and Home Advisor Education Support.....                       | 473                    |
| Federal Revenue Sharing.....                                       | 812                    |
| Fiduciary Services - Public Administrator.....                     | 535                    |
| Fiscal Control - Auditor and Controller.....                       | 589                    |
| Fish and Wildlife Advisory Commission - Planning and Land Use..... | 533                    |
| Fleet Equipment Maintenance and Operations - General Services..... | 711                    |
| Food Stamp Administration - Social Services.....                   | 395                    |
| General Criminal Prosecution - District Attorney.....              | 25                     |
| General Planning - Planning and Land Use.....                      | 519                    |
| General Relief - Social Services.....                              | 399                    |
| Grand Jury Proceedings.....  | 49                     |
| Grazing Lands - Agriculture.....                                   | 455                    |
| Housing and Community Development.....                             | 479                    |
| Indigent Defense - Office of Defender Services.....                | 84                     |
| Juvenile Court Services - District Attorney.....                   | 30                     |
| Juvenile Field Services - Probation.....                           | 106                    |
| Juvenile Institutional Services - Probation.....                   | 101                    |
| LAFCo - CAO Projects.....  | 797                    |
| Law Enforcement Services - Sheriff.....                            | 143                    |
| Library Contingency Reserve.....                                   | 493                    |
| Library Services.....  | 487                    |

1986-87 FINAL PROGRAM BUDGET

INDEX

| <u>PROGRAMS</u>   | <u>PAGE<br/>NUMBER</u> |
|---|------------------------|
| Major Maintenance - Property Management.....                              | 741                    |
| Management Services - Social Services.....                                | 413                    |
| Marshal Services.....   | 51                     |
| Maternal Health - Health Services.....                                    | 309                    |
| Medi-Cal Administration - Social Services.....                            | 404                    |
| Memberships, Audits and Other Charges - Chief Administrative Officer..... | 630                    |
| Mental Health Counselor - Superior Court.....                             | 176                    |
| Mental Health Services - Health Services.....                             | 220                    |
| Micrographics - Recorder.....   | 122                    |
| Modernization - Recorder.....   | 126                    |
| Municipal Court Services  |                        |
| -EI Cajon.....  | 56                     |
| -North County.....  | 63                     |
| -San Diego.....   | 69                     |
| -South Bay.....   | 78                     |
| Office of the Sheriff - Sheriff.....                                      | 160                    |
| Park Land Dedication Ordinance.....                                       | 501                    |
| Personnel Services - Civil Service Commission.....                        | 638                    |
| Primary Care - Health Services.....                                       | 256                    |
| Property Valuation - Assessor.....  | 2                      |
| Property Identification - Assessor.....                                   | 8                      |
| Public Service Utilities.....   | 759                    |
| Purchasing and Contracting.....   | 784                    |
| Real Property Management - General Services.....                          | 691                    |
| Recording Services - Recorder.....  | 116                    |
| Records and Statistics - Health Services.....                             | 318                    |
| Records Management - General Services.....                                | 722                    |
| Refugee Assistance - Social Services.....                                 | 409                    |
| Registration - Registrar of Voters.....                                   | 570                    |
| Regulatory Planning - Planning and Land Use.....                          | 512                    |
| Reporting/Staff Services - Clerk of the Board of Supervisors.....         | 643                    |
| Reserves/Designations.....  | 808                    |
| Retirement Administration - Treasurer/Tax Collector.....                  | 196                    |
| Roads - Public Works.....   | 542                    |
| Specialized Criminal Prosecution - District Attorney.....                 | 34                     |
| Superior Court Operations - Superior Court.....                           | 165                    |
| Support Services - Health Services.....                                   | 323                    |
| Support to Dependent Entities/Enterprises - Public Works.....             | 549                    |
| Support to Independent Entities - Public Works.....                       | 558                    |
| Tax Collection - Treasurer/Tax Collector.....                             | 186                    |
| Treasury - Treasurer/Tax Collector.....                                   | 191                    |
| University Hospital - Health Services.....                                | 261                    |
| Vehicular Equipment - Equipment Acquisition.....                          | 734                    |
| Watershed Resources Management - Agriculture.....                         | 448                    |
| Weights and Measures - Agriculture.....                                   | 443                    |
| Workfare Program - Social Services.....                                   | 373                    |