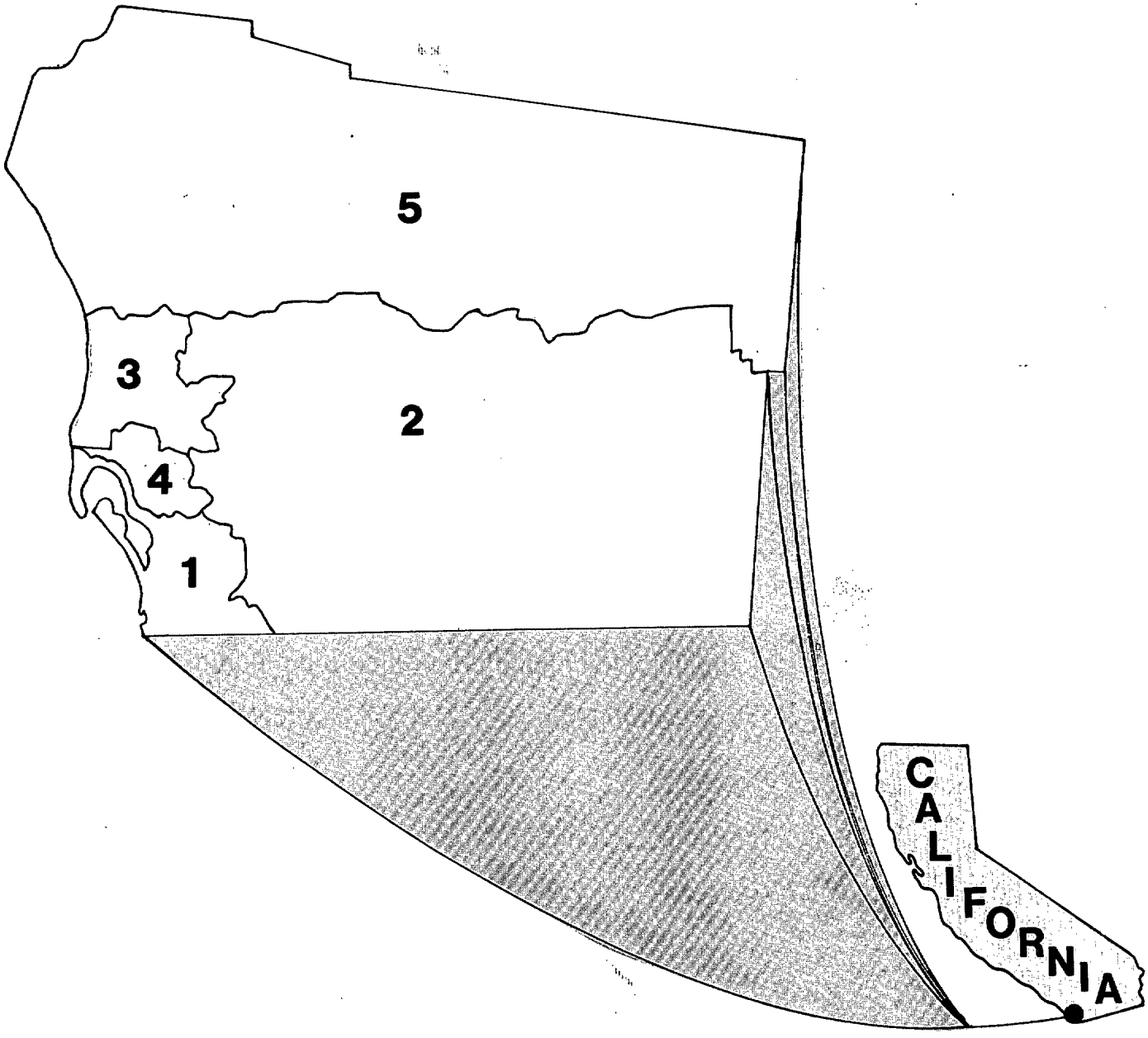
COUNTY OF SAN DIEGO

FINAL PROGRAM BUDGET

1988-89



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COUNTY OF SAN DIEGO

1988-89 FINAL PROGRAM BUDGET

BOARD OF SUPERVISORS

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INTRODUCTION

Located in the far southwest portion of California, San Diego County spans over 4,300 square miles, nearly the size of three New England states. It ranks tenth in land area and second in population among the 58 counties in California. The residents of San Diego County enjoy unparalleled climate, rich cultural and recreational opportunities, and a strong and diverse economy.

The San Diego County population is over 2.3 million people. Among large U.S. counties, San Diego ranks 2nd in rate of population growth, 5th in total population, 2nd in size of County government general fund revenues, and 9th in total County government revenue.

The County of San Diego is one of 12 Charter counties in California. San Diego voters approved the Charter in 1932, and have amended it 27 times. The Charter allows the Board of Supervisors to establish an administrative structure which will be responsive to local needs.

The County of San Diego is a political subdivision of the State of California. A five member Board of Supervisors represents the people of San Diego. The Board performs both legislative and executive functions for County government.

The County of San Diego government plays a major role in the quality of life of its residents, as summarized below.

WHAT COUNTIES DO:

In California, counties are the delivery system for Federal, State and local programs. The County of San Diego provides a wide range of services to its residents, including the following:

- **Regional Services** such as courts, probation, coroner services, jails, elections, and public health.

- **Health, Welfare and other Human Services** such as mental health, senior citizen and child welfare services provided throughout the San Diego region to persons in need.

- **Basic Local Services** such as roads, planning, parks, libraries and Sheriff's patrol to the unincorporated area, and law enforcement and libraries by contract to incorporated cities.

- **Infrastructure** such as roads, waste disposal, and flood control to the unincorporated area.

BUDGET HIGHLIGHTS

The County of San Diego's 1988-89 Final Budget totals $1.28 billion. This document shows the County's plan to meet the needs of its citizens in 1988-89. Budget highlights are presented in several parts, as follows:

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KEY COUNTY INITIATIVES

The Board of Supervisors has introduced many key initiatives which will reap future benefits. Among these initiatives are the following.

- 1/2 Cent Sales Tax Increase for Jails and Court Construction and Operations:

  Proposition A passed in June, 1988. It will provide a billion dollars in the next 10 years to build and operate jails and courts. A law suit challenging the sales tax increase will delay implementation indefinitely.

- Gann Limit Adjustment:

  Proposition A passed in November, 1988. It adjusted the County's legal spending limit but did not raise taxes. Approval of the adjustment allows the County to use state funding created by the Trial Court Funding Program.

- Growth Initiatives:

  Proposition C, the advisory measure on growth control, passed on the November, 1988 ballot. It provides a regional approach to the management of growth in San Diego County.

- County Suits against State of California for Equitable Funding:

  The County is suing the State for a fair distribution of local property taxes and State revenues. In 1986-87, the County received 25 cents of every property tax dollar collected locally compared to the statewide average of 33 cents. This places San Diego County 57th out of 58 California counties in the receipt of general purpose revenues. These revenues include property tax, sales tax, and miscellaneous State revenues. Based on the average for Counties statewide, San Diego County residents should have received $132 million in additional County services. This includes $67.4 million from the property tax. In addition the County experienced a shortfall of $24.4 million in program revenues for mental health, drug, alcohol, and indigent medical care. These shortfalls have grown since 1986-87. In 1987-88, the property tax shortfall was $72 million.

PUBLIC SAFETY MEASURES

The County Budget reflects the high priority of public safety, as the following increases demonstrate.

- Las Colinas Jail

  The emergency Las Colinas Jail Expansion Project for men and women (792 beds) is a significant step for the relief of overcrowded Sheriff's jails. This budget added 142 positions funded full-year beginning in January, 1989 to staff Las Colinas.

- Vista Jail Expansion

  An increase of $1.6 million provides for 44 staff years and related expenses for the Vista Jail Expansion (296 beds). This jail will be operational in the spring of 1989 and will be another significant step to relieve jail overcrowding.

- Communication Dispatchers

  Half-year funding of 14 new Communications Dispatchers in the Sheriff's Communication Center will relieve delays in answering Emergency 911 and other priority calls.

- Superior Court

  Six new civil court judges and related staff are funded for the full year and will process increases in case filings.

- Probation

  Half-year funding for 20 new probation officers will allow the investigation and supervision of an increasing high-risk caseload.

- District Attorney

  Fifty positions are added for the following activities: narcotics, gang and child abuse prosecution, a new Juvenile Court, a criminal history unit, and family support enforcement. Full-year funding for 7 positions is offset by the D.A.'s Juvenile Gang Drug Program Grant.

- Public Defender

  The Board of Supervisors authorized the funding of in-house attorneys for a new Public Defender Department to be fully operational by the spring of 1989.

OTHER KEY MEASURES

The Budget also addresses Social Services, Health and other needs. Key examples are summarized below.

- GAIN (Greater Avenues for Independence) Program

  Additional State revenue of $16.5 million will add 40 staff years and provide employment assistance to AFDC recipients.

- General Relief

  General Purpose Revenues of $5.5 million will provide for cost-of-living increases in General Relief aid payments.

- Children's Services

  Additional State revenue of $4.6 million will provide an additional 128 staff-years in the Children's Services Program.

- Caseload Increases

  The addition of 22 staff-years will serve increased caseloads in AFDC, Foster Care and General Relief.

- AIDS

  An additional 15.9 staff years will address the increasing cases of Acquired Immune Deficiency Syndrome (AIDS).

- Environmental Health Services

  State revenue in the amount of $800,000 will provide for 9 additional positions in Environmental Health Services to expand the Leaking Underground Tanks Program.

- Road Maintenance

  The half-cent sales tax increase for transportation, voter approved in November, 1987, will provide $6 million for County road maintenance projects in 1988-89.

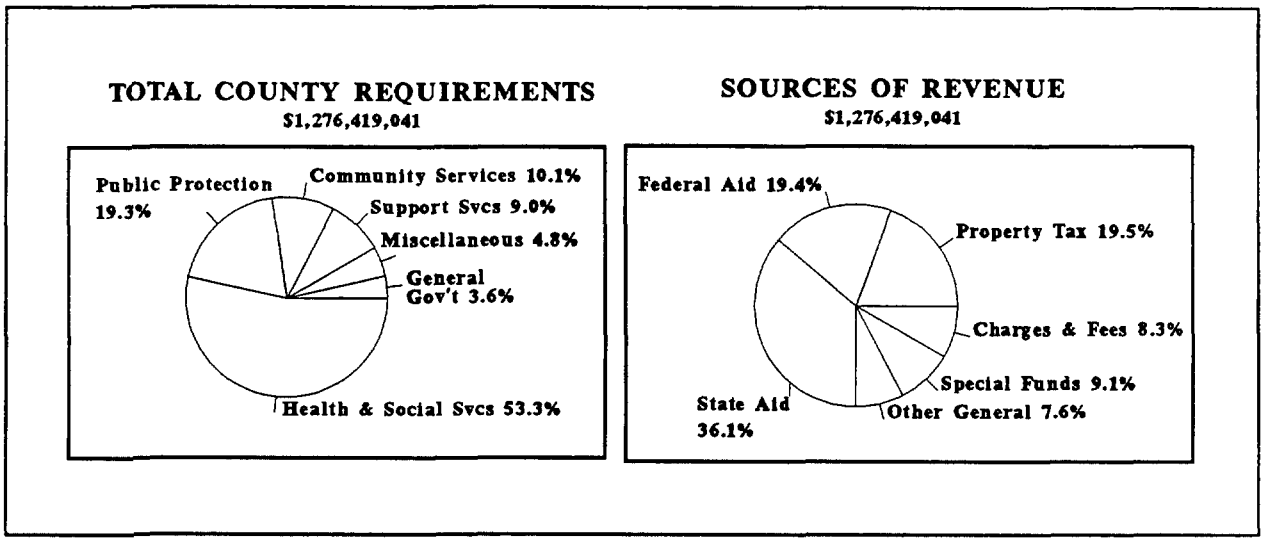
BUDGET PERSPECTIVE

FUNCTIONAL AREA	1987-88 ADOPTED	1988-89 ADOPTED	% CHANGE
Public Protection	$231,671,503	$246,969,138	6.6
Health & Social Services	633,748,994	680,445,403	7.4
Community Services	114,608,626	128,381,320	12.0
General Government	43,462,868	45,416,320	4.5
Support Service	104,035,632	114,365,068	9.9
Miscellaneous	46,987,874	60,841,792	29.5
Total	$1,174,515,497	$1,276,419,041	8.7

The Health and Social Services functional area accounts for 53.3% of the County's total appropriation. These costs are primarily funded from Federal and State Aid.

The next largest percentage of total appropriation is the Public Protection functional area with 19.3% of the total. These costs are primarily funded from local revenues such as the property tax.

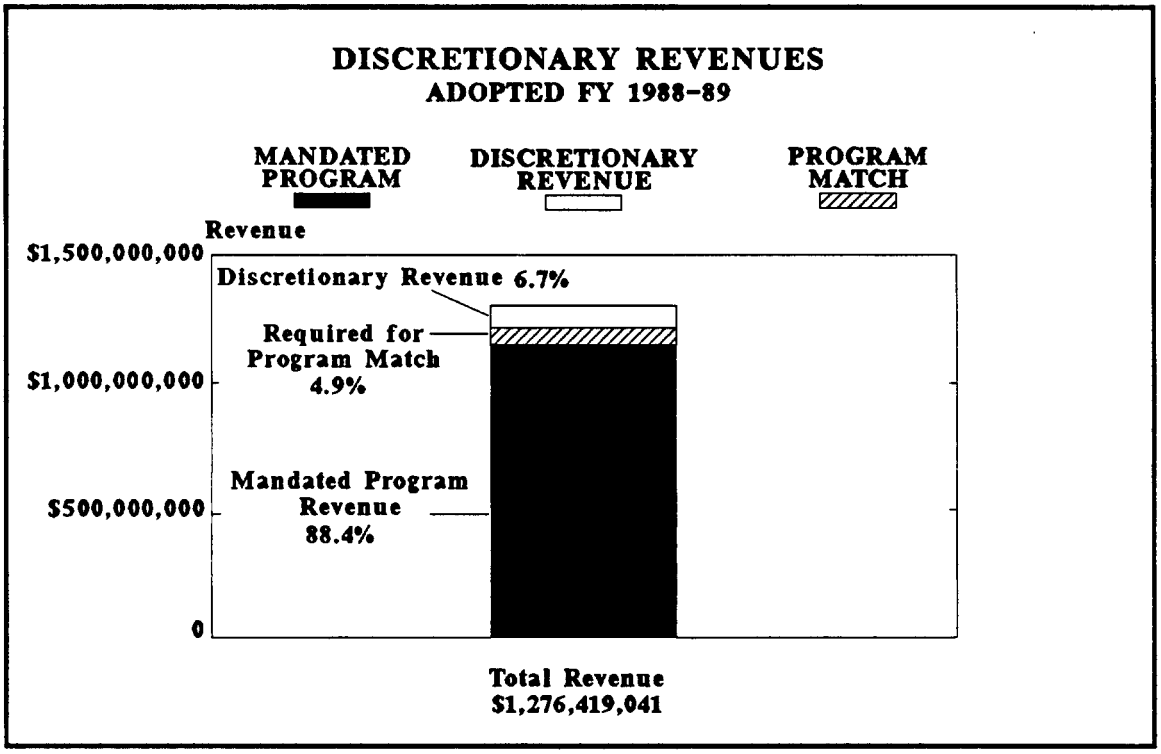
The increase of 29.5% in the Miscellaneous functional area is due mainly to State bond money for justice facility construction. The increase of 12.0% in Community Services is due mainly to the 1/2 Cent Sales Tax Increase for Transportation, including road maintenance projects, which was approved by the voters in November 1987.



DISCRETIONARY REVENUES

The County's 1988-89 revenue totals $1,276,419,041. Approximately 88.4% of the total revenue is mandated to programs such as welfare grants, health and mental health, roads and other specific services. This portion of County revenue may not be used for other purposes.

The remaining 11.6% of total revenue is discretionary and is theoretically revenue that should be available to finance local services. However, State law requires that some discretionary revenue be allocated to pay for the County's share of mandated federal and state programs. As a result, the actual discretionary revenue shrinks from 11.6% to 6.7% of total County revenue after mandated shares are budgeted. Only 6.7% of the total County revenue is available to support local discretionary programs.



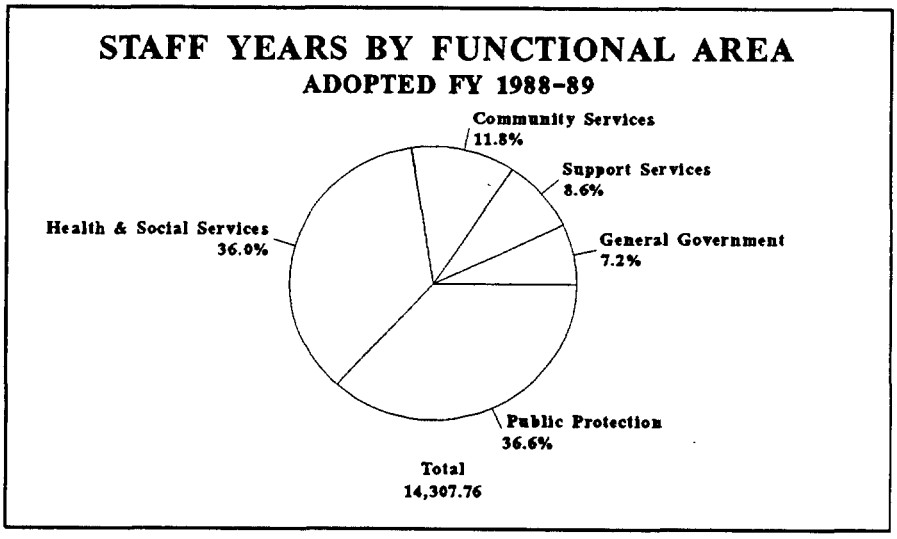
BUDGETED STAFF YEARS BY FUNCTIONAL AREA

FUNCTIONAL AREA	1987-88 ADOPTED	1988-89 ADOPTED	% CHANGE
Public Protection	4,795.66	5,230.50	9.1
Health & Social Services	4,873.20	5,147.06	5.6
Community Services	1,624.92	1,681.37	3.5
General Government	990.74	1,023.42	3.3
Support Services	1,227.01	1,225.41	(.1)
Total	13,511.53	14,307.76	5.9

The 1988-89 Final Budget provides funding for 14,307.76 staff years, a 5.9% increase over the 1987-88 Budget.

The largest percentage increase in staff years is a 9.1% increase in the Public Protection area. The other functional areas combined, increased 4.2%.

As shown below, most of the budgeted staff years in the County are in the Public Protection and Health & Social Services functional areas.



STAFF-YEAR CHANGE BY DEPARTMENT

DEPARTMENT	STAFF-YEAR (SY) CHANGE FROM 1987-88 BUDGET
Sheriff	+161.08 *
Public Defender	+126.75
Superior Court	+ 61.50
District Attorney	+ 42.01
Municipal Courts	+ 15.75
County Clerk	+ 14.00
Probation	+ 12.75
Marshal	+ 1.00
Social Services	+237.62
Health	+ 38.99
Area Agency on Aging	(2.75)
Animal Control	+ 30.00
Planning	+ 12.50
Housing & Community Development	+ 6.00
Other Community Services	+ 7.95
Transborder Affairs	+ 5.17
Assessor	+ 3.75
Treasurer/Tax Collector	+ 3.58
Auditor & Controller	+ 2.25
Other General Government Support	+ .43
County Counsel	+ 17.50
General Services	(16.00)
Information Services	+ 15.40
Human Resources	+ 2.50
Revenue & Recovery	(3.50)
TOTAL	+796.23

* NOTE: An additional 44 SY increase is budgeted in Contingency Reserve for start-up of the Vista Jail expansion. Full-year implementation involves an increase of 114 positions. The Sheriff's total staff-year increase is calculated as:

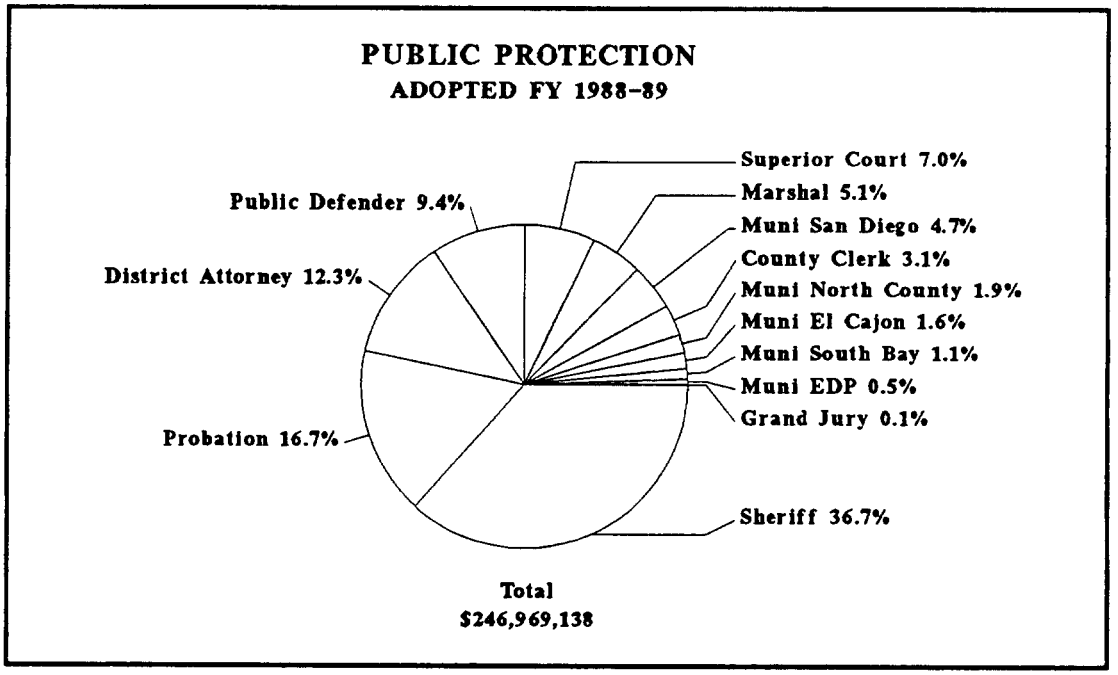
Sheriff Department	161.08
Vista Expansion	44.00 *
TOTAL	205.08

PUBLIC PROTECTION

The Public Protection functional area includes 13 departments. The services provided are police, judicial, detention and many other public protection services. The major purpose of these programs is to provide a lawful and secure environment for persons and property. The 1988-89 Budget for the Public Protection functional area is $246,969,138 in total cost or 19.3% of the total County budget. The increased cost over the 1987-88 Adopted Budget is $18,253,268,or 6.6%. This provides for 5,230.50 staff years, an increase of 434.84 staff years. The following table displays a comparison of the 1988-89 Adopted Budget and 1987-88 Adopted Budget Direct Costs by department.

DEPARTMENT	1987-88 ADOPTED	1988-89 ADOPTED	%INCREASE (DECREASE)
County Clerk	$ 7,423,392	$ 7,743,045	4.3
District Attorney	27,957,409	30,259,746	8.2
Grand Jury	178,044	153,405	(13.8)
Marshal	12,433,953	12,564,062	1.1
Muni Court - El Cajon	3,496,488	3,897,405	11.5
Muni Court - North County	4,181,950	4,596,864	9.9
Muni Court - South Bay	2,513,924	2,653,937	5.6
Muni Court - San Diego	10,865,118	11,610,697	6.9
Muni Court - EDP	904,237	1,331,954	47.3
Probation	40,327,452	41,301,028	2.4
Public Defender	17,970,808	23,098,054	28.5
Sheriff	88,400,160	90,519,888	2.4
Superior Court	15,018,568	17,239,053	14.8
TOTAL	$ 231,671,503	$ 246,969,138	6.6

The chart below displays how these funds are allocated.



Significant Public Protection budget increases include:

- **County Clerk**: Full-year funding for 18 clerical positions in connection with the appointment of 6 civil court judges, and 4 clerical positions for the District Attorney's Juvenile Gang Drug Grant program. One position was added to recover costs from the new State prison in San Diego County.

- **District Attorney**: Full-year funding for 7 positions offset by a Juvenile Gang Drug Program Grant. Fifty positions will augment narcotics, gang and child abuse prosecution, a new Juvenile Court, a criminal history unit, and family support enforcement. Thirty-two of the additional positions were half-year funded. Additional appropriations will provide for cost increases in services/supplies.

- **Grand Jury**: Operating costs are not increasing in 1988-89. The Grand Jury's new quarters required one-time expenditures in 1987-88.

- **Marshal**: Full-year funding for six Court Service Officers added mid-year for the six new civil court judges. Three clerical positions were added with half-year funding.

- **Public Defender**: A new Public Defender Department was established to provide indigent defense. The department will hire in-house attorneys and become fully operational in the spring of 1989.

- **Probation**: Half-year funding was provided for 16 Deputy Probation Officers, 2 Supervising Probation Officers, and related clerical staff to process increased high risk caseloads.

- **Sheriff**:

  - Full-year funding of the Sheriff's Automated Fingerprint Identification System (CAL-ID).

  - Full-year funding of 142 positions for the Las Colinas Jail Expansion (792 beds).

  - The addition of 14 Communications' Dispatchers (budgeted for half-year) in the Sheriff's Communication Center to relieve phone answer delays of Emergency 911 and other priority calls.

  - Contract City law-enforcement increases (12.33 staff years).

  - A reduction (13.50 staff years) was necessary in the Crime Prevention Unit to fund essential department and County priorities.

  - An additional $1.6 million for the Vista Jail Expansion Project (+114 positions: +44.25 staff years).

- **Superior Court**:

  - Full-year funding for six new civil court judges and related staff (15.5 staff years).

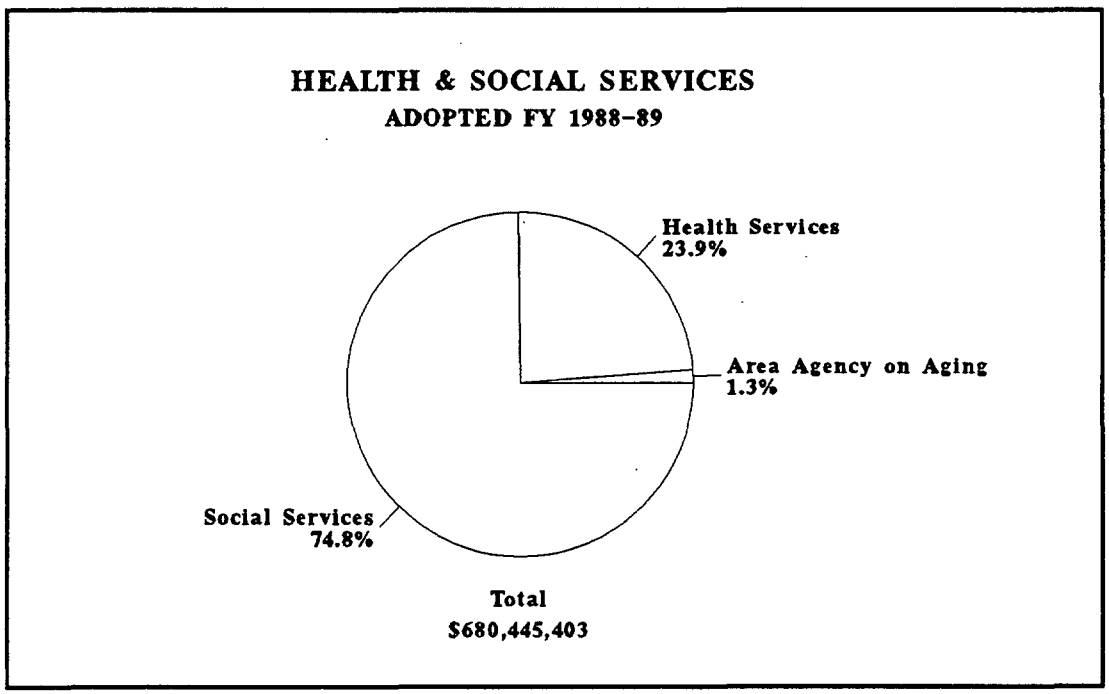
  - Added 46 staff years for Trial Court Delay Reduction activities and juvenile crime workload increases.

HEALTH AND SOCIAL SERVICES

The Health and Social Services functional area includes three departments which are directly concerned with the physical, mental and social well-being of the citizens of the County.

The 1988-89 Budget for Health and Social Services functional area is $680,445,403 or 53.3% of the total County Budget. The increase over 1987-88 is $46,696.409, or 7.4%. This increased cost provides 5,147.06 staff years, for a 273.86 staff-year increase.

The chart below displays the distribution of funds.



Although this functional area represents the largest share of County's expenditures, it also includes the largest share of revenues. The Health and Social Services functional area operates with a net County cost of $63.6 million or 15.6% of the total net County cost of $408.4 million. The following table displays the increases by department.

DEPARTMENT	1987-88 ADOPTED	1988-89 ADOPTED	%INCREASE (DECREASE)
Area Agency on Aging	$ 8,677,982	$ 8,695,303	.2
Social Services	469,429,865	508,849,110	8.4
Health Services	155,641,147	162,900,990	4.7
TOTAL	$633,748,994	$680,445,403	7.4

Significant changes are summarized by department as follows:

Area Agency on Aging: This budget reflects reductions in discretionary programs as follows:

- $201,000 in Adult Day Health Care contracts.
- $76,000 in administrative staff years (3 positions).

Department of Social Services:

- An increase of $5.5 million in County cost for General Relief Aid payments.
- An increase of $2.5 million in County cost as the match for AFDC Aid payments.
- Children's Services added 128 staff years and eliminated an existing overmatch of $2.7 million.
- An additional 40 staff years and $16.5 million over FY 87-88 actual expenditures for the State-funded GAIN program.
- An additional 22 staff years for caseload growth in AFDC, Foster Care and General Relief.

Department of Health Services: The major changes are:

- Receipt of $900,000 in Federal Drug Abuse program funds.

- Addition of State funding to begin Mental Health Services for Severely Emotionally Disturbed Children under AB 3632.

- Continued addition of staff (19 positions, 15.9 SY) to address the increasing AIDS caseload.

- $2.3 million increase in the contract for hospital and emergency treatment of indigent care patients at UCSD Medical Center.

- Addition of 9 positions in Environmental Health Services with $800,000 in State funding for the Leaking Underground Tanks program.

- Significant reduction in the net cost of the Edgemoor Geriatric Hospital as a result of an estimated $6.0 million additional annual revenue from the State.

- Major reduction in Mental Health programs and minor reductions in several other health programs as a result of a $2.0 million reduction in County net cost overmatch funding.

The major unresolved policy issues include:

- Funding of staff for full operation of the new Rosecrans Mental Health Hospital

- Equity funding by the State for Drug, Alcohol and Mental Health programs

- Funding of County Medical Services (Medically Indigent Adults) program.

- Inequitable distributions to San Diego County citizens of "patient days" at State hospitals.

COMMUNITY SERVICES

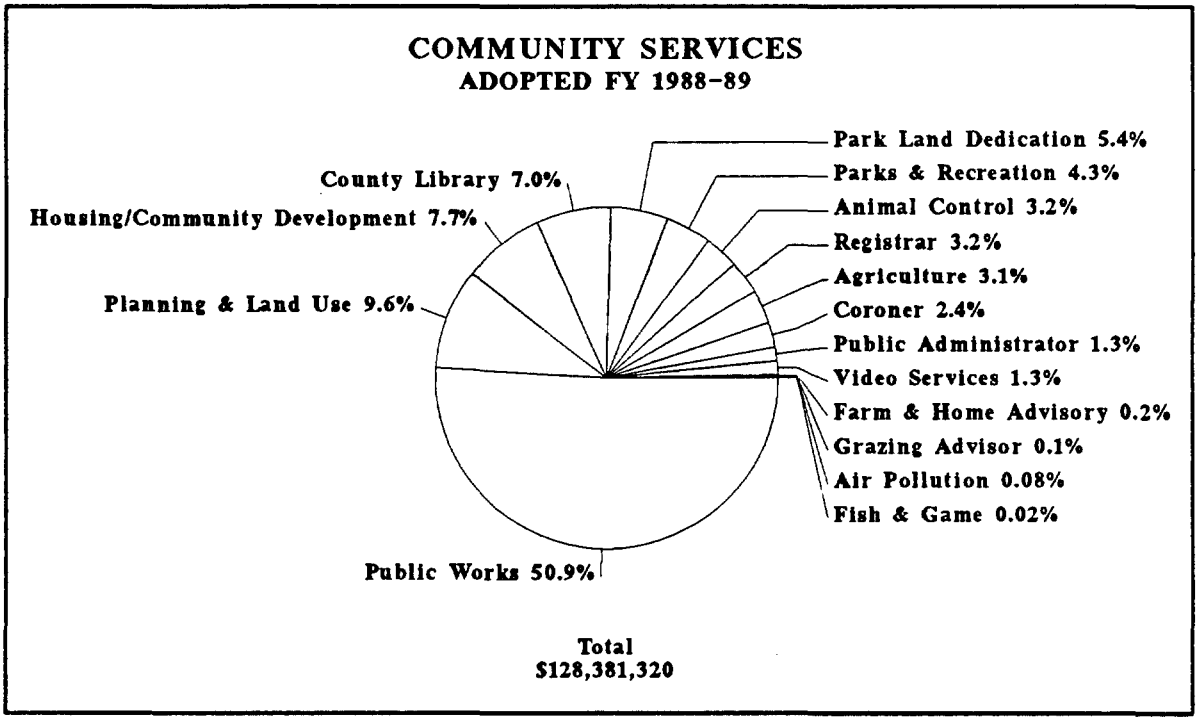
Community Services departments and programs provide regulatory and protective services to enhance and protect the physical, economic and social environment. These departments carry out the County's responsibility in road maintenance and repair, environmental protection, land use regulation, housing assistance, animal control, air pollution control, agricultural assistance, election administration, library and park services.

The 1988-89 Budget for the Community Services area is $128,381,320 or 10.1% of the total County budget. The increase over 1987-88 is $13,772,694, or 12%. These increases are almost entirely due to program revenues. The major increase is in Public Works due to the voter approved sales tax increase for road improvements.

DEPARTMENT	1987-88 ADOPTED	1988-89 ADOPTED	%INCREASE (DECREASE)
Agriculture	$ 3,943,085	$ 4,035,000	2.3
Air Pollution Control *	366,152	40,178	(89.0)
Animal Control	3,479,269	4,146,030	19.2
Coroner	2,867,324	3,072,447	7.2
County Library	9,107,449	9,038,131	(.8)
Farm and Home Advisor	240,612	235,474	(2.1)
Fish & Game Commission	30,000	30,000	0
Grazing Advisory Board	101,000	101,000	0
Housing/Community Dev.	10,863,116	9,927,865	(8.6)
Park Land Dedication	5,153,693	6,973,270	35.3
Parks & Recreation	4,899,045	5,484,372	12.0
Planning and Land Use	11,179,516	12,359,500	10.6
Public Administrator	1,733,742	1,680,700	(3.1)
Public Works	54,695,686	65,345,270	19.5
Registrar of Voters	5,130,856	4,145,013	(19.2)
Video Services	818,081	1,664,741	103.5
Cable Interest Fund	0	102,329	0
TOTAL	$114,608,626	$128,381,30	12.0%

* General Fund Contribution to Air Pollution Control District.

The chart below displays how these funds are allocated.



1988-89 Major Projects/Items within this functional area include:

- Agriculture: Appropriations for the inventory of fertilizers and pesticides County-wide. This is in cooperation with the Department of Health Services, per State Legislation (AB 2187). An additional $51,500 and 2 staff years were budgeted to continue the Watershed Management Program.

- Animal Control: An addition of 30 staff years to enhance contract services to incorporated cities. These positions are fully offset by contract revenues ($729,000). In addition, the Department will address vicious dog problems with expanded hearings, follow-up inspections, special licensing provisions, and an identification system.

- Coroner: Funding for supplies and fixed assets to protect staff from infectious diseases, and improvements to increase the range and accuracy of autopsy tests.

- **Housing and Community Development**: Will provide rental assistance to 5,000 low income households, rehabilitate 390 dwelling units, monitor 174 active CDBG projects, and plan an additional 177 projects for the 15th year CDBG Application.

- **County Library**: Additional grant funds, for new staff years for the Library's Adult Literacy Services, which will support the County-wide literacy campaign, and the Literacy Network.

- **Parks & Recreation**: Will operate 70 parks County-wide. Will develop and begin to implement land acquisition and development authorized by Proposition 70 for the California Wildlife, Coastal and Parkland Conservation Bond Act of 1988.

- **Planning & Land Use**: Will add 7.5 staff years and $397,000 to respond to Community Planning/Sponsor Groups. 2.0 staff years and $82,000 were added for plan check improvements based on additional fee revenue.

- **Registrar of Voters**: Provision of voter registration and election services for the Presidential General Election in November, 1988.

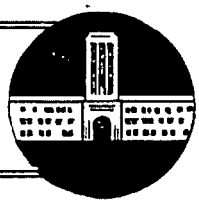
- **Public Works**: Will provide significant road maintenance improvements funded by a $6 million sales tax increase. General Fund support was reduced by $285,000 due to reallocation of fee revenues for transportation planning, grading enforcement, surveying, and base map maintenance.

Of particular interest or concern are the following issues:

- Potential annexations and incorporations which may increase workload and reduce revenue.

- Reduced allocations of Special Districts Augmentation Funds to the County Library.

- Accelerated fee increases proposed for the Air Pollution Control District.



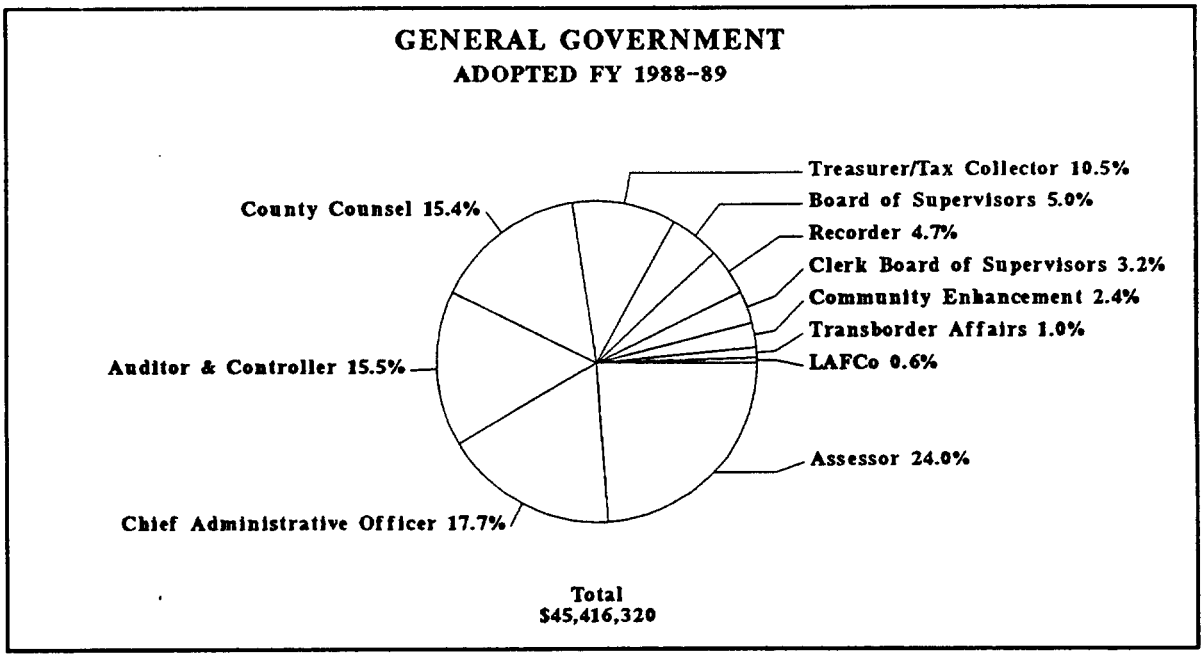
GENERAL GOVERNMENT

The General Government group includes 29 programs which are basic to local government. These programs include legislative and administrative supervision of County operations, property assessment, tax collection, recording services, auditing, fiscal control, and legal counsel.

The 1988-89 Budget for the General Government functional area is $45,416,320 or 3.6% of the total County Budget. The increase over 1987-88 is $1,953,452, or 4.5%.

DEPARTMENT	1987-88 ADOPTED	1988-89 ADOPTED	%INCREASE (DECREASE)
Assessor	$ 10,775,479	$ 10,907,895	1.2
Auditor & Controller	7,255,308	7,047,030	(2.9)
Board of Supervisors	2,151,549	2,287,394	6.3
CAO	7,776,390	8,018,397	3.1
Clerk Board of Supervisors	1,466,077	1,443,942	(1.5)
Community Enhancement	1,254,400	1,096,300	(12.6)
County Counsel	5,684,727	6,987,471	22.9
LAFCo Administration	370,547	251,702	(32.1)
Recorder	2,059,447	2,140,087	3.9
Treasurer/Tax Collector	4,518,944	4,771,229	5.6
Transborder Affairs	150,000	464,873	209.9
Total	$ 43,462,868	$ 45,416,320	4.5

The chart below displays how these funds are allocated.



Major projects/items included in the Final 1988-89 Budget within this functional area are ongoing and include:

- Distribution of $1.1 billion in 1988-89 property tax revenue to 268 separate taxing jurisdictions.

- Development of the County's new Shared Property System with approximately $2.4 million of revenue authorized by AB 2890.

- Continued development of the Regional Urban Information System (RUIS)

- Pursuit of equity funding from the State to raise the County from its current level of 57th out of 58 counties in terms of general purpose revenues per capita.

- Automation of Recorder fee determination, collection and reconciliation.

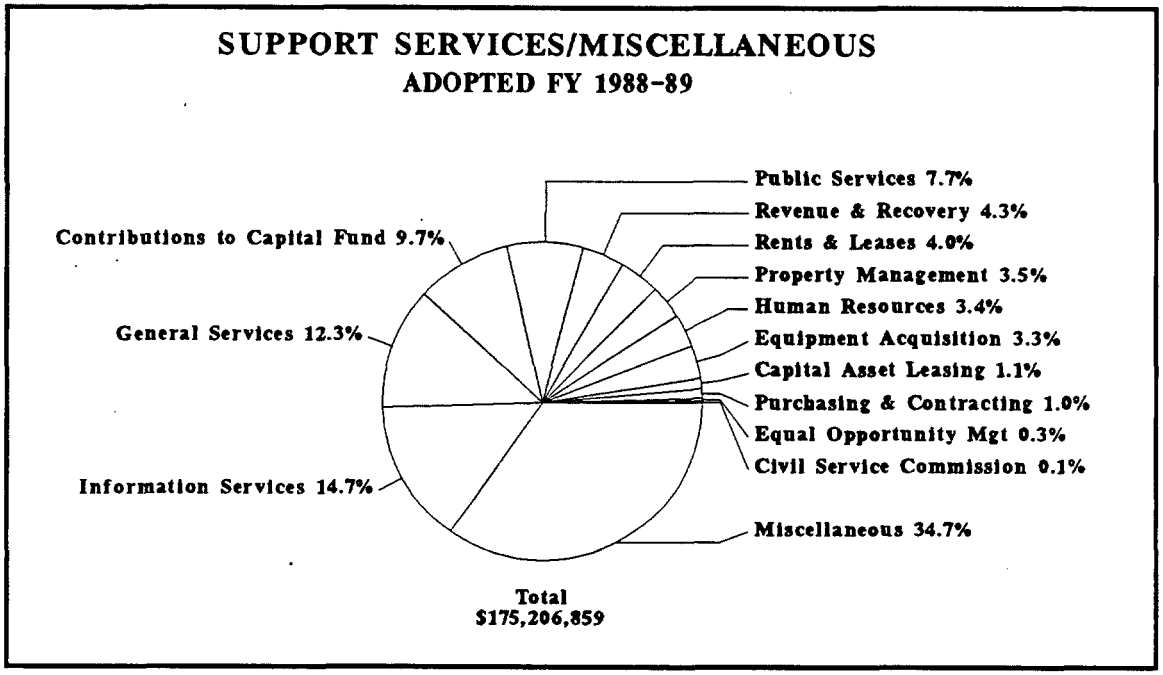
SUPPORT SERVICES/MISCELLANEOUS

The Support Services/Miscellaneous functional area consists of 25 programs which were formerly shown as part of the General Government & Support Function. Some General Government programs, such as fiscal control and legal counsel, could also be called support activities. These programs are shown under General Government because the Auditor & Controller and County Counsel are appointed by the Board of Supervisors, and also perform activities basic to local government operations. All of the support departments shown below have department heads appointed by the Chief Administrative Officer. These support activities include personnel, capital facilities and equipment, maintenance, data processing and collections. The Miscellaneous group consists of budget units with basic fiscal functions such as Contingency Reserve, Cash Borrowing and the Sheriff's Asset Forfeiture Fund.

The 1988-89 Budget for the Support Services/Miscellaneous functional area is $175,206,859 or 13.7% of the total County Budget. The increased cost over 1987-88 is $24,183,353, or 16%. Staff years total 1,225.41. The following table displays the budget changes from 1987-88 to 1988-89:

DEPARTMENT	1987-88 ADOPTED	1988-89 ADOPTED	%INCREASE (DECREASE)
SUPPORT:			
Capital Asset Leasing	$ 1,894,664	$ 1,870,558	(1.3)
Civil Service Commission	238,740	246,164	3.1
Contributions/Capital Fund	14,472,213	16,917,285	16.9
Equal Opportunity Office	442,636	457,112	3.3
Equipment Acquisition	3,569,717	5,741,700	60.8
General Services	20,823,303	21,500,383	3.3
Human Resources	4,911,613	5,935,589	20.9
Information Services	25,789,899	25,777,698	0.0
Property Management	4,689,426	6,062,880	29.3
Public Service Utilities	13,040,350	13,532,621	3.8
Purchasing & Contracting	1,683,662	1,692,665	0.5
Rents & Leases	5,000,306	7,095,419	41.9
Revenue & Recovery	7,479,103	7,534,994	.8
Sub-Total	$104,035,632	$114,365,068	9.9
MISCELLANEOUS:			
Capital Outlay Fund	$ 25,672,608	$ 22,030,346	(14.2)
Health Complex	2,433,000	2,509,800	3.2
Justice Facility Const.	232,275	9,038,881	3791.5
Contingency Reserve	11,279,225	14,611,571	29.5
Cash Borrowing	7,500,000	9,500,000	26.7
Edgemoor Development Fund	104,893	77,650	(26.0)
Adjustments	(726,441)		
General Revenues		2,500,000	
Reserves/Designations	193,314	73,544	(62.0)
Sheriff's Asset Forfeiture	299,000	500,000	67.2
Sub-Total	$ 46,987,874	$ 60,841,792	29.5
SUPPORT/MISC. TOTAL	$ 151,023,506	$175,206,859	16.0

The chart below displays how these funds are allocated.



1988-89 Major Projects/Items within this functional area include:

- $1.6 million set aside in Contingency Reserve for start-up costs for Vista Jail Expansion.
- More outright purchases of replacement vehicles to reduce debt-financing costs.
- Increased costs for workers' compensation.
- Automation of workers' compensation case records.
- Continued software development and installation for automated retirement benefit calculation.
- The Contingency Reserve which is only $4 million, or less than 1/2 of 1% of the total budget.

- Construction of the East Mesa Detention Facility (Phase I) funded by a State grant and County debt-financed matching funds.

There are several pending issues related to this functional area:

- Replacement of an EDP mainframe computer and related equipment.
- Inadequate maintenance levels of County facilities (e.g., repair of leaking roofs).
- Additional space needs.

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
PUBLIC PROTECTION			
COUNTY CLERK			
SALARIES AND BENEFITS	7,030,820	7,388,132	357,312
SERVICES AND SUPPLIES	286,783	309,386	22,603
OTHER CHARGES	32,901	23,527	-9,374
FIXED ASSETS	72,888	22,000	-50,888
TOTAL EXPENSE	7,423,392	7,743,045	319,653
PROGRAM REVENUES	-5,967,332	-6,594,857	-627,525
NET COST COUNTY CLERK	1,456,060	1,148,188	-307,872
COUNTY CLERK STAFF YEARS:	237.00	251.00	14.00
DISTRICT ATTORNEY			
SALARIES AND BENEFITS	25,876,943	27,239,681	1,362,738
SERVICES AND SUPPLIES	1,508,774	2,076,407	567,633
OTHER CHARGES	40,011	472,666	432,655
FIXED ASSETS	523,281	470,992	-52,289
VEHICLE/COMM. EQUIP.	8,400		-8,400
TOTAL EXPENSE	27,957,409	30,259,746	2,302,337
PROGRAM REVENUES	-10,837,821	-12,035,242	-1,197,421
RESERVE DESIGNATION REDUCTION	-483,825		483,825
TOTAL REVENUE	-11,321,646	-12,035,242	-713,596
NET COST DISTRICT ATTORNEY	16,635,763	18,224,504	1,588,741
DISTRICT ATTORNEY STAFF YEARS:	591.16	633.17	42.01

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
GRAND JURY			
SALARIES AND BENEFITS	33,427	45,608	12,181
SERVICES AND SUPPLIES	137,917	107,797	-30,120
FIXED ASSETS	6,700		-6,700
CONTINGENCY RESERVE			
TOTAL EXPENSE	178,044	153,405	-24,639
NET COST GRAND JURY	178,044	153,405	-24,639
GRAND JURY STAFF YEARS:	1.00	1.00	.00
MARSHAL			
SALARIES AND BENEFITS	12,125,217	12,275,855	150,638
SERVICES AND SUPPLIES	259,800	264,900	5,100
OTHER CHARGES	18,840	16,507	-2,333
FIXED ASSETS	30,096	6,800	-23,296
VEHICLE/COMM. EQUIP.			
TOTAL EXPENSE	12,433,953	12,564,062	130,109
PROGRAM REVENUES	-1,527,000	-1,961,434	-434,434
NET COST MARSHAL	10,906,953	10,602,628	-304,325
MARSHAL STAFF YEARS:	307.00	308.00	1.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
MUNI COURTS EDP			
SALARIES AND BENEFITS		270,387	270,387
SERVICES AND SUPPLIES	331,947	491,040	159,093
OTHER CHARGES	217,790	482,221	264,431
FIXED ASSETS	354,500	88,306	-266,194
VEHICLE/COMM. EQUIP.			
TOTAL EXPENSE	904,237	1,331,954	427,717
PROGRAM REVENUES	-267,790	-717,111	-449,321
NET COST MUNI COURTS EDP	636,447	614,843	-21,604
MUNI COURTS EDP STAFF YEARS:	.00	6.50	6.50
MUNICIPAL COURT - EL CAJON			
SALARIES AND BENEFITS	3,294,188	3,510,955	216,767
SERVICES AND SUPPLIES	188,490	340,750	152,260
FIXED ASSETS	13,810	45,700	31,890
TOTAL EXPENSE	3,496,488	3,897,405	400,917
PROGRAM REVENUES	-973,700	-1,477,500	-503,800
NET COST MUNICIPAL COURT - EL CAJON	2,522,788	2,419,905	-102,883
MUNICIPAL COURT - EL CAJON STAFF YEARS:	88.25	92.75	4.50

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
MUNICIPAL COURT - NORTH COUNTY			
SALARIES AND BENEFITS	3,858,547	4,174,961	316,414
SERVICES AND SUPPLIES	286,703	351,738	65,035
OTHER CHARGES	36,700	36,700	
FIXED ASSETS		33,465	33,465
VEHICLE/COMM. EQUIP.			
TOTAL EXPENSE	4,181,950	4,596,864	414,914
PROGRAM REVENUES	-1,341,400	-1,939,773	-598,373
NET COST MUNICIPAL COURT - NORTH COUNTY	2,840,550	2,657,091	-183,459
MUNICIPAL COURT - NORTH COUNTY STAFF YEARS:	111.00	114.75	3.75
MUNICIPAL COURT - SAN DIEGO			
SALARIES AND BENEFITS	10,080,723	10,322,834	242,111
SERVICES AND SUPPLIES	675,170	1,146,628	471,458
OTHER CHARGES	19,425	19,425	
FIXED ASSETS	89,800	121,810	32,010
TOTAL EXPENSE	10,865,118	11,610,697	745,579
PROGRAM REVENUES	-2,749,700	-3,790,645	-1,040,945
NET COST MUNICIPAL COURT - SAN DIEGO	8,115,418	7,820,052	-295,366
MUNICIPAL COURT - SAN DIEGO STAFF YEARS:	294.75	293.25	-1.50

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
MUNICIPAL COURT - SOUTH BAY			
SALARIES AND BENEFITS	2,249,502	2,373,715	124,213
SERVICES AND SUPPLIES	260,222	260,222	
FIXED ASSETS	4,200	20,000	15,800
TOTAL EXPENSE	2,513,924	2,653,937	140,013
PROGRAM REVENUES	-566,720	-830,184	-263,464
NET COST MUNICIPAL COURT - SOUTH BAY	1,947,204	1,823,753	-123,451
MUNICIPAL COURT - SOUTH BAY STAFF YEARS:	60.25	62.75	2.50
PROBATION			
SALARIES AND BENEFITS	36,748,056	37,413,569	665,513
SERVICES AND SUPPLIES	3,197,365	3,472,285	274,920
OTHER CHARGES	353,821	288,723	-65,098
FIXED ASSETS	-37,940	110,851	148,791
VEHICLE/COMM. EQUIP.	66,150	15,600	-50,550
TOTAL EXPENSE	40,327,452	41,301,028	973,576
PROGRAM REVENUES	-5,650,873	-5,935,525	-284,652
NET COST PROBATION	34,676,579	35,365,503	688,924
PROBATION STAFF YEARS:	988.25	1001.00	12.75

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
PUBLIC DEFENDER			
SALARIES AND BENEFITS	2,219,762	7,145,629	4,925,867
SERVICES AND SUPPLIES	15,751,046	15,773,272	22,226
OTHER CHARGES			
FIXED ASSETS		179,153	179,153
TOTAL EXPENSE	17,970,808	23,098,054	5,127,246
PROGRAM REVENUES	-950,000	-1,078,266	-128,266
NET COST PUBLIC DEFENDER	17,020,808	22,019,788	4,998,980
PUBLIC DEFENDER STAFF YEARS:	47.50	174.25	126.75
SHERIFF			
SALARIES AND BENEFITS	74,813,901	78,819,954	4,006,053
SERVICES AND SUPPLIES	10,387,989	10,919,084	531,095
OTHER CHARGES			
FIXED ASSETS	3,176,920	710,448	-2,466,472
VEHICLE/COMM. EQUIP.	21,350	70,402	49,052
OPERATING TRANSFERS			
TOTAL EXPENSE	88,400,160	90,519,888	2,119,728
PROGRAM REVENUES	-23,700,845	-22,345,141	1,355,704
NET COST SHERIFF	64,699,315	68,174,747	3,475,432
SHERIFF STAFF YEARS:	1769.00	1930.08	161.08

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
SUPERIOR COURT			
SALARIES AND BENEFITS	11,144,959	13,224,000	2,079,041
SERVICES AND SUPPLIES	3,646,209	3,848,853	202,644
OTHER CHARGES	65,000	65,000	
FIXED ASSETS	162,400	101,200	-61,200
CONTINGENCY RESERVE			
TOTAL EXPENSE	15,018,568	17,239,053	2,220,485
PROGRAM REVENUES	-4,726,661	-3,923,008	803,653
NET COST SUPERIOR COURT	10,291,907	13,316,045	3,024,138
SUPERIOR COURT STAFF YEARS:	300.50	362.00	61.50
PUBLIC PROTECTION SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	189,476,045	204,205,280	14,729,235
SERVICES AND SUPPLIES	36,918,415	39,362,362	2,443,947
OTHER CHARGES	784,488	1,404,769	620,281
FIXED ASSETS	4,396,655	1,910,725	-2,485,930
VEHICLE/COMM. EQUIP.	95,900	86,002	-9,898
CONTINGENCY RESERVE			
OPERATING TRANSFERS			
TOTAL EXPENSE	231,671,503	246,969,138	15,297,635
PROGRAM REVENUES	-59,259,842	-62,628,686	-3,368,844
RESERVE DESIGNATION REDUCTION	-483,825		483,825
TOTAL REVENUE	-59,743,667	-62,628,686	-2,885,019
TOTAL CRIMINAL JUSTICE	171,927,836	184,340,452	12,412,616
STAFF YEARS:	4795.66	5230.50	434.84

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
HEALTH AND SOCIAL SERVICES			
AREA AGENCY ON AGING			
SALARIES AND BENEFITS	2,552,238	2,476,743	-75,495
SERVICES AND SUPPLIES	6,125,744	6,215,560	89,816
OTHER CHARGES		3,000	3,000
FIXED ASSETS			
TOTAL EXPENSE	8,677,982	8,695,303	17,321
PROGRAM REVENUES	-7,767,444	-8,107,928	-340,484
NET COST AREA AGENCY ON AGING	910,538	587,375	-323,163
AREA AGENCY ON AGING STAFF YEARS:	67.75	65.00	-2.75
HEALTH SERVICES			
SALARIES AND BENEFITS	69,676,159	71,129,449	1,453,290
SERVICES AND SUPPLIES	70,632,909	72,951,224	2,318,315
OTHER CHARGES	14,705,302	18,193,907	3,488,605
FIXED ASSETS	626,777	626,410	-367
VEHICLE/COMM. EQUIP.			
TOTAL EXPENSE	155,641,147	162,900,990	7,259,843
PROGRAM REVENUES	-129,912,409	-142,348,460	-12,436,051
NET COST HEALTH SERVICES	25,728,738	20,552,530	-5,176,208
HEALTH SERVICES STAFF YEARS:	2068.95	2107.94	38.99

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
SOCIAL SERVICES			
SALARIES AND BENEFITS	81,748,345	86,991,000	5,242,655
SERVICES AND SUPPLIES	52,507,661	34,203,286	-18,304,375
OTHER CHARGES	334,113,925	387,208,778	53,094,853
FIXED ASSETS	1,059,934	446,046	-613,888
REIMBURSEMENTS			
TOTAL EXPENSE	469,429,865	508,849,110	39,419,245
PROGRAM REVENUES	-426,973,002	-462,969,250	-35,996,248
NET COST SOCIAL SERVICES	42,456,863	45,879,860	3,422,997
SOCIAL SERVICES STAFF YEARS:	2736.50	2974.12	237.62

HEALTH AND SOCIAL SERVICES SUMMARY BY ACCOUNT

SALARIES AND BENEFITS	153,976,742	160,597,192	6,620,450
SERVICES AND SUPPLIES	129,266,314	113,370,070	-15,896,244
OTHER CHARGES	348,819,227	405,405,685	56,586,458
FIXED ASSETS	1,686,711	1,072,456	-614,255
VEHICLE/COMM. EQUIP.			
REIMBURSEMENTS			
CONTINGENCY RESERVE			
TOTAL EXPENSE	633,748,994	680,445,403	46,696,409
PROGRAM REVENUES	-564,652,855	-613,425,638	-48,772,783
TOTAL HEALTH AND SOCIAL SERVICES	69,096,139	67,019,765	-2,076,374
STAFF YEARS:	4873.20	5147.06	273.86

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
COMMUNITY SERVICES			
AGRICULTURE,WEIGHTS & MEASURES			
SALARIES AND BENEFITS	3,529,346	3,559,933	30,587
SERVICES AND SUPPLIES	412,539	438,067	25,528
OTHER CHARGES			
FIXED ASSETS	1,200	37,000	35,800
CONTINGENCY RESERVE			
OPERATING TRANSFERS			
TOTAL EXPENSE	3,943,085	4,035,000	91,915
PROGRAM REVENUES	-1,772,879	-1,877,116	-104,237
NET COST AGRICULTURE,WEIGHTS & MEASURES	2,170,206	2,157,884	-12,322
AGRICULTURE,WEIGHTS & MEASURES STAFF YEARS:	104.75	107.50	2.75
AIR POLLUTION CONTROL DIST			
OTHER CHARGES			
CONTINGENCY RESERVE			
OPERATING TRANSFERS	366,152	40,178	-325,974
TOTAL EXPENSE	366,152	40,178	-325,974
PROGRAM REVENUES			
NET COST AIR POLLUTION CONTROL DIST	366,152	40,178	-325,974
AIR POLLUTION CONTROL DIST STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
ANIMAL CONTROL			
SALARIES AND BENEFITS	3,221,790	3,803,121	581,331
SERVICES AND SUPPLIES	217,579	251,309	33,730
OTHER CHARGES		2,000	2,000
FIXED ASSETS	39,900	51,400	11,500
VEHICLE/COMM. EQUIP.		38,200	38,200
TOTAL EXPENSE	3,479,269	4,146,030	666,761
PROGRAM REVENUES	-2,702,829	-3,608,382	-905,553
NET COST ANIMAL CONTROL	776,440	537,648	-238,792
ANIMAL CONTROL STAFF YEARS:	117.00	147.00	30.00
CABLE TELEVISION INTEREST FUND			
OPERATING TRANSFERS		102,329	102,329
FUND BALANCE - SPECIAL FUNDS		-102,329	-102,329
NET COST CABLE TELEVISION INTEREST FUND			
CABLE TELEVISION INTEREST FUND STAFF YEARS:	.00	.00	.00
CORONER			
SALARIES AND BENEFITS	2,539,120	2,606,043	66,923
SERVICES AND SUPPLIES	324,127	350,227	26,100
OTHER CHARGES	4,077	54,077	50,000
FIXED ASSETS		62,100	62,100
TOTAL EXPENSE	2,867,324	3,072,447	205,123
PROGRAM REVENUES	-187,500	-195,000	-7,500
NET COST CORONER	2,679,824	2,877,447	197,623
CORONER STAFF YEARS:	52.50	53.00	.50

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
COUNTY LIBRARY			
SALARIES AND BENEFITS	5,084,376	5,103,667	19,291
SERVICES AND SUPPLIES	3,430,921	3,437,314	6,393
OTHER CHARGES	133,300	33,300	-100,000
FIXED ASSETS	47,624	100,250	52,626
OPERATING TRANSFERS	26,020	63,600	37,580
TOTAL EXPENSE	8,722,241	8,738,131	15,890
PROGRAM REVENUES	-8,045,851	-8,003,131	42,720
FUND BALANCE - SPECIAL FUNDS	-676,390	-735,000	-58,610
TOTAL REVENUE	-8,722,241	-8,738,131	-15,890
NET COST COUNTY LIBRARY			
COUNTY LIBRARY STAFF YEARS:	201.67	205.67	4.00
FARM ADVISOR			
SALARIES AND BENEFITS	222,815	215,677	-7,138
SERVICES AND SUPPLIES	17,797	19,797	2,000
FIXED ASSETS			
TOTAL EXPENSE	240,612	235,474	-5,138
PROGRAM REVENUES			
NET COST FARM ADVISOR	240,612	235,474	-5,138
FARM ADVISOR STAFF YEARS:	9.00	9.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
FISH & GAME COMMISSION			
SALARIES AND BENEFITS			
SERVICES AND SUPPLIES	3,000	3,000	
OTHER CHARGES	27,000	27,000	
FIXED ASSETS			
TOTAL EXPENSE	30,000	30,000	
PROGRAM REVENUES	-30,000	-26,330	3,670
FUND BALANCE - SPECIAL FUNDS		-3,670	-3,670
TOTAL REVENUE	-30,000	-30,000	
NET COST FISH & GAME COMMISSION			
FISH & GAME COMMISSION STAFF YEARS:	.00	.00	.00
GRAZING ADVISORY BOARD			
OTHER CHARGES	101,000	101,000	
PROGRAM REVENUES	-13,000	-7,000	6,000
FUND BALANCE - SPECIAL FUNDS	-88,000	-94,000	-6,000
TOTAL REVENUE	-101,000	-101,000	
NET COST GRAZING ADVISORY BOARD			
GRAZING ADVISORY BOARD STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
HOUSING/COMMUNITY DEVELOPMENT			
SALARIES AND BENEFITS	2,617,990	2,727,038	109,048
SERVICES AND SUPPLIES	6,363,459	6,017,581	-345,878
OTHER CHARGES	1,881,667	1,183,246	-698,421
FIXED ASSETS			
TOTAL EXPENSE	10,863,116	9,927,865	-935,251
PROGRAM REVENUES	-11,245,981	-10,310,730	935,251
NET COST HOUSING/COMMUNITY DEVELOP	-382,865	-382,865	
HOUSING/COMMUNITY DEVELOP STAFF YEARS:	72.00	78.00	6.00
LIBRARY CONT. RESERVE			
CONTINGENCY RESERVE	385,208	300,000	-85,208
PROGRAM REVENUES	-385,208	-300,000	85,208
NET COST LIBRARY CONT. RESERVE			
LIBRARY CONT. RESERVE STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
LOCAL PARK DEDICATION			
OTHER CHARGES	4,573,193	6,183,270	1,610,077
VEHICLE/COMM. EQUIP.			
CONTINGENCY RESERVE			
OPERATING TRANSFERS	580,500	790,000	209,500
TOTAL EXPENSE	5,153,693	6,973,270	1,819,577
PROGRAM REVENUES	-1,182,435	-2,249,937	-1,067,502
FUND BALANCE - SPECIAL FUNDS	-3,971,258	-4,723,333	-752,075
TOTAL REVENUE	-5,153,693	-6,973,270	-1,819,577
NET COST LOCAL PARK DEDICATION			
LOCAL PARK DEDICATION STAFF YEARS:	.00	.00	.00
PARKS & RECREATION			
SALARIES AND BENEFITS	4,091,511	4,386,983	295,472
SERVICES AND SUPPLIES	460,577	501,609	41,032
OTHER CHARGES	332,977	540,780	207,803
FIXED ASSETS	13,980	55,000	41,020
VEHICLE/COMM. EQUIP.			
REIMBURSEMENTS			
CONTINGENCY RESERVE			
OPERATING TRANSFERS			
TOTAL EXPENSE	4,899,045	5,484,372	585,327
PROGRAM REVENUES	-2,147,138	-2,249,147	-102,009
GENERAL REVENUES			
RESERVE DESIGNATION REDUCTION			
FUND BALANCE - SPECIAL FUNDS			
TOTAL REVENUE	-2,147,138	-2,249,147	-102,009
NET COST PARKS & RECREATION	2,751,907	3,235,225	483,318
PARKS & RECREATION STAFF YEARS:	117.30	125.80	8.50

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
PLANNING & LAND USE			
SALARIES AND BENEFITS	9,307,713	10,093,280	785,567
SERVICES AND SUPPLIES	1,691,753	1,755,720	63,967
OTHER CHARGES	48,800	48,800	
FIXED ASSETS	131,250	461,700	330,450
VEHICLE/COMM. EQUIP.			
REIMBURSEMENTS			
OPERATING TRANSFERS			
TOTAL EXPENSE	11,179,516	12,359,500	1,179,984
PROGRAM REVENUES	-8,255,000	-9,979,000	-1,724,000
NET COST PLANNING & LAND USE	2,924,516	2,380,500	-544,016
PLANNING & LAND USE STAFF YEARS:	227.50	240.00	12.50
PUBLIC ADMINISTRATOR			
SALARIES AND BENEFITS	1,438,789	1,471,486	32,697
SERVICES AND SUPPLIES	95,030	89,214	-5,816
OTHER CHARGES	199,923	120,000	-79,923
FIXED ASSETS			
VEHICLE/COMM. EQUIP.			
TOTAL EXPENSE	1,733,742	1,680,700	-53,042
PROGRAM REVENUES	-1,589,165	-1,680,700	-91,535
NET COST PUBLIC ADMINISTRATOR	144,577		-144,577
PUBLIC ADMINISTRATOR STAFF YEARS:	44.75	45.25	.50

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
PUBLIC WORKS - GENERAL FUND			
SERVICES AND SUPPLIES	1,330,907	1,143,717	-187,190
OTHER CHARGES			
FIXED ASSETS	57,480	14,700	-42,780
TOTAL EXPENSE	1,388,387	1,158,417	-229,970
PROGRAM REVENUES	-438,146	-493,417	-55,271
NET COST PUBLIC WORKS - GENERAL FUND	950,241	665,000	-285,241
PUBLIC WORKS - GENERAL FUND STAFF YEARS:	.00	.00	.00
PUBLIC WORKS - ROAD FUND			
SALARIES AND BENEFITS	23,975,051	23,849,223	-125,828
SERVICES AND SUPPLIES	26,174,296	35,558,941	9,384,645
OTHER CHARGES	2,033,058	3,204,726	1,171,668
FIXED ASSETS	147,640	174,525	26,885
VEHICLE/COMM. EQUIP.			
REIMBURSEMENTS			
CONTINGENCY RESERVE			
OPERATING TRANSFERS	310,403	706,461	396,058
TOTAL EXPENSE	52,640,448	63,493,876	10,853,428
PROGRAM REVENUES	-50,601,270	-61,493,876	-10,892,606
GENERAL REVENUES			
FUND BALANCE - SPECIAL FUNDS	-2,039,178	-2,000,000	39,178
TOTAL REVENUE	-52,640,448	-63,493,876	-10,853,428
NET COST PUBLIC WORKS - ROAD FUND			
PUBLIC WORKS - ROAD FUND STAFF YEARS:	569.75	574.00	4.25

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
REGISTRAR OF VOTERS			
SALARIES AND BENEFITS	2,551,048	2,201,486	-349,562
SERVICES AND SUPPLIES	2,521,897	1,752,510	-769,387
OTHER CHARGES	17,783	51,232	33,449
FIXED ASSETS	40,128	139,785	99,657
VEHICLE/COMM. EQUIP.			
TOTAL EXPENSE	5,130,856	4,145,013	-985,843
PROGRAM REVENUES	-2,124,000	-827,000	1,297,000
NET COST REGISTRAR OF VOTERS	3,006,856	3,318,013	311,157
REGISTRAR OF VOTERS STAFF YEARS:	105.70	93.15	-12.55
SPECIAL AVIATION			
SERVICES AND SUPPLIES	8,593	8,593	
OTHER CHARGES			
OPERATING TRANSFERS	406,544	426,871	20,327
TOTAL EXPENSE	415,137	435,464	20,327
PROGRAM REVENUES	-240,508	-252,582	-12,074
FUND BALANCE - SPECIAL FUNDS	-174,629	-182,882	-8,253
TOTAL REVENUE	-415,137	-435,464	-20,327
NET COST SPECIAL AVIATION			
SPECIAL AVIATION STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
SURVEY REMONUMENT FUND			
SERVICES AND SUPPLIES			
FIXED ASSETS			
CONTINGENCY RESERVE			
OPERATING TRANSFERS	251,714	257,513	5,799
TOTAL EXPENSE	251,714	257,513	5,799
PROGRAM REVENUES	-120,000	-120,000	
FUND BALANCE - SPECIAL FUNDS	-131,714	-137,513	-5,799
TOTAL REVENUE	-251,714	-257,513	-5,799
NET COST SURVEY REMONUMENT FUND			
SURVEY REMONUMENT FUND STAFF YEARS:	.00	.00	.00
VIDEO SERVICES			
SALARIES AND BENEFITS	118,205	120,217	2,012
SERVICES AND SUPPLIES	134,800	140,800	6,000
OTHER CHARGES	262,659	203,412	-59,247
FIXED ASSETS		220,441	220,441
OPERATING TRANSFERS	302,417	979,871	677,454
TOTAL EXPENSE	818,081	1,664,741	846,660
PROGRAM REVENUES	-555,588	-566,629	-11,041
FUND BALANCE - SPECIAL FUNDS	-262,493	-1,098,112	-835,619
TOTAL REVENUE	-818,081	-1,664,741	-846,660
NET COST VIDEO SERVICES			
VIDEO SERVICES STAFF YEARS:	3.00	3.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
COMMUNITY SERVICES SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	58,697,754	60,138,154	1,440,400
SERVICES AND SUPPLIES	43,187,275	51,468,399	8,281,124
OTHER CHARGES	9,615,437	11,752,843	2,137,406
FIXED ASSETS	479,202	1,316,901	837,699
VEHICLE/COMM. EQUIP.		38,200	38,200
REIMBURSEMENTS			
CONTINGENCY RESERVE	385,208	300,000	-85,208
OPERATING TRANSFERS	2,243,750	3,366,823	1,123,073
TOTAL EXPENSE	114,608,626	128,381,320	13,772,694
PROGRAM REVENUES	-91,636,498	-104,239,977	-12,603,479
GENERAL REVENUES			
RESERVE DESIGNATION REDUCTION			
FUND BALANCE - SPECIAL FUNDS	-7,343,662	-9,076,839	-1,733,177
TOTAL REVENUE	-98,980,160	-113,316,816	-14,336,656
TOTAL COMMUNITY SERVICES	15,628,466	15,064,504	-563,962
STAFF YEARS:	1624.92	1681.37	56.45

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
GENERAL GOVERNMENT			
ASSESSOR			
SALARIES AND BENEFITS	10,053,699	10,274,340	220,641
SERVICES AND SUPPLIES	464,035	613,870	149,835
OTHER CHARGES	6,700	19,685	12,985
FIXED ASSETS	251,045		-251,045
TOTAL EXPENSE	10,775,479	10,907,895	132,416
PROGRAM REVENUES	-1,166,830	-1,321,088	-154,258
NET COST ASSESSOR	9,608,649	9,586,807	-21,842
ASSESSOR STAFF YEARS:	307.25	311.00	3.75
AUDITOR & CONTROLLER			
SALARIES AND BENEFITS	6,746,970	6,713,381	-33,589
SERVICES AND SUPPLIES	284,888	284,888	
OTHER CHARGES	5,250	5,250	
FIXED ASSETS	218,200	43,511	-174,689
REIMBURSEMENTS			
TOTAL EXPENSE	7,255,308	7,047,030	-208,278
PROGRAM REVENUES	-1,646,046	-1,409,861	236,185
NET COST AUDITOR & CONTROLLER	5,609,262	5,637,169	27,907
AUDITOR & CONTROLLER STAFF YEARS:	195.50	197.75	2.25

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
BOARD OF SUPERVISORS DIST 1			
SALARIES AND BENEFITS	355,699	385,699	30,000
SERVICES AND SUPPLIES	11,170	11,170	
FIXED ASSETS			
TOTAL EXPENSE	366,869	396,869	30,000
PROGRAM REVENUES			
NET COST BOARD OF SUPERVISORS DIST 1	366,869	396,869	30,000
BOARD OF SUPERVISORS DIST 1 STAFF YEARS:	7.75	8.50	.75
BOARD OF SUPERVISORS DIST 2			
SALARIES AND BENEFITS	427,992	472,992	45,000
SERVICES AND SUPPLIES	11,055	11,055	
FIXED ASSETS			
TOTAL EXPENSE	439,047	484,047	45,000
NET COST BOARD OF SUPERVISORS DIST 2	439,047	484,047	45,000
BOARD OF SUPERVISORS DIST 2 STAFF YEARS:	10.67	10.00	-.67
BOARD OF SUPERVISORS DIST 3			
SALARIES AND BENEFITS	405,243	423,700	18,457
SERVICES AND SUPPLIES	10,000	10,000	
FIXED ASSETS			
TOTAL EXPENSE	415,243	433,700	18,457
NET COST BOARD OF SUPERVISORS DIST 3	415,243	433,700	18,457
BOARD OF SUPERVISORS DIST 3 STAFF YEARS:	9.50	10.50	1.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
BOARD OF SUPERVISORS DIST 4			
SALARIES AND BENEFITS	392,165	417,183	25,018
SERVICES AND SUPPLIES	20,550	15,000	-5,550
OTHER CHARGES			
FIXED ASSETS			
TOTAL EXPENSE	412,715	432,183	19,468
PROGRAM REVENUES			
NET COST BOARD OF SUPERVISORS DIST 4	412,715	432,183	19,468
BOARD OF SUPERVISORS DIST 4 STAFF YEARS:	10.00	10.00	.00
BOARD OF SUPERVISORS DIST 5			
SALARIES AND BENEFITS	389,973	423,329	33,356
SERVICES AND SUPPLIES	18,940	11,000	-7,940
OTHER CHARGES			
TOTAL EXPENSE	408,913	434,329	25,416
NET COST BOARD OF SUPERVISORS DIST 5	408,913	434,329	25,416
BOARD OF SUPERVISORS DIST 5 STAFF YEARS:	10.00	10.00	.00
BOARD OF SUPERVISORS GENERAL			
SALARIES AND BENEFITS	93,132	89,636	-3,496
SERVICES AND SUPPLIES	15,630	15,630	
FIXED ASSETS		1,000	1,000
TOTAL EXPENSE	108,762	106,266	-2,496
PROGRAM REVENUES			
NET COST BOARD OF SUPERVISORS GENERAL	108,762	106,266	-2,496
BOARD OF SUPERVISORS GENERAL STAFF YEARS:	3.00	3.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
CAPITAL ASSET LEASING			
SERVICES AND SUPPLIES			
OTHER CHARGES	2,214,664	2,183,556	-31,108
FIXED ASSETS			
REIMBURSEMENTS	-320,000	-312,998	7,002
OPERATING TRANSFERS			
TOTAL EXPENSE	1,894,664	1,870,558	-24,106
PROGRAM REVENUES			
NET COST CAPITAL ASSET LEASING	1,894,664	1,870,558	-24,106
CAPITAL ASSET LEASING STAFF YEARS:	.00	.00	.00
CHIEF ADMINISTRATIVE OFFICER			
SALARIES AND BENEFITS	5,672,117	5,806,077	133,960
SERVICES AND SUPPLIES	2,035,873	2,110,320	74,447
OTHER CHARGES	10,000	10,000	
FIXED ASSETS	58,400	92,000	33,600
VEHICLE/COMM. EQUIP.			
REIMBURSEMENTS			
CONTINGENCY RESERVE			
TOTAL EXPENSE	7,776,390	8,018,397	242,007
PROGRAM REVENUES	-1,301,205	-903,552	397,653
RESERVE DESIGNATION REDUCTION			
TOTAL REVENUE	-1,301,205	-903,552	397,653
NET COST CHIEF ADMINISTRATIVE OFFICER	6,475,185	7,114,845	639,660
CHIEF ADMINISTRATIVE OFFICER STAFF YEARS:	115.58	116.50	.92

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
CIVIL SERVICE COMMISSION			
SALARIES AND BENEFITS	230,296	234,920	4,624
SERVICES AND SUPPLIES	8,444	8,444	
FIXED ASSETS		2,800	2,800
REIMBURSEMENTS			
TOTAL EXPENSE	238,740	246,164	7,424
PROGRAM REVENUES	-28,553	-23,232	5,321
NET COST CIVIL SERVICE COMMISSION	210,187	222,932	12,745
CIVIL SERVICE COMMISSION STAFF YEARS:	4.50	4.50	.00
CLERK BOARD OF SUPERVISORS			
SALARIES AND BENEFITS	1,346,354	1,323,765	-22,589
SERVICES AND SUPPLIES	100,723	109,177	8,454
OTHER CHARGES			
FIXED ASSETS	19,000	11,000	-8,000
VEHICLE/COMM. EQUIP.			
CONTINGENCY RESERVE			
TOTAL EXPENSE	1,466,077	1,443,942	-22,135
PROGRAM REVENUES	-127,623	-136,471	-8,848
NET COST CLERK BOARD OF SUPERVISORS	1,338,454	1,307,471	-30,983
CLERK BOARD OF SUPERVISORS STAFF YEARS:	42.53	42.06	-.47
COMMUNITY ENHANCEMENT PROGRAM			
OTHER CHARGES	1,254,400	1,096,300	-158,100
COMMUNITY ENHANCEMENT PROGRAM STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
CONTRIBUTIONS TO C.O.F.			
SERVICES AND SUPPLIES			
OTHER CHARGES		467,041	467,041
FIXED ASSETS			
CONTINGENCY RESERVE			
OPERATING TRANSFERS	14,472,213	16,450,244	1,978,031
TOTAL EXPENSE	14,472,213	16,917,285	2,445,072
PROGRAM REVENUES			
GENERAL REVENUES			
TOTAL REVENUE			
NET COST CONTRIBUTIONS TO C.O.F.	14,472,213	16,917,285	2,445,072
CONTRIBUTIONS TO C.O.F. STAFF YEARS:	.00	.00	.00
COUNTY COUNSEL			
SALARIES AND BENEFITS	4,008,345	4,454,689	446,344
SERVICES AND SUPPLIES	1,664,582	2,465,582	801,000
OTHER CHARGES			
FIXED ASSETS	11,800	67,200	55,400
REIMBURSEMENTS			
OPERATING TRANSFERS			
TOTAL EXPENSE	5,684,727	6,987,471	1,302,744
PROGRAM REVENUES	-1,487,691	-1,668,116	-180,425
NET COST COUNTY COUNSEL	4,197,036	5,319,355	1,122,319
COUNTY COUNSEL STAFF YEARS:	80.00	97.50	17.50

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
EQUAL OPPORTUNITY MGMT OFFICE			
SALARIES AND BENEFITS	426,472	440,948	14,476
SERVICES AND SUPPLIES	16,164	16,164	
REIMBURSEMENTS			
TOTAL EXPENSE	442,636	457,112	14,476
PROGRAM REVENUES	-55,757	-58,739	-2,982
NET COST EQUAL OPPORTUNITY MGMT OFFICE	386,879	398,373	11,494
EQUAL OPPORTUNITY MGMT OFFICE STAFF YEARS:	11.00	11.00	.00
EQUIPMENT ACQUISITION			
SERVICES AND SUPPLIES			
OTHER CHARGES	1,958,717	3,355,700	1,396,983
FIXED ASSETS	1,611,000	2,386,000	775,000
TOTAL EXPENSE	3,569,717	5,741,700	2,171,983
PROGRAM REVENUES	-225,000	-225,000	
NET COST EQUIPMENT ACQUISITION	3,344,717	5,516,700	2,171,983
EQUIPMENT ACQUISITION STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
GENERAL SERVICES			
SALARIES AND BENEFITS	15,343,872	15,005,430	-338,442
SERVICES AND SUPPLIES	6,357,203	7,784,674	1,427,471
OTHER CHARGES	78,601	37,401	-41,200
FIXED ASSETS	145,051	138,350	-6,701
VEHICLE/COMM. EQUIP.			
REIMBURSEMENTS	-1,101,424	-1,465,472	-364,048
TOTAL EXPENSE	20,823,303	21,500,383	677,080
PROGRAM REVENUES	-3,022,992	-2,983,459	39,533
NET COST GENERAL SERVICES	17,800,311	18,516,924	716,613
GENERAL SERVICES STAFF YEARS:	466.00	450.00	-16.00
HUMAN RESOURCES			
SALARIES AND BENEFITS	8,958,486	3,967,507	-4,990,979
SERVICES AND SUPPLIES	1,826,382	1,913,482	87,100
OTHER CHARGES	24,900	19,400	-5,500
FIXED ASSETS	1,845	35,200	33,355
REIMBURSEMENTS	-5,900,000		5,900,000
TOTAL EXPENSE	4,911,613	5,935,589	1,023,976
PROGRAM REVENUES	-949,175	-1,698,890	-749,715
NET COST HUMAN RESOURCES	3,962,438	4,236,699	274,261
HUMAN RESOURCES STAFF YEARS:	102.25	104.75	2.50

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
INFORMATION SERVICES			
SALARIES AND BENEFITS	11,839,239	12,194,296	355,057
SERVICES AND SUPPLIES	3,484,651	3,940,706	456,055
OTHER CHARGES	1,135,561	1,246,058	110,497
FIXED ASSETS	86,833	76,635	-10,198
VEHICLE/COMM. EQUIP.			
REIMBURSEMENTS			
TOTAL EXPENSE	16,546,284	17,457,695	911,411
PROGRAM REVENUES	-1,607,076	-1,359,899	247,177
NET COST INFORMATION SERVICES	14,939,208	16,097,796	1,158,588
INFORMATION SERVICES STAFF YEARS:	313.76	329.16	15.40
INFORMATION SYSTEMS/EQUIPMENT			
SERVICES AND SUPPLIES	5,514,729	5,188,343	-326,386
OTHER CHARGES	3,986,635	3,326,817	-659,818
FIXED ASSETS	37,500	107,625	70,125
REIMBURSEMENTS	-295,249	-302,782	-7,533
TOTAL EXPENSE	9,243,615	8,320,003	-923,612
PROGRAM REVENUES	-96,141	-127,063	-30,922
NET COST INFORMATION SYSTEMS/EQUIPMENT	9,147,474	8,192,940	-954,534
INFORMATION SYSTEMS/EQUIPMENT STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
LAFCO ADMINISTRATION			
SALARIES AND BENEFITS			
SERVICES AND SUPPLIES			
OTHER CHARGES	370,547	251,702	-118,845
FIXED ASSETS			
TOTAL EXPENSE	370,547	251,702	-118,845
PROGRAM REVENUES	-93,350		93,350
NET COST LAFCO ADMINISTRATION	277,197	251,702	-25,495
LAFCO ADMINISTRATION STAFF YEARS:	8.05	7.95	-.10
PROPERTY MANAGEMENT			
SERVICES AND SUPPLIES	4,689,426	5,889,880	1,200,454
OTHER CHARGES			
FIXED ASSETS		173,000	173,000
REIMBURSEMENTS			
TOTAL EXPENSE	4,689,426	6,062,880	1,373,454
PROGRAM REVENUES	-2,736,624	-4,028,748	-1,292,124
NET COST PROPERTY MANAGEMENT	1,952,802	2,034,132	81,330
PROPERTY MANAGEMENT STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
PUBLIC SERVICES UTILITIES			
SERVICES AND SUPPLIES	12,400,071	12,947,339	547,268
OTHER CHARGES			
REIMBURSEMENTS	-543,721	-599,040	-55,319
CONTINGENCY RESERVE			
OPERATING TRANSFERS	1,184,000	1,184,322	322
TOTAL EXPENSE	13,040,350	13,532,621	492,271
PROGRAM REVENUES	-100,000	-80,000	20,000
NET COST PUBLIC SERVICES UTILITIES	12,940,350	13,452,621	512,271
PUBLIC SERVICES UTILITIES STAFF YEARS:	.00	.00	.00
PURCHASING AND CONTRACTING			
SALARIES AND BENEFITS	1,607,446	1,623,749	16,303
SERVICES AND SUPPLIES	68,916	68,916	
OTHER CHARGES	6,400		-6,400
FIXED ASSETS	900		-900
TOTAL EXPENSE	1,683,662	1,692,665	9,003
PROGRAM REVENUES	-346,633	-343,720	2,913
NET COST PURCHASING AND CONTRACTING	1,337,029	1,348,945	11,916
PURCHASING AND CONTRACTING STAFF YEARS:	54.00	54.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
RECORDER			
SALARIES AND BENEFITS	1,844,570	1,794,410	-50,160
SERVICES AND SUPPLIES	167,177	167,177	
OTHER CHARGES			
FIXED ASSETS	47,700	178,500	130,800
TOTAL EXPENSE	2,059,447	2,140,087	80,640
PROGRAM REVENUES	-3,658,291	-3,868,291	-210,000
NET COST RECORDER	-1,598,844	-1,728,204	-129,360
RECORDER STAFF YEARS:	70.00	69.00	-1.00
RENTS AND LEASES			
SERVICES AND SUPPLIES	5,651,480	8,044,245	2,392,765
OTHER CHARGES	296,241	103,689	-192,552
REIMBURSEMENTS	-947,415	-1,052,515	-105,100
TOTAL EXPENSE	5,000,306	7,095,419	2,095,113
PROGRAM REVENUES	-1,459,341	-1,227,495	231,846
NET COST RENTS AND LEASES	3,540,965	5,867,924	2,326,959
RENTS AND LEASES STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
REVENUE & RECOVERY			
SALARIES AND BENEFITS	7,268,153	7,304,008	35,855
SERVICES AND SUPPLIES	184,950	184,950	
OTHER CHARGES	26,000	38,536	12,536
FIXED ASSETS		7,500	7,500
TOTAL EXPENSE	7,479,103	7,534,994	55,891
PROGRAM REVENUES	-157,791	-185,506	-27,715
NET COST REVENUE & RECOVERY	7,321,312	7,349,488	28,176
REVENUE & RECOVERY STAFF YEARS:	275.50	272.00	-3.50
TRANSBORDER AFFAIRS			
SALARIES AND BENEFITS	144,000	440,148	296,148
SERVICES AND SUPPLIES	6,000	23,000	17,000
FIXED ASSETS		1,725	1,725
TOTAL EXPENSE	150,000	464,873	314,873
PROGRAM REVENUES			
NET COST TRANSBORDER AFFAIRS	150,000	464,873	314,873
TRANSBORDER AFFAIRS STAFF YEARS:	2.83	8.00	5.17

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
TREASURER-TAX COLLECTOR			
SALARIES AND BENEFITS	3,165,994	3,286,028	120,034
SERVICES AND SUPPLIES	1,291,550	1,317,050	25,500
OTHER CHARGES			
FIXED ASSETS	61,400	168,151	106,751
TOTAL EXPENSE	4,518,944	4,771,229	252,285
PROGRAM REVENUES	-2,299,590	-2,609,804	-310,214
NET COST TREASURER-TAX COLLECTOR	2,219,354	2,161,425	-57,929
TREASURER-TAX COLLECTOR STAFF YEARS:	118.08	121.66	3.58
GENERAL GOVERNMENT SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	80,720,217	77,076,235	-3,643,982
SERVICES AND SUPPLIES	46,304,589	53,152,062	6,847,473
OTHER CHARGES	11,374,616	12,161,135	786,519
FIXED ASSETS	2,550,674	3,490,197	939,523
VEHICLE/COMM. EQUIP.			
REIMBURSEMENTS	-9,107,809	-3,732,807	5,375,002
CONTINGENCY RESERVE			
OPERATING TRANSFERS	15,656,213	17,634,566	1,978,353
TOTAL EXPENSE	147,498,500	159,781,388	12,282,888
PROGRAM REVENUES	-22,565,709	-24,258,934	-1,693,225
GENERAL REVENUES			
RESERVE DESIGNATION REDUCTION			
TOTAL REVENUE	-22,565,709	-24,258,934	-1,693,225
TOTAL GENERAL GOVERNMENT	124,932,791	135,522,454	10,589,663
STAFF YEARS:	2217.75	2248.83	31.08

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
MISCELLANEOUS			
ADJUSTMENTS			
REIMBURSEMENTS	-726,441		726,441
PROGRAM REVENUES	726,441		-726,441
NET COST ADJUSTMENTS			
ADJUSTMENTS STAFF YEARS:	.00	.00	.00
CAPITAL OUTLAY FUND			
SERVICES AND SUPPLIES			
OTHER CHARGES	14,814,213	13,729,516	-1,084,697
FIXED ASSETS	10,989,395	8,382,980	-2,606,415
REIMBURSEMENTS	-131,000	-82,150	48,850
TOTAL EXPENSE	25,672,608	22,030,346	-3,642,262
PROGRAM REVENUES	-25,465,762	-21,530,346	3,935,416
FUND BALANCE - SPECIAL FUNDS	-206,846	-500,000	-293,154
TOTAL REVENUE	-25,672,608	-22,030,346	3,642,262
NET COST CAPITAL OUTLAY FUND			
CAPITAL OUTLAY FUND STAFF YEARS:	.00	.00	.00
CASH BORROWING			
SERVICES AND SUPPLIES	5,000	5,000	
OTHER CHARGES	7,495,000	9,495,000	2,000,000
TOTAL EXPENSE	7,500,000	9,500,000	2,000,000
NET COST CASH BORROWING	7,500,000	9,500,000	2,000,000
CASH BORROWING STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
CONTINGENCY RESERVE-GENERAL			
SERVICES AND SUPPLIES			
FIXED ASSETS			
CONTINGENCY RESERVE	11,279,225	14,611,571	3,332,346
OPERATING TRANSFERS			
TOTAL EXPENSE	11,279,225	14,611,571	3,332,346
PROGRAM REVENUES			
NET COST CONTINGENCY RESERVE-GENERAL	11,279,225	14,611,571	3,332,346
CONTINGENCY RESERVE-GENERAL STAFF YEARS:	.00	.00	.00
COUNTY HEALTH COMPLEX			
OTHER CHARGES	2,433,000	2,509,800	76,800
FIXED ASSETS			
OPERATING TRANSFERS			
TOTAL EXPENSE	2,433,000	2,509,800	76,800
PROGRAM REVENUES	-2,433,000	-2,509,800	-76,800
NET COST COUNTY HEALTH COMPLEX			
COUNTY HEALTH COMPLEX STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
EDGEMOOR DEVELOPMENT FUND			
CONTINGENCY RESERVE			
OPERATING TRANSFERS	104,893	77,650	-27,243
TOTAL EXPENSE	104,893	77,650	-27,243
PROGRAM REVENUES	-57,000	-57,000	
FUND BALANCE - SPECIAL FUNDS	-47,893	-20,650	27,243
TOTAL REVENUE	-104,893	-77,650	27,243
NET COST EDGEMOOR DEVELOPMENT FUND			
EDGEMOOR DEVELOPMENT FUND STAFF YEARS:	.00	.00	.00
GENERAL REVENUES			
SERVICES AND SUPPLIES			
OTHER CHARGES		2,500,000	2,500,000
OPERATING TRANSFERS			
TOTAL EXPENSE		2,500,000	2,500,000
PROGRAM REVENUES			
GENERAL REVENUES	-374,000,000	-408,395,025	-34,395,025
RESERVE DESIGNATION REDUCTION		-2,000,000	-2,000,000
FUND BALANCE - SPECIAL FUNDS			
FUND BALANCE - GENERAL FUND	-26,557,771	-18,237,265	8,320,506
TOTAL REVENUE	-400,557,771	-428,632,290	-28,074,519
NET COST GENERAL REVENUES	-400,557,771	-426,132,290	-25,574,519
GENERAL REVENUES STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
JUSTICE FACILITY CONSTRUCTION			
SERVICES AND SUPPLIES			
OTHER CHARGES		7,326,554	7,326,554
FIXED ASSETS	232,275	1,712,327	1,480,052
TOTAL EXPENSE	232,275	9,038,881	8,806,606
PROGRAM REVENUES	-196,365	-9,038,881	-8,842,516
FUND BALANCE - SPECIAL FUNDS	-35,910		35,910
TOTAL REVENUE	-232,275	-9,038,881	-8,806,606
NET COST JUSTICE FACILITY CONSTRUCTION			
JUSTICE FACILITY CONSTRUCTION STAFF YEARS:	.00	.00	.00
RESERVE DESIGNATIONS			
OTHER CHARGES		3,084	3,084
OPERATING TRANSFERS	193,314	70,460	-122,854
TOTAL EXPENSE	193,314	73,544	-119,770
PROGRAM REVENUES			
RESERVE DESIGNATION REDUCTION			
TOTAL REVENUE			
NET COST RESERVE DESIGNATIONS	193,314	73,544	-119,770
RESERVE DESIGNATIONS STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
SHERIFF'S ASSET/FORFEITURES			
SERVICES AND SUPPLIES		100,000	100,000
FIXED ASSETS		400,000	400,000
CONTINGENCY RESERVE			
OPERATING TRANSFERS	299,000		-299,000
TOTAL EXPENSE	299,000	500,000	201,000
PROGRAM REVENUES		-500,000	-500,000
FUND BALANCE - SPECIAL FUNDS	-299,000		299,000
TOTAL REVENUE	-299,000	-500,000	-201,000
NET COST SHERIFF'S ASSET/FORFEITURES			
SHERIFF'S ASSET/FORFEITURES STAFF YEARS:	.00	.00	.00

MISCELLANEOUS SUMMARY BY ACCOUNT

SERVICES AND SUPPLIES	5,000	105,000	100,000
OTHER CHARGES	24,742,213	35,563,954	10,821,741
FIXED ASSETS	11,221,670	10,495,307	-726,363
REIMBURSEMENTS	-857,441	-82,150	775,291
CONTINGENCY RESERVE	11,279,225	14,611,571	3,332,346
OPERATING TRANSFERS	597,207	148,110	-449,097
TOTAL EXPENSE	46,987,874	60,841,792	13,853,918
PROGRAM REVENUES	-27,425,686	-33,636,027	-6,210,341
GENERAL REVENUES	-374,000,000	-408,395,025	-34,395,025
RESERVE DESIGNATION REDUCTION		-2,000,000	-2,000,000
FUND BALANCE - SPECIAL FUNDS	-589,649	-520,650	68,999
FUND BALANCE - GENERAL FUND	-26,557,771	-18,237,265	8,320,506
TOTAL REVENUE	-428,573,106	-462,788,967	-34,215,861
TOTAL MISCELLANEOUS	-381,585,232	-401,947,175	-20,361,943
STAFF YEARS:	.00	.00	.00

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
COUNTYWIDE SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	482,870,758	502,016,861	19,146,103
SERVICES AND SUPPLIES	255,681,593	257,457,893	1,776,300
OTHER CHARGES	395,335,981	466,288,386	70,952,405
FIXED ASSETS	20,334,912	18,285,586	-2,049,326
VEHICLE/COMM. EQUIP.	95,900	124,202	28,302
REIMBURSEMENTS	-9,965,250	-3,814,957	6,150,293
CONTINGENCY RESERVE	11,664,433	14,911,571	3,247,138
OPERATING TRANSFERS	18,497,170	21,149,499	2,652,329
TOTAL EXPENSE	1,174,515,497	1,276,419,041	101,903,544
PROGRAM REVENUES	-765,540,590	-838,189,262	-72,648,672
GENERAL REVENUES	-374,000,000	-408,395,025	-34,395,025
RESERVE DESIGNATION REDUCTION	-483,825	-2,000,000	-1,516,175
FUND BALANCE - SPECIAL FUNDS	-7,933,311	-9,597,489	-1,664,178
FUND BALANCE - GENERAL FUND	-26,557,771	-18,237,265	8,320,506
TOTAL REVENUE	-1,174,515,497	-1,276,419,041	-101,903,544
*TOTAL AREA COUNTY			
STAFF YEARS:	13511.53	14307.76	796.23

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
SPECIAL FUNDS SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	29,177,632	29,073,107	-104,525
SERVICES AND SUPPLIES	29,751,610	39,248,648	9,497,038
OTHER CHARGES	24,377,423	33,318,578	8,941,155
FIXED ASSETS	11,416,934	10,990,523	-426,411
VEHICLE/COMM. EQUIP.			
REIMBURSEMENTS	-131,000	-82,150	48,850
CONTINGENCY RESERVE	385,208	300,000	-85,208
OPERATING TRANSFERS	2,281,491	3,404,295	1,122,804
TOTAL EXPENSE	97,259,298	116,253,001	18,993,703
PROGRAM REVENUES	-89,325,987	-106,655,512	-17,329,525
GENERAL REVENUES			
FUND BALANCE - SPECIAL FUNDS	-7,933,311	-9,597,489	-1,664,178
TOTAL REVENUE	-97,259,298	-116,253,001	-18,993,703
TOTAL SPECIAL FUNDS			
STAFF YEARS:	774.42	782.67	8.25

1988-89 FINAL PROGRAM BUDGET
SUMMARY OF TOTAL BUDGET

	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ -DECREASE
GENERAL FUND SUMMARY BY ACCOUNT			
SALARIES AND BENEFITS	453,693,126	472,943,754	19,250,628
SERVICES AND SUPPLIES	225,929,983	218,209,245	-7,720,738
OTHER CHARGES	370,958,558	432,969,808	62,011,250
FIXED ASSETS	8,917,978	7,295,063	-1,622,915
VEHICLE/COMM. EQUIP.	95,900	124,202	28,302
REIMBURSEMENTS	-9,834,250	-3,732,807	6,101,443
CONTINGENCY RESERVE	11,279,225	14,611,571	3,332,346
OPERATING TRANSFERS	16,215,679	17,745,204	1,529,525
TOTAL EXPENSE	1,077,256,199	1,160,166,040	82,909,841
PROGRAM REVENUES	-676,214,603	-731,533,750	-55,319,147
GENERAL REVENUES	-374,000,000	-408,395,025	-34,395,025
RESERVE DESIGNATION REDUCTION	-483,825	-2,000,000	-1,516,175
FUND BALANCE - SPECIAL FUNDS			
FUND BALANCE - GENERAL FUND	-26,557,771	-18,237,265	8,320,506
TOTAL REVENUE	-1,077,256,199	-1,160,166,040	-82,909,841
TOTAL GENERAL FUND			
STAFF YEARS:	12737.11	13525.09	787.98

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

	1987-88 ADOPTED BUDGET	1988-89 ADOPTED BUDGET	INCREASE/ (DECREASE)
GENERAL REVENUES			
CURRENT PROPERTY TAXES			
SECURED	$ 215,925	$ 233,270	$ 17,345
UNSECURED	9,500	11,100	1,600
SUPPLEMENTAL ROLL (SB813)	10,300	3,960	(6,340)
SUBTOTAL CURRENT PROP. TAXES	$ 235,725	$ 248,330	$ 12,605
OTHER LOCAL TAXES			
PRIOR YEAR SECURED & UNSECURED	$ 7,000	$ 7,400	$ 400
PRIOR YEAR SUPPLEMENTAL SECURED & UNSECURED	0	7,400	7,400
PENALTIES & COSTS OF DELINQUENCIES	6,600	7,600	1,000
OTHER TAX - AIRCRAFT	500	500	0
SALES & USE TAX	10,750	9,600	(1,150)
TOURIST OCCUPANCY TAX	1,250	1,250	0
REAL PROP. TRANSFER TAX	7,225	7,300	75
FRANCHISES	2,400	2,450	50
SUBTOTAL OTHER LOCAL TAXES	$ 35,725	$ 43,500	$ 7,775
REVENUE FROM OTHER AGENCIES			
HOMEOWNERS' PROP. TAX REDEMPTION	6,500	6,650	150
STATE MANDATED COST REIMB. (SB90)	1,000	3,160	2,160
FEDERAL IN-LIEU TAX	300	300	0
OPEN SPACE LAND	100	100	0
MOTOR VEHICLE IN-LIEU TAX	74,925	82,200	7,275
TRAILER-IN-LIEU TAX	1,100	1,150	50
CIGARETTE TAXES	450	450	0
OTHER REVENUE/CABLE	0	980	980
SUBTOTAL REVENUE FROM OTHER AGENCIES	$ 84,375	$ 94,990	$ 10,615
MISCELLANEOUS			
COURT FINES & FORFEITURES	$ 6,100	$ 6,500	$ 400
INTEREST ON DEPOSITS	9,000	13,150	4,150
INTERFUND TRANSFERS	2,450	950	(1,500)
COURT SETTLEMENTS	625	975	350
SUBTOTAL MISCELLANEOUS	$ 18,175	$ 21,575	$ 3,400
TOTAL GENERAL REVENUES	$ 374,000	$ 408,395	$ 34,395
OTHER ADJUSTMENTS			
FUND BALANCE	26,558	18,237 *	(8,321)
SUBTOTAL OTHER ADJUSTEMENTS	$ 26,558	$ 18,237	$ (8,321)
TOTAL GENERAL REVENUES & ADJUSTMENTS	$ 400,558	$ 426,632	$ 26,074

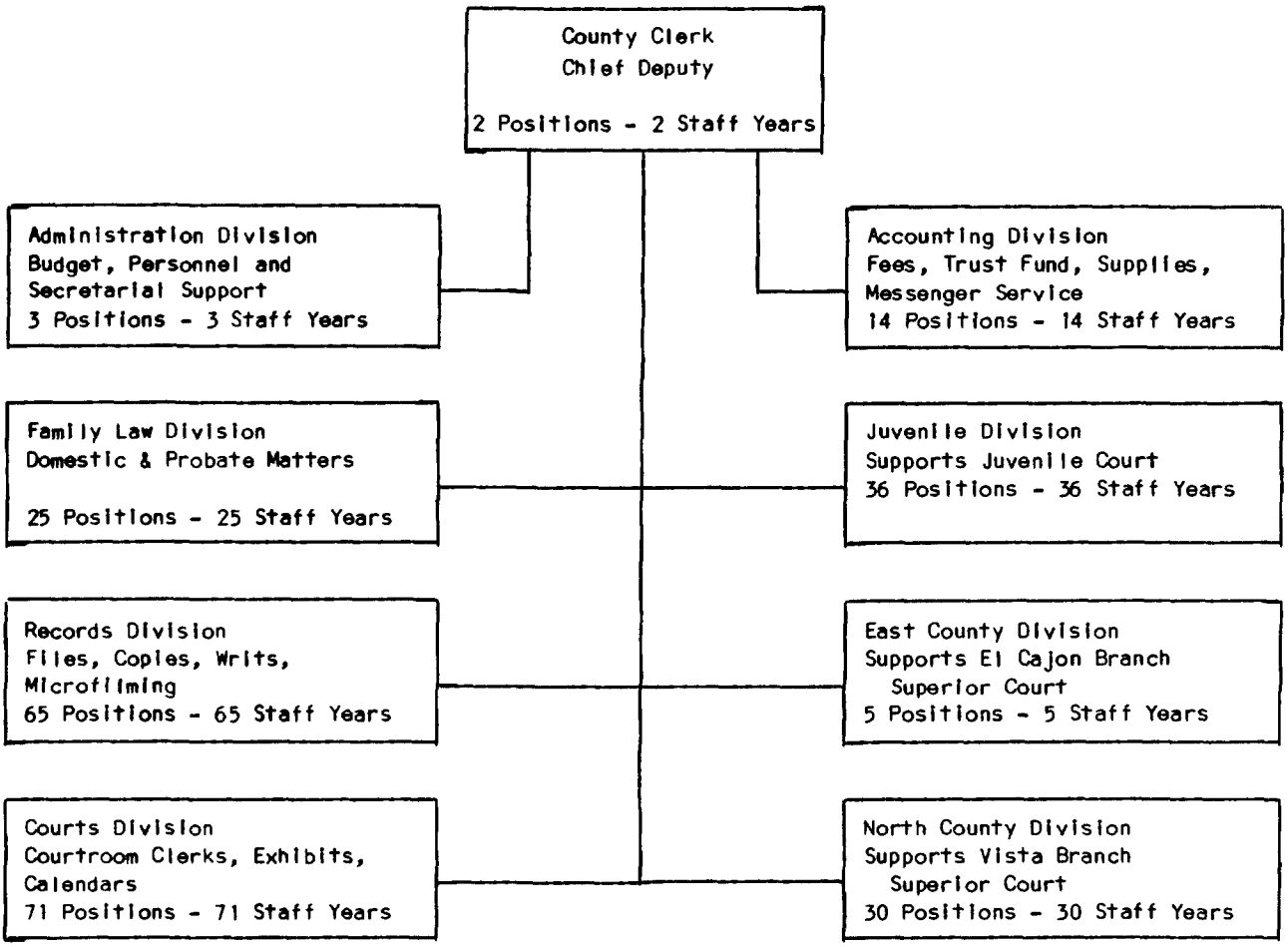
* FUND BALANCE FOR FY 1988-89 INCLUDES 4.2 MILLION OF REBUDGETED ITEMS.

PUBLIC PROTECTION SERVICES

COUNTY CLERK

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
County Clerk Services	$ 6,144,498	$ 6,470,239	$ 7,438,063	$ 7,423,392	$ 7,743,045	$ 319,653	4.3
Total Direct Costs	$ 6,144,498	$ 6,470,239	$ 7,438,063	$ 7,423,392	$ 7,743,045	$ 319,653	4.3
Funding	$(5,066,455)	$(5,467,046)	$(5,925,428)	$(5,967,332)	$(6,594,857)	$ (627,525)	(10.5)
Net Program Cost (Without Externals)	$ 1,078,043	$ 1,003,193	$ 1,512,635	$ 1,456,060	$ 1,148,188	$ (307,872)	(21.1)
Staff Years	207.64	213.41	234.29	237.00	251.00	14.00	5.9

County Clerk's Department



NOTES ON STAFFING CHANGES:

1. Full year funding for nine Superior Court clerk positions.
2. Full year funding for five Legal Procedures Clerk II positions.
3. Full year funding for four Legal Procedures Clerk I positions.
4. One New Accounting Technician
5. Four Positions for the Juvenile Gang Grant added mid-year.

PROGRAM: County Clerk Services # 13038 MANAGER: Robert D. Zumwalt

Department: County Clerk # 2800 REF: 1988-89 Proposed Budget - Pg: A3, Vol. 1

Authority: California Government Code Section 28600 ET SEQ. Mandates all activities of the County Clerk.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 5,811,022	$ 6,100,681	$ 6,969,309	$ 7,030,820	$ 7,388,132
Services & Supplies	312,132	284,375	336,676	286,783	309,386
Other Charges	0	21,922	16,953	32,901	23,527
Fixed Assets	21,344	63,260	115,125	72,888	22,000
TOTAL DIRECT COSTS	$ 6,144,498	$ 6,470,239	$ 7,438,063	$ 7,423,392	$ 7,743,045
FUNDING	$(5,066,455)	$(5,467,046)	$(5,925,428)	$(5,967,332)	$(6,594,857)
NET COUNTY COSTS	$ 1,078,043	$ 1,003,193	$ 1,512,635	$ 1,456,060	$ 1,148,188
STAFF YEARS	207.64	205.91	234.29	237.00	251.00

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, 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: County Clerk Services # 13038 MANAGER: Robert D. Zumwalt

1987-88 ACTUALS:

The County Clerk exceeded his budget for Services & Supplies and Fixed Assets by $92,130 because of costs associated with opening a new branch office for which no funds were appropriated. However, savings in Salaries and Benefits and Other Charges offset all but $14,671 of this cost.

1988-89 OBJECTIVES:

1. Reduce the cost per new case.

2. Increase the number of new cases per staff year.

3. Increase the weighted case load per staff year.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The County Clerk supports the operation of the Superior Courts at the downtown and branch locations.

The following budget does not include resources required if the County opts into Trial Court Funding (SB 612) or if any new judges are added.

1. Downtown Court (138.48 SY; E - $4,271,838; R - $1,271,484)
   - Mandated/Discretionary Service Level

2. Juvenile Court (38.95 SY; E - $1,201,721; R - $172,750)
   - Mandated/Discretionary Service Level
   - Full year funding for 4 positions added mid-year for the D.A.'s Juvenile Gang Drug Grant.

3. North County Court (32.46 SY; E - $1,001,176; R - $1,132,419)
   - Mandated/Discretionary Service Level
   - First full year of operations
   - Full year funding for 18 positions added mid-year to support six new judges.

4. Family Law Court (27.05 SY; E - $834,700; R - $3,458,800)
   - Mandated/Discretionary Service Level

5. East County Court (5.41 SY; E - $167,250; R - 326,185)
   - Mandated/Discretionary Service Level

6. Marriage Licenses (8.65 SY; E - $266,360; R - $233,219)
   - Mandated/Discretionary Service Level

PROGRAM: County Clerk Services # 13038 MANAGER: Robert D. Zumwalt

REVENUE BY SOURCE:

Although filings and marriage licenses were fewer than anticipated and the resultant fees less than budgeted, overall revenues increased $58,000 due to transcript sales and state funding for participation in a juvenile gang drug program.

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Filing Fees	$ 5,516,905	$ 5,629,670	$ 6,052,709	$ 423,039
Marriage Licenses	230,233	246,944	233,219	(13,725)
Aid from Other Governmental Agencies	37,057	0	207 190	207,190
Transcript Fees	112,231	54,233	58,311	4,078
Sale of Forms	28,512	36,485	43,428	6,943
Miscellaneous	813	0	0	0
Total	$ 5,925,751	$ 5,967,332	$ 6,594,857	$ 627,525

FIXED ASSETS:

Item	Quantity	Total Cost
Typewriter	40	$ 22,000

PERFORMANCE INDICATORS

Program: County Clerk Services

Department: County Clerk

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Court Support Services					
% of Resources					
97%					
Workload					
New Cases	59,656	62,188	64,779	63,383	64,629
Clerical Weighted Case Load	445,305	456,255	492,930	473,125	482,425
Efficiency					
New Cases/Staff Years	297	299	285	276	265
Case Load/Staff Years	2,219	2,192	2,169	2,062	1,981
Cost Per New Case	$ 99.91*	$ 100.66	$ 114.82	$ 110.61	$ 119.81
ACTIVITY B: General Support Services					
% of Resources					
3%					
Workload					
Marriage Licenses	22,609	23,332	23,496	23,315	22,801
Efficiency					
Licenses/Staff Years	3,230	3,333	3,342	3,109	3,028

* Revised based on salary/benefit increases.

STAFFING SCHEDULE

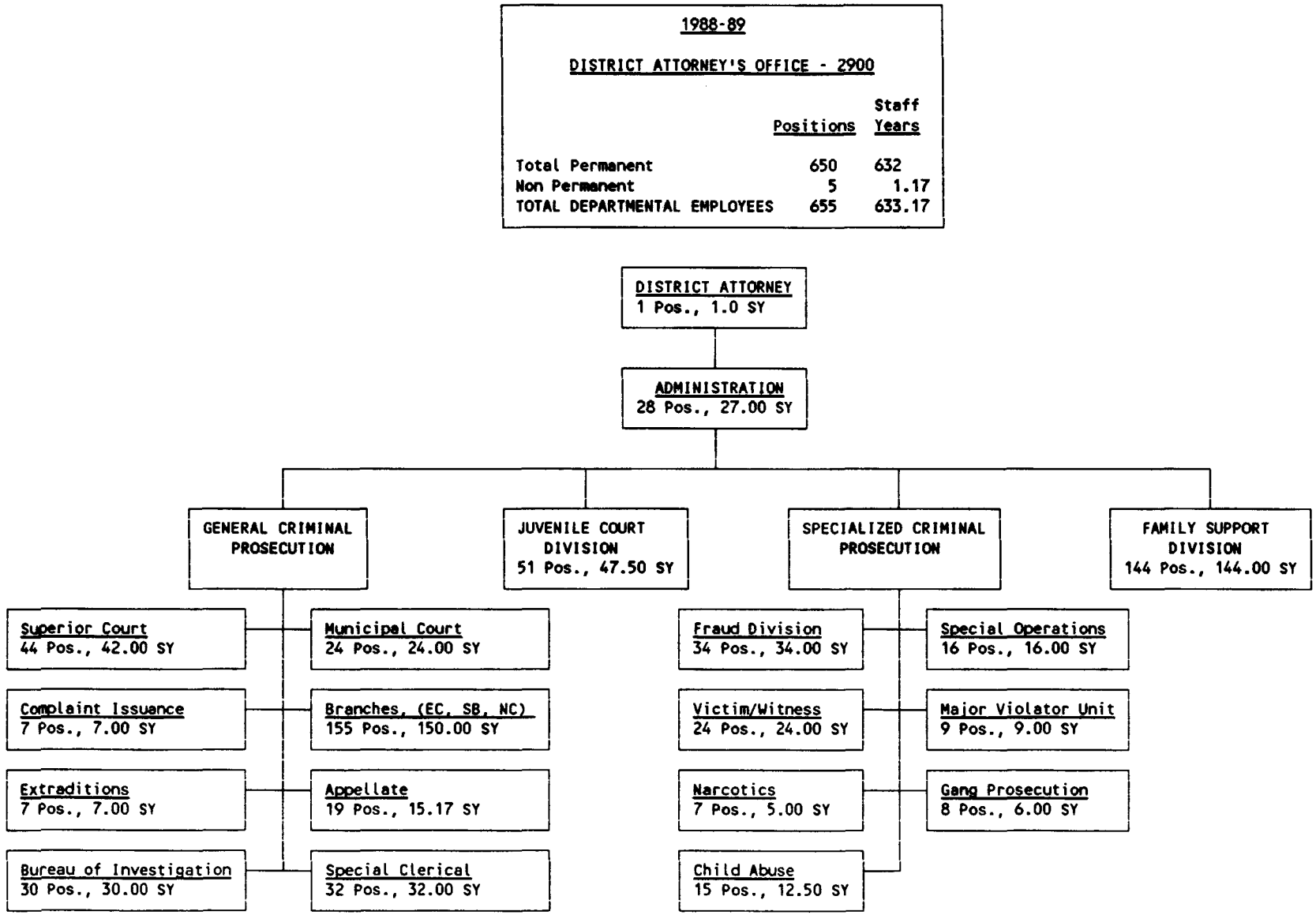
Program: County Clerk Services

Department: County Clerk

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0130	County Clerk	1	1.00	1	1.00	$ 60,363	$ 67,420
0230	Chief Deputy County Clerk	1	1.00	1	1.00	53,874	60,175
2302	Administrative Assistant III	1	1.00	1	1.00	37,367	39,106
2505	Senior Accountant	1	1.00	1	1.00	36,795	38,901
2897	Division Chief - Br. Opers.	2	2.00	2	2.00	71,154	76,338
2935	Supervising Superior Ct. Clk.	1	1.00	1	1.00	36,430	38,169
2901	Division Chief - Records	1	1.00	1	1.00	33,072	38,159
2909	Division Chief - Family Law	1	1.00	1	1.00	31,480	37,601
2898	Asst. Supervising Superior Court Clerk	2	2.00	2	2.00	62,952	65,860
2894	Asst. Division Chief - Branch Operations	2	2.00	2	2.00	61,186	65,860
2891	Asst. Div. Chief - Family Law	2	2.00	2	2.00	44,600	65,595
2895	Asst. Div. Chief - Records	1	1.00	1	1.00	28,555	32,932
2916	Superior Court Clerk	87	82.50	88	88.00	2,115,572	2,366,144
2906	Legal Procedures Clerk III	5	5.00	5	5.00	109,808	118,642
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
2403	Accounting Technician	2	2.00	3	3.00	43,530	65,435
2904	Interpreter Clerk	1	1.00	1	1.00	19,169	20,367
2757	Administrative Secretary II	2	2.00	2	2.00	43,522	45,100
5788	Exhibits Custodian	3	3.00	3	3.00	60,738	62,952
2660	Storekeeper I	1	1.00	1	1.00	18,840	19,924
2907	Legal Procedures Clerk II	47	44.50	47	47.00	884,362	968,253
2511	Senior Payroll Clerk	1	1.00	1	1.00	20,693	21,426
2510	Senior Account Clerk	3	3.00	3	3.00	56,738	58,782
2430	Cashier	4	4.00	4	4.00	72,687	75,003
2903	Legal Procedures Clerk I	37	35.00	40	40.00	601,593	709,289
3040	Microfilm Operator	2	2.00	2	2.00	30,838	31,801
2650	Stock Clerk	2	2.00	2	2.00	34,069	32,606
2700	Intermediate Clerk Typist	16	16.00	16	16.00	252,154	257,733
3039	Mail Clerk Driver	1	1.00	1	1.00	16,058	16,643
2709	Department Clerk	5	5.00	5	5.00	67,266	64,199
2710	Junior Clerk Typist	10	10.00	10	10.00	127,558	130,950
	Total	246	237.00	251	251.00	$5,157,668	$5,717,021
	Adjustments:						
	County Contributions and Benefits					$1,825,680	$1,820,936
	Salary Settlements					195,486	
	Special Payments:						
	Holiday Overtime					14,100	14,100
	Bilingual Pay					4,200	4,200
	Salary Savings					(166,314)	(168,125)
	Total Adjustments					$1,873,152	$1,671,111
PROGRAM TOTALS:		246	237.00	251	251.00	$7,030,820	$7,388,132

DISTRICT ATTORNEY

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
General Criminal Prosecution	$11,416,147	$12,680,402	$15,099,192	$14,912,346	$15,891,981	$ 979,635	7%
Juvenile Court Services	1,256,867	1,350,559	1,898,252	1,667,173	2,338,569	671,396	40%
Specialized Criminal	4,626,852	5,188,455	6,141,357	4,951,006	5,240,308	289,302	6%
Family Support Enforcement	2,988,041	3,398,665	4,085,774	4,959,020	5,313,874	354,854	7%
Department Overhead	1,261,480	1,209,258	1,529,146	1,467,864	1,475,014	7,150	0%
Total Direct Costs	$21,549,387	$23,827,339	28,753,721	$27,957,409	$30,259,746	$ 2,302,337	8%
Funding	(8,997,400)	(10,148,414)	(12,453,501)	(10,837,821)	(12,035,242)	(1,197,421)	11%
Reduction in Designation		(128,147)	(483,825)	(483,825)			
Net County Cost	$12,551,987	$13,550,778	15,816,395	$16,635,763	$18,224,504	$ 1,587,741	10%
Staff Years	505.47	558.79	590.65	592.17	633.17	41.00	7%


1988-89
DISTRICT ATTORNEY'S OFFICE - 2900
Positions
Staff Years
Total Permanent 650 632
Non Permanent 5 1.17
TOTAL DEPARTMENTAL EMPLOYEES 655 633.17
DISTRICT ATTORNEY
1 Pos., 1.0 SY
ADMINISTRATION
28 Pos., 27.00 SY
GENERAL CRIMINAL PROSECUTION
JUVENILE COURT DIVISION
51 Pos., 47.50 SY
SPECIALIZED CRIMINAL PROSECUTION
FAMILY SUPPORT DIVISION
144 Pos., 144.00 SY
Superior Court
44 Pos., 42.00 SY
Municipal Court
24 Pos., 24.00 SY
Complaint Issuance
7 Pos., 7.00 SY
Branches, (EC, SB, NC)
155 Pos., 150.00 SY
Extraditions
7 Pos., 7.00 SY
Appellate
19 Pos., 15.17 SY
Bureau of Investigation
30 Pos., 30.00 SY
Special Clerical
32 Pos., 32.00 SY
Fraud Division
34 Pos., 34.00 SY
Special Operations
16 Pos., 16.00 SY
Victim/Witness
24 Pos., 24.00 SY
Major Violator Unit
9 Pos., 9.00 SY
Narcotics
7 Pos., 5.00 SY
Gang Prosecution
8 Pos., 6.00 SY
Child Abuse
15 Pos., 12.50 SY

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

Department: DISTRICT ATTORNEY # 2900 Ref: 1988-89 Proposed Budget - Pg:A-10; Vol.

Authority: Mandates prosecution of criminal cases; Govt. Code 26500-26502; mandates processing of criminal fugitives: Penal Code Section 1548-1558.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$10,361,261	$11,408,790	$13,454,546	$14,046,475	$14,399,108
Services & Supplies	1,029,890	1,174,668	1,492,265	765,076	1,301,557
Other Charges	0	65,677	26,692	12,062	108,728
Fixed Assets	24,996	31,267	88,489	51,533	60,588
Vehicles/Comm. Equip.	0	0	37,200	37,200	22,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$11,416,147	$12,680,402	$15,099,192	$14,912,346	$15,891,981
FUNDING	$ (180,879)	$ (221,083)	$ (157,535)	$ (229,300)	$ (229,300)
NET COUNTY COSTS	$11,235,268	$12,459,319	$14,941,657	$14,683,046	$15,662,681
STAFF YEARS	260.23	288.18	298.51	300.17	307.17

PROGRAM DESCRIPTION

This program and its associated activities provide 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. 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.

(Continued from previous page)

PROGRAM DESCRIPTION: (continued)

2. 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.

3. 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.

4. 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.

5. 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.

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

1987-88 ACTUALS:

Salary savings in this program for FY 1987-88 totalled $591,530. Services and supplies exceeded budget by $727,189. Underfunding of services and supplies occurred in nearly all cost categories with witness fees and associated case related court costs accounting for 69% or $499,987 above budgeted appropriations. Actual revenues were below budget by $71,765 primarily because of decreases in revenues associated with extraditions.

1988-89 OBJECTIVES:

1. To continue to manage the demands in the issuing of 94,030 felony and misdemeanor cases projected county-wide during FY 1988-89.

2. To continue to manage the increasing demands of representing the People in preliminary hearings for a projected 14,450 defendants set during FY 1988-89.

3. To continue to provide an adequate level of service in representing the People in the 345 Superior Court jury trials projected for FY 1988-89.

4. To represent the People in the 4,928 contested hearings and motions projected for FY 1988-89.

5. To provide satisfactory verification of past criminal records on defendants prior to settlement or going to court.

6. To improve case management capabilities through computer automation.

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

Department: DISTRICT ATTORNEY

(Continued from previous page)

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

1. Superior Court (42SY (est.); E-$3,000,102; R-$0) Prosecutes all criminal matters set for trial, and undertakes any civil matters which the law requires be litigated by the District Attorney in the Superior Court of San Diego County.
   - Mandated/Discretionary Service Level
   - Adding $58,472 and four positions funded one-half year to form a Criminal History Unit within the Superior Court Division. Additional staffing includes three Legal Procedures Clerks II and one Communication Dispatcher.

2. Municipal Court (24SY (est.); E-$1,392,549; R-$16,000) Presents evidence at preliminary hearings of felony cases filed in the San Diego Municipal Court. Evaluates all felony cases filed in the San Diego Municipal Court for the purpose of arriving at a disposition prior to transfer of the case to the Superior Court and to select out those cases to be retained in the Municipal Court for final determination.
   - Mandated/Discretionary Service Level

3. Branch Offices (150SY (est.); E-$7,400,331; R-$19,300) Issues and prosecutes all cases set for trial in the Superior and Municipal Courts located in East County, North County and South Bay.
   - Mandated/Discretionary Service Level
   - Adding $203,739 and 10 positions funded one-half year to adequately staff two additional Superior Courts in North County. Additional staffing includes four Deputies District Attorney I, one Investigator I, two Investigative Specialists II and three Legal Procedures Clerks II.
   - Adding $300,000 to Services and Supplies due to significant increases in witness fees, Bar dues, office equipment, medical and psychiatric expenses, special departmental expenses and laboratory services department wide.
   - Adding $76,088 to replace worn and outdated fixed assets department wide.

4. Complaint Issuance (7SY (est.); E-$480,260; R-$0) Responsible for the issuance and review of all felony cases submitted to the main office for prosecution. It also drafts search warrants and processes emergency daytime telephone search warrants.
   - Mandated/Mandated Service Level
   - Adding $146,032 in the first year of a three year plan to lease purchase a Honeywell mini-computer. The computer will enable the office to produce complaints and information office wide.

5. Extradition Division (7SY (est.); E-$363,773; R-$180,000) Responsible for the extradition of fugitives from and to the State of California .
   - Mandated/Discretionary Service Level

6. Appellate Division (15.17SY (est.); E-$969,964; R-$0) Provides appellate support to the District Attorney's Office and other law enforcement agencies in San Diego County. Also, prepares and handles pre-trial motions and other extraordinary motions involving constitutional and non-routine legal questions before the Superior and Appellate Courts; prepares and handles writs before the Superior and United States District Courts; and prepares timely legal training and instruction together with instructions concerning recent changes in the law to the District Attorney's staff and other County of San Diego law enforcement agencies.
   - Mandated/Discretionary Service Level

7. Bureau of Investigation (30SY (est.); E-$1,476,187; R-$14,000) Provides all types of investigative services required in the investigation of misdemeanor and felony crimes and in the trial preparation and presentation of such crimes. The Bureau is divided into five areas: Fraud, Family Support, Pre-Trial, Special Investigations and Technical, and consists of a staff of professional investigators.
   - Mandated/Discretionary Service Level

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

Department: DISTRICT ATTORNEY

(Continued from previous page)

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES: (continued)

8. Special Clerical Support (32SY (est.); E-$808,815; R-$0) Provides clerical support including criminal records filing, subpoena issuance, and stenographic assistance to operating divisions of the office.
- Mandated/Discretionary Service Level

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Extradition of Prisoners No Match Required	$ 109,452	$ 180,000	$ 180,000	$ -0-
POST (Training of Police Officers) No Match Required	$ 12,696	$ 14,000	$ 14,000	$ -0-
Miscellaneous No Match Required	$ 35,387	$ 26,300	$ 35,300	$ 13,300
TOTAL	$ 157,535	$ 229,300	$ 229,300	$ 13,300

EXPLANATION/COMMENTS:

Revenue derived from Extradition of Prisoners (reimbursement from the State) was below budgeted in FY 1987-88, due to the utilization of private vendors by the State of California for transportation of prisoners. Because of increase in requests for discovery material, miscellaneous revenue was $9,087 over budget.

No match is required for revenue for this program.

FIXED ASSETS:

Item	Quantity	Cost
Desk	14	$ 10,000
Dictaphone	11	$ 3,300
Typewriter	31	$ 24,800
Microcomputer	1	$ 1,200
Controller	2	$ 1,200
Camera Equipment	LOT	$ 20,088

Vehicle/Communication Equipment:

Item	Quantity	Cost
Automobile	1	$ 9,000
Mobile Radio	13	$ 13,000

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

Department: DISTRICT ATTORNEY

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% of Resoures					
100%					
Workload					
Misdemeanor Cases:					
Issued	66,207	72,871	76,989	69,900	75,900
Felony Cases:					
Issued	11,901	13,967	16,421	15,110	18,130
Prelim Hrg. Set	10,393	11,842	13,226	12,265	14,450
Superior Court					
Jury Trials	282	331	416	330	345
Contested Hrgs. & Motion	4,194	4,409	4,709	4,285	4,928

NOTE: Included in Felony Cases Issued are 69 homicide cases issued for FY 1984-85, 55 homicide cases for FY 1985-86; and 81 homicide cases for FY 1986-87, and 86 homicide cases were presented for issuance in for FY 1987-88.

STAFFING SCHEDULE

Program: GENERAL CRIMINAL PROSECUTION — Department: DISTRICT ATTORNEY

Class	Title	STAFF - YEARS 1987-88 Budget POS	1987-88 Budget SY	1988-89 Adopted POS	1988-89 Adopted SY	SALARY AND BENEFITS COSTS 1987-88 Budget	1988-89 Adopted
3925	Deputy DA V	18	18.00	18	18.00	$ 1,319,346	$ 1,327,140
3926	Deputy DA IV	17	17.00	17	17.00	1,106,887	1,112,208
3927	Deputy DA III	55	55.00	55	55.00	2,948,547	2,919,967
5760	DA Invest. Forensic	1	1.00	1	1.00	49,482	50,443
3928	Deputy DA II	14	14.00	14	14.00	585,856	601,879
5721	Documents Examiner	1	1.00	1	1.00	37,915	40,421
2302	Admin. Assist. III	1	1.00	1	1.00	35,988	37,613
5754	DA Investigator IV	6	6.00	6	6.00	266,873	268,347
2896	Super. Legal Serv. Clk.	1	1.00	1	1.00	18,693	28,043
5753	DA Investigator III	23	23.00	23	23.00	931,726	929,326
5756	DA Investigator I	4	4.00	5	4.50	126,900	152,988
2337	Public Inform. Spec.	1	1.00	1	1.00	30,192	32,137
3929	Deputy DA I	24	24.00	28	26.00	786,056	851,110
2899	Princ. Legal Supp. Serv. Clk.	3	3.00	3	3.00	92,910	100,117
5751	Invest. Spec. II	20	20.00	22	21.00	488,689	521,767
3935	Legal Assistant	3	3.00	3	3.00	64,152	72,146
2765	Legal Secretary III	3	3.00	3	3.00	72,592	60,342
2763	Legal Secretary II	6	6.00	6	6.00	130,691	127,363
2906	Legal Proced. Clk. III	13	13.00	13	13.00	274,836	290,479
2762	Legal Secretary I	1	1.00	3	3.00	20,421	62,183
2907	Legal Procedures Clk II	38	38.00	44	41.00	735,892	845,222
2308	Sr. Radio/Tele. Oper.	1	1.00	1	1.00	20,701	21,257
2730	Senior Clerk	1	1.00	0	0.00	17,246	0
2800	Radio/Tele. Oper.	1	1.00	1	1.00	19,707	20,213
2760	Stenographer	1	1.00	1	1.00	18,844	19,524
2903	Legal Proced. Clk. I	41	41.00	40	40.00	709,795	703,270
9999	Temporary Extra Help	5	1.17	5	1.17	40,000	40,000
5755	DA Investigator II	1	1.00	1	1.00	31,213	33,976
8800	DA Dispatcher	0	0.00	1	0.50	0	8,206
	Total	304	300.17	318	307.17	$ 10,982,150	$11,277,687
	Adjustments:						
	County Contributions and Benefits					$ 3,120,268	$ 2,920,389
	Salary Settlement Costs					162,803	0
	Special Payments:						
	Unemp. Exp.					8,855	9,580
	Wk. Comp.					73,118	89,921
	Salary Adjustments:					0	334,342
	Salary Savings:					(300,719)	(232,811)
	Total Adjustments:					$ 3,064,325	$ 3,121,421
PROGRAM TOTALS:		304	300.17	318	307.17	$ 14,064,475	$14,399,108

PROGRAM: JUVENILE COURT SERVICES #13012 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY #2900 Ref: 1988-89 Proposed Budget - Pg:A-23, Vol.1

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 in which court juvenile is to be tried: W & I 707.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,199,930	$ 1,284,571	$ 1,673,402	$ 1,604,771	$ 1,898,321
Services & Supplies	53,753	50,542	79,291	58,545	98,059
Other Charges	0	9,232	108,922	0	335,989
Fixed Assets	2,984	6,214	26,837	3,857	6,200
Vehicles/Comm. Equip.	0	0	9,800	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,256,867	$ 1,350,559	$ 1,898,252	$ 1,667,173	$ 2,338,569
FUNDING	$ (427,579)	$ (438,519)	$ (799,225)	$ (526,488)	$(1,136,680)
NET COUNTY COSTS	$ 829,288	$ 912,040	$ 1,099,027	$ 1,140,685	$ 1,201,889
STAFF YEARS	29.78	33.24	40.19	39.00	47.50

PROGRAM DESCRIPTIONS:

This program and its associated activities, provide the following service:

Prosecution of juveniles accused of criminal acts and representation of 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).

1987-88 ACTUALS:

Salaries and Benefits exceeded budgeted by $68,631 due to an unanticipated Juvenile Gang Drug Offender Grant. Services and Supplies exceeded budgeted by $20,746. Fixed assets and vehicles were up $22,863 due to the Juvenile Grant that commenced January 1, 1988 and an additional $3,974 due to prior year expenditures. Correspondingly, revenues were increased by $272,737, of which $108,922 was paid to outside agencies.

PROGRAM: JUVENILE COURT SERVICES # 13012 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from previous page)

1988-89 OBJECTIVES

1. To review and process referrals within the due process guidelines as required by law which are estimated to be 8450 for FY 1988-89 for W&I 602 (delinquency) cases.

2. To review and process referrals within the due process guidelines as required by law which are estimated to be 2800 for FY 1988-89 for W&I 300 (dependency) cases.

3. To maintain increased demands upon staff for attendance in both W&I 602 and 300 hearings projected at 38,590 for FY 1988-89.

4. To manage the 1314 cases prepared for trial projected for FY 1988-89 for W&I 602 (delinquency) cases.

5. To manage the 1690 cases prepared for trial projected for FY 1988-89 for W&I 300 (dependency) cases.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

1. Juvenile Court Division (47.5SY (est.); E-$2,338,569; R-$1,136,680) Prosecutes 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.
   - Mandated/Discretionary Service Level
   - Adding $89,840 and five positions funded one-half year to adequately staff one additional Superior Court added in FY 1987-88. Additional staffing include two Deputies District Attorney I, one Investigative Specialist II and two Legal Procedures Clerks II.
   - Full year funding for six positions added mid-year through a Juvenile Gang Drug Grant from the state. Grant renewal indications are favorable. Staffing includes one Deputy District Attorney III, two Deputies District Attorney I, one Investigative Specialist II, one Legal Secretary I, and one Legal Procedures Clerk II.

PROGRAM REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Juvenile Gang Drug Grant (No match required)	$ 235,455	$ -0-	$ 610,192	$ 610,192
State - AB-90	431,362	431,362	431,362	-0-
Juvenile Grant (SHO) (4.76% match required)	121,741	95,126	95,126	-0-
Miscellaneous	10,667	-0-	-0-	-0-
TOTAL	$ 799,225	$526,488	$1,136,680	$ 610,192

PROGRAM: JUVENILE COURT SERVICES # 13012 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from previous page)

EXPLANATION/COMMENTS:

Miscellaneous revenue of $10,667 was realized for discovery material requested by the defense.

The Serious Habitual Offender grant from OCJP, which took effect on April 1, 1987, requires a 4.76% local match. Revenue for SHO is overrealized by $26,615 due to carry-over of prior year expenditures.

Revenues associated with the Juvenile Gang Drug Offender Program, a grant from OCJP effective January 1, 1988, are reflected above - $235,455 realized in FY 1987-88 and $610,192 proposed for FY 1988-89.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Required Match:				
Juvenile Grant (SHO)	$ 4,528	$ 4,528	$ 4,528	$ -0-

1. FIXED ASSETS:

Item	Quantity	Cost
Microcomputer	2	$ 2,100
Desks	5	2,500
Typewriter	2	1,000
Dictaphones	2	600

PROGRAM: JUVENILE COURT SERVICES # 13012 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
W & I 602 Referrals Submitted for Review	8,673	8,263	8,685	9,200	8,450
W & I 602 Cases Prepared for Trial	1,562	1,214	1,302	1,600	1,314
W & I 300 Referrals Submitted for Review	2,054	2,519	2,838	2,400	2,800
W & I 300 Cases Prepared for Trial	1,463	1,365	1,644	1,400	1,690
Hearings Attended	29,530	35,528	37,519	30,575	38,590

STAFFING SCHEDULE

Program: JUVENILE COURT SERVICES

Department: DISTRICT ATTORNEY

Class	Title	STAFF - YEARS 1987-88 Budget POS	1987-88 Budget SY	1988-89 Adopted POS	1988-89 Adopted SY	SALARY AND BENEFITS COSTS 1987-88 Budget	1988-89 Adopted
3926	Deputy DA IV	2	2.00	3	3.00	$ 130,222	$ 204,347
3927	Deputy DA III	9	9.00	9	8.00	478,924	431,062
5754	DA Investigator III	2	2.00	2	2.00	75,912	82,620
3929	Deputy DA I	5	5.00	9	8.00	160,769	257,734
2899	Princ. Legal Supp. Serv. Clk.	1	1.00	1	1.00	32,087	33,741
5751	Invest. Spec. II	3	3.00	5	4.50	70,041	109,236
2763	Legal Secretary II	1	1.00	1	1.00	23,354	21,107
2906	Legal Procedures Clerk III	1	1.00	1	1.00	22,427	23,763
2907	Legal Procedures Clerk II	7	7.00	10	9.00	137,400	178,215
2903	Legal Procedures Clerk I	7	7.00	7	7.00	118,793	121,933
2896	Super. Legal Serv. Clk.	1	1.00	1	1.00	18,133	24,459
2762	Legal Secretary I	0	0.00	1	1.00	0	23,673
5752	Investigative Specialist I	0	0.00	1	1.00	0	22,549
	Total	39	39.00	51	47.50	$1,268,062	$1,534,439
	Adjustments:						
	County Contributions and Benefits					$ 340,668	$ 369,792
	Salary Settlement Costs					17,760	0
	Special Payments:						
	Unemp. Exp.					1,155	1,487
	Wk. Comp.					7,042	10,249
	Salary Adjustments:					0	(13,812)
	Salary Savings:					(29,916)	(3,834)
	Total Adjustments:					$ 336,709	$ 363,882
PROGRAM TOTALS:		39	39.00	51	47.50	$1,604,771	$1,898,321

PROGRAM: SPECIALIZED CRIMINAL PROSECUTION # 13032 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY # 2900 Ref: 1988-89 Proposed Budget - Pg:A-30, Vol. 1

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

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 4,409,700	$ 4,981,936	$ 5,910,504	$ 4,730,669	$ 4,999,670
Services & Supplies	205,933	197,377	205,523	201,391	215,238
Other Charges	5,390	928	0	0	0
Fixed Assets	5,829	8,214	25,330	18,946	15,400
Vehicles/Comm. Equip.	0	0	0	0	10,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 4,626,852	$ 5,188,455	$ 6,141,357	$ 4,951,006	$ 5,240,308
FUNDING	$(1,285,468)	$(1,199,784)	$(1,866,753)	$(1,568,328)	$(1,585,127)
NET COUNTY COSTS	$ 3,341,384	$ 3,988,671	$ 4,274,604	$ 3,382,678	$ 3,655,181
STAFF YEARS	92.93	105.13	109.45	99.00	106.50

PROGRAM DESCRIPTION

This program and its associated activities provide for the following service:

To protect the public by prosecuting perpetrators of fraud, antitrust violators, public officials and public employees who engage in criminal misconduct, election law violators, career criminals who commit robberies and burglaries and resultant murders, participants in organized criminal enterprises, and youth gang members involved in criminal conduct. A counterpart to prosecution is the providing of assistance and support to crime victims and witnesses.

Description: The crimes prosecuted under this program require individualized and specialized approaches by experienced attorneys, investigators, investigative specialists and auditors working in teams. The activities of the Fraud Division and Special Operations particularly form an interlocking network of informational exchange and cooperative effort.

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

PROGRAM: SPECIALIZED CRIMINAL PROSECUTION # 13032 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from previous page)

PROGRAM DESCRIPTION: (continued)

2. The Special Operations staff conducts investigations and handles prosecutions of sensitive cases. Such cases include those involving organized criminal enterprises, embezzlement and other criminal conduct by attorneys, criminal activity by law enforcement officers, misappropriation of public moneys by public officers or employees, and election law violations. Requests for such investigations originate with the Board of Supervisors, public administrators, private citizens, and the Grand Jury for whom the deputies provide legal advice.

3. The Major Violators Unit (MVU) focuses its attention on 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. Prosecutions 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. Enchanced techniques in the prosecution of such cases are expected to result in fewer pretrial releases on bail, reduced plea bargains, greated 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 provides a more pro-active approach to child abuse, greater uniformity in case processing, improved coordination between dependency cases and criminal cases, and minimizes trauma to child victims.

1987-88 ACTUALS:

Salaries and benefits were over expended by $1,179,835 for this program for FY 1987-88. Revenue for this program was reduced by $19,056 due to the 20% reduction by OCJP of the Gang Prosecution Grant, but case settlements of fraud-related cases brought in unanticipated revenues that resulted in $298,425 in overrealized revenues for this program.

1988-89 OBJECTIVES:

1. To maintain the present level of response to the 13,500 requests anticipated for investigative assistance and review from law enforcement officers, public officials, grand jury and other agnecies.

2. To continue the present level of service needed to adequately represent the People in the 350 preliminary hearings.

3. To represent the People in the 89 Superior Court Jury and 12 court trial.

PROGRAM: SPECIALIZED CRIMINAL PROSECUTION # 13032 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from previous page)

1988-89 OBJECTIVES: (continued)

4. To successfully represent the People in the 2,800 contested hearings and motions.

5. To continue to maintain a pro-active role in consumer protection and to vigorously prosecute violators of hazardous waste laws.

6. To vertically prosecute increased gang related drug cases, in order to curb gang violence.

7. To assist 10,000 new victims/witnesses expected to be served during FY 1988-89 under the Victim/Witness Protection Program.

8. To manage the 25% increase in case load anticipated in the Major Narcotics Vendor Program due to increased referrals from narcotics teams of local law enforcement agencies.

9. To expand the scope and effectiveness of the Child Abuse Unit to include not only the vertical prosecution of all child-victim molest, abuse and homicide cases, but also the repeat sexual offender.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

1. Fraud Division (34SY (est.); E-$1,724,263; R-$320,000) Investigates and prosecutes criminal and civil consumer frauds, real estate and business frauds, corporate security violations, environmental matters, and other frauds of a complex and sophisticated nature.
   - Mandated/Discretionary Service Level

2. Special Operations Division (16SY (est.); E-$1,054,355; R-$0) Responsible for bringing to the attention of the District Attorney and the County of San Diego Grand Jury substantive information concerning organized crime, criminal cases which are likely to attract notoriety and become highly publicized, and those cases referred for prosecution from the Intelligence and Special Prosecution Units of the office.
   - Mandated/Discretionary Service Level

3. Victim/Witness Assistance (24SY (est.); E-$713,908; R-$612,260) Provides comprehensive services to victims and witnesses of crime. These services include crisis intervention, emergency assistance, orientation to the criminal justice system, restitution assistance and collection of compensation claims.
   - Mandated/Discretionary Service Level

4. Major Violator Unit (9SY (est.); E-$625,152; R-$271,650) Responsible for speedy prosecution of career criminals whose criminal histories indicate repeated commission of dangerous criminal acts in the area of robbery and robbery-related homicides.
   - Mandated/Discretionary Service Levels

(Continued from previous page)

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES: (continued)

5. Narcotics Prosecution Unit (5SY (est.); E-$277,001; R-$154,103) Responsible for the prosecution of intermediate and high level narcotic distributors. Ultimate goal is to aid in reducing the flow of narcotics from and through San Diego County.
   - Mandated/Discretionary Service Level
   - Adding $61,443 and four positions funded one-half year to vertically prosecute major drug cases. Additional staffing includes two Deputies District Attorney I and two Legal Secretaries I.

6. Gang Prosecution Unit (6SY (est.); E-$353,431; R-$76,225) Responsible for vigorously prosecuting gang-related crimes and ultimately reducing gang association and criminal activities.
   - Mandated/Discretionary Service Level
   - Adding $77,395 and four positions funded one-half year to handle the increase of gang-related homicides. Additional staffing includes two Deputies District Attorney I and two Legal Secretaries I.

7. Child Abuse Unit (12.5OSY (est.); E-$492,198; R-$150,889) Provides for enhanced prosecution of child abuse cases through vertical prosecution. Ultimately hopes to reduce incidents of such abuse.
   - Mandated/Discretionary Service Level
   - Adding $110,225 and five positions funded one-half year to vertically prosecute child abuse cases. Additional staffing includes two Deputies District Attorney I (one for North County and one for Downtown), two Legal Secretaries I and one Investigator.

PROGRAM: SPECIALIZED CRIMINAL PROSECUTION # 13032 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from previous page)

PROGRAM REVENUE BY SOURCE

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Fines and Forfeitures	$ 283,832	$ 250,000	$ 250,000	$ -0-
Damages for Fraud	399,090	70,000	70,000	-0-
Gang Prosecution Grant (40% match required)	57,169	76,225	76,225	-0-
Major Violator Grant (10% match required)	271,650	271,650	271,650	-0-
Victim/Witness Assistance (No match required)	573,197	612,260	612,260	-0-
Narcotic Prosecution (No match required)	125,731	137,304	154,103	16,799
Child Abuse Unit (No match required)	150,889	150,889	150,889	-0-
Miscellaneous	5,195	-0-	-0-	-0-
TOTAL	$1,866,753	$1,568,328	$1,585,127	$ 16,799

Explanation/Comments

Damages for Fraud revenue was higher than budgeted in 1987-88, due to unanticipated revenue associated with settlement of fraud-related cases. Proposed revenue for FY 1988-89 remains at $70,000, because of the difficulty in predicting when fraud cases will be settled and how much revenue will be realized.

In 1987-88, the Office of Criminal Justice Planning reduced the Gang Prosecution Grant by 20%, thereby requiring a 40% local match.

The State Board of Control Victims of Crime Program, in the Joint Powers Agreement (JPA), contracted with the District Attorney's Victim/Witness Assistance Program, to submit fully verified claims and funded this program in the amount of $114,000. Due to delay in program implementation, anticipated revenue was not fully realized. The $16,799 change from FY 1987-88 budget relates to travel reimbursement for all grants in this program.

PROGRAM: SPECIALIZED CRIMINAL PROSECUTION # 13032 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from previous page)

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Required Match:				
Gang Prosecution Grant	$ 38,113	$ 19,056	$ 19,056	$ -0-
Major Violator	27,165	27,165	27,165	-0-
TOTAL:	$ 65,278	$ 46,221	$ 46,221	$ -0-

FIXED ASSETS:

Item	Quantity	Cost
Typewriters	5	$ 3,600
Desks	12	7,500
Dictaphones	4	1,200
Microcomputer	4	3,100

Vehicles/Communications Equipment

Item	Quantity	Cost
Automobile	1	$ 9,000
Mobile Radio	1	1,000

PROGRAM: SPECIALIZED CRIMINAL PROSECUTION # 13032 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-98 Adopted
% of Resources					
100%					
Workload					
Case Inv./Legal Opinions	8,637	11,171	13,057	10,000	13,500
Preliminary Hrg. Bindover	262	389	347	373	350
Court/Jury Trials	13/85	16/100	12/100	26/97	12/89
Contested Hrgs. & Motions	1,749	1,832	2,619	2,122	2,800

STAFFING SCHEDULE

Program: Specialized Criminal Prosecution

Department: District Attorney

Class	Title	STAFF - YEARS 1987-88 Budget POS	SY	STAFF - YEARS 1988-89 Adopted POS	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
3925	Deputy DA V	9	9.00	9	9.00	$ 659,673	$ 663,570
3926	Deputy DA IV	4	4.00	5	5.00	260,444	319,243
3927	Deputy DA III	8	8.00	7	7.00	458,448	414,680
5753	DA Investigator IV	4	4.00	4	4.00	179,668	183,136
2413	Analyst III	1	1.00	1	1.00	35,988	37,969
5754	DA Investigator III	14	14.00	14	14.00	561,043	578,340
2425	Associate Accountant	2	2.00	2	2.00	56,822	60,006
5756	DA Investigator I	2	2.00	3	2.50	60,653	87,091
3931	VW Program Manager	1	1.00	1	1.00	31,323	33,702
3929	Deputy DA I	10	10.00	16	13.00	318,888	501,904
5751	Invest. Spec. II	19	19.00	19	19.00	472,994	494,904
2765	Legal Secretary III	1	1.00	1	1.00	22,072	24,201
2763	Legal Secretary II	8	8.00	8	8.00	166,208	183,798
2907	Legal Procedures Clk II	1	1.00	2	2.00	20,282	38,636
2762	Legal Secretary I	1	1.00	7	4.00	19,299	78,816
2903	Legal Procedures Clk I	10	10.00	10	10.00	168,322	184,236
2493	Intermediate Acct. Clk	3	3.00	3	3.00	45,129	48,652
2700	Intermediate Clk Typist	1	1.00	1	1.00	15,128	17,330
	Total	99	99.00	113	106.50	$3,552,384	$3,950,214
ADJUSTMENTS:							
	County Contributions and Benefits					$1,175,075	$1,154,032
	Salary Settlement Costs					53,281	-0-
	Underfunding					-0-	-0-
Special Payments:							
	Unemp. Exp.					2,932	3,335
	Work Comp.					31,020	38,742
	Salary Adj.					-0-	5,029
	Salary Savings					(84,023)	(151,682)
	New Position Benefits					-0-	-0-
Total Adjustments:						$1,178,285	$1,049,456
Program Totals:		99	99.00	113	106.50	$4,730,669	$4,999,670

PROGRAM: FAMILY SUPPORT ENFORCEMENT # 13017 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY # 2900 Ref: 1988-89 Proposed Budget - Pg:A-38, Vol.1

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. 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.

Penal Code Section 1548-1558: Mandates Investigation and Prosecution of child stealing cases: California Civil Code 4604-4605; Penal Code 784.5; 278 et.seq.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,862,672	$ 3,245,418	$ 3,760,004	$ 4,152,118	$ 4,597,708
Services & Supplies	122,210	120,429	238,737	390,677	364,362
Other Charges	0	0	0	0	0
Fixed Assets	3,159	32,818	70,533	399,725	347,804
Vehicles/Comm. Equip.	0	0	16,500	16,500	4,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 2,988,041	$ 3,398,665	$ 4,085,774	$ 4,959,020	$ 5,313,874
FUNDING	$(7,103,474)	$(8,287,771)	$(9,629,988)	$(8,513,705)	$(9,084,135)
REDUCTION IN DESIGNATION	$ 0	$ (128,147)	$ (483,825)	$ (483,825)	0
NET COUNTY COSTS	$(4,115,433)	$(5,017,253)	$(6,028,039)	$(4,038,510)	$(3,770,261)
STAFF YEARS	100.49	109.06	117.60	128.00	144.00

PROGRAM DESCRIPTION

In an effort to recoup millions of tax dollars used to support 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 determinining paternity in the case of a child born out of wedlock".

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

PROGRAM: FAMILY SUPPORT ENFORCEMENT # 13017 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from previous page)

PROGRAM DESCRIPTION: (Continued)

AB 2549 (Child Stealing Law), effective 1-3-77, 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.

1987-88 ACTUALS:

Actual salaries and benefits for FY 1987-88 were below budget by $392,114, primarily due to delay in filling newly approved positions. Services and supplies were under expended by $151,940. Fixed assets were $311,904 under budget in the absence of State/Federal computerization guidelines. These funds were rebudgeted for 1988-89. Increase in State and Federal SEMF, IV-D Administrative Reimbursement and prior year revenues all contributed to $1,116,283 in overrealized revenues for this program.

1988-89 OBJECTIVES:

1. To increase the percentage of absent parents making child support payments.
2. To attempt to maintain or increase the average monthly payment per parent.
3. To reduce further the backlog of cases awaiting action and to reduce the time for processing all cases in the Family Support Division.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

1. Family Support Division (144SY (est.); E-$5,313,874; R-$9,084,135) Responsible for obtaining child support from non-supporting absent parents through all available means, both civil and criminal; and the responsibility continues during the minority of the children and is applicable to both welfare and non-welfare cases. Responsible for the prosecution of welfare fraud criminal cases.
   - Mandated/Discretionary Service Level
   - Offset 100% by Program Revenue
   - Adding $23,524 and one staff year for the North County Child Support Unit. Additional staffing includes one Legal Precedures clerk II
   - Adding $427,884 and sixteen staff years to augment the downtown and Field Offices. Additional staffing includes two Deputies District Attorney I, five Investigative Specialists II, and nine Legal Procedures Clerks II
   - Adding $25,954 and one staff year for the FSD Welfare Fraud Team. Additional staffing includes one Legal Assistant.

PROGRAM: FAMILY SUPPORT ENFORCEMENT # 13017 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from the previous page)

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
State SEIF	$1,053,558	$ 905,160	$ 905,160	$ -0-
Federal SEIF	$1,822,224	$1,520,475	$1,520,475	$ -0-
FSD Recovered Costs	$ 685,194	$ 603,440	$ 603,440	$ -0-
IV-D Admin. Claim 32% Match Required	$5,881,481	$5,419,630	$5,990,060	$ 570,430
Food Stamp Fraud	$ 75,000	$ 65,000	$ 65,000	$ -0-
Other Revenue	$ 112,531	$ 0	$ 0	$ -0-
TOTAL	$9,629,988	$8,513,705	$9,084,135	$ 570,430

Explanation/Comments:

The Department of Revenue and Recovery actuals for total FY 1987-88 child support collections exceeded budgeted amount of $27,500,000 by over $2 million. With increased collections, both State and Federal SEIF (Support Enforcement Incentive Fund) are over budget. The federal government provides equal incentive payment of 6% on both aid-related (AFDC) and non-AFDC collections, but places a limit on federal incentives for non-AFDC collections at 100% of AFDC incentives. State SEIF payments are 7.5% of AFDC collections only. The AFDC percentage (46%) of total collections is now falling behind non-AFDC collections (54%). Increase in IV-D Administration reimbursement is due to added staff and related costs and higher than budgeted indirect cost rate. An amended Plan of Cooperation with the Department of Social Services relative to Food Stamp Fraud Prosecution now permits a higher reimbursement ceiling. Other Revenue represents prior year incentives and miscellaneous revenue.

While collections are anticipated to increase in FY 1988-89, projections for SEIF are at FY 1987-88 levels due to concern that incentives for non-AFDC collections will be limited by incentives for AFDC collections. The $570,430 increase in Administrative claim revenue is associated with newly approved positions and related fixed asset expenditures.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Required Match:				
IV-D Administrative Claim	$ 2,767,756 *	$ 2,550,414 *	$ 2,818,852 *	$ 268,438

* Required match is 32% of both direct and indirect costs.

PROGRAM: FAMILY SUPPORT ENFORCEMENT # 13017 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from the previous page)

FIXED ASSETS: (Continued)

The Adopted Budget includes the $311,904 unexpended excess incentive which as provided in AB 2849 should be carried over from year to year until the funds are fully utilized solely for child support enforcement efforts.

Item	Quantity	Cost
Desks	18	$ 14,400
Dictaphones	5	$ 1,500
Typewriters	25	$ 20,000
Computer Equip	LOT	$311,904

Vehicles/Communications Equipment:

Item	Quantity	Cost
Mobile Radio	4	$ 4,000

PROGRAM: FAMILY SUPPORT ENFORCEMENT # 13017 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% of Resources					
100%					
Cases Referred	33,660	26,790	28,145	30,000	28,750
Legal Actions Filed	9,520	13,728	16,425	11,000	18,200
Cases on Calendar	7,144	8,843	9,100	8,500	8,500
Welfare Fraud:					
Referred from DSS	712	823	761	850	850
Complaints Filed	801	666	575	600	500

STAFFING SCHEDULE

Program: FAMILY SUPPORT ENFORCEMENT

Department: DISTRICT ATTORNEY

Class	Title	STAFF - YEARS 1987-88 Budget POS	STAFF - YEARS 1987-88 Budget SY	STAFF - YEARS 1988-89 Adopted POS	STAFF - YEARS 1988-89 Adopted SY	SALARY AND BENEFITS COSTS 1987-88 Budget	SALARY AND BENEFITS COSTS 1988-89 Adopted
3925	Deputy DA V	1	1.00	1	1.00	73,297	73,730
3927	Deputy DA III	5	5.00	5	5.00	289,407	293,783
3928	Deputy DA II	2	2.00	2	2.00	84,387	85,825
3929	Deputy DA I	2	2.00	4	4.00	62,538	122,076
5753	DA Investigator IV	1	1.00	1	1.00	44,917	45,784
2427	Assoc. Systems Analyst	1	1.00	1	1.00	35,104	38,156
5754	DA Investigator III	3	3.00	3	3.00	121,542	118,652
5717	Sr. Field Invest.	1	1.00	1	1.00	34,114	35,351
5719	Field Investigator	1	1.00	1	1.00	30,753	31,866
2405	Asst. Accountant	1	1.00	1	1.00	27,561	29,126
5767	Sr. Invest. Spec.	9	9.00	9	9.00	245,165	250,101
2896	Superv. Legal Supp. Serv. Clk.	1	1.00	1	1.00	27,061	24,459
5751	Invest. Spec. II	30	30.00	34	34.00	750,026	873,078
5752	Invest. Spec. I	10	10.00	10	10.00	229,652	239,880
2906	Legal Procedures Clk. III	4	4.00	4	4.00	84,517	92,973
3008	Sr. Word Processor Oper.	1	1.00	1	1.00	21,957	21,880
3009	Word Processor Oper.	1	1.00	1	1.00	17,782	17,709
2907	Legal Procedures Clk. II	11	11.00	21	21.00	206,337	401,153
2762	Legal Secretary I	1	1.00	1	1.00	19,148	21,552
2660	Storekeeper I	1	1.00	1	1.00	18,217	19,524
2760	Stenographer	1	1.00	1	1.00	18,844	19,524
2494	Payroll Clerk	1	1.00	0	0.00	15,336	0
2903	Legal Procedures Clk. I	26	26.00	26	26.00	426,317	462,565
2700	Intermediate Clerk	10	10.00	9	9.00	167,200	155,970
2800	Radio Telephone Operator	1	1.00	1	1.00	19,707	20,213
2899	Principal Legal Supp. Serv. Clk.	1	1.00	1	1.00	28,010	32,882
5236	Department Aide	1	1.00	1	1.00	10,397	10,709
3935	Legal Assistant	0	0.00	1	1.00	0	21,143
2650	Stock Clerk	0	0.00	1	1.00	0	15,336
	Total	128	128.00	144	144.00	$3,127,248	$3,575,000
	Adjustments:						
	County Contributions and Benefits					964,762	984,573
	Salary Settlement Costs					112,361	Ø
	Underfunding					Ø	Ø
	Special Payments:						
	Unemp. Exp.					3,791	4,509
	Wk. Comp.					25,749	33,788
	Salary Adjustments:					Ø	40,016
	Salary Savings					(81,793)	(40,178)
	Total Adjustments:					1,024,870	1,022,708
PROGRAM TOTALS:		128	128.00	144	144.00	$4,152,118	$4,597,708

PROGRAM: DEPARTMENT OVERHEAD COSTS # 92101 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY # 2900 Ref: 1988-89 Proposed Budget - Pg:A-45, Vol.1

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

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,068,628	$ 1,134,642	$ 1,381,633	$ 1,342,910	$1,344,874
Services & Supplies	161,498	63,906	135,027	93,085	97,191
Other Charges	0	7,701	1,678	27,949	27,949
Fixed Assets	31,354	3,009	10,808	3,920	5,000
Vehicles/Comm. Equip.	0	0	0	0	0
EDP					
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,261,480	$ 1,209,258	$ 1,529,146	$ 1,467,864	$1,475,014
FUNDING	$ 0	$ (1,257)	$ 0	$ 0	0
NET COUNTY COSTS	$ 1,261,480	$ 1,208,001	$ 1,529,146	$ 1,467,864	$1,475,014
STAFF YEARS	22.04	23.18	24.87	26.00	28.00

PROGRAM DESCRIPTION:

To provide administrative control and direction to the prosecutorial function, also provide program management anc 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.

1987-88 ACTUALS:

Actual salaries and benefits exceeded budgeted by $38,723 primarily due to a $50,807 underfunding in retirement benefits. Services and supplies were over expended by $41,942, but a mid-year appropriation of $50,000 for underfunding of services and supplies resulted in a surplus of $8,060.

PROGRAM: DISTRICT ATTORNEY OVERHEAD # 92101 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from previous page)

1988-89 OBJECTIVES:

1. 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 area of repeat sexual offenders and career juvenile offenders. To assure that the County secures a fair share of asset forfeiture resources associated with the apprehension and prosecution of narcotics cases. Further, to continue vigorous representation of the People in criminal matters and at life term parole hearings; to maintain an effective investigative capability. The office will face head-on the ominous task of representing the people in a record number of homicide cases. This representation places a tremendous strain on staff resources.

2. To improve attorney, investigative, and staff support by acquisition and utilization of micro-computers and a mini-computer. Areas of implementation include litigation support, text management, and administrative processes.

3. To see that prior year classification requests are implemented involving those positions responsible for EDP assistance and coordination. Presently, the office has one Senior Systems Analyst and one EDP Coordinator position assigned to Administration and one Associate Systems Analyst position assigned to the Family Support Enforcement Program. These positions interface with EDP personnel in the Superior Court and Municipal Court and have responsibilities similar in scope to the Court positions. It is extremely important that the positions in administration be reclassified to Principal Systems Analyst and Associate Systems Analyst, to reflect the level and nature of the work performed.

4. Implementation of Investigative Specialist reclassifications (originally approved for study in the 1986-87 and 1987-88 budget), and Legal Procedures Clerks, are necessary to adequately recognize the level of work being performed and responsibilities assigned to these positions. In addition, two Administrative Assistant II positions assigned to Administration are requested for reclassification to Administrative Assistant III. This is the more appropriate classification for the office-wide responsibility assigned to these positions.

5. If these classification issues are not addressed, we will continue to lose valuable people to the Courts.

1988-89 ADOPTED PROGRAM - SUB-PROGRAM ACTIVITIES:

1. Administration (28SY (est.); E-$1,475,014; R-$0) Prosecutes, on behalf of the People of California, those individuals who commit misdemeanor and felony offenses throughout San Diego County. Provides administrative and fiscal control, and program management support to departmental divisions.
   - Mandated/Discretionary Service Levels

PROGRAM: DISTRICT ATTORNEY OVERHEAD # 92101 MANAGER: DISTRICT ATTORNEY MILLER

Department: DISTRICT ATTORNEY

(Continued from previous page)

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Miscellaneous	$ -0-	$ -0-	$ -0-	$ -0-
TOTAL	$ -0-	$ -0-	$ -0-	$ -0-

No revenues were realized for this program in FY 1987-88. No revenues are anticipated for FY 1988-89.

Fixed Assets

Item	Quantity	Cost
Cellular Telephones	2	$ 3,000
Pager	2	2,000

STAFFING SCHEDULE

Program: District Attorney Overhead

Department: District Attorney

Class	Title	STAFF - YEAR 1987-88 Budget POS	SY	1988-89 Adopted POS	SY	SALARY AND BENEFITS COSTS 1987-88 Budget	1988-89 Adopted
0140	District Attorney	1	1.00	1	1.00	$ 89,044	$ 96,698
0240	Assistant DA	1	1.00	1	1.00	80,946	87,906
0245	Chief Deputy DA	1	1.00	1	1.00	78,263	85,004
0342	Special Investigator	2	2.00	2	2.00	112,537	116,906
0343	Confidential Invest. II	1	1.00	1	1.00	53,755	33,096
5715	Chief Investigator	1	1.00	1	1.00	55,457	56,540
0344	Chief Investigator	1	0.00	1	0.00	0	0
2301	Chief, Staff & Supt. Serv.	1	1.00	0	0.00	47,072	0
0345	Asst. Chief Invest.	1	0.00	1	1.00	0	57,502
5707	Asst. Chief Investigator	1	1.00	0	0.00	49,482	0
5753	DA Investigator IV	1	1.00	1	1.00	44,917	45,784
5754	DA Investigator III	2	2.00	2	2.00	81,028	82,620
2302	Admin. Assistant III	1	1.00	0	0.00	37,367	0
2369	Admin. Svc. Man., II	0	0.00	1	1.00	0	43,091
2469	Dept. EDP Coordinator	1	1.00	1	1.00	37,101	33,861
2525	Sr. Systems Analyst	0	0.00	1	1.00	0	42,041
2303	Admin. Assistant II	1	1.00	1	1.00	33,870	35,433
2307	Dept. Personnel Officer, III	0	0.00	1	1.00	0	37,613
2899	Princ. Legal Supp. Serv. Clk.	1	1.00	1	1.00	30,558	33,557
0346	Confidential Secretary	1	1.00	1	1.00	27,375	29,256
2725	Principal Clerk	1	1.00	1	1.00	25,957	26,917
2759	Admin. Secretary IV	1	1.00	1	1.00	23,186	26,163
2765	Legal Secretary III	1	1.00	1	1.00	25,260	26,163
2403	Accounting Technician	1	1.00	1	1.00	21,765	23,012
2763	Legal Secretary II	1	1.00	1	1.00	19,299	23,673
2762	Legal Secretary I	1	1.00	1	1.00	20,926	20,998
2511	Senior Payroll Clerk	1	1.00	1	1.00	20,693	18,676
2320	Personnel Aide	0	0.00	1	1.00	0	23,386
2658	Storekeeper II	1	1.00	1	1.00	20,246	21,484
2730	Senior Clerk	1	1.00	1	1.00	18,013	17,858
	Total	29	26.00	29	28.00	$1,054,117	$1,145,238
	ADJUSTMENTS:						
	County Contributions and Benefits					$ 291,635	$ 321,388
	Salary Settlement Costs					14,801	0
	Special Payments:						
	Unemp. Exp.					770	877
	Wk. Comp.					9,210	10,651
	Salary Adjustments:					0	(11,469)
	Salary Savings:					(27,623)	(121,811)
	Total Adjustments:					$ 288,793	$ 199,636
PROGRAM TOTALS:		28	26.00	29	28.00	$1,342,910	$1,344,874

GRAND JURY

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Grand Jury Proceedings	$ 133,927	$ 128,824	$ 145,020	$ 178,044	$ 153,405	$ (24,639)	(13.8%)
Total Direct Costs	$ 133,927	$ 128,824	$ 145,020	$ 178,044	$ 153,405	$ (24,639)	(13.8%)
Funding	0	0	0	0	0	0	
Net County Costs	$ 133,927	$ 128,824	$ 145,020	$ 178,044	$ 153,405	$ (24,639)	(13.8%)
Staff Years	0	0	1.00	1.00	1.00	1.00	100%

PROGRAM: GRAND JURY PROCEEDINGS # 130031 MANAGER: GRAND JURY FOREMAN

Department: GRAND JURY # 2700 Ref: 1988-89 Proposed Budget - Pg. A-51

Authority: Penal Code Section 888, et seq.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 CAO Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 28,581	$ 33,427	$ 45,608
Services & Supplies	133,927	128,824	113,128	137,917	107,797
Fixed Assets	0	0	3,311	6,700	0
TOTAL DIRECT COSTS	$ 133,927	$ 128,824	$ 145,020	$ 178,044	$ 153,405
Funding	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COSTS	$ 133,927	$ 128,824	$ 145,020	$ 178,044	$ 153,405
STAFF YEARS	0	0	1.00	1.00	1.00

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. The San Diego Grand Jury serves all the people of this County.

PROGRAM: GRAND JURY

MANAGER: GRAND JURY FOREMAN

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

Actual 1987-88 expenditures charged to the Grand Jury were below budgeted amounts, for salaries and benefits, services and supplies, and fixed assets.

Prior to 1987-88 one staff position for the Grand Jury was budgeted in the Superior Court's budget. After the position was moved to the Grand Jury's budget, the associated salary and benefit costs continued to be charged to Superior Court's budget for the first quarter of the year. Had these costs been transferred to Grand Jury, the Grand Jury would have exceeded its salary and benefit budget. The actual salary paid to the incumbent in this one staff operation was higher than the budgeted amount.

The services and supplies and fixed assets accounts were increased over prior years to enable the Grand Jury to equip and furnish a new location. Careful buying allowed the Grand Jury to furnish the new site below budget.

1988-89 ADOPTED BUDGET:

The 1988-89 Adopted Budget includes a 36.4% increase in salaries and benefits. During 1987-88, the Grand Jury salaries and benefits account was underfunded. This increase was made to correct this problem.

The 1988-89 Adopted Budget includes a reduced level of funding for minor equipment and fixed assets. These accounts were reduced because the relocation of the Grand Jury to a new facility was completed and no further furnishings are needed.

All of the activities of this program are mandated with a discretionary service level.

PROGRAM: GRAND JURY

MANAGER: GRAND JURY FOREMAN

REVENUE BY SOURCE: None

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
County General Fund	$ 145,020	$ 178,044	$ 153,405	(13.8%)

FIXED ASSETS:

No fixed assets were approved by the Board.

VEHICLES/COMMUNICATION EQUIPMENT:

No vehicle/communication equipment was approved in the 1988-89 budget.

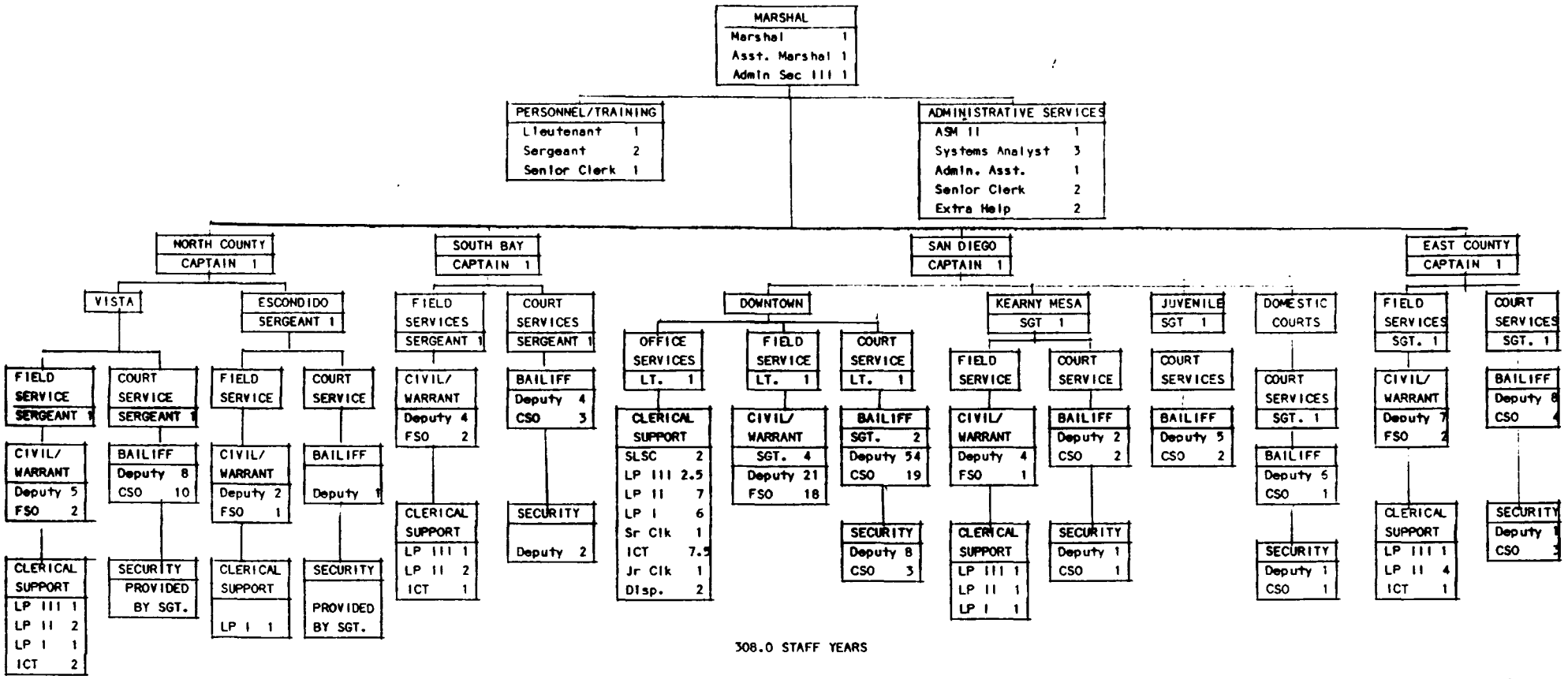
STAFFING SCHEDULE

Program: GRAND JURY — MANAGER: GRAND JURY FOREMAN

Class	Title	STAFF-YEARS 1987-88 Budget Pos.	1987-88 Budget S.Y.	1988-89 Adopted Pos.	1988-89 Adopted S.Y.	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
0515	Judicial Secretary	1	1	1	1	$ 26,078	$ 27,633
	Total	1	1	1	1	$ 26,078	$ 27,633
	Adjustments:						
	County Contributions and Benefits					$ 5,624	$ 5,527
	Premium Pay					-0-	12,448
	Salary Settlement Costs					1,770	-0-
	Salary Savings					(45)	-0-
	Total Adjustments					$ 7,349	$ 17,975
PROGRAM TOTALS:		1	1	1	1	$ 33,427	$ 45,608

MARSHAL

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1986-87 Budget	% Change
Marshal Services	$10,976,412	$11,837,821	$12,826,290	$12,433,953	$12,564,062	$ 130,109	1.0%
Total Direct Costs	$10,976,412	$11,837,821	$12,826,290	$12,433,953	$12,564,062	$ 130,109	1.0%
Funding	$(1,113,524)	$(1,488,272)	$(1,734,860)	$(1,527,000)	$(1,961,434)	$ (434,434)	28.5%
Net Program Cost (Without Externals)	$ 9,862,888	$10,349,549	$11,091,430	$10,906,953	$10,602,628	$ (304,325)	(2.8%)
Staff Years	302.00	297.50	317.00	307.00	308.00	1.00	0.3



308.0 STAFF YEARS

10/88

NOTES ON STAFFING CHANGES:

1. 5.5 SY reduced to reflect 87-88 cuts
2. 1.5 SY LP III added
3. 1 SY Deputy Marshal exchanged for 1 Sergeant
4. Full year funding for 6 CSO's added mid-year 87-88 for 6 new judges
5. 1 SY Associate System Analyst and 1 SY Senior System Analyst added, to be funded by Want/Warrant Fund

PROGRAM: MARSHAL SERVICES # 1000 MANAGER: MICHAEL SGOBBA, MARSHAL

1988-89 OBJECTIVES:

- To process adequately and efficiently in excess of 110,000 prisoners through the courts, thereby ensuring the safety and security of the judges and the public.
- To limit the occurrence of violence in the County court facilities by providing, in addition to bailiffs, non-courtroom security during business hours.
- To provide bailiffs to all courtrooms as mandated by Government Code Section 71264.
- To continue to process in excess of 100,000 civil process, 330,000 warrants, and 100,000 criminal subpoenas as mandated by Government Code Section 71264.
- To continue to coordinate with the Municipal Court the automation of the Small Claims process.
- To provide airport-type security in all court facilities.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

In 1988-89 the Office Services function was separated from Field Services. In addition, staff was moved from both Security and Field functions to provide additional personnel in Courts to cover special circumstance trials.

1. Administrative Services (16.00 Staff Years; E-$652,678; R-$147,434)
   - Is Mandated/Discretionary Service Level
   - Includes Marshal and Assistant Marshal
   - Provides payroll, personnel, purchasing, budgeting and training functions
2. Court Services (140.00 Staff Years; E-$5,710,937; R-$0)
   - Is Mandated/Discretionary Service Level
   - Includes bailiff services to 122 courts in eight locations throughout the County for a total of 23,000 court days/year.
3. Security (23.50 Staff Years; E-$958,622; R-$0)
   - Is Mandated/Discretionary Service Level
   - Includes court security and prisoner control
   - Processes over 110,000 prisoners through the courts per year
   - Provides security for judges and the public at eight court sites around the County.
4. Field Services (77.50 Staff Years; E-$3,161,412; R-$1,814,000)
   - Is Mandated/Discretionary Service Level
   - Includes enforcement of warrants of arrest, temporary restraining orders, mental health protection orders, and execution of civil process, including subpoenas, levies and wage garnishments.
   - Receives 100,000 civil process, 330,000 warrants, and 110,000 criminal subpoenas for service per year.
5. Office Services (51.00 Staff Years; E-$2,080,413; R-$0)
   - Is Mandated/Discretionary Service Level
   - Provides clerical and technical processing support for field activities
   - Maintains the County-wide Want/Warrant repository.

PROGRAM: MARSHAL SERVICES # 1000 MANAGER: MICHAEL SGOBBA, MARSHAL

PROGRAM REVENUE BY SOURCE:

Source of Revenue*	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Civil Process Service	$ 1,637,309	$ 1,450,000	$ 1,806,000	$ 356,000
P.O.S.T. Reimbursement	44,495	35,000	46,000	11,000
Welfare "Failure to Provide" Warrants	9,596	4,000	5,100	1,100
Federal Warrant Service	2,060	1,500	1,300	(200)
Vehicle Code Fines	1,400	2,500	1,600	(900)
Miscellaneous	40,000	34,000	101,434	67,434
Total	$ 1,734,860	$ 1,527,000	$ 1,961,434	$ 434,434

* No match required

Explanation/Comments:

There are no matching requirements. Projected increases in civil process revenue are the result of a legislated increase in the civil process fee which became effective 1/1/88.

Funding for a Senior Systems Analyst and an Associate Systems Analyst will be from the Want/Warrant Trust Fund (AB 2989).

FIXED ASSETS:

ITEM	QUANTITY	COST	REVENUE
Photocopier (replacement)	1	$ 6,800	$0

PERFORMANCE INDICATORS

Program: Marshal Services

Department: Marshal

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1986-87 Budget	1988-89 Adopted
ACTIVITY A: Marshal Services					
% of Resources					
100%					
Workload					
Number of Courts	109	116	122	122	122
Prisoners Handled	97,489	108,765	119,773	120,000	124,000
Civil Process Entered	88,535	98,197	96,377	110,000	108,000
Active Warrants	366,945	417,458	500,376	450,000	500,000
Total Items Received For Field Services	258,124	258,471	276,136	228,000	304,000
Extraditions	556	570	550	550	0
Efficiency					
Staff Hours/Prisoners Handled	.71	.69	.64	.67	.63
Staff Hours/Field Service Received	.59	.59	.59	.64	.57
Clerical Staff Hours/Process Cleared	.60	.54	.49	.56	.48
Clerical Staff Hours/Warrants Cleared	.12	.13	.13	.11	.13
Effectiveness					
Total Civil Process Cleared	92,064	101,334	99,848	93,800	108,000
Total Warrants Cleared	238,697	277,084	292,321	269,250	310,000

STAFFING SCHEDULE

Program: Marshal Services

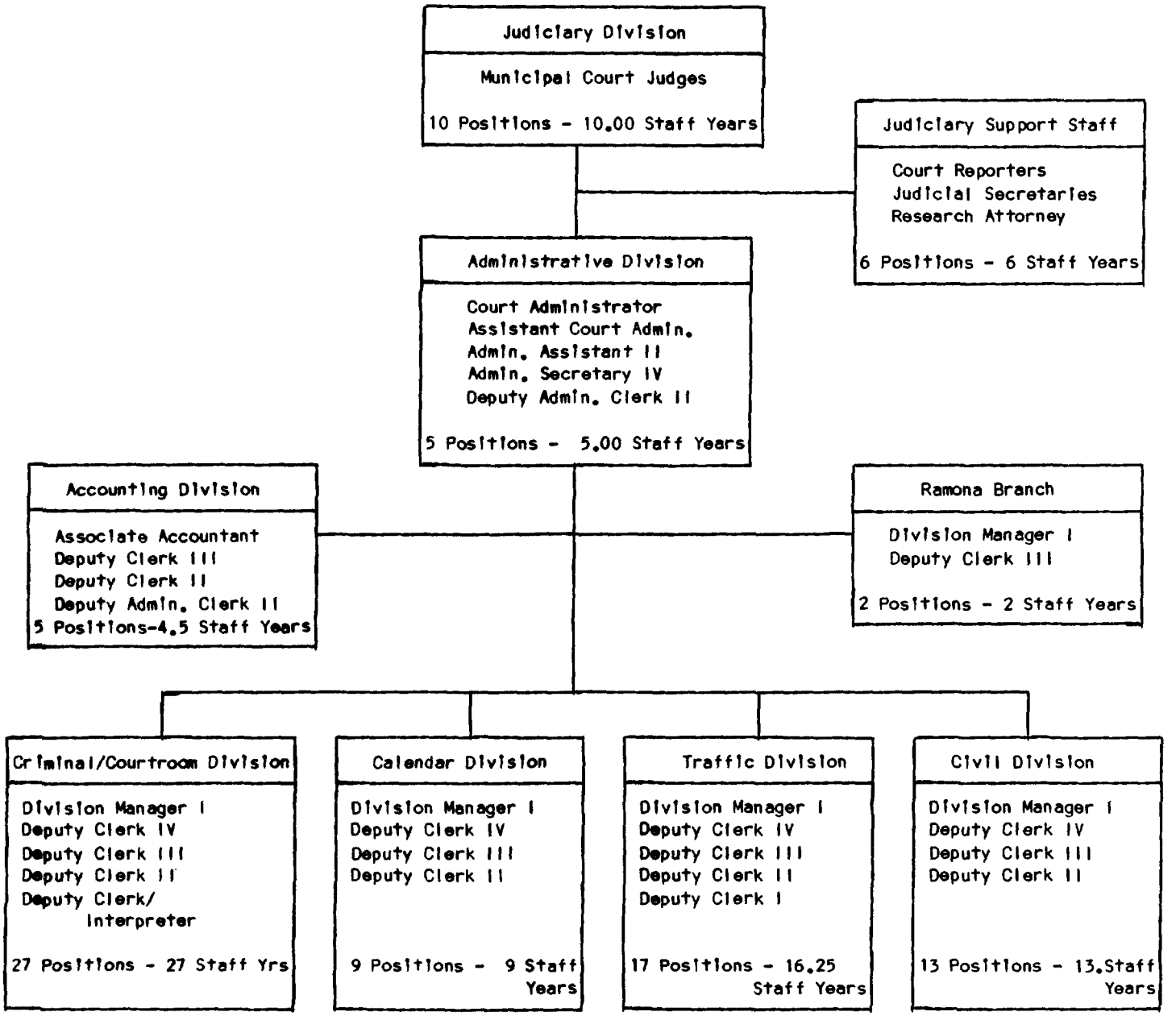
Department: Marshal

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0621	Marshal	1	1.00	1	1.00	$ 84,280	$ 85,632
0622	Assistant Marshal	1	1.00	1	1.00	70,237	71,369
0623	Captain	4	4.00	4	4.00	212,699	211,884
0641	Lieutenant	4	4.00	4	4.00	188,400	187,668
0643	Sergeant	17	17.00	18	18.00	706,681	751,138
0631	Deputy Marshal	148	148.50	147	147.00	4,934,584	4,996,818
0629	Court Service Officer	47	44.00	47	47.00	953,605	1,071,140
0628	Marshal Cadet	26	26.00	26	26.00	410,537	423,760
0638	Communications Dispatcher	2	2.00	2	2.00	39,228	40,262
0625	Administrative Services Manager II	1	1.00	1	1.00	44,317	44,576
0646	Administrative Assistant I	1	1.00	1	1.00	27,458	29,858
0637	Administrative Secretary III	1	1.00	1	1.00	19,505	26,056
0633	Legal Procedures Clerk III	5	5.00	8	6.50	114,645	154,323
0632	Legal Procedures Clerk II	17	17.00	17	17.00	335,212	351,448
0634	Legal Procedures Clerk I	7	7.00	7	7.00	125,685	129,362
0630	Senior Clerk	4	4.00	4	4.00	84,895	87,989
0636	Intermediate Typist	18	18.00	18	12.50	281,833	208,983
0626	Junior Clerk	1	1.00	1	1.00	13,847	14,321
0656	Assistant Systems Analyst	1	1.00	1	1.00	28,572	30,908
9999	Temporary Help	2	2.00	2	2.00	40,000	40,000
0639	Associate Systems Analyst	0	0.00	1	1.00	0	42,055
0644	Senior Systems Analyst	0	0.00	1	1.00	0	43,091
0624	Principal Clerk	2	2.00	2	2.00	51,914	53,834
	Subtotal	310	307.00	315	308.00	$ 8,768,134	$ 9,096,475
	Adjustments:						
	County Contributions and Benefits					$ 3,268,797	$ 3,109,381
	Holiday Overtime					60,000	60,000
	Uniform Allowance					135,069	138,775
	Salary Savings					(355,752)	(250,545)
	P.O.S.T. Bonuses					131,763	121,769
	Salary Adjustment					117,206	0
	Subtotal					$ 3,357,083	$ 3,179,380
PROGRAM TOTALS:		310	307.00	315	308.00	$12,125,217	$12,275,855

EL CAJON MUNICIPAL COURT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	Change
Municipal Court Services	$ 3,119,657	$ 3,536,011	$ 3,594,752	$ 3,496,488	$ 3,897,405	$ 400,917	11.5%
Total Direct Costs	$ 3,119,657	$ 3,536,011	$ 3,594,752	$ 3,496,488	$ 3,897,405	$ 400,917	11.5%
Funding	(1,054,400)	(1,054,588)	(1,264,286)	(973,700)	(1,477,500)	(503,800)	51.7%
Net Program Cost (Without Externals)	$ 2,065,257	$ 2,481,423	$ 2,330,466	$ 2,522,788	$ 2,419,905	$ (102,883)	(4.1%)
Staff Years	86.50	87.75	92.54	88.25	92.75	4.50	5.1%

EL CAJON MUNICIPAL COURT



Staffing changes:

1. Accounting Division - Add .50 Deputy Clerk-Administrative Clerk II Staff Year
2. Criminal/Courtroom Division - Add 2.0 Deputy Clerk IV Staff Years.
3. Traffic Division - Add 1.0 Deputy Clerk III Staff Year and delete .25 Deputy Clerk II Staff Year
4. Civil Division - Add 1.0 Deputy Clerk III Staff Year

PROGRAM: MUNICIPAL COURT SERVICES - EL CAJON # 13035 MANAGER: FREDERICK W. LEAR
Department: EL CAJON MUNICIPAL COURT # 2100 Ref: 1988-89 Proposed Budget; Pg. A-70

Authority: This program was created by the enactment of Article 6, Sections II & V of the State Constitution which provide for municipal courts, and provides 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Salaries & Benefits	$ 2,785,256	$ 3,095,609	$ 3,359,708	$ 3,294,188	$ 3,510,955
Services & Supplies	326,382	429,551	220,425	188,490	340,750
Other Charges	0	0	0	0	0
Fixed Assets	8,019	10,851	14,619	13,810	45,700
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 3,119,657	$ 3,536,011	$ 3,594,752	$ 3,496,488	$ 3,897,405
FUNDING	(1,054,400)	$(1,054,588)	$(1,264,286)	$ (973,700)	(1,477,500)
NET COUNTY COSTS	$ 2,065,257	$ 2,481,423	$ 2,330,466	$ 2,522,788	$ 2,419,905
STAFF YEARS	86.50	87.75	92.54	88.25	92.75

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 adjudication of non-criminal legal disputes.

Municipal courts have original 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 in the Superior Court. The El Cajon Municipal Court's jurisdiction has increased to include the adjudication 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 Court Administrator 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 international border, and north above the Ramona-Julian area. The latter is served by the Ramona Branch of the El Cajon Municipal Court.

PROGRAM: MUNICIPAL COURT SERVICES - EL CAJON # 13035 MANAGER: FREDERICK W. LEAR

1987-88 ACTUALS:

The 1987-88 estimated actuals reflect a substantial decrease in net County costs ($192,322). Although there was an overexpenditure of $65,520 in salaries, and $31,935 in services and supplies, these additional costs were offset by an increase of $290,586 in program revenue.

1. The excess costs for salaries were due to a delay in implementing the Court's Automated Minor Offense Record System and unrealized salary savings. Additionally, a substantial increase in civil and small claims filings and the workload impact of the Financial Responsibility Act required the Court to expend additional funds for added clerks, overtime and extra help. These expenditures were more than offset by overrealized revenues associated with performing these services.

2. The costs of transcripts and interpreters far exceeded the amount allocated for those accounts. Inflationary increases associated with the purchase of office supplies, minor equipment, travel, and other related accounts contributed to additional expenditures.

The amount of additional expenditures required for Fiscal Year 1987-88 was consistent with the Court's request to the Chief Administrative Officer prior to budget adoption.

1988-89 ADOPTED BUDGET:

The 1988-89 adopted budget includes $60,106 in salary adjustments as well as:

- The addition of 2 Deputy Clerk III positions (2.00 SYs and $71,607) and 2 Deputy Clerk IV positions (2.00 SYs and $69,680) and 1 Administrative Clerk II position (.50 SY and $12,174)
- The addition of 1 Administrative Clerk II position (1.00 SY) and deletion of 1 Deputy Clerk II position (1.00 SY) in an 87-88 Board action
- New and replacement fixed assets totaling $45,700
- Increase in services and supplies totaling $152,260
- A projected increase in program revenue of $503,800

EDP requirements for fiscal year 1988-89 were included in the Municipal Court - EDP Services budget. The budget for that organizational unit was prepared by the San Diego Municipal Court on behalf of all four municipal courts.

PROGRAM: MUNICIPAL COURT SERVICES - EL CAJON # 13035 MANAGER: FREDERICK W. LEAR

FIXED ASSETS

Item	Quantity	Cost	Revenue
Photocopy Machine	1	$ 30,000	$ 0
Courtroom Recorders	2	6,000	0
Telephone Answering Devices	2	6,000	0
Date/Time Stamp Machines	3	1,200	0
Tape Duplicator	1	2,500	0
TOTAL		$ 45,700	$ 0

PROGRAM: MUNICIPAL COURT SERVICES - EL CAJON # 13035 MANAGER: FREDERICK W. LEAR

PROGRAM REVENUE BY SOURCE:

The differences between the 1987-88 Budgeted, 1987-88 Actual, and 1988-89 Adopted revenues are primarily the result of the reenactment of the Robbins-McAllister Financial Responsibility Act. This revenue is dependent on the continued willingness of the cities to have their law enforcement agencies enforce this code section. Other revenue changes can be attributed to an increase in Traffic School referrals and civil filings.

	Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
9162	Night Court Assessment	$ 47,125	$ 50,000	$ 50,000	$ 0
9713	Returned Check Fee	5,679	4,000	4,000	0
9821	Filing Documents	442,321	402,000	445,000	43,000
9822	Court Costs - Jury	273	0	0	0
9823	Court Costs - Trans. Fees	100	0	0	0
9827	Costs for Courts	866	2,000	2,000	0
9832	Traffic School	174,474	135,000	175,000	40,000
9833	Administrative Fee	211,377	110,000	425,000	315,000
9967	Duplicating Documents	10,793	6,500	10,000	3,500
9979	Other Miscellaneous	366,202	258,600	361,500	102,900
9996	Sales of Forms	5,076	5,600	5,000	(600)
	TOTAL	$1,264,286	$ 973,700	$1,477,500	$ 503,800

COUNTY COST DETAIL:

No match is required for any of the Court's program revenue.

County Program Support Costs:	$2,330,466	$ 2,522,788	$2,419,905	$ (102,883)
Total:	$2,330,466	$ 2,522,788	$2,419,905	$ (102,883)

Additional County revenue that is not included on the Auditor's worksheets for the Court's Budget Unit:

9161	General Vehicle Code	$ 299,677	$ 355,000	$ 340,000	$ (15,000)
9163	Cities Arrest (County Portion)	138,113	125,000	140,000	15,000
9173	General Court	381,697	353,000	375,000	22,000
9174	Littering	428	1,000	1,000	0
9182	Summary Judgements	71,589	50,000	$ 60,000	$ 10,000
	TOTAL	$ 891,504	$ 884,000	$ 916,000	$ 32,000
	Other Revenue Collections				
	Criminal Justice Construction (AB-189)	$ 248,928	$ 235,000	$ 375,000	$ 140,000
	Courthouse Construction (SB-668)	257,761	220,000	350,000	130,000
	Superior Court Filing Fees	413,304	325,000	400,000	75,000
	Automated Warrant System Fee	50,036	70,000	50,000	(20,000)
	TOTAL	$ 970,029	$ 850,000	$1,175,000	$ 325,000

PERFORMANCE INDICATORS

Program: Municipal Court Services - El Cajon — Department: El Cajon Municipal Court

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Municipal Court Services - El Cajon					
% of Resources					
100%					
Workload					
Municipal Court Clerical Weighted Caseload	7,096,870	7,348,011	7,170,929	7,331,650	7,948,700
Municipal Court Judicial Weighted Caseload	769,773	812,216	786,207	798,214	878,312
Filings (Municipal Court):					
Felonies	2,096	2,271	2,069	2,400	2,600
Misdemeanors:					
Group A	5,971	6,586	6,712	5,600	6,600
Group B	621	612	672	800	1,000
Group C	5,341	5,330	4,848	5,500	5,800
Group D	12,849	12,758	10,075	13,000	13,000
Criminal Infractions	633	615	881	600	900
Traffic Infractions	90,725	89,820	92,620	93,000	95,000
Parking	354	447	329	450	400
Civil	6,420	7,471	8,265	7,200	9,000
Small Claims	7,822	8,039	7,867	8,000	8,500
Total Municipal Court Filings	132,832	133,949	134,338	136,550	142,800
Filings (Superior Court):					
Criminal	816	1,154	1,070	1,050	1,100
Personal Injury	367	279	295	300	350
Other Civil	630	1,164	1,607	1,000	1,850
Family Law	1,413	1,415	1,837	1,400	2,000
Total Superior Court Filings	3,226	4,012	4,809	3,750	5,300

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

Efficiency					
Unit Costs					
Direct Cost per Clerical Weighted Caseload Unit	.41	.44	.50	.48	.49
Net Direct Cost per Clerical Weighted Caseload Unit	.26	.30	.32	.34	.30

PERFORMANCE INDICATORS

Program: Municipal Court Services - El Cajon Department: El Cajon Municipal Court

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 CAO Proposed
Productivity Indices					
Clerical Weighted Caseload per Non-Judicial Staff Year	101,747	107,663	96,198	107,423	114,783
Judicial Weighted Caseload per Non-Judicial Staff	11,036	11,901	10,547	11,695	12,683
Judicial Weighted Caseload per Judicial Staff Year	93,305	85,496	78,621	79,821	87,813
Staffing Ratio					
Clerical Staff/Judicial Position	8.2	7.3	7.45	6.8	6.9

Performance Indicators do not include Superior Court work. Judicial and clerical weighted caseloads reflect Municipal Court work only.

STAFFING SCHEDULE

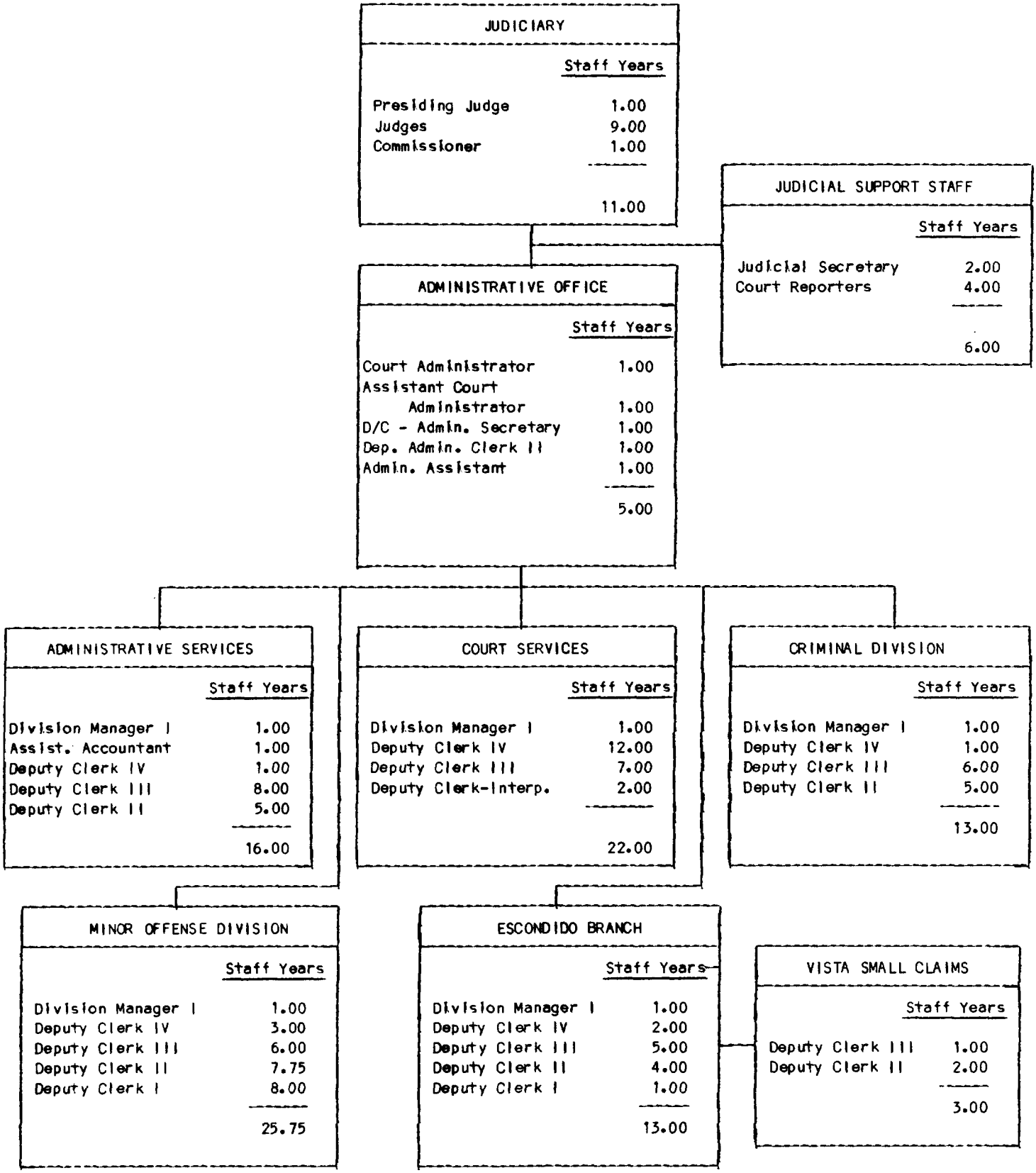
PROGRAM: Municipal Court Services - El Cajon DEPT: El Cajon Municipal Court

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0580	Judges, Municipal Court	10	10.00	10	10.00	$ 747,110	$ 774,340
0650	Court Administrator	1	1.00	1	1.00	60,217	61,785
0609	Asst. Court Administrator	1	1.00	1	1.00	45,263	46,204
0544	Court Reporter	3	3.00	3	3.00	120,576	137,619
0614	Judicial Secretary	2	2.00	2	2.00	53,092	56,086
0617	Deputy Clerk - Admin. Secretary IV	1	1.00	1	1.00	26,546	28,043
0670	Division Manager I	5	5.00	5	5.00	160,755	165,070
0610	Deputy Clerk IV	15	15.00	17	17.00	388,382	446,584
0611	Deputy Clerk III	23	23.00	25	25.00	494,192	563,194
0612	Deputy Clerk II	22	21.25	22	20.25	391,687	386,626
0613	Deputy Clerk I	2	2.00	2	2.00	31,038	30,194
0615	Deputy Clerk - Interpreter	1	1.00	1	1.00	19,103	22,446
0593	Deputy Admin. Clerk II	0	0.00	2	1.50	0	29,834
0672	Associate Accountant	1	1.00	1	1.00	25,575	32,050
0664	Administrative Assistant II	1	1.00	1	1.00	28,572	34,093
0679	Law Clerk	1	1.00	1	1.00	16,651	17,351
9999	Temporary Extra Help					5,000	20,000
	Total	89	88.25	95	92.75	$2,613,759	$2,851,519
	Adjustments:						
	County Contributions and Benefits					$ 624,813	$ 634,667
	Salary Settlement Costs					94,539	0
	Regular Overtime					0	0
	Premium Pay					0	0
	Judges 401-K Package					0	0
	Salary Adjustments					10,596	61,123
	Salary Savings					(49,519)	(36,354)
	Total Adjustments					$ 680,429	$ 659,436
PROGRAM TOTALS:		89	88.25	95	92.75	$3,294,188	$3,510,955

NORTH COUNTY MUNICIPAL COURT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Municipal Court Services	$ 3,654,727	$ 4,040,505	$ 4,333,901	$ 4,181,950	$ 4,596,864	$ 414,914	9.9%
Total Direct Costs	3,654,727	4,040,505	$ 4,333,901	$ 4,181,950	$ 4,596,864	$ 414,914	9.9%
Funding	(1,279,240)	(1,337,546)	(1,730,164)	(1,341,400)	(1,939,773)	(598,373)	44.6%
Net Program Cost (Without Externals)	$ 2,375,487	$ 2,702,959	$ 2,603,737	$ 2,840,550	$ 2,657,091	$(183,459)	(6.5%)
Staff Years	98.30	102.80	112.00	110.75	114.75	4.00	3.6%

NORTH COUNTY MUNICIPAL COURT



STAFFING CHANGES:

1. Court Reporter - Add 1.00 Court Reporter

2. Administrative Services - Add 1.00 Administrative Assistant; Delete Administrative Clerk III
   Add 1.00 Assistant Accountant; Delete 1.00 Associate Accountant

3. Public Offenses - Add 3.00 Deputy Clerk II

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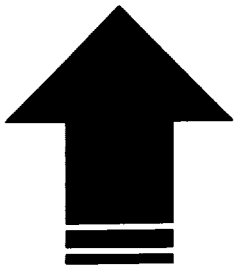

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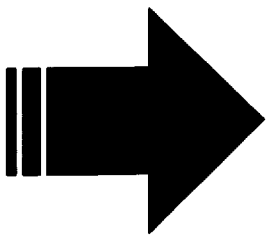

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PROGRAM: NORTH COUNTY MUNICIPAL COURT # 13034 MANAGER: Patricia M. Johns

Department: NORTH COUNTY MUNICIPAL COURT # 2200 Ref: 1988-89 Proposed Budget; Pg. A83

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 3,325,638	$ 3,679,973	$ 3,994,518	$ 3,858,547	$ 4,174,961
Services & Supplies	294,207	310,730	305,216	286,703	351,738
Other Charges	24,582	42,757	34,167	36,700	36,700
Fixed Assets	10,300	7,045	0	0	33,465
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 3,654,727	$ 4,040,505	$ 4,333,901	$ 4,181,950	$ 4,596,864
FUNDING	$(1,279,240)	$(1,337,546)	$(1,730,164)	$(1,341,400)	$(1,939,773)
NET COUNTY COSTS	$ 2,375,487	$ 2,702,959	$ 2,603,737	$ 2,840,550	$ 2,657,091
STAFF YEARS	98.30	102.80	112.00	110.75	114.75

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, Solana Beach, Encinitas, 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.

1987-88 BUDGET:

The difference between 1987-88 Budget and Actuals: The overexpenditure of 3.5% in salaries and benefits was created by inability to meet 2% salary savings due to the continued growth in our workload which has increased premium and overtime costs. Services and supplies exceeded budget by 11% due to an artificially low budget, the amount adopted was 8% less than the 1986-87 actual expenditures. There was an 11% increase over the 1986-87 actual costs which was due to increasing interpreter costs, office supplies, as well as general cost increases.

PROGRAM: NORTH COUNTY MUNICIPAL COURT # 13034 MANAGER: Patricia M. Johns

Court Revenues exceeded budget by 30%. This more than offset the additional expenditures.

1988-89 OBJECTIVES:

1. To process an increased workload over 1987-88 actual while maintaining clerical/judicial staffing ratios well above those supported by Judicial Council and increasing public service.
2. To have fully operational by end of Fiscal Year the Automated Minor Offense System.
3. To design and test an automated Civil/Small Claims system.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

Salaries and Benefits

The adopted budget includes 4.00 additional staff years, a $65,035 increase in services & supplies and $33,465 for the purchase of new equipment.

1. JUDICIARY (11.00 SY; $867,906)

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

2. ADMINISTRATIVE SERVICES (9.0 SY; $372,252) includes accountant, budgeting, payroll, personnel, training, purchasing services, and administrative support to judiciary.

   - Mandated/Mandated Service Level
   - Provide support to other operating divisions
   - Adding 1.00 SY Administrative Assistant; Deleting 1.00 SY Administrative Clerk III
   - Adding 1.00 SY Assistant Accountant; Deleting 1.00 SY Associate Accountant

3. CIVIL/SMALL CLAIMS (16.00 SY; $455,728)

   - Mandated/Mandated Service Level
   - All case processing is done manually.

4. PUBLIC OFFENSES (78.75 SY; $2,900,978) provides all case processing support and reporting services for public offenses and is responsible for two major case classifications.

   A. CRIMINAL (36.5 SY; $1,343,153)

      - Mandated/Mandated Service Level
      - Reporting services provided by felony cases only
      - Felony and more serious misdemeanor cases including driving under the influence
      - Adding 1.00 Court Reporter

   B. TRAFFIC/MINOR OFFENSES (42.25 SY; $1,557,825)

      - Mandated/Mandated Service Level
      - Bail forfeitable misdemeanor cases and both criminal and traffic infractions
      - Adding 3.00 SY Deputy Clerk II

PROGRAM: NORTH COUNTY MUNICIPAL COURT # 13034 MANAGER: Patricia M. Johns

REVENUE BY SOURCE

Source of Revenue	1987-88 Actual	1987-88 Adopted	1988-89 Adopted	Change from 1987-88 Budget
9162 Night Court	$ 72,708	$ 70,000	$ 74,000	$ 4,000
9713 Return Check Fee	5,984	5,000	5,000	0
9821 Filing Fees	609,708	510,000	576,000	66,000
9822 Jury Fees	3,685	5,000	1,000	(4,000)
9832 Traffic School	362,895	298,000	384,773	86,773
9833 Court Fees & Costs	266,660	117,000	437,000	320,000
9967 Copying Fees	6,286	4,200	4,000	(200)
9979 Other Miscellaneous	402,238	332,200	458,000	125,800
Total Program Revenue	$ 1,730,164	$ 1,341,400	$ 1,939,773	$ 598,373

Explanation/Comment:

1. In 1987 the Supreme Court lifted the stay on the enforcement of the Robbins-McAllister Financial Responsibility Act. On January 1, 1988, the law enforcement agencies began issuing citations pursuant to CVC 16028 to motorists who did not have written evidence of financial responsibility.

2. The DMV Interface, which identifies increased numbers of Prior Violations is projected to increase revenue.

COUNTY COST DETAIL:

No match is required for any program revenue.

Program Support Costs:	$ 2,603,737	$ 2,840,550	$ 2,657,091	$ (183,459)
Total:	$ 2,603,737	$ 2,840,550	$ 2,657,091	$ (183,459)

FIXED ASSETS:

	Item	Quantity	Cost	Revenue
1.	Desks	14	$ 7,400	0
2.	Typewriters electric	15	7,250	0
3.	Dictation equipment-			
	Portable dictator	15	4,250	0
	Desktop transcriber	10		0
4.	Recording equipment-Courtroom	1	3,500	0
5.	Multiline telephone announcer	1	5,725	0
6.	Camera and accessories-	1	1,900	0
	Photo ID, courtroom activ.			
7.	Holga lateral files	8	3,440	0
	Total		$ 33,465	0

PERFORMANCE INDICATORS

Program: North County Municipal Court — Department: North County Municipal Court

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A:					
% of Resources					
Workload					
Clerical Weighted Case Load	8,228,529	9,402,832	10,635,267	10,115,600	11,332,600
Judicial Weighted Case Load	872,268	997,791	1,159,043	1,064,665	1,244,921
Felonies	1,908	2,919	3,514	2,850	4,100
Misdemeanors: Group A	7,388	7,967	9,649	8,100	10,500
Group B	573	625	884	600	750
Group C	6,139	5,473	6,332	5,400	6,250
Group D	11,751	13,685	16,373	13,000	17,000
Criminal Infractions	3,887	4,304	3,953	5,000	5,500
Traffic Infractions	106,436	127,796	135,226	125,000	133,500
Parking	835	668	738	500	700
Civil	7,224	10,509	11,420	15,000	11,150
Small Claims	9,950	9,325	10,572	13,000	12,250
Total Filings	156,091	183,271	198,661	188,450	201,700
EFFICIENCY					
Direct Cost per Clerical Weighted Case Load Unit	0.44	0.43	0.41	0.41	0.41
Net Cost per Clerical Weighted Case Load Unit	0.29	0.29	0.25	0.28	0.23
PRODUCTIVITY					
Clerical Weighted Case Load Per Non-Judicial Staff*	98,193	105,650	114,666	109,063	118,356
Judicial Weighted Case Load Per Judicial Staff	79,297	90,708	105,368	96,788	113,175
STAFFING RATIO					
Clerical/Judicial*	7.40	8.09	8.43	8.43	7.98

* excludes Judges, Commissioners, judicial secretaries, court reporters, interpreters and law clerk.

STAFFING SCHEDULE

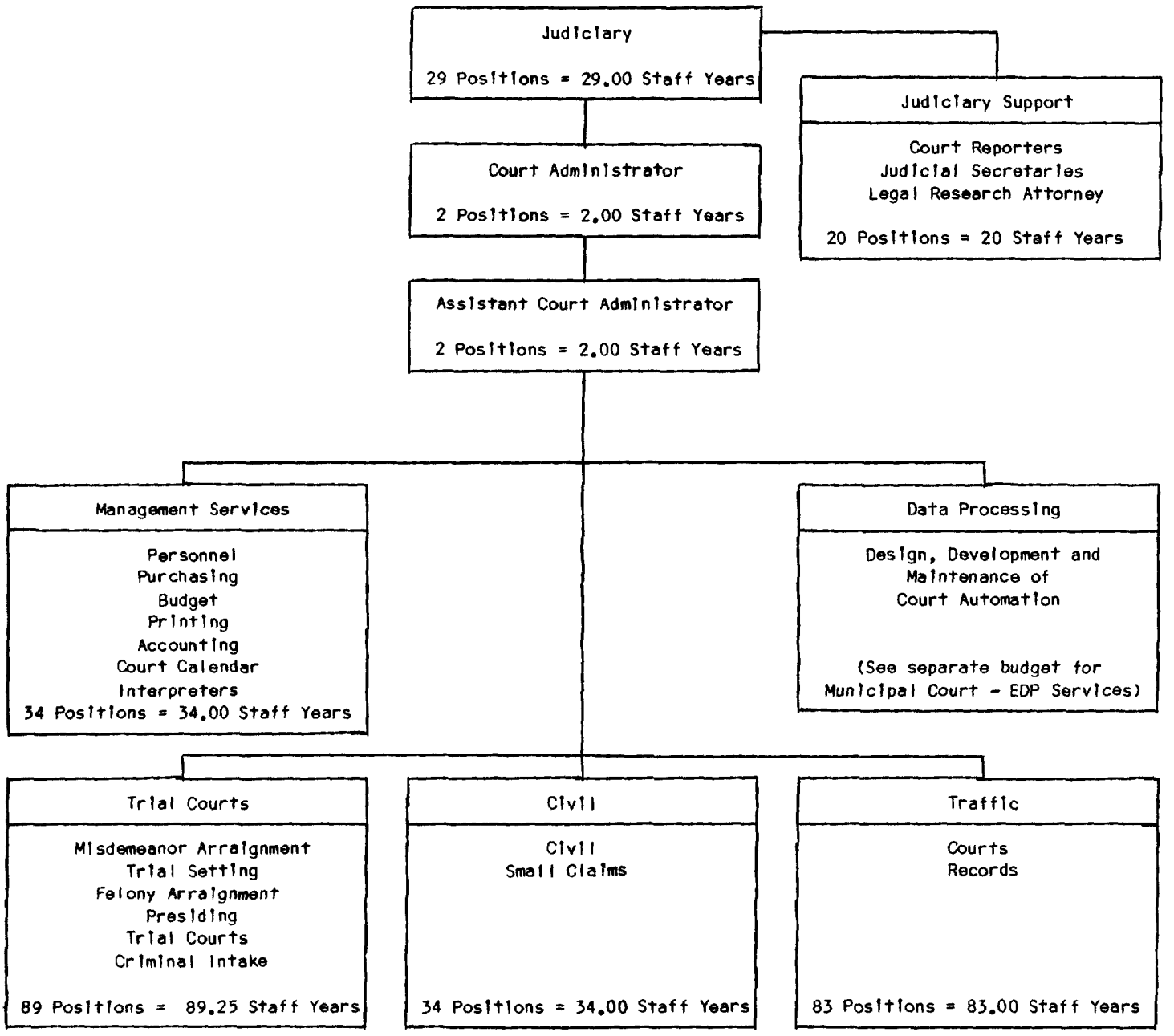
PROGRAM: North County Municipal Court DEPT: North County Municipal Court

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0580	Judges, Municipal Court	10	10.00	10	10.00	$ 747,420	$ 774,340
0591	Commissioner	1	1.00	1	1.00	56,068	58,087
0653	Court Administrator	1	1.00	1	1.00	60,217	61,785
0606	Assistant Court Administrator	1	1.00	1	1.00	45,263	46,458
0544	Court Reporter	3	3.00	4	4.00	120,663	183,492
0602	Judicial Secretary	2	2.00	2	2.00	49,732	53,544
0617	D/C Admin. Secretary IV	1	1.00	1	1.00	25,853	26,863
0670	Division Manager I	5	5.00	5	5.00	160,755	165,070
0610	Deputy Clerk IV	19	19.00	19	19.00	495,593	512,916
0611	Deputy Clerk III	33	33.00	33	33.00	696,306	730,816
0612	Deputy Clerk II	22	20.75	25	23.75	381,914	454,926
0613	Deputy Clerk I	9	9.00	9	9.00	138,213	146,267
0615	Deputy Clerk Interpreter	2	2.00	2	2.00	42,543	44,728
0592	Deputy Admin. Clerk III	1	1.00	0	0.00	23,486	0
0593	Deputy Admin. Clerk II	1	1.00	1	1.00	19,502	21,026
0672	Associate Accountant	1	1.00	0	0.00	30,328	0
0663	Administrative Assistant	0	0.00	1	1.00	0	29,881
0673	Assistant Accountant	0	0.00	1	1.00	0	24,588
	Total	112	110.75	116	114.75	$ 3,093,856	$3,334,787
	Adjustments:						
	Salary Adjustments					$ 10,846	$ 22,143
	County Contributions and Benefits					707,597	694,307
	Salary Savings					(76,920)	(4,834)
	Salary Settlement Costs					89,468	94,858
	Premium Pay					8,500	8,500
	Regular Overtime					25,200	25,200
	Total Adjustments					$ 764,691	$ 840,174
PROGRAM TOTALS:		112	110.75	116	114.75	$ 3,858,547	$4,174,961

SAN DIEGO MUNICIPAL COURT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Municipal Court Services	$ 9,888,551	$10,408,600	$11,029,060	$10,865,118	$11,610,697	$ 745,579	6.9%
Total Direct Costs	$ 9,888,551	$10,408,600	$11,029,060	$10,865,118	$11,610,697	$ 745,579	6.9%
Funding	(2,644,667)	(2,782,240)	(3,088,333)	(2,749,700)	(3,790,645)	(1,040,945)	37.9%
Net Program Cost	$ 7,243,884	$ 7,626,360	$ 7,940,727	$ 8,115,418	$ 7,820,052	$ (295,366)	(3.6%)
Staff Years	293.00	290.75	290.00	290.25	293.25	(3.00)	(1.0%)

SAN DIEGO MUNICIPAL COURT



PROGRAM: MUNICIPAL COURT SERVICES # 13036 MANAGER: D. KENT PEDERSEN

Department: SAN DIEGO MUNICIPAL COURT # 2300 REF: 1988-89 Proposed Budget - Pg: A-94

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 9,072,587	$ 9,468,211	$10,087,614	$10,080,723	$10,322,834
Services & Supplies	784,796	912,235	916,550	675,170	1,146,628
Other Charges	6,462	0	12,551	19,425	19,425
Fixed Assets	24,706	24,932	12,345	89,800	121,810
TOTAL DIRECT COSTS	$ 9,888,551	$10,405,378	$11,029,060	$10,865,118	$11,610,697
FUNDING	$(2,644,667)	$(2,782,240)	$(3,088,333)	$(2,749,700)	(3,790,645)
NET COUNTY COSTS	$ 7,243,884	$ 7,623,138	$ 7,940,727	$ 8,115,418	$ 7,820,052
STAFF YEARS	293.00	290.75	290.00	290.25	293.25

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 bails.

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.

PROGRAM: MUNICIPAL COURT SERVICES - SAN DIEGO # 13036 MANAGER: D. KENT PEDERSEN

1987-88 ACTUAL:

The San Diego Municipal Court required additional appropriations for services and supplies in the amount of $244,000 to provide for mandated costs of operating. The majority of these costs were in transcripts, interpreters and witness claims. The Court spent $916,550 for services and supplies for fiscal year 1987-88 as compared to 1986-87 actuals of $912,325.

1988-89 OBJECTIVES:

1. Implementation of Automated Minor Offense System.

2. Implementation of the automation of Civil/Small Claims System. State legislation is expected to increase jurisdiction in small claims.

3. To maintain a consistent level of felony cases retained by the San Diego Municipal Court which would otherwise be bound over to Superior Court for trial.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

Services and Supplies:

The increase of $471,458 in services and supplies over 1987-88 budget is a result of mandated costs of operations. The majority of these costs will occur in areas such as transcripts, interpreters and witness claims. These costs are anticipated to be offset by an increase in revenue.

The following activities reflect staff costs only.

1. Judiciary (49.00 SY; $3,279,976) - Adjudication of all cases filed with this Court. Includes Municipal Court Judges, Commissioners, Court Reporters, Judicial Secretaries and Research Attorneys; is:

   - Mandated/Mandated Service Level
   - Adding 2.00 SY ($68,785) Legal Research Attorney I and deleting 1.00 SY ($34,239) Legal Research Associate.
   - Increasing salaries by $43,042 (1.00 SY) Court Reporter.

2. Administrative Services (11.00 SY; $444,510) - 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 (28.00 SY; $791,802) - Provides accounting, bookkeeping and cashiering services to the Court's operating divisions, is:

   Mandated/Mandated Service Level

4. Civil/Small Claims (33.00 SY; $923,769) - Non-judicial functions associated with the filing of civil and small claims cases, is:

   Mandated/Mandated Service Level

   Able to process 54,150 civil (less than $25,000) and small claims cases annually.

PROGRAM: MUNICIPAL COURT SERVICES - SAN DIEGO # 13036 MANAGER: D. KENT PEDERSEN

1988-89 PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

5. Categories A and B Misdemeanors (64.00 SY; $1,781,554) - Non-judicial functions associated with the filing and processing of non-traffic misdemeanors, is:

Mandated/Mandated Service Level

Increasing salaries of $20,175 (1.0 SY) for Deputy Clerk Interpreter to provide mandated interpreting for defendants.

Able to process 55,500 cases of non-traffic misdemeanors pursuant to California Penal Code.

6. Parking/Traffic Infractions (41.00 SY; $1,187,702) - 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 237,500 persons charged with traffic infractions and 7,500 parking citations in the San Diego Judicial District.

7. Felony Case Processing (17.25 SY; $461,885) - Non-judicial functions associated with the filing and processing of felony complaints, is:

Mandated/Mandated Service Level

Increasing salaries of $20,175 (1.0 SY) for Deputy Clerk Interpreter to provide mandated interpreting for defendants.

Able to process 9,200 defendants accused of felony offenses

8. Categories C and D Misdemeanors (36.00 SY; $1,055,736) - Non-judicial functions associated with the filing and processing of traffic misdemeanors, is:

Mandated/Mandated Service Level

Able to process 35,250 cases of traffic misdemeanors.

Increasing salaries of $20,175 (1.0 SY) for Deputy Clerk Interpreter to provide mandated interpreting for defendants.

9. Criminal Infractions (14.00 SY; $395,900) - Non-judicial functions associated with the filing and processing of criminal infractions, is:

Mandated/Mandated Service Level

Able to process 18,000 infractions annually.

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

REVENUE BY SOURCE:

Revenue increases are $1,040,945 over the 1987-88 budgeted amount.

	Program Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
9162	Night Court Assessment	$ 112,455	$ 120,000	$ 114,045	$ (5,955)
9713	Returned Check Fee	10,647	12,000	12,000	0
9821	Civil Filings	1,327,853	1,165,000	1,301,000	136,000
9823	Reporters Fees	5,575	3,000	3,000	0
9827	Court Costs	42,577	52,000	52,000	0
9831	Administrative Fee	856,446	897,700	1,224,800	327,100
9832	Traffic School	435,819	375,000	424,000	49,000
9833	Court Administrative	141,045	105,000	633,500	528,500
9967	Duplicating Documents	17,579	15,000	15,000	0
9822	Jury Fees	12,934	5,000	5,000	0
9996	Sales of Forms	6,073	0	6,300	6,300
9979	Other Miscellaneous	119,238	0	0	0
9988	Miscellaneous	92	0	0	0
	TOTAL	$3,088,333	$ 2,749,700	$ 3,790,645	$1,040,945

Explanation/Comments:

The increase in Administrative Fees is a result of the DMV interface which is expected to increase the number of prior violations identified and increase prior violation fee revenue. The Court Administrative fee increase is due to the Financial Responsibility Law now being enforced.

COUNTY COST DETAIL:

No match is required for any of the Court's program revenue.

County Program Support Costs:	$7,940,727	$ 8,115,418	$ 7,820,052	$ (295,366)
TOTAL	$7,940,727	$ 8,115,418	$ 7,820,052	$ (295,366)

Additional County revenue that is not included on the Auditor's worksheets for the Courts' Budget Unit:

9161	General Vehicle Code	$ 56,778	$ 55,754	$ 57,984	$ 2,230
9163	Cities Arrest (County Portion)	243,365	244,289	254,060	9,771
9173	General Court	831,995	820,904	853,740	32,836
9174	Littering	47	19	20	1
9175	Veterinarian	19,242	16,423	17,080	657
9182	Summary Judgments	282,731	251,532	261,593	$ 10,061
	TOTAL	$ 1,434,158	$ 1,388,921	$ 1,444,477	$ 55,556

** Other Local Agency Revenue Collections is not totally inclusive of all locally imposed collections of the Court.

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

Other Local Agency Revenue Collections**

Criminal Justice Construction (AB-189)	$ 807,351	$ 828,416	$ 1,275,761	$ 447,345
Courthouse Construction (SB-668)	812,124	788,032	1,213,569	425,537
Automated Warrant System Fee	114,915	106,997	106,997	0
TOTAL	$ 1,734,390	$ 1,723,445	$ 2,596,327	$ 872,882

FIXED ASSETS:

Item	Quantity	Cost
Typewriters	10	10,200
Copiers	6	84,735
Transcribers	3	1,875
Tape Recorders	10	25,000
Total		$ 121,810

PERFORMANCE INDICATORS

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% of Resources					
100%					
Workload					
Judicial Weighted Caseload	2,625,020	2,818,244	2,884,292	3,001,675	3,110,275
Clerical Weighted Caseload	22,608,754	23,893,541	24,411,827	24,844,150	26,324,400
Felonies	7,467	7,989	9,466	9,200	9,200
Non-Traffic					
Group A	29,576	33,609	32,135	36,000	36,000
Group B	11,403	15,805	15,565	19,500	19,500
Criminal Infraction	13,480	16,167	16,453	16,150	18,000
Traffic:					
Group C	11,524	10,944	10,244	11,250	11,250
Group D	20,213	21,739	24,240	17,500	24,000
Traffic Infractions	246,253	220,799	230,787	230,000	230,000
Parking	8,924	7,353	7,026	7,500	7,500
Small Claims	21,143	22,200	21,028	23,000	29,900
Civil	21,160	23,091	24,722	22,250	24,250
TOTAL FILINGS	391,143	379,696	391,666	392,350	409,600
Superior Court Cases*	3,388	3,814	4,601	4,600	4,600

* 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	0.42	0.43	0.45	0.44	.44
Net Direct Costs/Clerical Weighted Caseload Unit	0.31	0.32	0.33	0.33	.30

PERFORMANCE INDICATORS

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Proposed
Productivity Indices*					
Clerical Weighted Caseload/Non-Judicial Staff Year	95,856	93,568	93,532	93,840	99,714
Judicial Weighted Caseload/Non-Judicial Staff Year	10,585	11,222	11,051	11,338	11,781
Judicial Weighted Caseload/Judicial Staff Year	97,223	96,704	99,458	103,506	107,251
Staffing Ratio					
Clerical Staff/ Judicial Position	9.9	9.2	9.1	8.8	9.1

NOTE: Judicial and Clerical Weighted Caseloads reflect Municipal Court work only.

STAFFING SCHEDULE

Program: Municipal Court Services - San Diego

Department: San Diego Municipal Court

Class	Title	STAFF YEARS 1987-88 Budget Pos.	SY	1988-89 Adopted Pos.	SY	SALARY AND BENEFIT COSTS 1987-88 Budget	CAO 1988-89 Adopted
	Judicial						
0580	Municipal Court Judge	25	25.00	25	25.00	$ 1,868,550	$ 1,935,853
0590	Commissioner	4	4.00	4	4.00	224,176	232,252
0530	Legal Research Assistant	1	1.00	0	0.00	26,846	0
0678	Research Attorney	0	0.00	2	2.00	0	57,255
	Clerk's Office						
0601	Court Administrator	1	1.00	1	1.00	74,519	76,485
0600	Ass't Court Administrator	1	1.00	1	1.00	55,198	54,481
0662	Chief, Management Scvs.	1	1.00	1	1.00	44,317	44,576
0666	DP Systems Manager	1	1.00	0	0.00	52,578	0
0668	Division Manager	3	3.00	3	3.00	116,697	123,208
0669	Assistant Division Manager	5	5.00	5	5.00	174,229	169,772
0608	Deputy Clerk V	6	6.00	6	6.00	167,809	178,277
0610	Deputy Clerk IV	47	47.00	47	47.00	1,225,317	1,254,791
0617	Deputy Clerk, Admin. Secretary IV	1	1.00	1	1.00	26,546	28,043
0611	Deputy Clerk III	71	71.00	71	71.00	1,520,357	1,558,939
0615	Deputy Clerk Interpreter	5	5.00	8	8.00	104,475	165,000
0607	Deputy Clerk Data Entry Supervisor	1	1.00	1	1.00	19,936	20,856
0612	Deputy Clerk II	74	67.25	74	67.25	1,245,401	1,280,743
0613	Deputy Clerk I	26	26.00	26	26.00	375,793	392,522
0659	Deputy Clerk - Printer	1	1.00	1	1.00	21,024	22,517
0620	Deputy Clerk - Trainee	3	3.00	3	3.00	36,297	37,452
0673	Deputy Clerk - Assistant Accountant	1	1.00	1	1.00	26,143	28,171
0657	Deputy Clerk - EDP Coor.	1	1.00	0	0.00	34,365	0
0658	Deputy Clerk - Syst. Anal. Trainee	1	1.00	0	0.00	25,926	0
2412	Analyst II	0	0.00	1	1.00	0	29,881
9999	Extra Help	4	0.00	4	4.00	48,000	48,000
	Reporters						
0543	Chief Court Reporter	1	1.00	1	1.00	46,259	52,766
0544	Court Reporter	10	10.00	11	11.00	402,210	497,403

STAFFING SCHEDULE

Program: Municipal Court Services - San Diego

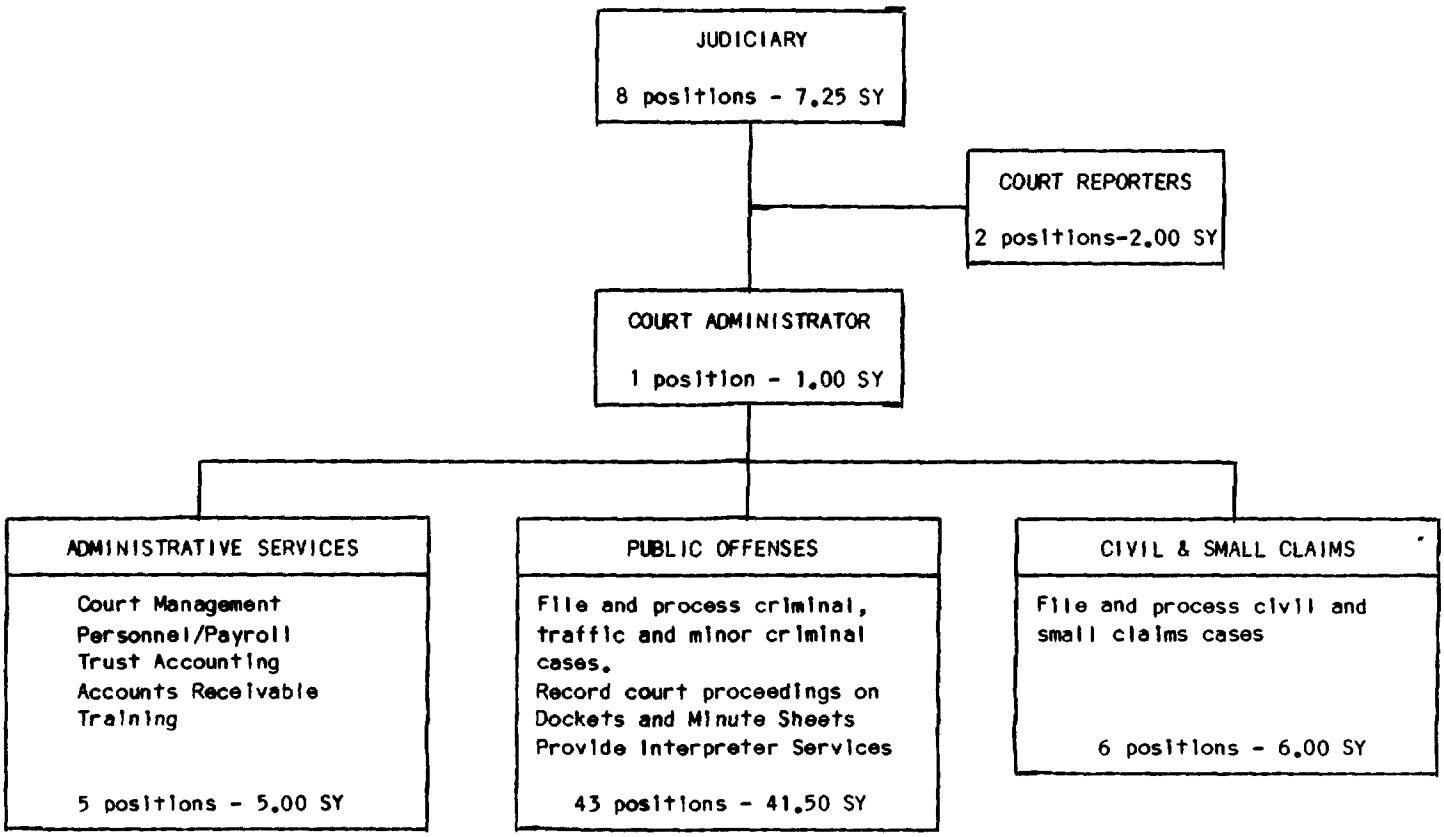
Department: San Diego Municipal Court

Class	Title	STAFF YEARS 1987-88 Budget Pos.	SY	1988-89 Adopted Pos.	SY	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
	Judicial Secretaries						
0661	Chief Judicial Secretary	1	1.00	1	1.00	33,166	35,056
0614	Judicial Secretary	5	5.00	5	5.00	132,730	140,215
	TOTAL	301	290.25	304	293.25	$ 8,128,864	$ 8,464,514
	Adjustments:						
	County Contributions and Benefits					$ 1,961,951	$ 1,882,963
	Salary Settlement Costs					239,658	0
	Special Payments:						
	Overtime					80,000	80,000
	Premiums					31,500	31,500
	Salary Adjustments					32,341	255,195
	Salary Savings					(393,591)	(391,338)
	Total Adjustments					$ 1,951,859	$ 1,858,320
PROGRAM TOTAL		301	290.75	304	293.25	$10,080,723	$10,322,834

SOUTH BAY MUNICIPAL COURT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Municipal Court Services	$2,375,397	$2,473,547	$ 2,550,015	$2,513,924	$2,653,937	$ 140,013	5.6%
Total Direct Costs	$2,375,397	$2,473,547	$ 2,550,015	$2,513,924	$2,653,937	$ 140,013	5.6%
Funding	(556,544)	(571,496)	(736,672)	(566,720)	(830,184)	(263,464)	46.5%
Net Program Cost (Without Externals)	$1,818,853	$1,902,051	$ 1,813,343	$1,947,204	$1,823,753	$(123,451)	(6.3%)
Staff Years	61.00	60.25	62.50	60.25	62.75	2.50	4.0%

SOUTH BAY MUNICIPAL COURT



NOTES ON PROPOSED STAFFING CHANGES

1. Judiciary - Add .25 Judge.
2. Public Offenses - Add .25 Deputy Clerk IV, 1.00 Deputy Clerk III.
3. Civil/Small Claims - Add 1.00 Deputy Clerk II.

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

Department: SOUTH BAY MUNICIPAL COURT # 2250 Ref: 1988-89 Proposed Budget, Pg. A108

Authority: Article 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,089,299	$ 2,168,045	$ 2,261,002	$ 2,249,502	$ 2,373,715
Services & Supplies	279,253	302,273	285,478	260,222	260,222
Other Charges	0	0	0	0	0
Fixed Assets	6,845	3,229	3,535	4,200	20,000
Vehicles/Comm. Equip.	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 2,375,397	$ 2,473,547	$ 2,550,015	$ 2,513,924	$ 2,653,937
FUNDING	$ (556,544)	(571,496)	(736,672)	$ (566,720)	$ (830,184)
NET COUNTY COSTS	$ 1,818,853	$ 1,902,051	$ 1,813,343	$ 1,947,204	$ 1,823,753
STAFF YEARS	62.00	60.25	62.50	60.25	62.75

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.

1987-88 ACTUALS:

The 1987-88 salary and benefit expenditures were approximately $11,500 over budget as a result of two unanticipated retirements. Services and supplies expenditures exceeded budgeted amounts by approximately $25,000, as a result of increases in felony filings, Superior Court bindovers and increased costs associated with court reporter transcript fees, pro-tem interpreters and office equipment maintenance.

These over-expenditures were offset by an $83,000 revenue increase associated with increased Civil and Small Claims filings; a 20% increase in Traffic School fees, effective July 16, 1987; and the reenactment of the Robbins-McAllister Financial Responsibility Act, effective January 1, 1988.

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

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES

The Adopted Budget includes 2.50 additional staff years and $20,000 for the replacement of an existing high-speed copier.

1. JUDICIARY (7.25 SY; $612,549)

   - Mandated/Mandated Service Level
   - Responsible for the adjudication of all cases filed with the Court
   - Adding .25 SY Judge.

2. ADMINISTRATIVE SERVICES (6.00 SY; $327,841) including accounting, budgeting, payroll, personnel, training, purchasing services, and administrative support to the Judiciary.

   - Mandated/Mandated Service Level.
   - Provides part-time clerical support to other operating divisions.

3. PUBLIC OFFENSES (43.50 SY; $1,529,577) provides all case processing support and reporting services for public offenses and is responsible for two major case classifications.

   A. CRIMINAL (20.00 SY; $683,568)

      - Mandated/Mandated Service Level
      - Reporting services provided on felony cases only
      - Felony and the more serious misdemeanor cases including driving under the influence
      - Adding .25 SY Deputy Clerk IV to provide clerical support for .25 Judge; 1.00 SY Deputy Clerk III, to provide courtroom clerical support for pro-tem Judges.

   B. TRAFFIC/MINOR OFFENSES (23.75 SY; $846,009)

      - Mandated/Mandated Service Level
      - Bail Forfeitable misdemeanor cases and both criminal and traffic infractions

4. CIVIL/SMALL CLAIMS (6.00 SY; $183,970)

   - 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.
   - Adding 1.00 SY Deputy Clerk II as a result of a 38% increase in workload in this division.

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

PROGRAM REVENUES BY SOURCES:

Revenues are expected to increase by $263,464 over the 1987-88 budgeted amount. This increase is primarily the result of the reenactment of the State financial responsibility statute, an increase in Civil/Small Claims filings and expected increases in other miscellaneous revenue categories.

	Program Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
9162	Night Court Assessment	$ 34,292	$ 36,000	$ 33,000	$ (3,000)
9678	Aid Other Gov't. Agencies	0	720	0	(720)
9713	Returned Check Fee	2,161	2,500	2,500	0
9821	Filing Documents	260,818	225,000	270,000	45,000
9822	Court Costs - Jury	1,833	1,500	2,500	1,000
9823	Court Reporter Trans. Fee	1,286	1,000	1,800	800
9827	Costs for Courts	2,562	1,500	3,000	1,500
9831	Other Court Costs	264,536	96,500	270,000	173,500
9832	Traffic School	105,140	70,000	100,000	30,000
9833	Administrative Fee	61,780	0	145,384	145,384
9967	Duplicating Documents	2,176	2,000	2,000	0
9979	Other Miscellaneous	88	130,000	0	(130,000)
	TOTAL	$ 736,672	$ 566,720	$ 830,184	$ 263,464

COUNTY COST DETAIL:

No match is required for any of the Court's program revenue.

County Program Support Costs:	$1,813,343	$1,947,204	$1,823,753	$ (123,451)
	$1,813,343	$1,847,204	$1,823,753	$ (123,451)

ADDITIONAL COUNTY REVENUE THAT IS NOT INCLUDED ON THE AUDITOR'S WORKSHEETS FOR THE COURT'S BUDGET UNIT*

9161	General Vehicle Code	$ 50,000	$ 95,000	$ 51,000	$ (44,000)
9163	Cities Arrest (County Portion)	213,000	230,000	213,000	(17,000)
9173	General Fines	255,000	325,000	255,000	(70,000)
9182	Summary Judgements	20,000	20,000	21,000	1,000
	TOTAL	$ 538,000	$ 670,000	$ 540,000	$ (130,000)

OTHER REVENUE COLLECTIONS

Criminal Justice Construction (AB 189)	$ 208,000	$ 208,000	$ 365,000	$ 157,000
Courthouse Construction (SB 668)	207,000	207,000	455,000	248,000
Automated Warrant System Fee	40,000	40,000	40,000	0
County Alcohol Program	123,000	150,000	125,000	(25,000)
Sheriff's Crime Lab	105,000	140,000	106,000	(34,000)
County Road Fund	51,000	50,000	54,000	4,000
Law Library	68,500	60,000	75,000	15,000
TOTAL	$ 802,500	$ 855,000	$1,220,000	$ 365,000

FIXED ASSETS:

Item	Quantity	Total Cost	Revenue
Copier	1	$ 20,000	0

PERFORMANCE INDICATORS

Program: Municipal Court Services - South Bay — Department: South Bay Municipal Court

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted
ACTIVITY: Municipal Court Services-South Bay					
% of Resources					
100%					
Workload					
Filings:					
Felonies	1,498	1,769	2,152	1,850	2,300
Non-Traffic					
Group A Misdemeanors	4,986	4,696	4,661	4,800	4,800
Group B Misdemeanors	310	682	728	750	950
Infractions	10,581	11,991	13,175	13,000	14,000
Traffic					
Group C Misdemeanors	3,448	3,608	3,276	3,750	3,225
Group D Misdemeanors	7,205	8,072	9,408	8,800	10,000
Infractions	43,552	51,882	54,721	56,000	56,000
Parking	7,292	6,052	531	2,000	500
Small Claims	4,987	5,441	5,645	5,500	5,600
Civil	3,729	4,399	4,763	4,500	4,800
Total Filings	87,588	98,592	99,060	100,950	102,175
Clerical Weighted Csld	5,230,116	5,819,044	6,168,531	6,691,850	6,394,775
Judicial Weighted Csld	560,414	605,299	639,898	631,260	661,590
Sup. Ct. Criminal Filings	215	0	0	0	0
Clerical Staff Years	.12	0	0	0	0
Efficiency					
Unit Costs: (1)					
Direct cost per clerical wcsld	.43	.40	.40	.36	.40
Net direct cost per clerical wcsld	.32	.30	.29	.28	.27
Productivity Indices: (2)					
Clerical wcsld per non-Jud. Staff	105,659	119,365	120,952	140,143	127,896
Judicial wcsld per non-Jud. Staff	11,321	12,416	12,547	13,220	13,232
Judicial wcsld per Judicial Staff	80,059	86,471	91,414	90,180	91,254
Clerical staff/Judicial Position	7.1:1	7.0:1	7.7:1	6.7:1	7.0:1

(1) Unit Costs exclude: Juror pay
(2) Excludes Judges, Reporters, Judicial Secretaries, and Interpreters; includes temporary extra help.

STAFFING SCHEDULE

Program: Municipal Court Services - South Bay

Department: South Bay Municipal Court

Class	Title	Staff Years 1987-88 Budget Pos	Staff Years 1987-88 Budget SY	Staff Years 1988-89 Adopted Pos	Staff Years 1988-89 Adopted SY	Salary and Benefit Costs 1987-88 Budget	Salary and Benefit Costs 1988-89 Adopted
0580	Municipal Ct. Judge	7	7.00	8	7.25*	$ 523,194	$ 561,330
0651	Court Administrator	1	1.00	1	1.00	60,217	61,785
0603	Deputy Clerk, Admin. Services Mgr. II	1	1.00	1	1.00	44,314	46,354
0547	Court Reporter	2	2.00	2	2.00	80,442	91,746
0668	Division Manager III	1	1.00	1	1.00	38,899	39,921
0670	Division Manager I	3	3.00	3	3.00	96,453	97,782
0672	Deputy Clerk, Asso. Accountant	1	1.00	1	1.00	26,494	32,690
0617	Deputy Clerk, Admin. Sec. IV	1	1.00	1	1.00	26,546	28,043
0610	Deputy Clerk IV	10	10.00	11	10.25	259,326	271,910
0611	Deputy Clerk III	14	14.00	15	15.00	300,554	329,738
0615	Deputy Clerk Interpreter	2	2.00	2	2.00	42,126	44,278
0612	Deputy Clerk II	16	15.25	17	16.25	274,472	303,096
0613	Deputy Clerk I	1	1.00	1	1.00	14,604	15,097
	Extra Help	1	1.00	1	1.00	15,000	15,000
	TOTAL	61	60.25	65	62.75	$ 1,802,641	$1,938,770
	Adjustments:						
	County Contributions and Benefits					$ 425,251	426,187
	Salary Settlement Costs					58,154	0
	Special Payments:						
	CRT/bilingual premiums					2,520	2,520
	Overtime					9,000	9,000
	Salary Adjustment					4,200	50,648
	Salary Savings					(52,264)	(53,410)
	Total Adjustments					$ 446,861	$ 434,945
PROGRAM TOTALS:		61	60.25	65	62.75	$ 2,249,502	$2,373,715

* This adopted budget assumed legislative approval of the Board's resolution supporting one additional judge for the South Bay Court. However, this position was not added by the Legislature.

MUNICIPAL COURT - EDP SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Municipal Court - EDP Services	$ 0	$ 109,484	$ 670,065	$ 904,237	$ 1,331,954	$ 427,717	47.30%
Total Direct Costs	$ 0	$ 109,484	$ 670,065	$ 904,237	$ 1,331,954	$ 427,717	47.30%
Funding	$ 0	$ (108,882)	$ (388,017)	$ (267,790)	$ (717,111)	$ (449,231)	37.34%
Net Program Cost	$ 0	$ 602	$ 282,048	$ 636,447	$ 614,843	$ (21,604)	(3.39)
Staff Years	0	0	.75	0	6.50	6.50	

PROGRAM: MUNICIPAL COURT EDP SERVICES # 01000 MANAGER: D. KENT PEDERSEN

Department: SAN DIEGO MUNICIPAL COURT # 2350 REF: 1988-89 Adopted Budget, Pg: A118

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 35,653	$ 0	$ 270,387
Services & Supplies	0	602	271,932	331,947	491,040
Other Charges	0	108,882	356,690	217,790	482,221
Communications Equipment	0	0	0	0	0
Fixed Assets	0	0	5,790	354,500	88,306
TOTAL DIRECT COSTS	$ 0	$ 109,484	$ 670,065	$ 904,237	$ 1,331,954
FUNDING	$ 0	$ (108,882)	$ (388,017)	(267,790)	$ (717,111)
NET COUNTY COSTS	$ 0	$ 602	$ 282,048	$ 636,447	$ 614,843
STAFF YEARS	0.00	0.00	0.75	0.00	6.50

PROGRAM DESCRIPTION:

This program, administered by the Clerk of the San Diego Municipal Court, exists to provide data processing and automation for the four municipal courts in San Diego County (El Cajon, North County, San Diego and South Bay). Coordination of the Courts' data processing and automation needs is provided to avoid duplication of effort and expenditures and to maintain consistency between the four municipal courts within San Diego County.

1987-88 ACTUALS:

Salaries & Benefits - The Board of Supervisors approved the mid-year addition of 2 Deputy Clerk - Associate Systems Analyst positions and .75 staff years.

Other Charges - In the same Board action, the Municipal Courts were authorized to upgrade systems, to add workstations and other related equipment, and to install a backup computer all via a lease purchase. The expenditures reflect lease/purchase payments of $138,900 for those activities.

1988-89 OBJECTIVES:

The department objectives coincide with the objectives stated within the program budgets of the four municipal courts of San Diego County as they relate to automated systems.

The Automated Court Accounting System has been implemented in 5 of the 7 municipal court locations and will be completed early in fiscal 1988-89.

The programming will begin on the Automated Minor Offense System the first quarter of fiscal 1988-89.

PROGRAM: MUNICIPAL COURT EDP SERVICES # 01000 MANAGER: D. KENT PEDERSEN

1988-89 OBJECTIVES: (Continued)

The interface to the Department of Motor Vehicles was developed by Municipal Court personnel outside of the Minor Offense Contract. The statewide prior violation data is being used to enhance bail for all vehicle code violations that occur in the San Diego Judicial District and will soon be used County wide.

The Courts are evaluating Civil and Small Claims Systems operational within the State to determine the feasibility of transferring a system to San Diego. A decision on a system has not been made.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

Salaries and Benefits

Salaries and benefits were increased to reflect:

- The transfer of three existing staff years from the San Diego Municipal Court's budget (1.00 SY DP Systems manager, 1.00 SY Deputy Clerk-EDP Coordinator, and 1.00 SY Deputy Clerk-Systems Analyst Trainee).
- Full year funding for 2 Deputy Clerk-Associate Systems Analyst Trainees added midyear in fiscal 87-88.
- The addition of 1 Deputy Clerk II (1.00 SY) and 1 Temporary Extra Help position (.50 SY).

These staff are arrayed as follows:

Management (2.00 SY; E=$90,138) Responsible for overall project coordination, budgeting, purchasing, contract administration and long range planning.

Mandated/Discretionary Service Level

Software/Operations Support (1.50 SY; E=$61,502) Responsible for all computer operating system software, network management and computer operations.

Mandated/Discretionary Service Level

Application Support (3.00 SY; E=$123,800) Responsible for the definition, the development, and the maintenance of Municipal Court computer applications. Two major applications are being developed under service contracts but will be maintained and enhanced by the Municipal Courts.

Mandated/Discretionary Service Level

Services and Supplies:

This represents an overall increase in services and supplies over the 1987-88 budget of $159,093. This increase is due to the funding of $75,000 for the initial installation of 5 Local Area Network cabling systems, $40,000 in Professional and Special Services for consulting services to develop major enhancements to the current Want Warrant System, increased maintenance costs, and additional software.

Costs by system are:

Automated Court Accounting System and Automated Minor Offense System ($369,570)
Office Automation and Civil and Small Claims Case Processing ($81,470)
Want Warrant System ($40,000)

PROGRAM: MUNICIPAL COURT EDP SERVICES # 01000 MANAGER: D. KENT PEDERSEN

1988-89 OBJECTIVES: (Continued)

Other Charges

The budget increase of $264,431 will provide for 1988-89 lease/purchase obligations for computer hardware authorized by 87-88 mid-year Board action.

Costs by system are:

Automated Court Accounting System and Automated Minor Offense System ($108,895)
Office Automation and Civil and Small Claims Case Processing ($373,326)

Fixed Assets by system:

Automated Court Accounting System and Automated Minor Offense System ($13,250)
Office Automation and Civil and Small Claims Case Processing ($47,356)
Want Warrant System ($27,700)

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
20% of the Prior Violation Fee	$ 0	$ 0	$ 213,257	$ 213,257
Temporary Criminal Justice Facility Construction Fund (AB 189)	217,764	217,790	108,895	(108,895)
Micro Automation Fee ($7)	170,253	0	327,259	327,259
Want Warrant Fee	0		67,700	67,700
TOTAL	$ 388,017	$ 217,790	$ 717,111	$ 499,321

* 1987/88 Want Warrant Fee Collections

The Prior Violation Free revenue is a result of a Board authorized increase in this fee from $8 to $10. This increase also takes into account the additional cases for which this fee is collected as a result of a direct tie to the California Department of Motor Vehicles for statewide prior violation history. This tie was developed during fiscal 87-88.

AB189 revenue is reduced in the 88-89 budget because only one final installment payment is due in fiscal 88-89. This payment will retire a $767,000 lease/purchase obligation for the Automated Minor Offense System.

The 87-88 Board authorized a mid-year increase in the Micro Automation Fee. The increase (from $1 to $7) resulted in higher than budgeted actual revenue and is responsible for the increase in 88-89 Micro Automation revenue.

COUNTY COST DETAIL:

No match is required for any of these program revenues

County Support Cost	$ 282,058	$ 636,447	$ 614,843	$ (21,604)
Total	$ 282,058	$ 636,447	$ 614,843	$ (21,604)

PROGRAM: MUNICIPAL COURT EDP SERVICES # 01000 MANAGER: D. KENT PEDERSEN

FIXED ASSETS:

Municipal Court - EDP Services

Item	Quantity	New/Replacement	Cost	Revenue	Source of Revenue
Computer Equipment	Lot	Replacement	$ 60,606	$ 47,356	Micro/Automation
Xerox 3700 Printer	1	New	$ 25,000	$ 25,000	Want Warrant Fee (AB 2989)
HDS5 Terminals	3	New	2,700	2,700	Want Warrant Fee (AB 2989)
Total			$ 88,306	$ 75,056	

The lot of computer equipment is budgeted to replace existing equipment when replacement is more cost-effective than repair.

STAFFING SCHEDULE

PROGRAM: Municipal Court Services - EDP Services DEPT: San Diego Municipal Court

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0616	DP Systems Manager	0	0.00	1	1.00	$ 0	$ 51,133
0655	DC - Associate Systems Analyst	0	0.00	2	2.00	0	70,936
0657	DC - EDP Coordinator	0	0.00	1	1.00	0	32,743
0658	DC - Systems Analyst Trainee	0	0.00	0	1.00	0	0
0612	Deputy Clerk II	0	0.00	1	1.00	0	16,284
	Temporary Extra Help	0	0.00	1	0.50	0	10,520
	Total	0	0.00	7	6.50	$ 0	$ 211,497
	Adjustments:						
	County Contributions and Benefits					$ 0	$ 40,749
	Salary Settlement Costs					0	0
	Special Payments						
	Overtime					0	5,000
	Premiums					0	0
	Salary Adjustments					0	18,549
	Salary Savings (2%)					0	(5,408)
	Total Adjustments					$ 0	$ 58,890
PROGRAM TOTALS:		0	0.00	7	6.50	$ 0	$ 270,387

PROBATION

	1985-86 Actual	1986-87 Actual	1987/88 Actual	1987-88 Budget	1988-89 Adopted	Chg. Frm. 1987-88 Budget	% Change
Adult Field Services	$11,106,837	$11,669,175	$13,234,249	$13,316,241	$13,576,691	$260,450	1.9
Adult Institutional Services	7,632,018	8,156,466	8,322,106	8,674,978	8,789,918	114,940	1.3
Juvenile Field Services	6,190,614	6,273,268	6,966,946	6,639,564	7,121,773	482,209	7.2
Juvenile Institutional Services	8,050,140	8,569,079	9,438,530	9,718,925	9,845,072	126,147	1.2
Overhead	1,508,843	1,773,135	1,951,346	1,977,744	1,967,574	(10,170)	.5
TOTAL DIRECT COSTS	$34,488,452	$36,441,123	39,913,177	$40,327,452	$41,301,028	$973,576	2.4
Program Funding	(5,342,879)	(5,296,864)	(6,395,004)	(5,650,873)	(5,935,525)	(284,652)	5.0
NET PROGRAM COSTS	$29,145,573	$31,144,259	$33,518,173	$34,676,579	$35,365,503	$688,924	1.9
Staff Years	945.62	969.50	981.50	988.25	1001.00	12.75	1.3

SAN DIEGO COUNTY PROBATION DEPARTMENT
ORGANIZATION AND FUNCTIONS CHART

CECIL H. STEPPE
CHIEF PROBATION OFFICER
Provides leadership and direction for overall operation of the Department based on statutory mandates as well as by policy established by the courts and by the County Board of Supervisors.

GERARD A. WILLIAMS
ASSISTANT CHIEF PROBATION OFFICER
Assists the Chief Probation Officer in carrying out his duties. Acts as Chief Probation Officer in the Chief Probation Officer's absence.

ADULT FIELD SERVICES
DEPUTY CHIEF PROBATION OFFICER
BARBARA FRANK
Responsible to the courts for adult probation services which include: Presentence investigation and risk assessment of convicted offenders; Reporting sentence recommendations to the court; Supervision and compliance monitoring of conditions of probation/reporting non-compliance to the court; Referral assistance to clients for support services

Positions: 378 Staff Years 363

ADULT INSTITUTIONAL SERVICES
DEPUTY CHIEF PROBATION OFFICER
VICKI MARKEY
Responsible for administration of minimum security adult male work camps, a work furlough program, and the work project service program; Services include: In-custody supervision and control of convicted persons assigned to County work camps and work furlough program; Provisions of educational and rehabilitative opportunities for persons in custody.

Positions: 191 Staff Years 185.5

JUVENILE FIELD SERVICES
DEPUTY CHIEF PROBATION OFFICER
J. DOUG WILLINGHAM
Responsible for receiving referrals of Juveniles from public agencies (principally law enforcement) and individuals for delinquency and civil matters subject to consideration by the court. Services include: Screening referrals for action or recommendations; Investigation of case background for the court; Supervision and monitoring of Juveniles ordered on probation.

Positions: 179 Staff Years 176.5

JUVENILE INSTITUTIONAL SERVICES
DEPUTY CHIEF PROBATION OFFICER
J. DOUG WILLINGHAM
Responsible for providing secure detention and minimum security custody for Juveniles arrested by law enforcement agencies or ordered into placement by the court. Services include: Secure custody and control of arrested minors; In-custody supervision and control; In-camp placement; Education rehabilitative opportunities

Positions: 241 Staff Years: 237

ADMINISTRATIVE SERVICES
DEPUTY CHIEF PROBATION OFFICER
CARL DARNELL
Provides administrative support to the Chief Probation Officer for all operation services of the Department. Services include: Payroll and Personnel, Fiscal and Budget management, Training and Staff Development, Program Planning and evaluation, Volunteer Recruitment, and Community Relations.

Positions: 39 Staff Years: 39

PROGRAM: Adult Field Services #17009 MANAGER: Barbara Frank

Department: Probation #3600 Ref: 1988-89 Proposed Budget - Pg:A126

Authority: Penal Code Sections 1000 et seq., 1192.4-1192.7, 1202.7, 1202.8, 1203-1205.5, 1208-1209, 1213-1215, 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 10,804,367	$ 11,259,090	$ 12,838,571	$ 12,913,460	$ 13,139,605
Services & Supplies	277,386	326,257	319,907	330,510	387,813
Other Charges	0	63,928	70,641	67,871	5,773
Fixed Assets	25,084	19,900	5,130	4,400	43,500
TOTAL DIRECT COST	$ 11,106,837	$ 11,669,175	$ 13,234,429	$ 13,316,241	$13,576,691 1.9%
FUNDING	$ (1,407,052)	$ (1,370,732)	$ (1,477,958)	$ (1,370,732)	$(1,374,369) .3%
NET COUNTY COSTS	$ 9,699,785	$ 10,298,443	$ 11,756,291	$ 11,945,509	$12,202,322 2.2%
STAFF YEARS	316.29	343.50	345.25	351.50	363.00

PROGRAM DESCRIPTION:

This program provides investigation services to the County's Adult Criminal Courts. Officers will conduct approximately 28,802 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 19,438 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

1987-88 ACTUALS:

This program underspent appropriations by $81,812 or .6%. Salaries and Benefits were underexpended by $74,889 (.58%) due to salary savings resulting from vacancies throughout the year. Services and Supplies were underexpended by $10,603 (3.2%) a result of staffing vacancies during the year. Other charges were $2,770 (4.1%) over budget, a result of mid-year buy-out cost associated with lease purchase equipment. Revenue exceeded budget level by $107,226 (7.8%). The unanticipated revenue resulted from collections of cost of investigations and cost of supervision which increased by 7.1% over budget levels.

Total felony and misdemeanor investigations are projected to exceed budget levels by 1,628 cases or 7.1% due to an increase in court referrals. Total supervision cases will exceed budget levels by 1,244 cases (7.1%). These projected increases are due to the influx of more serious felons and misdemeanants into the system.

1988-89 OBJECTIVES:

1. 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.
2. To maintain a minimum success rate of 48% for probationers in completing their periods of probation.
3. To return failing probationers to court with recommendations aimed at maintaining a revocation rate of 52%.
4. To make recommendations aimed at maintaining an early successful completion rate of 28%.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

This program includes two activities:

1. Investigation (192 SY; E-$7,031,045; R-$341,370) 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 4.8% by an estimated $341,370 in revenue from charges for investigation and supervision services.
   - Increasing by 14 positions (1 Supv.P.O., 8 DPOs, 5 Clerks) to accommodate the increase in workload (half year funding).
   - Able to conduct 28,802 investigations.

2. Supervision (171 SY; E-$6,545,646; 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 15.8% by $1,032,999 in AB 90 revenues for intensive supervision of high-risk offenders.
   - Increasing by 9 positions (1 Supv.P.O., 8 DPOs) to accommodate the increase in workload (half year funding).
   - Able to supervise 19,438 adult offenders.

PROGRAM: Adult Field Services # 17009 MANAGER: Barbara Frank

SUPPORTING DOCUMENTATION

REVENUE BY SOURCE:

There is a $3,637 increase in revenues from FY 87-88 to FY 88-89 due to an increase in revenues collected for cost of investigation and supervision services.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
AB90-Supervision of High Risk Offenders (no match required)	$1,032,999	$1,032,999	$1,032,999	$ 0
Cost of Investigations/Supervisions (no match required)	444,959	337,733	341,370	3,637
TOTAL	$1,477,958	$1,370,732	$1,374,369	$ 3,637

Explanation/Comments

The revenue associated with the cost of Investigation and Supervision exceeded FY 87/88 budget by $107,226. The unanticipated increase in revenue is a result of an increase in both the number of investigations conducted and the number of cases supervised.

FIXED ASSETS:

Twenty-three desks will be used to equip the adopted 23 position increase. Three desks and credenzas are replacements to existing equipment which is damaged beyond repair. Three of the 14 typewriters requested are to be used by three clerical positions included in the proposed 23 Staff Years. The remaining 11 typewriters are replacements to equipment which is older than five years and beyond economical repair. The computer equipment, three CRT's and one 50 MB Disk Drive are necessary for records processing of 17,000 active supervision cases.

Item	Quantity	Cost
Computer Equipment/CRTS	3	$3,900
Computer Equipment/50 MB Disk Drive	1	3,750
Desks	23	19,550
Desks	3	2,550
Credenzas	3	2,550
Typewriters	3	2,400
Typewriters	11	8,800
	Total:	$43,500

PERFORMANCE INDICATORS

Program: Adult Field Services — *Department:* Probation

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: INVESTIGATION					
% of Resources	49%	50%	50%	50%	51%
Workload					
Superior Ct. Investigations Conducted	7,231	8,165	9,273	8,631	9,898
Other Investigations Conducted	12,287	13,349	15,355	14,369	18,904
Efficiency					
Unit Cost (Direct Cost/Workload)					
Cost/Superior Ct. Investigation	$613	$553	$612	$600	$608
Cost/Other Investigation	$81	$100	$73	$ 80	$74
Productivity (Workload/Staff Years)					
Superior Ct. Investigations/Staff Year	54	59	62	59	61
Other Investigations/Staff Year	408	329	518	440	505
Effectiveness:					
A. Meetings with Superior and Municipal Ct. Judges to determine effectiveness of Pre-Sentence Investigations	15	18	16	12	12
B. Amount Collected from Cost of Investigation/Supervision	$345,578	$308,780	$444,959	$337,733	$341,370
ACTIVITY B: SUPERVISION					
% Resources	51%	50%	50%	50%	49%
Workload					
High Risk Felonies Supervised	2,871	3,141	3,861	3,500	3,846
High Risk Misdemeanors Supervised	652	810	627	964	964
Other Cases Supervised	11,952	12,346	14,171	12,951	14,628
Efficiency					
Unit Cost (Direct Cost/Workload)					
Cost/High Risk Felony Supervised	$872	$937	$788	$1,033	$747
Cost/High Risk Misdemeanor Supervised	$459	$505	$540	$558	$525
Cost/Other Case Supervised	$241	$200	$214	$175	$200
Productivity (Workload/Staff Years)					
High Risk Felonies/Staff Year	43	38	49	37	50
High Risk Misdemeanors/Staff Year	82	70	68	69	71
Other Cases/Staff Year	155	176	180	220	187
Effectiveness					
A. Supervision Cases Closed	7,361	7,888	8,269	7,000	8,495
% of Successful Completions	51%	47%	49%	51%	48%
% of Early Completions	21%	22%	23%	22%	28%
% of Revocations	49%	53%	51%	49%	52%
B. Amount Collected for Victim Restitution	$1,354,329	$1,345,855	$1,423,190	$1,352,404	$1,291,193

STAFFING SCHEDULE

Program: Adult Field Services

Department: Probation

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2291	Deputy Chief P.O.	1	1.00	1	1.00	$ 50,070	$ 53,684
5084	Prob. Director	5	5.00	5	5.00	216,245	226,235
5115	Supervising P.O.	20	20.00	22	21.00	765,576	826,925
5090	Senior P.O.	45	44.00	45	44.00	1,526,611	1,572,658
5065	Deputy P.O.	154	151.50	170	159.50	4,682,210	5,117,479
2725	Principal Clerk	1	1.00	1	1.00	25,571	25,571
2726	Principal Clerk II	1	1.00	1	1.00	25,957	26,917
3010	Word Proc. Center Supv.	1	1.00	1	1.00	22,048	26,144
2758	Admin. Sec. III	1	1.00	1	1.00	19,010	26,056
2745	Supervising Clerk	5	5.00	5	5.00	108,614	117,007
3008	Senior Word Proc. Oper.	1	1.00	1	1.00	21,957	21,880
2757	Admin. Sec. II	1	1.00	1	1.00	21,761	22,550
3009	Word Proc. Oper.	10	10.00	10	10.00	185,566	185,591
2730	Senior Clerk	13	13.00	13	13.00	254,387	262,875
2714	Int. Transcriber Typist	30	30.00	35	22.50	540,586	587,520
2760	Stenographer	1	1.00	1	1.00	16,441	17,033
2715	Records Clerk	20	20.00	20	20.00	336,046	353,919
3039	Mail Clerk Driver	3	3.00	3	3.00	49,793	50,914
2700	Int. Clerk Typist	38	38.00	38	38.00	684,745	727,636
2709	Dept. Clerk	4	4.00	4	4.00	51,114	51,248
	TOTAL	355	351.50	378	363.00	$9,604,308	$10,299,842
Adjustments:							
	County Contributions & Benefits					$3,268,293	$ 3,088,880
Salary Settlement Cost						282,076	0
Special Payments:							
	Bilingual Pay					10,959	10,959
Salary Savings:						(252,176)	(260,076)
Total Adjustments						$ 3,309,152	$ 2,839,763
PROGRAM TOTALS:		355	351.50	378	363.00	$12,913,460	$13,139,605

PROGRAM: Adult Institutional Services # 17007 MANAGER: Vicki K. Markey

Department: Probation # 3600 Ref: 1988-89 Proposed Budget -Pg:A132

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 6,395,170	$ 6,714,062	$ 7,095,176	$ 7,104,941	$ 7,218,730
Services & Supplies	1,109,281	1,247,857	1,197,534	1,466,037	1,444,242
Other Charges	53,005	68,773	15,548	83,750	83,750
Fixed Assets	74,562	125,774	13,848	20,250	27,596
Vehicles and Communications Equip.	0	0	0	0	15,600
TOTAL DIRECT COSTS	$ 7,632,018	$ 8,156,466	$ 8,322,106	$ 8,674,978	$ 8,789,918 1.3%
FUNDING	$ (1,383,715)	$(1,511,865)	$(2,168,497)	$ (1,840,746)	$(1,871,104) 1.7%
NET COUNTY COSTS	$ 6,248,303	$ 6,644,601	$ 6,153,609	$ 6,834,232	$ 6,918,814 1.2%
STAFF YEARS	190.02	189.50	195.50	191.25	185.50

PROGRAM DESCRIPTION:

The Adult Institutional Services Program is composed of five minimum security jails for sentenced male inmates (four rural facilities and an in-town Work Furlough facility) and a non-institutional Work Project program. Combined, the Institutions have a rated capacity of 569 beds, with an average daily attendance of 749 inmates. Over the course of the year, approximately 4,000 inmates will be admitted to Adult Institutions. The Work Project serves as a non-institutional sentencing alternative and will receive in excess of 21,000 adults and juveniles from the Superior and Municipal Courts. In Fiscal Year 1988-89, inmates in probation facilities and on Work Project will provide an estimated 207,000 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 $7 million based on minimum wage. In addition, approximately 400 inmates will be involved in an educational program which includes remedial reading, math, a General Education Development component, and a high school diploma program. Another 1,400 inmates will graduate from a one-week alcohol education program operated within the camp system.

The 1988-89 fiscal year program includes an Electronic Home Surveillance element to the Work Furlough component which may, at any given time, involve up to 80 persons sentenced by the Court.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

Overall, there was no significant change between 1987-88 budget and actual total direct cost. By year end, a total of $352,872 was saved or 4.1% of final budget. Of that amount, $9,765 was realized in Salaries and Benefits; $268,503 in Services and and Supplies; $68,202 in Other Charges and $6,402 in Fixed Assets. The Service and Supply cost savings were primarily attributable to increased availability of surplus food commodities and reduced utility costs due to mild weather conditions. The savings in Other Charges is primarily attributed to late billing by the State Department of Forestry for contract services ($54,936). Revenue exceeded budget by $327,751 due principally to revenue offset work crew activity and State Department of Forestry fire crew reimbursement.

1988-89 OBJECTIVES:

1. To provide minimum security confinement of 4,000 male inmates.
2. To provide 136,000 days of inmate labor with an indirect savings to the taxpayer of $4,624,000 based on minimum wage.
3. To provide 71,000 days of Work Project participant labor with an indirect savings to the taxpayer of $2,414,000.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

The activities of this program are summarized as follows:

1. Rural Camps (138 SY; E-$7,116,699; R-$1,085,759) includes four rural camps - Barrett, West Fork, Morena and La Cima - and is:
   - Discretionary/Discretionary Service Level
   - Offset 15% by program revenue.

2. Work Furlough (31 SY; E-$1,163,847; R-$675,345) provides minimum security custody in-town, allowing residents to maintain employment within the community and is:
   - Discretionary/Discretionary Service Level
   - Offset 59% by program revenue.

3. Work Program (16.5 SY; E-$509,372; 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 Service Level
   - Offset 22% by program revenue.

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
State Aid Corrections-Forestry (no match required)	$ 344,518	$229,289	$229,289	$ 0
State Meal Subvention (no match required)	65,245	54,500	54,500	0
State Subvention AB-90 (no match required)	492,012	492,012	492,012	0
Institutional Care & Services (no match required)	709,088	673,345	673,345	0
Charges To Other Gov't Agencies (no match required)	537,874	388,000	418,358	30,358
Other Miscellaneous (no match required)	19,760	3,600	3,600	0
Total	$2,168,497	$1,840,746	$1,871,104	$ 30,358

Explanation/Comments:

Fiscal Year 1987-88 actual revenue exceeded budget by $327,751 or by 17.8 percent.

- State Aid Corrections - Forestry - This revenue source involves state aid for fire fighting activities in support of the State Department of Forestry, and reflects a revenue overrealization of $115,229 for the 87-88 fiscial year or 50.3% over budgeted revenue. This increase indicates higher than expected County fire crew participation and an extended fire season.

- State Meal Subvention - This revenue exceeded budget by $10,745 or by 19.7% due to proportional increase in the camp population between 18 and 21 years of age for which this subvention is available.

- State Subvention - AB90 - This revenue has remained stable and is based on County established priorities.

- Institutional Care and Services - The $35,743 (5.3%) increase in Institutional Care and Services revenue results from collected fees for room and board from inmates of the Work Fulrough Center and from participants in Electronic Home Surveillance. This particular revenue source is the result of a temporary increase in Work Furlough participants as well as fee adjustments.

- Charges to Other Governmental Agencies - This source reflects anticipated revenue to be generated by work crews from the Rural Camps and Work Project. Significantly, charges to other governmental agencies for work crew supervision has resulted in $149,874 or 38.6% overrealized revenue due to expansion of contract activity.

- Other Miscellaneous Revenue - This source includes the administrative charge associated with the State Forestry revenue contract as well as funds collected from clients for direct services or reimbursements for damaged property. The $16,160 increase in Fiscal Year 1987/88 actual revenue is attributable directly to recovery of administrative costs associated with the State Forestry contract.

1988-89 Adopted Revenues reflect anticipated revenues by source. These figures are subject to change based on the number of inmates in the Adult Institutions, their ability to pay room and board; the number of fires County inmate crews respond to in the coming year; and the number of cost offsetting crews fielded throughout the fiscal year.

FIXED ASSETS

New and replacement items requested for Fiscal Year 1988-89 total $27,596 and include two replacement four-frame identification cameras for use for inmate records and identification and a new still camera for photographing evidence and other property ($4,104); a computer system ($1,380) to automate inventory at the Adult Institution Warehouse; and a computer terminal ($1,300) to access I.B.I.S. (an institutional information system). Finally, $20,812 of critically needed replacement equipment requested to assure continuity in the daily operation of the Adult Institutions.

Item	Quantity	Cost
Computer System	Lot	$1,300
Computer Terminal	1	1,380
Cameras	3	4,104
Vacuum Sweeper	1	300
Typewriters	3	2,400
Desk, Executive	1	850
Television, Color	2	1,200
Toaster	1	800
Steam Pot	1	5,000
Oven, Convection	2	4,800
Dryers, Clothes	2	5,462
	Total:	$27,596

VEHICLES/COMMUNICATIONS EQUIPMENT:

Mobile and portable radio equipment ($15,600) are to be used to increase security at each of the four rural camps ($10,800) and at the Work Furlough Center ($4,800).

New Communications Equipment:

Item	Quantity	Cost
Radio, Portable	3	$ 3,600
Radio, Mobile	10	12,000
	Total:	$15,600

PERFORMANCE INDICATORS

Program: Adult Institutional Services — Department: Probation

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% of Resources	100%	100%	100%	100%	100%
Workload					
ADA - Camp	591	748	749	862	766
Work Program - ADA	157	193	187	200	200
Efficiency					
Unit Cost: (Total Direct Cost/ Workload/365 Days)					
Camp Program	$ 32	$ 28	$ 29	$ 26	$ 29
Work Program	$ 7	$ 6	$ 8	$ 7	$ 7
Productivity: (Workload/Staff Years)					
Camp Program	3.62	4.2	4.2	4.9	4.5
Work Program	10.13	11.4	10.6	11.4	12.1
Effectiveness					
Camp Program					
Admissions	3,348	3,992	3,742	4,100	4,100
Days of Labor	115,755	157,188	139,156	165,000	136,000
Dollar Value (minimum wage $4.25 per hour)	$3,935,670	$5,344,392	$4,731,304	$5,610,000	$4,624,000
Work Program					
Referrals	18,130	21,508	21,785	23,000	21,000
Days of Labor	57,304	70,591	68,102	72,000	71,000
Dollar Value (minimum wage $4.25 per hour)	$1,948,336	$2,400,094	$2,315,468	$2,448,000	$2,414,000
Total Days of Labor	173,059	227,779	207,258	237,000	207,000
Total Dollar Value	$5,884,006	$7,744,486	$7,046,772	$8,058,000	$7,038,000

Program: Adult Institutional Services # 17007 Department: Probation

STAFFING SCHEDULE

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2291	Deputy Chief P.O.	1	1.00	1	1.00	$ 50,070	$ 53,684
5084	Prob. Director	7	6.25	6	6.00	270,389	271,482
5115	Supervising P.O.	14	14.00	14	14.00	556,193	592,287
4459	Chief, Food Services	1	1.00	1	1.00	36,683	38,169
5090	Senior P.O.	15	13.50	13	13.00	487,651	498,379
5065	Deputy P.O.	18	16.50	16	16.00	532,022	551,205
5069	Asst. DPO III	27	22.50	21	21.00	617,974	615,350
6405	Food Svcs. Supervisor	6	6.00	6	6.00	132,153	142,812
2745	Supv. Clerk	2	2.00	2	2.00	43,774	46,445
2758	Admin. Sec. III	1	1.00	1	1.00	21,761	26,056
5070	Asst. DPO II	78	65.75	69	63.50	1,376,693	1,450,037
2658	Storekeeper II	1	1.00	1	1.00	20,734	21,445
5071	Asst. DPO I	11	10.25	10	10.00	211,803	214,219
2730	Senior Clerk	3	3.00	3	3.00	56,738	60,708
6410	Senior Cook	14	13.25	13	13.00	244,981	250,223
2715	Records Clerk	3	3.00	3	3.00	51,361	51,407
2720	Corr. Facility Clerk	8	7.25	7	7.00	112,825	121,611
2700	Inter. Clerk Typist	4	4.00	4	4.00	63,555	62,258
	TOTAL	214	191.25	191	185.50	$4,887,360	$5,067,777
Adjustments:							
	County Contributions & Benefits					$1,381,986	$1,426,600
Salary Settlement Cost						155,191	0
Special Payments:							
	Standby Pay					101,835	101,835
	Bilingual Premium					13,067	13,067
	Shift Differential					39,945	39,945
	Call Back					19,368	19,368
	Premium Overtime					181,667	181,667
	Staff Fire Pay (Reimbursable)					148,191	192,567
	Resident Fire & Conservation Pay (Reimbursable)					201,878	201,878
	Resident Wages					116,729	116,729
Salary Savings:						(142,276)	(142,703)
Total Adjustments						$2,217,581	$2,150,953
PROGRAM TOTALS:		214	191.25	191	185.50	$7,104,941	$7,218,730

PROGRAM: Juvenile Institutional Services # 17004 MANAGER: Douglas Willingham

Department: Probation # 3600 Ref: 1988-89 Proposed Budget - Pg:A144

Authority: Article 22.5 of the W&I Code authorizes the establishment of a home supervision unit. Article 23 of the W&I Code mandates your Board to 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 7,263,857	$ 7,611,193	$ 8,685,811	$ 8,783,239	$ 8,880,391
Services & Supplies	751,449	940,496	737,873	928,426	928,426
Other Charges	0	-0-	9,515	3,700	3,700
Fixed Assets	34,834	17,390	5,331	3,560	32,555
TOTAL DIRECT COSTS	$ 8,050,140	$ 8,569,079	$ 9,438,530	$ 9,718,925	$9,845,072
					1.3%
FUNDING	$(1,455,723)	$(1,308,294)	$ (1,496,221)	$(1,333,422)	$(1,349,823)
					1.2%
NET COUNTY COSTS	$ 6,594,417	$ 7,260,785	$ 7,942,309	$ 8,385,503	$ 8,495,249
					1.3%
STAFF YEARS	239.25	229.50	234.75	237.00	237.00

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 consequence of illegal behavior. Youths apprehended for criminal behavior are delivered by law enforcement agencies to Juvenile Hall where the case is screened by the detention control unit. Youths who are a danger to themselves, 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 490 boys and 70 girls to juvenile correctional facilities during FY 1988-89, having determined that these juveniles are in need of specialized treatment programs as a result of their behavior. The correctional facilities provide 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, linkages with community-based organizations, group sports, and educational programs offered by the County Department of Education. For eligible clients, the last 60 days of the program in the correctional facilities is at the Youth Day Center. Cooperatively with the Court Schools and community-based organizations, the Center focuses on the youth's transition back into the community.

PROGRAM: Juvenile Institutional Services # 17004 MANAGER: Douglas Willingham

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The significant difference between the 1987/88 budget and actual expenditures is the unusually low Juvenile Hall population. Juvenile Hall population was budgeted at 310 and the actual average daily population was 266. The low population allowed this program to save $97,428 in salaries and benefits, and $190,553 in services and supplies. In addition to low population, the savings in services and supplies was partially achieved because of an increased availability of commodities which reduce the per meal cost.

1988-89 OBJECTIVES:

1. To maintain a daily population in substantial compliance with youth authority standards.
2. To assure that at least 64% of all wards committed, will successfully complete the programs.
3. To provide a minimum security sentencing option to the court of 560 juvenile offenders.
4. To provide 12,100 of ward labor days out-of-camp to indirectly reduce County cost by $411,399.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

The Juvenile Institutional Program includes two activities:

1. Juvenile Institutional Corrections (80 SY; E-$3,551,097; R-$516,111) includes the boys facilities, Rancho del Campo and Rancho del Rayo, and the Girls Rehabilitation Center. This activity is:

   - Discretionary/Mandated Service Level.
   - Offset 14.5% by program revenue.
   - A local sentencing option to the Court as an alternative to California Youth Authority, private 24-hour schools and boarding homes.
   - Funded for the current populations.

2. Juvenile Detention (157 SY; E-$6,293,975; R-$833,712) includes detention services for the Court and local law enforcement agencies. This activity is:

   - Mandated/Mandated Service Level.
   - Offset 13.2% by program revenue.
   - The only juvenile detention facility for use by the Court and local law enforcement agencies.
   - Remaining at the current population level.

REVENUE BY SOURCE:

There is an increase of $16,401 in total revenue from FY 87-88 to FY 88-89 as a result of over capacity population. This directly affects the revenues associated with the State Meal Subvention Program and charges for institutional care.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Criminal Justice Facilities (no match required)	$ 0	$ 0	$ 0	$ 0
State Meal Subvention (no match required)	406,362	454,390	459,479	5,089
AB 90 (no match required)	454,129	439,129	439,129	0
Charges for Institutional Care (no match required)	425,578	377,153	388,465	11,312
Charges to Other Government Agencies (no match required)	199,273	50,000	50,000	0
Other Miscellaneous (no match required)	10,879	12,750	12,750	0
TOTAL	$1,496,221	$1,333,422	$1,349,823	$ 16,401

Explanation/Comments

Fiscal Year 1987/88 actual revenue exceeded budget by $162,799 or by 12.2 percent.

- State Meal Subvention - Although Juvenile Hall's population remains over capacity, the population was down overall for the year and is reflected in less State Meal Subvention for FY 1987/88 actuals.

- AB90 - Juvenile Camps received an additional $15,000 from the AB90 Program for clerical support at their Youth Day Center which is reflected in the increased FY 1987/88 actuals.

- Other Government Agencies - The number of Federal prisoners were much higher than anticipated which is reflected in the substantial increase in FY 1987/88 actuals.

FIXED ASSESTS:

Item	Quantity	Cost
Breathing Apparatus	2	1,600
Typewriters	3	2,400
Desks	2	1,700
Refrigerators	2	1,200
Stereo Component	2	1,320
Toaster, Commercial	4	2,000
Electronic Appliances	3	2,880
Sofas/Couches	2	1,600
Dryer, Clothes, Industrial	1	555
Sweeper, Vacuum	1	300
Mat, Recreational	1	3,800
	Total:	$19,355

VEHICLES/COMMUNICATIONS EQUIPMENT:

Item	Quantity	Cost
Portable Radios	11	$13,200
	Total:	$13,200

PERFORMANCE INDICATORS

Program: Juvenile Institutional Services — Department: Probation

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: JUVENILE INSTITUTIONS					
% of Resources	96%	97%	97%	97%	97%
Workload					
Referrals Screened	5,549	5,650	5,399	5,800	5,434
Average Daily Attendance					
Juvenile Hall	296	313	266	310	290
Rancho del Rayo	93	105	101	100	100
Girls Rehab. Facility	20	20	20	20	20
Rancho del Campo	47	50	49	50	50
Admissions					
Juvenile Hall	5,686	6,010	5,100	6,000	5,032
Rancho del Rayo	372	307	349	300	340
Girls Rehab. Facility	70	70	81	65	70
Rancho del Campo	128	137	203	130	150
Efficiency					
Unit Cost: (Direct Cost/Workload)					
Juvenile Hall	$46	$45	$59	$50	$56
Juvenile Rehab. Facilities	$48	$49	$55	$56	$56
Productivity:					
Juvenile Hall ADA/SY	1.92	2.19	1.82	1.95	1.81
Juvenile Rehab. ADA/SY	2.07	2.19	2.13	2.13	2.13
Effectiveness					
Juvenile Hall					
% of referrals placed other than Juvenile Hall	19%	20%	25%	20%	23%
Rancho del Rayo & Rancho del Campo					
% of Program Completions	64%	65%	69%	63%	64%
$/Inmate Labor Days					
Ward Labor Days	13,339	13,934	11,423	13,520	12,100
$ Value/Labor (based on mininmum wage of $4.25)	$453,526	$473,756	$388,382	$459,680	$411,399
Girls Rehab. Facility					
% of Program Completions	61%	63%	63%	67%	64%
ACTIVITY B: HOME SUPERVISION					
% of Resources	4%	3%	3%	3%	3%
Workload					
Assignments to Home Supervision	975	980	951	1,000	968
Average Daily Cases	69	62	63	70	62
Efficiency (Direct Cost/Workload/Days)					
Unit Cost:					
Daily Cost of Home Supv.	$12	$12	$13	$12	$13
Productivity:					
Avg. Daily Cases/SY	6.82	6.52	6.94	7.37	6.95
Effectiveness					
% to Court without JH detention	84%	87%	84%	85%	84%

STAFFING SCHEDULE

Program: Juvenile Institutional Services

Department: Probation

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2291	Deputy Chief P.O.	1	1.00	1	1.00	$ 50,070	$ 53,684
5084	Prob. Director	4	4.00	4	4.00	172,996	180,988
5115	Supervising P.O.	15	15.00	15	15.00	595,539	629,765
5090	Senior P.O.	40	40.00	40	40.00	1,460,334	1,502,623
5065	Deputy P.O.	23	23.00	23	23.00	702,896	762,282
5069	Asst. DPO III	30	30.00	30	30.00	817,629	868,110
6405	Food Svcs. Supervisor	2	2.00	2	2.00	42,646	44,570
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2758	Admin. Sec. III	1	1.00	1	1.00	20,840	22,728
5070	Asst. DPO II	65	65.00	65	65.00	1,369,566	1,535,996
6410	Senior Cook	10	10.00	10	10.00	189,993	198,114
5071	Asst. DPO I	22	22.00	22	22.00	440,598	442,700
2658	Storekeeper II	2	2.00	2	2.00	37,810	37,490
2511	Sr. Payroll Clerk	1	1.00	1	1.00	19,746	18,062
3002	Booking Clerk	12	8.50	12	8.50	169,226	174,991
2730	Senior Clerk	2	2.00	2	2.00	37,289	39,558
7530	Sew. Room Supervisor	2	2.00	2	2.00	32,536	34,032
2720	Corr. Facility Clerk	3	3.00	3	3.00	45,951	49,882
2700	Inter. Clerk Typist	2	1.50	2	1.50	25,253	24,192
6415	Food Svcs. Worker	2	2.00	2	2.00	25,482	27,104
2650	Stock Clerk	1	1.00	1	1.00	14,478	14,990
	TOTAL	241	237.00	241	237.00	$6,293,807	$6,685,624
Adjustments:							
	County Contributions & Benefits					$1,951,667	$1,854,719
Salary Settlement Cost						191,855	0
Special Payments:							
	Temporary Help					119,214	119,214
	Standby					39,420	39,420
	Bilingual Pay					21,835	21,835
	Shift Differential					54,913	54,913
	Callback					141,011	141,011
	Premium Overtime					73,827	73,827
	Holiday Premium					71,025	71,025
Salary Savings:						(175,335)	(181,197)
Total Adjustments						$2,489,432	$2,194,767
PROGRAM TOTALS:		241	237.00	241	237.00	$8,783,239	$8,880,391

PROGRAM: Juvenile Field Services **# 17005** **MANAGER:** Douglas Willingham

Department: Probation **# 3600** **Ref:** 1988-89 Proposed Budget - Pg:A138

Authority: W & I Code, Articles 14-22, sections 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 5,563,269	$ 5,616,732	$ 6,266,797	$ 6,315,693	$ 6,529,490
Services & Supplies	412,399	291,249	502,425	173,371	412,783
Other Charges	207,248	339,287	188,164	150,500	175,500
Fixed Assets	7,698	26,000	9,560	0	4,000
New Vehicles & Communications Equip.	0	0	0	0	0
TOTAL DIRECT COSTS	$ 6,190,614	$ 6,273,268	$ 6,966,946	$ 6,639,564	$ 7,121,773 7.2%
FUNDING	$ (707,915)	$ (663,076)	$ (756,775)	(663,076)	(897,332) 35.3%
NET COUNTY COSTS	$ 5,482,699	$ 5,610,192	$ 6,210,171	$ 5,976,488	$ 6,224,441 4.1%
STAFF YEARS	164.06	171.00	169.50	171.50	176.50

PROGRAM DESCRIPTION:

Approximately 7,996 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.

PROGRAM: Juvenile Field Services # 17005 MANAGER: Douglas Willingham

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The significant difference between 1987/88 budget and actual expenditures are overexpenditures in the Services and Supplies ($329,054) and Other Charges accounts ($37,664). The overexpenditures involve Court-ordered medical and psychological evaluations and payments for the placement and monitoring of court wards.

1988-89 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.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

This program includes two activities:

1. Juvenile Intake and Investigation (86.5 SY; E-$3,243,373; R-$112,500) includes intake, evaluation and referral of investigations and court reports for 7,996 delinquency referrals. This activity is:

   - Mandated/discretionary service level.
   - Offset 3.5% by $112,500 in revenue from charges for stepparent adoptions and revenues from the Police Athletic League Delinquency Prevention grant.
   - Increasing by two (2) staff years to implement the Police Athletic League Delinquency Prevention Program.
   - Able to process 7,996 Intake referrals; conduct investigations and prepare Court reports on approximately 3,646 of these referrals; and divert 1,500 individuals through informal supervision programs.

2. Juvenile Supervision (90 SY; E-$3,878,400; R-$784,832) includes supervision of 3,757 wards requiring supplemental investigations and written court reports. This activity is:

   - Mandated/Discretionary Service Level.
   - Offset 20.2% by $784,832 in AB90 revenues for Intensive Supervision of high-risk offenders and revenues from the Juvenile Drug Offender grant.
   - Increasing by three (3) staff years to implement the Juvenile Drug Offender Program.
   - Able to supervise an average of 3,757 wards per month.

SUPPORTING DOCUMENTATION

REVENUE BY SOURCE:

There is an increase of $234,256 (35.33%) in total revenue from FY 1987-88 to FY 1988-89 due to appropriations granted by the Federal government and the State to fund the Juvenile Drug Offender Program and the Police Athletic League Delinquency Prevention Program.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges for Current Services (no match required)	$ 61,433	$ 40,000	$ 40,000	$ 0
Criminal Justice System Subvention Program (no match required)	589,371	589,371	589,371	0
Support and Care of Persons (no match required)	45,055	33,705	33,705	0
Juvenile Drug Offender Grant (no match required)	60,916	0	161,756	161,756
Police Ath. League Delin. Prevention Grant (no match required)	0	0	72,500	72,500
TOTAL	$756,775	$663,076	$897,332	$234,256

FIXED ASSETS

Five (5) electronic typewriters are required to replace equipment that has been in heavy use from 8-11 years and is beyond economical repair.

Item	Quantity	Cost
Typewriters	5	$4,000
		Total: $4,000

PERFORMANCE INDICATORS

Program: Juvenile Field Services

Department: Probation

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: INTAKE & INVESTIGATION					
% of Resources	46%	47%	47%	47%	46%
Workload					
Intake Referrals Processed	8,036	7,958	7,961	7,996	7,996
Investigations Conducted	3,511	3,668	3,676	3,690	3,646
Informal Cases Supervised	513	475	666	475	572
Efficiency					
Unit Cost (Direct Cost/Workload)					
Cost/Referral	$104	$104	$107	$107	$121
Cost/Investigation	$521	$526	$548	$548	$583
Cost/Informal Supervision	$356	$420	$281	$438	$255
Productivity (Workload/Staff Years)					
Referrals/Staff Year	340	337	316	341	309
Investigations/Staff Year	68	67	66	67	64
Informal Supervisions/Staff Year	99	84	151	84	147
Effectiveness					
Petitions Filed	2,393	2,586	2,490	2,586	2,586
% Petitions Filed On Referrals	29.8%	32.5%	31.3%	32.3%	32.3%
ACTIVITY B: SUPERVISION					
% of Resources	54%	53%	53%	53%	54%
Workload					
Regular Cases Supervised	2,453	2,449	2,731	2,535	2,710
Intensive Cases Supervised	433	450	481	468	475
Efficiency					
Unit Cost (Direct Cost/Workload)					
Cost/Regular Supervision	$936	$932	$909	$941	$1,004
Cost/Intensive Supervision	$2,395	$2,291	$2,201	$2,303	$2,432
Productivity (Workload/Staff Years)					
Regular Cases Supervised/Staff Year	43	41	43	42	43
Intensive Cases Supervised/Staff Year	17	17	18	17	18
Effectiveness					
Amount Collected for Victim Restitution	$151,352	$146,382	$163,845	$148,571	$163,845

STAFFING SCHEDULE

Program: Juvenile Field Services

Department: Probation

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2291	Deputy Chief P.O.	1	1.00	1	1.00	$ 50,070	$ 54,145
5084	Prob. Director	3	3.00	3	3.00	129,747	135,741
5115	Supervising P.O.	11	11.00	12	12.00	424,391	476,355
5090	Senior P.O.	20	19.50	22	21.50	682,575	773,150
5065	Deputy P.O.	72	70.00	72	70.00	2,180,787	2,314,421
5069	Asst. DPO III	5	5.00	5	5.00	119,766	134,962
5120	Transportation Officer	1	1.00	1	1.00	24,884	29,684
2726	Principal Clerk II	1	1.00	1	1.00	25,957	26,917
2745	Supervising Clerk	2	2.00	2	2.00	45,726	47,526
2724	Sr. Transcriber Typist	4	4.00	4	4.00	86,530	91,554
3009	Word Processor Operator	19	19.00	19	19.00	364,910	403,341
2730	Senior Clerk	7	7.00	8	8.00	136,018	157,932
2715	Records Clerk	9	9.00	9	9.00	152,545	156,869
3039	Mail Clerk Driver	1	1.00	1	1.00	17,090	17,724
2700	Int. Clerk Typist	12	12.00	12	12.00	191,927	197,951
2810	Telephone Operator	2	2.00	2	2.00	28,720	30,825
2709	Dept. Clerk	4	4.00	4	4.00	49,826	49,936
2714	Int. Transcriber Typist	0	0.00	1	1.00	0	16,100
	TOTAL	174	171.50	179	176.50	$4,711,469	$5,115,133
Adjustments:							
	County Contributions & Benefits					$1,583,915	$1,537,562
Salary Settlement Cost						137,955	0
Special Payments:							
	Bilingual Pay					8,430	8,430
Salary Savings:						(126,076)	(131,635)
Total Adjustments						$1,466,269	$1,414,357
PROGRAM TOTALS:		174	171.50	179	176.50	$6,177,738	$6,529,490

PROGRAM: Department Overhead # 91000 MANAGER: Cecil H. Steppe

Department: Probation # 3600 Ref.: 1988-89 Proposed Budget - Pg:A150

Authority: County Charter, Art. VII, Sec. 700 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,255,229	$ 1,427,003	$ 1,612,958	$ 1,630,723	$ 1,645,353
Services & Supplies	183,083	311,852	285,761	299,021	299,021
Other Charges	43,401	34,280	52,627	48,000	20,000
Fixed Assets	27,130	0	0	0	3,200
TOTAL DIRECT COSTS	$ 1,508,843	$ 1,773,135	$ 1,951,346	$ 1,977,744	$ 1,967,574 (.5%)
FUNDING	$ (388,474)	$ (442,897)	$ (495,553)	$ (442,897)	$ (442,897) 0%
NET COUNTY COSTS	$ 1,120,369	$ 1,330,238	$ 1,455,793	$ 1,534,847	$ 1,524,677 (.6%)
STAFF YEARS	36.00	36.00	36.50	37.00	39.00

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 1,001 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 County Justice System 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.

SUPPORTING DOCUMENTATION

1988-89 OBJECTIVES:

1. To provide 36,336 training hours for administrative, institutional and field service personnel.
2. To ensure selection and promotion of at least 50 members of under-utilized protected groups consistent with the Consent Decree and/or Affirmative Action goals.
3. To provide 30,000 hours of volunteer service through increased participation in the Volunteers in Probation program.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

The Overhead Program includes three activities:

1. Office of the Chief Probation Officer (4 SY; E-$236,352; 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 for establishing the Department's operating policies and objectives and the overall management direction for a $40 million budget.
   - Increasing by an Assistant Chief Probation Officer and secretarial support.

2. Administrative Services (32 SY; E-$1,601,483; R-$347,500) includes administrative and technical support services to the Department's four operational programs. This activity is:
   - Discretionary/Discretionary Service Level.
   - Offset 21.7% by program revenue.
   - Able to provide 36,336 training hours and 30,000 hours of volunteer service.
   - Reduced by $28,000 in lease payments associated with office automation equipment.
   - Increasing by $3,200 in Fixed Assets for replacement of typewriters.

3. Criminal Justice System Subvention Program (3 SY; E-$129,739; 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 Service Level.
   - Offset 73.5% by program revenue.
   - Responsible for providing support services to the Advisory Group in evaluating, planning and developing the proposed $5.4 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.

PROGRAM: DEPARTMENT OVERHEAD #91000 MANAGER: CECIL H. STEPPE

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Standards in Training for Corrections (SB924) (no match required)	$386,124	$ 347,500	$ 347,500	$ 0
County Justice System Subvention Program (AB90) (no match required)	109,429	95,397	95,397	0
	$495,553	$ 442,897	$ 442,897	$ 0

Explanation/Comments

The 1987-88 actual revenues are $52,656 above budget. This is a result of $14,032 in AB90 carryover funds being allocated for a one time purchase of a comprehensive needs assessment study. In addition, the revenue associated with Standards in Training for Corrections is $38,624 above budget because of a large number of new hires requiring the more expensive State reimbursable core training.

FIXED ASSETS

Four (4) electronic typewriters are required to replace equipment that is older than 5 years and beyond economical repair.

Item	Quantity	Cost
Typewriters	4	$3,200
	Total:	$3,200

STAFFING SCHEDULE

Program: Department Overhead

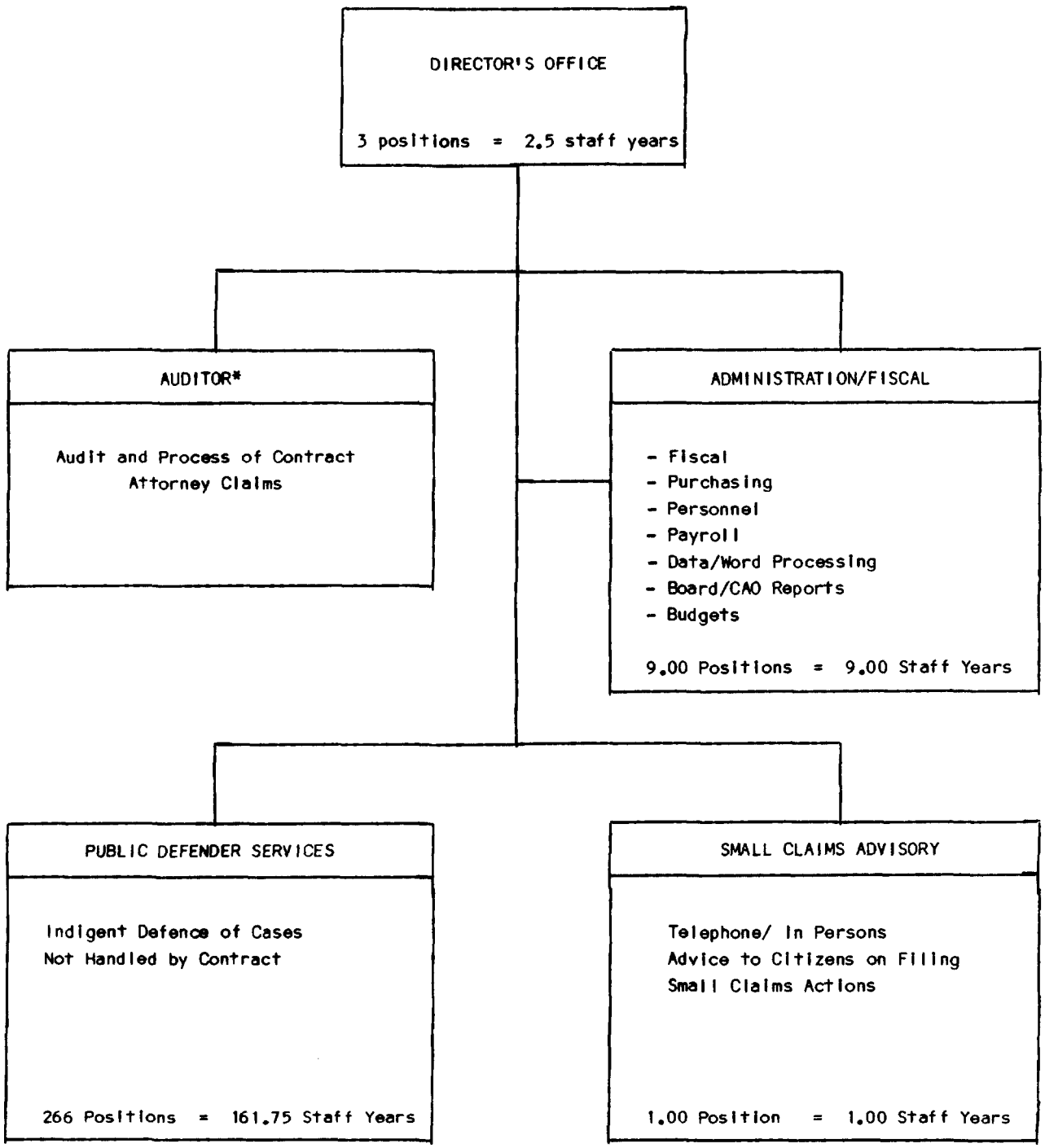
Department: Probation

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2157	Chief Probation Officer	1	1.00	1	1.00	$ 71,728	$ 76,901
2265	Asst.Chief Probation Officer	0	0.00	1	1.00	0	73,558
2266	Deputy Chief Prob.Off-Mgmt.Svcs.	1	1.00	1	1.00	44,317	52,678
2414	Analyst IV	3	3.00	3	3.00	129,747	135,807
2413	Analyst III	3	3.00	3	3.00	111,199	117,318
2469	Dept. EDP Coordinator	1	1.00	1	1.00	32,433	33,861
5115	Supervising Probation Officer	1	1.00	1	1.00	38,581	35,099
2412	Analyst II	4	4.00	4	4.00	131,401	135,717
2365	Staff Development Specialist	2	2.00	2	2.00	67,740	70,866
5090	Senior P.O.	3	3.00	3	3.00	65,280	66,032
5065	Deputy P.O.	1	1.00	1	1.00	27,830	33,101
2764	Office Manager	1	1.00	1	1.00	24,897	25,305
5031	Chaplain Coordinator	1	1.00	1	1.00	27,323	28,043
2759	Administrative Secretary IV	1	1.00	1	1.00	26,546	25,248
2304	Administrative Assistant I	1	1.00	1	1.00	24,382	26,041
2758	Administrative Secretary III	0	0.00	1	1.00	0	21,979
2306	Administrative Trainee	1	1.00	1	1.00	21,880	25,160
2320	Personnel Aid	1	1.00	1	1.00	20,407	22,410
2745	Supervising Clerk	1	1.00	1	1.00	20,042	23,461
3008	Senior Word Proc. Operator	1	1.00	1	1.00	22,093	21,880
2757	Administrative Secretary II	1	1.00	1	1.00	21,761	22,550
2511	Senior Payroll Clerk	3	3.00	3	3.00	58,037	61,528
3009	Word Processing Operator	1	1.00	1	1.00	21,840	18,950
2658	Storekeeper II	1	1.00	1	1.00	20,734	21,484
2730	Senior Clerk	3	3.00	3	3.00	58,796	61,386
	TOTAL	37	37.00	39	39.00	$1,088,994	$1,236,363
Adjustments:							
	County Contributions & Benefits					$ 383,274	$ 302,656
Salary Settlement Costs						35,621	0
Special Payments:							
	Overtime (SB 924 reimbursed)					155,387	155,387
Salary Savings:						(32,553)	(49,053)
Total Adjustments						$ 541,729	$ 408,990
PROGRAM TOTALS:		37	37.00	39	39.00	$1,630,723	$1,645,353

PUBLIC DEFENDER

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Indigent Defense	$ 13,369,663	$ 18,893,027	$ 23,125,329	$ 17,970,808	$ 23,098,054	$ 5,127,246	28.5%
Total Direct Costs	$ 13,369,663	$ 18,893,027	$ 23,125,329	$ 17,970,808	$ 23,098,054	$ 5,127,246	28.5%
Funding	(888,688)	$ (921,734)	$ (1,273,924)	(950,000)	(1,078,266)	(128,266)	13.5%
Net Program Cost	$ 12,480,975	$ 17,971,293	$ 21,851,405	$ 17,020,808	$ 22,019,788	$ 4,998,980	29.4%
Staff Years	46.50	36.22	38.16	47.50	174.25	126.75	266.8%

PUBLIC DEFENDER



* This is a satellite office funded by the Auditor and Controller.

PROGRAM: INDIGENT DEFENSE # 13023 MANAGER: FRANK J. BARDSLEY

Department: PUBLIC DEFENDER # 2950 REF: 1988-89 Proposed Budget - Pgs: A57, A156, Vol. I

Authority: This program was created pursuant to Penal Code Section 987 which mandates the County to provide counsel to indigent defendants accused of criminal violations. The Small Claims Advisory component is mandated by the California Code of Civil Procedure, Section 117.18.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,873,328	$ 1,685,722	$ 1,865,784	$ 2,219,762	$ 7,145,629
Services & Supplies	640,889	105,394	466,520	423,010	1,416,274
Attorney Services and Other Related Costs	10,835,310	17,101,911	20,787,786	15,328,036	14,356,998
Fixed Assets	20,136	0	5,239	0	179,153
TOTAL DIRECT COSTS	$13,369,663	$18,893,027	$23,125,329	$17,970,808	$23,098,054
FUNDING	(888,688)	$ (921,734)	$(1,273,924)	(950,000)	(1,078,266)
NET COUNTY COSTS	$12,480,975	$17,971,293	$21,851,405	$17,020,808	$22,019,788
STAFF YEARS	46.50	36.22	38.16	47.50	174.25

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 Department of Public Defender was established by the Board of Supervisors on May 17, 1988 (45), to be effective July 1, 1988. Prior to this date, the Department of Public Defender was called the Office of Defender Services and operated primarily as a contractor for private attorney services. As of July 1, 1988, the Department will be phasing out contracted attorney services and defending indigents primarily with County attorneys.

1987-88 ACTUALS:

Costs of contracting (individual and block contracts) have continued to increase dramatically. A shortfall of $4.8 million was incurred because appropriations for Attorney Services and Other Related Costs were under budgeted due primarily to increases in juvenile representation and several death penalty cases which went to trial during the fiscal year. Revenues of $1,273,924 exceeded the 1987-88 Budget by approximately $324,000 due to the efforts of the Department of Revenue and Recovery in recovering indigent defense costs from our clients.

PROGRAM: INDIGENT DEFENSE # 13023 MANAGER: FRANK J. BARDSLEY

1988-89 OBJECTIVES:

1. To reduce contract attorney services to a minimum, with only court ordered or court appointed contract attorneys.

2. To fully staff the Department of Public Defender by March 31, 1989.

3. to continue to provide an adequate level of defense to all indigent defendants.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

This program is responsible for the provision of legal counsel for persons charged with felony and/or misdemeanor crimes and who are unable to afford an attorney. Representation at juvenile and mental health hearings is also provided.

This is the first year of conversion from the modified public defender program to a system where the County of San Diego will be the primary provider of indigent criminal defense services. It is anticipated that the Public Defender will be 100% operational by March 31, 1989.

Following are the major activities of this program:

1. Administrative/Fiscal (11.50 SY; E - $414,716; R - $0) including administrative management, accounting, budgeting, payroll, personnel, EDP and purchasing is:

   - Mandated/Discretionary Service level;
   - Management and administration support of sub-programs, including indigent defense by County attorneys and contract attorneys;
   - Funded by the General Fund.

2. Public Defender Services (161.75 SY; E - $22,651,791; R - $1,078,266) includes a staff of County defense attorneys, defense investigators and other support, including clerical. This sub-program is:

   - Mandated/Discretionary Service Level;
   - Responsible for the indigent defense of defendants charged with felonies, misdemeanors as well as representation of individuals involved in mental health proceedings;
   - Indigent defense provided by in-house attorneys and contracts;
   - Funded by General Fund.

3. Small claims Advisory (1.00 SY; E - $31,547; R - $0) includes citizen advice for filing small claims. This sub-program is:

   - Mandated/Discretionary Service Level;
   - Provided by staff of law student workers, work-study students and interns as part of the curriculum of local law colleges and under the direction of an attorney;
   - Available to all persons at no cost for the telephonic or in-person advice on procedures and requirements for filing small claims and representing themselves in court;
   - Responsive to an average of 200 to 250 telephone inquiries a day.

PROGRAM: INDIGENT DEFENSE # 13023 MANAGER: FRANK J. BARDSLEY

PROGRAM REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
AB 90 Subvention Funds (No match required)	$ 66,612	$ 66,612	$ 66,612	$ 0
Court Fees and Costs-Court Appointed	1,207,513	883,241	1,011,504	128,263
Other Revenue (No match required)	(201)	147	150	3
Total	$1,273,924	$ 950,000	$ 1,078,266	$ 128,266

Explanation/Comments:

The 1987-88 actual revenues are $323,924 above the 1987-88 budget. This increase is due to an increase in the number of cases on which court fees and court costs were collected and a robust economy. The 1988-89 adopted budget is $195,658 below the 1987-88 actual. This decrease is due to an expected slowing of the economy and because the large collection in the last quarter of 1987-88 is not anticipated in 1988-89. There are no match requirements for any of the above mentioned revenues.

FIXED ASSETS:

Item	Quantity	Total Cost
Computer and components	1 lot	$ 86,598
Desks	100	56,000
Dictating/Transcribing Equipment	9	2,475
Photocopier	4	32,800
Camera	8	1,280
		$ 179,153

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

Communications equipment as a part of start-up needs are budgeted under Countywide Rents and Leases.

PERFORMANCE INDICATORS

Program: INDIGENT DEFENSE Department: Public Defender

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Client Representation					
Total Case load Assigned	34,837	55,792	64,722	34,837	65,000
Cases by Category - Public Defender					
% of Resources					
100%					
Serious Felonies	1,650	1,547	1,597	1,650	1,755
% of Total Cases	4.7	2.8	2.5	4.7	2.7
Other Felonies	7,472	13,875	17,216	7,472	17,216
% of Total Cases	21.5	24.9	26.6	21.5	26.5
Misdemeanors	14,574	27,351	30,926	14,574	31,000
% of Total Cases	41.8	49.0	47.8	41.8	47.7
Juvenile	8,500	9,927	10,882	8,500	11,000
% of total Cases	24.4	17.8	16.8	24.4	16.9
Mental Health	2,641	3,092	4,101	2,641	4,029
% of Total Cases	7.6	5.5	6.3	7.6	6.2

STAFFING SCHEDULE

Program: Indigent Defense

Department: Public Defender

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
8800	Public Defender	0	0.00	1	0.75	$ 0	$ 60,228
8801	Assistant Public Defender	0	0.00	1	1.00	0	75,325
2124	Director, Defender Services	1	1.00	0	0.00	76,389	0
2201	Deputy Director, Defender Services	1	1.00	0	0.00	66,445	0
2302	Administrative Assistant III	1	1.00	1	1.00	37,367	36,365
2370	Administrative Services Manager III	0	0.00	1	1.00	0	47,537
2403	Accounting Technician	0	0.00	1	1.00	0	19,411
2493	Intermediate Account Clerk	1	1.00	0	0.00	15,235	0
2505	Senior Accountant	0	0.00	1	1.00	0	32,815
2511	Senior Payroll Clerk	0	0.00	1	1.00	0	18,062
2700	Intermediate Clerk Typist	2	2.00	2	2.00	30,767	29,192
2710	Jr. Clerk Typist	0	0.00	1	1.00	0	12,071
2714	Intermediate Transcriber Typist	0	0.00	9	6.75	0	109,140
2724	Senior Transcriber Typist	0	0.00	2	1.50	0	28,630
2758	Administrative Secretary III	0	0.00	1	0.75	0	16,556
2763	Legal Secretary II	1	1.00	2	1.50	20,397	30,815
2896	Supv. Legal Services Clerk	0	0.00	1	1.00	0	23,648
2903	Legal Procedures Clerk I	4	4.00	20	15.00	68,839	236,162
2904	Interpreter Clerk	0	0.00	1	0.50	0	9,786
2906	Legal Procedures Clerk III	1	1.00	1	1.00	20,042	20,035
2907	Legal Procedures Clerk II	1	1.00	6	3.00	17,693	53,652
3910	Defense Attorney I	0	0.00	31	23.25	0	609,834
3911	Defense Attorney II	0	0.00	54	27.00	0	981,822
3912	Defense Attorney III	8	8.00	42	21.00	363,672	950,383
3913	Defense Attorney IV	11	11.00	22	16.50	601,711	870,462
3914	Defense Attorney V	2	2.00	10	5.00	125,440	299,312
3934	Small Claims Advisory Attorney	1	1.00	1	1.00	24,808	26,280
3935	Legal Assistant	0	0.00	13	6.50	0	138,492
5235	Social Worker I	0	0.00	8	6.00	0	124,954
5750	Supervising Defense Investigator	0	0.00	1	1.00	0	35,855
5764	Defense Investigator I	0	0.00	17	12.75	0	352,304
5765	Defense Investigator II	7	7.00	17	8.50	213,495	253,059
5966	Defense Investigator III	1	1.00	10	5.00	36,823	164,570
9999	Extra Help	5	4.50	0	0.00	18,875	0
	TOTAL	48	47.50	279	174.25	$1,737,998	$5,666,757
Adjustments:							
	County Contributions and Benefits					$ 341,738	$1,093,255
	Salary Settlement Costs					121,408	0
	Salary Adjustments					36,392	512,309
	Salary Savings					(17,774)	$ (126,692)
Total Adjustments						$ 481,764	$1,478,872
PROGRAM TOTALS:		48	47.50	279	174.25	$2,219,762	$7,145,629

SHERIFF

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Detention Facility Services	$ 31,205,130	$ 32,862,049	$ 37,616,751	$ 35,267,081	$ 40,963,186	$ 5,696,105	16.1%
Law Enforcement Services	36,399,299	38,386,494	45,549,073	44,947,300	40,972,174	(3,975,126)	(8.8%)
Administrative Services	4,858,136	6,601,703	6,932,837	6,529,515	6,930,136	400,621	6.1%
Office of the Sheriff	1,547,280	1,563,455	1,699,346	1,656,264	1,654,392	(1,872)	(.1%)
Total Direct Costs	$ 74,009,845	$ 79,413,701	$ 91,798,007	$ 88,400,160	$ 90,519,888	$ 2,119,728	2.4%
Funding	(15,953,417)	(18,002,410)	(21,705,611)	(23,700,845)	(22,345,141)	1,355,704	(5.7%)
Net Program Cost	$ 58,056,428	$ 61,411,291	$ 70,092,396	$ 64,699,315	$ 68,174,747	$ 3,475,432	5.4%
Staff Years	1,640.50	1,689.50	1,769.00	1,769.00	1,930.08	161.08	9.1%
Positions	1,658	1,699	1,926	1,776	1,953	177	9.9%

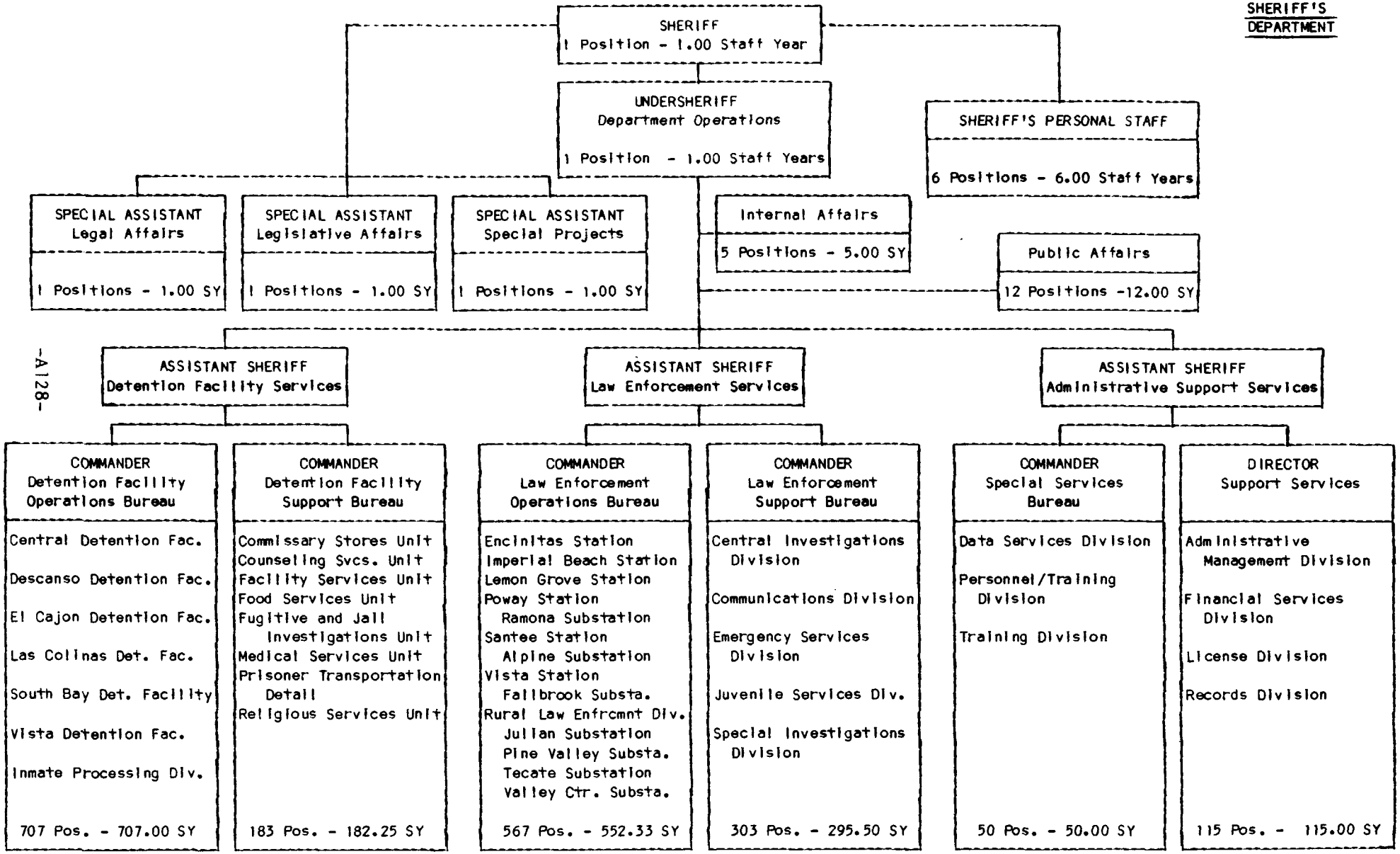
NOTE: All 3000 accounts included in Services and Supplies

Sheriff's Asset Forfeiture Program

Total Direct Cost	$ 0	$ 0	$ 911,307	$ 299,000	$ 500,000	$ 201,000	67.2%
Funding	0	0	(911,307)*	(299,000)	(500,000)	(201,000)	67.2%
Net Program Cost	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0

* Funding includes fund balance and revenues.

SHERIFF'S DEPARTMENT



Program: Detention Facility Services #15001 Manager: C. K. Wigginton, Assistant Sheriff

Department: Sheriff #2400 Re: 1988-89 Proposed Budget; Pg. A-163, Vol. I

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 sentenced to imprisonment therein upon a conviction for crime. Penal Code 4018.5 - 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.

This Program is: Mandated/Discretionary Service Level

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$26,223,922	$26,575,049	$30,321,810	$29,437,510	$33,870,454
Services & Supplies	4,865,273	6,161,694	7,231,803	5,766,433	6,936,433
Other Charges	0	0	0	0	0
Fixed Assets	75,847	88,919	63,138	63,138	61,540
Vehicles/Comm Equip	40,088	36,387	0	0	94,759
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
Total Direct Costs	$31,205,130	$32,862,049	$37,616,751	$35,267,081	$40,963,186
Funding	(3,405,979)	(4,310,210)	(2,870,733)	(2,438,685)	(1,680,583)
Net County Costs	$27,799,151	$28,551,839	$34,746,018	$32,828,396	$39,282,603
Staff Years	701.50	719.50	749.25	749.25	889.25
Positions	704	722	890	750	890

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 Sheriff releases about 4,000 inmates annually to the Probation Department and utilizes about 1,200 person days monthly on his out-of-custody work release program.

Program: Detention Facility Services #15001 Manager: C. K. Wigginton, Assistant Sheriff

PROGRAM DESCRIPTION: (Continued)

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. Additionally, the Vista site and the Las Colinas facility located in Santee are currently undergoing expansion. The State Board of Corrections has rated these six facilities with a combined capacity of just over 1,700 inmates. The inmate population currently exceeds 3,800 and is growing steadily. It is projected that the Sheriff will process about 148,000 persons who are received from the various law enforcement agencies and Courts in FY 1988-89.

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 4.6 million meals are prepared annually and over 150,000 prisoners are transported annually to courts, other local detention facilities, hospitals, or State institutions.

1987-88 ACTUALS:

Estimated Salaries and Benefits increased over 1987-88 budget by $884,300 due to Las Colinas expansion, reclasses, and two revenue offset positions.

Estimated Services and Supplies increased by $1,465,370 over the 1987-88 budgeted amount due to increased house counts, inflation, increased hospital costs, and costs associated with the Las Colinas expansion.

1988-89 OBJECTIVES:

1. To provide for 150,000 inmates to be transported between facilities, courts, and prisons.

2. To provide program-wide security to ensure the safety of staff and inmates.

3. To prepare, serve, and deliver approximately 4,600,000 annual meals at the rate of three meals per day, seven days per week per inmate in the detention facilities.

4. To provide a systematic approach to processing inmates, better cash control, and a means of checks and balances.

5. To provide 24-hour nursing coverage for inmate medical care.

6 To reduce overcrowding.

Program: Detention Facility Services #15001 Manager: C. K. Wigginton, Assistant Sheriff

1988-89 ADOPTED BUDGET:

Salaries and Benefits:

This category increased due to the following:

a) Full year funding for approved 1987-88 positions which were unfunded for Las Colinas Expansion.

Las Colinas Expansion Projects	SY
Four (4) Lieutenants	4.00
Five (5) Sergeants	5.00
One Hundred (100) Corrections Deputy Sheriff II (system-wide; 87 positions for Male Inmate Project; 13 positions for Female Inmates Project)	100.00
Two (2) Intermediate Clerk Typists	2.00
One (1) Supervising Clerk	1.00
One (1) Administrative Secretary II	1.00
Four (4) Jail Clerks	4.00
Seven (7) Booking Clerks	7.00
Five (5) Staff Nurse II's	5.00
Two (2) Correctional Counselors	2.00
Three (3) Department Aides	3.00
Three (3) Senior Cooks	3.00
One (1) Laundry Worker III	1.00
Two (2) Stock Clerks	2.00

b) Approved 1987-88 positions for jail stores.

Jail Stores	
One (1) Storekeeper I	1.00
One (1) Accounting Technician	1.00

c) Deletions

Less :	One (1) Certified Nurse Practitioner	(1.00)
	One (1) Nurse's Assistant	(1.00)

Deleted to allow for the reclassification of an Analyst III or AA III in the Personnel Division.

Services and Supplies:

The increase in Services & Supplies over FY 87-88 budget is $1,170,000. The increase included funds for the Las Colinas facility expansion and for increased food, medical and bedding costs.

Fixed Assets:

This category decreased $1,598 from FY 87-88. Approved items included a hydraulic jack, three refrigerators, nine survivair and a V.M.S. splitter and recorder.

Vehicles and Communications:

The increase in vehicles and communications category is $94,759 over FY 87-88 which had no appropriation. Three vehicles and a forklift totaling $87,759 were approved along with $7,000 in related communications equipment.

Program: Detention Facility Services #15001 Manager: C. K. Wigginton, Assistant Sheriff

Program Revenue By Source:	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Aid from other Government Agencies (No match required)	$ 643,849	$ 615,413	$ 615,413	$ 0
Charges for Current Services (No match required)	2,179,244	1,822,172	1,053,170	(769,002)
Other Revenue (No match required)	47,640	1,100	12,000	10,900
Total	$2,870,733	$2,438,685	$ 1,680,583	$(758,102)

Explanation/Comments:

Aid from Other Agencies: This category consists of State Aid AB8 and the Las Colinas Education Program. No change is anticipated for FY 88-89.

Charges for Current Services: This category will increase in Jail Stores revenue (Account 9786), Transportation of Prisoners (Account 9851), Institutional Care (Fed/City Account 9944), and Work Furlough (Account 9945). The Parole Board Bill- Department of Corrections (Account 9946) will decrease.

Other Revenue: This category will increase slightly (other Miscellaneous Account 9995).

FIXED ASSETS:

Item	Quantity	Cost
Refrigerator	3	$ 50,000
Survivair	9	7,920
Splitter V.M.S.	1	1,120
Recorder V.M.S.	1	1,700
Hydraulic Jack	1	800
		$ 61,540

VIHICLES:

15 Passenger Van	2	$ 57,259
3/4 ton delivery truck	1	12,500
Forklift	1	18,000
		$ 87,759

COMMUNICATIONS EQUIPMENT

Radio/Siren	2	$ 4,000
Mobile Radio w/Siren	1	3,000
		$ 7,000
		$ 156,299

PROGRAM: Detention Facility Services DEPARTMENT: C. K. Wigginton, Assistant Sheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Central Detention Facility					
% of Resources - 36.4%					
WORKLOAD					
Bookings	74,795	73,420	87,842	78,300	92,230
Average Daily Inmate Population	761	895	1,006	953	750
EFFECTIVENESS					
Escapes	3	1	9	0	0
Assaults	240	220	287	220	0
ACTIVITY B: South Bay Detention Facility					
% of Resources - 9.5%					
WORKLOAD					
Booking	4,626	6,145	6,039	6,050	6,340
Average Daily Inmate Population	539	604	661	655	382
EFFECTIVENESS					
Escapes	0	1	4	0	0
Assaults	169	62	124	62	0
ACTIVITY C: Las Colinas Women's Detention Facility (1)					
% of Resources - 21.5%					
WORKLOAD					
Bookings	14,675	15,553	18,036	17,510	18,940
Average Daily Inmate Population	287	352	415	332	448
EFFECTIVENESS					
Escapes	4	0	6	0	0
Assaults	52	58	111	58	0

(1) Expansion scheduled for completion 12/88.

PROGRAM: Detention Facility Services DEPARTMENT: C. K. Wigginton, Assistant Sheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY D: Las Colinas Men's Temporary Facility (1)					
% of Resources (Included in Activity C)					
WORKLOAD					
Bookings	0	0	0	0	0
Average Daily Inmate Population	0	0	0	0	580
EFFECTIVENESS					
Escapes	0	0	0	0	0
Assaults	0	0	0	0	0
ACTIVITY E: Vista Detention Facility (2)					
% of Resources - 11.3%					
WORKLOAD					
Booking	27,655	35,173	29,041	29,070	30,490
Average Daily Inmate Population	360	414	439	427	1,000
EFFECTIVENESS					
Escapes	5	0	0	0	0
Assaults	152	160	144	160	0
ACTIVITY F: Descanso Detention Facility					
% of Resources - 11.3%					
WORKLOAD					
Booking	0	0	0	0	0
Average Daily Inmate Population	332	390	419	404	461
EFFECTIVENESS					
Escapes	2	1	0	0	0
Assaults	32	48	43	48	0

(1) Scheduled to open 11/88.

(2) Scheduled to reopen 4/89.

PROGRAM: Detention Facility Services DEPARTMENT: C. K. Wigginton, Assistant Sheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY G: El Cajon Detention Facility					
% of Resources - 10%					
WORKLOAD					
Bookings	2,188	4,808	4,079	3,820	4,280
Average Daily Inmate Population	323	413	479	443	241
EFFECTIVENESS					
Escapes	0	0	0	0	0
Assaults	60	39	76	39	0

STAFFING SCHEDULE

Program: Detention Facility Services #15001 Manager: C. K. Wigginton, Assistant Sheriff

Class	Title	Staff Years 1987-88 Budget Pos	Staff Years 1987-88 Budget SY	Staff Years 1988-89 Adopted Pos	Staff Years 1988-89 Adopted SY	Salary and Benefit Costs 1987-88 Budget	Salary and Benefit Costs 1988-89 Adopted
0265	Assist. Sheriff	1	1.00	1	1.00	$ 59,573	$ 71,369
2303	Admin Assist II	2	2.00	2	2.00	64,597	69,181
2403	Accounting Tech	0	0	1	1.00	0	20,688
2650	Stock Clerk	7	7.00	9	9.00	110,350	142,960
2655	Storekeeper III	1	1.00	0	0.00	24,024	0
2660	Storekeeper I	2	2.00	3	3.00	37,023	55,526
2700	Inter Clk Typist	10	10.00	12	12.00	165,834	197,987
2710	Jr Clk Typist	0	0	0	0	0	0
2725	Principal Clk	0	0	0	0	0	0
2727	Sheriff's Det Processing Mgr	1	1.00	1	1.00	27,357	32,320
2730	Senior Clerk	2	2.00	2	2.00	39,492	40,924
2745	Supervising Clk	10	10.00	11	11.00	229,158	257,665
2756	Admin Sec I	3	3.00	2	2.00	57,249	34,896
2757	Admin Sec II	4	4.00	6	6.00	86,481	124,521
3001	Jail Clerk	47	47.00	51	51.00	835,302	930,245
3002	Booking Clerk	66	66.00	73	73.00	1,280,880	1,464,444
4101	Med Serv Admin	1	1.00	1	1.00	52,635	54,977
4170	Dentist	1	.25	1	.25	11,620	12,446
4192	Sr Physician	2	2.00	2	2.00	109,108	114,404
4459	Chief, Food Serv	1	1.00	1	1.00	35,408	37,750
4460	Asst Chief Food Services	1	1.00	1	1.00	26,795	27,469
4517	Cert Nurse Pract	3	3.00	2	2.00	103,079	74,332
4538	Staff Nurse II	36	36.00	41	41.00	1,046,866	1,198,719
4544	Supervising Nurse	1	1.00	1	1.00	37,613	36,562
4615	Nurses Assistant	10	10.00	9	9.00	157,681	147,363
5050	Correctional Counselor	10	10.00	12	12.00	347,998	426,052
5051	Suprv Correctional Counselor	1	1.00	1	1.00	36,951	40,221
5236	Departmental Aide	10	10.00	13	13.00	112,175	147,048
5746	Deputy Sheriff	419	419.00	419	419.00	12,650,150	12,650,414
5775	Sheriff's Captain	6	6.00	6	6.00	318,989	317,802
5778	Sheriff's Cmdr	2	2.00	2	2.00	119,670	119,180
5780	Sheriff's Lt	11	11.00	15	15.00	516,935	666,816
5782	Corrections Dep Sheriff II	0	0	100	100.00	0	2,187,800
5789	Sheriff's Commissary Stores Supervisor	0	0	1	1.00	0	24,889
5790	Sheriff's Sgt	37	37.00	42	42.00	1,553,535	1,739,157
6405	Food Service Supr	6	6.00	6	6.00	132,861	139,794
6410	Senior Cook	26	26.00	29	29.00	475,558	549,729
6510	Laundry Supr	3	3.00	3	3.00	61,437	60,492
6530	Laundry Wrkr III	3	3.00	4	4.00	52,200	71,399

STAFFING SCHEDULE

Program: Detention Facility Services #15001 Manager: C. K. Wigginton, Assistant Sheriff

Class	Title	Staff Years 1987-88 Budget Pos	SY	1988-89 Adopted Pos	SY	Salary and Benefit Costs 1987-88 Budget	1988-89 Adopted
7030	Senior Custodian	3	3.00	3	3.00	$ 51,792	$ 54,180
7530	Sewing Rm Suprv	1	1.00	1	1.00	16,268	17,016
8800	Correctional Counselor I	0	0.00	0	0.00	0	0
9999	Extra Help					449,275	598,725
	Reclassification					5,029	0
	Subtotal	750	749.25	890	889.25	$21,498,948	$24,957,462
	Adjustments:						
	County Contributions & Benefits					$ 6,693,508	$ 7,611,210
	Special Payments:						
	Salary Increase					$ 261,493	$ 0
	Overtime					1,837,546	1,931,704
	Premium					317,892	417,892
	Salary Adjustment					(267,807)	0
	Salary Savings					(904,070)	(1,047,814)
	Total Adjustments					$ 7,938,562	$ 8,912,992
Program Totals:		750	749.25	890	889.25	$29,437,510	$33,870,454

Program: Law Enforcement Services #12002 Manager: J. M. Drown, Assistant Sheriff

Department: Sheriff # 2400 Re: 1988-89 Proposed Budget; Pg. A-183, Vol. I

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

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$33,723,628	$36,374,434	$41,512,575	$38,708,205	$37,929,513
Services & Supplies	2,123,276	1,618,329	1,996,220	3,166,208	2,458,928
Other Charges	0	0	0	0	0
Fixed Assets	83,505	105,833	1,887,228	2,919,837	320,133
Vehicles/Comm. Equip	468,890	287,898	153,050	153,050	263,600
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$36,399,299	$38,386,494	$45,549,073	$44,947,300	$40,972,174
Funding	(11,676,173)	(12,945,288)	(17,732,912)	(20,138,739)	(19,383,838)
NET COUNTY COSTS	$24,723,126	$25,441,206	$27,816,161	$24,808,561	$21,588,336
Staff Years	760.00	790.00	832.00	832.00	847.83
Positions	775	797	843	835	870

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, Vista, Encinitas, and Solana Beach. 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 669,000 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.

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, 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

Program: Law Enforcement Services #12002 Manager: J. M. Drown, Assistant Sheriff

PROGRAM DESCRIPTION: (Continued)

communities of Warner Springs, Ranchita, Borrego Springs, Jacumba, and Boulevard. Crime prevention coordination for the entire county is in the Law Enforcement Operations Bureau.

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, kidnapping, and other very serious violent crimes, as well as arson cases, or bomb cases, fraud cases, and forgery cases and CAL-ID. 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 and operates the Sheriff's Juvenile Diversion Program. The Sheriff's Special Investigation Division is responsible for covert or semi-covert investigations of gambling, prostitution, child pornography, narcotics violations and trafficking, street gang activities and criminal intelligence.

1987-88 ACTUALS:

The difference between the 1987-88 Budget and the 1987-88 Actuals is $2,804,370 increase in Salaries and Benefits and a $1,169,988 decrease in Services and Supplies. This is due to three new grants from the Office of Criminal Justice Planning, overexpenditure of overtime, underfunding of retirement benefits, and one-time purchase of Services and Supplies for CAL-ID.

1988-89 OBJECTIVES:

1. To increase communications dispatch services' efficiency and timeliness.
2. To maintain standards of Law Enforcement Services.
3. To provide an increased level of Law Enforcement Services to Contract Cities.

Program: Law Enforcement Services #12002 Manager: J. M. Drown, Assistant Sheriff

1988-89 ADOPTED BUDGET:

Salaries and benefits adopted for 1988-89 reflect full year funding for three positions partially funded in 1987-88 and full year funding for four grant funded positions and 13 new positions for contract cities; fourteen new positions with seven staff years were added for one half year funding for Communications Dispatcher.

Services and Supplies:

Services and supplies reflects the decrease of one time only expenditures related to 1987-88 Cal-ID start-up costs and increases associated with various grant programs.

Fixed Assets:

Fixed assets for 1988-89 have decreased by $2,599,704 due to the 1987-88 inclusion of Cal-ID equipment.

Communications Equipment and Vehicles:

A total of $263,600 was approved for Communications equipment and Vehicles to provide minimum service for Reserves, Contract Cities' and unincorporated areas.

Fixed Assets:

Item	Quantity	Total Cost
Comparison Microscope	1	$ 20,000
Breath Instrument	Lot	75,000
Safety Vent Hood	1	8,600
Forrier Trans Infrared	1	70,000
Submachine Guns	5	4,500
Booking Terminals	8	133,000
Camera, Close Up	1	1,243
Desk, Secretarial	1	520
Typewriter	1	920
Portable Breath Machine	2	1,100
Hand guns	12	3,600
Shot guns	5	1,650
		$ 320,133

Vehicles/Communications Equipment

Handi Talkies	36	$ 90,000
Handi Talkie Charger	10	5,000
Radio - Mobile	10	25,000
M/C Mike Helmet	2	600
M/C Radio	2	8,800
Dune Buggy-Beach	2	7,600
Detective Sedan	1	12,000
Mid-Size Sedan	1	12,150
Patrol Sedan	4	63,200
Motorcycle-Traffic	2	13,600
5 Passenger Van	1	25,650
		$ 263,600

Program: Law Enforcement Services #12002 Manager: J. M. Drown, Assistant Sheriff

REVENUE BY SOURCE

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change from 1987-88 Budget
Aid from other Government Agencies	$ 5,510,249	$ 3,151,624	$ 1,080,563	$(2,071,061)
Charges for Current Services	11,893,663	16,663,508	18,278,668	1,615,160
Other Revenue	329,000	323,607	24,607	(299,000)
Total	$17,732,912	$20,138,739	$19,383,838	$ (754,901)

Explanation/Comments: New Revenue in 1988-89 is due to additional contracts for Service and two new grants, Serious Habitual Offenders, and Juvenile Gang and Drug Grant. The decrease in revenue is due to a decrease in CAL-ID. The Adopted Budget reflects the reduction of one time only revenue related to 1987-88 Cal I.D. start-up costs (approx. $2.8 million) and the increase in revenue associated with various grants and contract city staffing increases.

COUNTY COST DETAIL:

Revenue Match	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change from 1987-88 Budget
Crime Analysis Grant	$ 36,070	$ 36,070	$ 45,000	$ 8,930
Serious Habitual Offenders Grant	3,396	3,396	10,189	6,793
Total	$ 39,466	$ 39,466	$ 55,189	$ 15,723

Percentage Match County Cost

Crime Analysis Grant	10%	10%	20%
Serious Habitual Offenders Grant	5%	5%	15%

PROGRAM: Law Enforcement Services DEPARTMENT: J. M. Drown, Assistant Sheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Law Enforcement Operations - Contract					
% of Resources - 32%					
WORKLOAD					
Calls for Services	126,950	127,000	154,626	178,000	162,400
Reports Taken	22,100	24,000	32,193	36,500	33,800
Total Arrests	9,500	9,700	11,157	13,500	11,700
Citations Issued	51,506	51,500	73,208	77,000	76,900
EFFICIENCY					
Calls per Unit	1,510	1,580	1,549	1,580	1,550
EFFECTIVENESS					
Priority Response Time	7.2	10.7	10.8	10.0	10.0
Pops. Per 24-hr Patrol/Traffic Unit	9,060	8,624	8,884	8,900	8,887
ACTIVITY B: Law Enforcement Operations - Unincorporated					
% of Resources - 29%					
WORKLOAD					
Calls for Service	128,990	136,605	116,740	120,000	122,600
Reports Taken	22,170	24,400	22,978	20,500	24,100
Total Arrests	9,200	9,100	8,168	8,500	8,600
Citations Issued	17,000	18,000	11,277	12,000	11,800
EFFICIENCY					
Calls Per Unit	1,480	1,531	1,256	1,600	1,300
EFFECTIVENESS					
Priority Response Time	8.6	13.5	14.1	13.5	14.1
Pops. Per 24-hr Patrol Unit	12,250	11,783	11,685	12,800	12,050

PROGRAM: Law Enforcement Services DEPARTMENT: J. M. Drown, Assistant Sheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY C: Law Enforcement Support					
% of Resources - 28%					
WORKLOAD					
Calls for Services	550,000	575,000	603,000	603,000	629,000
Criminological Examinations	36,500	40,150	49,000	45,000	49,500
Crime Investigations	5,487	6,037	6,641	6,641	6,700
ASTREA Assists	6,620	6,752	7,500	7,500	7,700
EFFICIENCY					
Productivity Index (total workload - staff years)		2,195	2,346	2,331	1,823
EFFECTIVENESS					
Not applicable					
ACTIVITY D: Juvenile Services					
% of Resources - 6%					
WORKLOAD					
Calls for Service	15,000	17,000	20,000	20,000	21,500
Investigation	2,500	3,000	3,000	3,000	3,200
Evidentiary Examinations	720	360	384	384	410
Juvenile Intervention	12,000	13,160	13,200	13,200	13,400
ACTIVITY E: Street Gangs					
% of Resources - 2%					
WORKLOAD					
Crime Investigations	76	85	240	200	264
Arrest	231	231	130	250	143
Gang Activity Interventions	34	40	65	50	71
Number of Gang Members Documented	1,400	2,000	2,720	2,500	2,992

PROGRAM: Law Enforcement Services DEPARTMENT: J. M. Drown, Assistant Sheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY F: Street Narcotics					
% of Resources - 1%					
WORKLOAD					
Number of Investigations	319	335	335	335	400
Number of Arrests	367	385	284	385	325
Search Warrants	84	84	84	84	84
ACTIVITY G: Crime Prevention					
% of Resources - 1%					
WORKLOAD					
Neighborhood Watch Groups	3,135	3,049	3,096	3,750	800
Programs & Presentations	2,468	2,218	1,620	2,300	600
Security Inspections	5,324	5,005	3,462	4,000	2,000
EFFICIENCY					
Not Applicable					
EFFECTIVENESS					
Residential burglary rate is one (1) burglary per 39 housing units in unincorporated areas. Within the Sheriff's neighborhood watch areas the rate is one (1) per 1,021 housing units.					
ACTIVITY G: CAL-ID					
% of Resources - 1%					
WORKLOAD					
Total Cases Completed	N/A	N/A	N/A	N/A	1,032
Person Crimes	N/A	N/A	N/A	N/A	37
Property Crimes	N/A	N/A	N/A	N/A	995
Total Case Hits	N/A	N/A	N/A	N/A	97
Person Crimes	N/A	N/A	N/A	N/A	4
Property Crimes	N/A	N/A	N/A	N/A	93
EFFECTIVENESS					
CAL-ID has been partially staffed July 1988, through September 1988.					

STAFFING SCHEDULE

Program: Law Enforcement Services #12006 Manager: J. M. Drown, Assistant Sheriff

Class	Title	Staff Years 1987-88 Budget Pos	Staff Years 1987-88 Budget SY	Staff Years 1988-89 Adopted Pos	Staff Years 1988-89 Adopted SY	Salary and Benefit Costs 1987-88 Budget	Salary and Benefit Costs 1988-89 Adopted
0265	Assist. Sheriff	1	1.00	1	1.00	$ 59,573	$ 71,369
2302	Admin Asst III	1	1.00	1	1.00	35,764	38,680
2303	Admin Asst II	4	4.00	5	5.00	124,318	160,341
2671	Estate Mover	2	2.00	2	2.00	19,578	40,110
2700	Inter Clk Typist	46	44.75	48	47.00	602,962	782,221
2710	Jr Clerk Typist	2	2.00	2	2.00	26,280	26,711
2730	Senior Clerk	10	10.00	10	10.00	186,020	199,526
2745	Supervising Clk	0	0	0	0	0	0
2756	Admin Sec I	14	14.00	13	13.00	242,080	245,036
2757	Admin Sec II	9	9.00	9	9.00	192,106	200,562
2761	Group Secretary	0	0.00	1	1.00	0	18,603
2801	Sheriff's Comm Dispatcher I	0	0	17	10.00	0	121,128
2803	Sheriff Comm Dispatcher II	29	29.00	29	29.00	590,766	605,352
2805	Sr Sher Com Disp	29	29.00	29	29.00	651,540	723,797
2806	Supvervising Sheriff's Comm Disp	6	6.00	6	6.00	158,856	164,593
2907	Legal Proc Clk II	1	1.00	1	1.00	18,133	21,008
4317	Clinical Lab Tech	3	3.00	3	3.00	91,320	92,778
4330	Lab Assist	1	1.00	1	1.00	18,840	19,147
5236	Departmental Aide	10	10.00	9	9.00	111,170	103,408
5605	Estate Prop Mgr	1	1.00	1	1.00	25,068	30,300
5721	Doc Exam	1	2.00	2	2.00	75,830	80,842
5734	Super Criminalist	1	1.00	1	1.00	45,121	46,313
5736	Criminalist III	1	1.00	1	1.00	40,634	41,697
5737	Criminalist II	9	9.00	9	9.00	333,403	345,768
5739	Latent Fingerprint Examiner	4	3.00	4	4.00	77,935	93,551
5744	Crime Prev Spec	18	18.00	18	6.50	340,972	132,522
5745	Sr Crime Prev Specialist	5	5.00	5	3.00	102,915	67,266
5746	Deputy Sheriff	507	505.50	521	520.33	16,763,842	17,468,132
5774	Chief Comm. Super	1	1.00	1	1.00	33,072	34,597
5775	Sheriff's Capt	10	10.00	10	10.00	512,624	529,710
5778	Sheriff's Cmdr	2	2.00	2	2.00	119,670	119,180
5780	Sheriff's Lt	27	27.00	27	27.00	1,224,961	1,250,456
5785	Sher. Prop Invest	1	1.00	1	1.00	21,647	22,656
5790	Sheriff's Sgt	79	78.75	79	79.00	3,218,302	3,292,524
5865	Disaster Preparedness Oper Officer II	1	1.00	1	1.00	31,091	31,886
9999	Extra Help	0	0	0	0	0	0
	Reclassification	0	0	0	0	0	0
	Total	836	832.00	870	847.83	$26,096,393	$27,221,770

STAFFING SCHEDULE

Program: Law Enforcement Services #12006 Manager: J. M. Drown, Assistant Sheriff

Class	Title	Staff Years 1987-88 Budget Pos	Staff Years 1987-88 Budget SY	Staff Years 1988-89 Adopted Pos	Staff Years 1988-89 Adopted SY	Salary and Benefit Costs 1987-88 Budget	Salary and Benefit Costs 1988-89 Adopted
	Adjustments:						
	County Contributions and Benefits					$ 9,683,518	$ 9,231,826
	Special Payments						
	Salary Increase					$ 327,050	$ 0
	Overtime					2,210,224	2,240,083
	Premium					406,213	408,642
	Salary Adjustment					1,173,483	0
	Salary Savings					(1,188,676)	(1,172,808)
	Total Adjustments					$12,611,812	$10,707,743
Program Totals:		836	832.00	870	847.83	$38,708,205	$37,929,513

Program: Administrative Services # 12006 Manager: R. W. Reed, Assistant Sheriff

Department: Sheriff # 2400 Re. 1988-89 Proposed Budget; Pg. A-210, Vol. I

Authority: Section 605 of the County Charter charges the Sheriff with organizing his department in order to provide the County with efficient law enforcement protection.

This Program is: Mandated/Discretionary Service Level.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 3,984,211	$ 5,323,045	$ 5,472,402	$ 5,170,751	$ 5,554,424
Services & Supplies	825,872	1,080,178	1,410,590	1,308,919	1,334,894
Other Charges	0	0	0	0	0
Fixed Assets	35,053	198,480	39,345	39,345	40,818
Vehicles/Comm. Equip.	13,000	0	10,500	10,500	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
Total Direct Costs	$ 4,858,136	$ 6,601,703	$ 6,932,837	$ 6,529,515	$ 6,930,136
Funding	(862,665)	(738,312)	(1,098,132)	(1,114,821)	(1,267,720)
Net County Cost	$ 3,995,471	$ 5,863,391	$ 5,834,705	$ 5,414,694	$ 5,662,416
Staff Years	152.00	152.00	159.75	159.75	165.00
Positions	152	152	165	163	165

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 Services' responsibilities exceed those of most major cities in the United States, and Detention Facility Services is responsible for the eighth largest local jail system 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 departmentwide Administrative Services function, for closer administrative control. The Data Services Division is included in Administrative Services. This division has the responsibility of planning, coordinating, implementing, and managing the data processing needs of the department.

The Sheriff's Administrative 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 1,930 regular employees, 410 Reserve Deputies, 75 Explorer Deputies, and a variety of part-time interns, extra help and volunteers. Training programs for Regular and Reserve Deputies and other employees (many of which are required by the Peace Officer Standards and Training Commission) are administered by Administrative 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 managers in Law Enforcement and Detention Facility Services.

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 Services is responsible for these.

Program: Administrative Services # 12006 Manager: R. W. Reed, Assistant Sheriff

PROGRAM DESCRIPTION: (Continued)

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

1987-88 ACTUALS:

The $301,651 difference in Salaries & Benefits between the 1987-88 Budget and the 1987-88 Actual costs was due in part to increased overtime costs. The $101,671 increase in services & supplies cost is due to underfunding of the Automated Regional Justice Information System (ARJIS) and the Data Services Division.

1988-89 OBJECTIVES:

1. To effectively coordinate and manage the technical aspects of ongoing and new automation projects including the Networked Office Automation (NOA) System, the Records and Information Management System (RIMS), the Computer Aided Dispatch System (CADS), and the CAL-ID System.

2. To maintain the capability for thorough background investigations of 1,230 prospective departmental employees.

3. To maintain the capability to train 290 new deputies, correctional deputies, and reserve candidates.

4. To continue to provide 453,400 records' services and efficiently handle arrest/booking operations, crime report processing and the Automated Regional Justice Information System (ARJIS) entry.

5. To maintain the capability to provide 171,644 license services.

1988-89 ADOPTED BUDGET:

Salaries & Benefits:

Salaries and benefits have increased by $383,673 due to full year funding of FY 87-88 partial funded positions (+2.25 staff years) and the addition of one Personnel Manager requested mid-year in 1987-88 as an add/delete reclass (+1.00 staff years).

Services & Supplies:

Services & Supplies have increased by $25,975 due to an increase of $12,200 related to RUIS costs for automated Computer Aided Dispatch (CAD) geocodes updates and an increase in professional and specialized services costs for the program.

Fixed Assets:

The $40,818 approved for fixed assets includes replacement of existing equipment which is in poor condition.

Vehicles/Communications Equipment:

None.

Program: Administrative Services # 12006 Manager: R. W. Reed, Assistant Sheriff

SOURCE OF REVENUE:

Revenue By Source	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Licenses Permits (No match required)	$ 150,526	$ 204,700	$ 195,870	$ (8,830)
Aid from Other Govt. Agency (No match required)	246,133	264,750	359,000	94,250
Charges for Current Services (No match required)	577,686	489,850	572,850	83,000
Other Revenues (No match required)	123,737	155,521	140,000	(15,521)
	$ 1,098,132	$ 1,114,821	$1,267,720	$ 152,899

Licenses Permits:

The change in revenue is due to a reduction in the fees for Taxicab permits. There has been an increase in all other license/permit revenue.

Aid from Other Government Agency:

There will be an increase in revenue of the Standards and Training for Corrections (STC) reimbursement money for the 100 new Corrections Deputy Sheriffs.

Charges for Current Services:

The change in revenue is due to an increase in the fees for official documents and fingerprints. The revenue from Peace Office Standards and Training (P.O.S.T.) reimbursement money has remained the same.

Other Revenues:

There has been a decrease in revenue from the Automated Regional Justice Information System (ARJIS) Joint Powers Agreement.

FIXED ASSETS:

The fixed assets approved for FY 1988-89 include:

Item	Quantity	Total Cost
Computer Terminals	20	$ 17,560
Printers	5	14,586
Handguns	25	6,875
Shotguns	3	702
Paper Shredder	1	1,095
		$ 40,818

VEHICLES/COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

Program: Administrative Services # 12006 Manager: R. W. Reed, Assistant Sheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Personnel					
% of Resources - 13%					
WORKLOAD					
Employment Interviews	1,600	1,045	1,342	1,274	1,520
Background Investigations	1,000	972	1,068	1,185	1,230
Polygraph Examinations	540	576	632	646	740
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					
ACTIVITY B: Training					
% of Resources - 24%					
WORKLOADS					
Deputies Trained	57	87	130	150	150
*Correctional Deputies Trained	0	0	66	0	90
Reserves Trained	45	85	25	100	50
In-Service Employees Trained POST/STC	1,898	2,374	3,466	3,000	3,500
In-Service Training Hours POST/STC	28,121	40,011	73,710	50,000	100,000
Firearms Qualification	3,213	3,705	2,646	4,000	4,500
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					

* New Workload Indicator effective FY 1988-89.

PERFORMANCE INDICATORS

Program: Administrative Services # 12006 Manager: R. W. Reed, Assistant Sheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY C: Data Services					
% of Resources - 12%					
WORKLOAD					
SUN Transactions	6,066,000	11,960,000	12,637,905	13,000,000	13,000,000
Devices on Computer Network	0	80	105	120	140
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					
ACTIVITY D: Records					
% of Resources - 25%					
WORKLOAD					
Bookings	124,082	135,000	144,693	134,750	146,000
Case Reports	61,524	65,216	65,328	62,000	70,000
Arrest Disp. Reports	7,983	8,716	8,000	8,000	8,000
ARJIS Entry	182,424	175,000	163,057	170,000	170,000
* CAL-ID	0	0	0	0	59,400
EFFICIENCY					
Unit Cost: Total Cost / Total Workload	$ 7.69	$ 7.01	$ 7.59	$ 7.71	$ 8.17
Productivity: Total Workload / Total Staff Yrs.	3,024	3,265	3,114	3,125	3,200
EFFECTIVENESS					
Not Applicable					

* New Workload Indicator effective FY 1988-89.

PERFORMANCE INDICATORS

Program: Administrative Services # 12006 Manager: R. W. Reed, Assistant Sheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY E: Administrative Management/Financial Services					
% of Resources - 22%					
WORKLOAD					
EIR's, Law Enforcement Impact	288	367	193	382	250
Revenue Contracts	17(10,627,229)	17(11,527,208)	18(16,074,410)	19(15,268,982)	18(17,464,973)
Requisitions Prepared	6,575	7,795	7,903	8,200	8,200
Inventory Maintained	348,368	386,500	388,000	395,000	390,000
Payroll Rec. Maintained	1,850	1,900	2,077	2,008	2,160
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					
ACTIVITY F: License					
% of Resources - 4%					
WORKLOAD					
Permits, Licenses, Photo Fingerprinting	52,542	54,720	67,666	51,486	74,500
Services to Other Agencies					
Criminal Records Checks	57,669	56,905	55,145	55,198	57,903
Criminal File Searches	53,125	53,010	37,373	51,419	39,241
EFFICIENCY					
Unit Cost: Total Cost / Total Workload	$ 2.73	$ 2.67	$ 1.87	$ 2.93	$ 1.78
Productivity: Total Workload / Total Staff Yrs. Alloc.	13,611	13,720	14,562	14,373	15,604

STAFFING SCHEDULE

Program: Administrative Services # 12006 Manager: R. W. Reed, Assistant Sheriff

Class	Title	Staff Years 1987-88 Budget Pos	Staff Years 1987-88 Budget SY	Staff Years 1988-89 Adopted Pos	Staff Years 1988-89 Adopted SY	Salary and Benefit Costs 1987-88 Budget	Salary and Benefit Costs 1988-89 Adopted
0265	Assistant Sheriff	1	1.00	1	1.00	$ 59,573	$ 71,369
0980	Sheriff's Personnel Mgr.	0	0	1	1.00	0	50,445
2302	Admin. Assistant III	3	3.00	1	1.00	112,101	38,537
2303	Admin. Assistant II	2	2.00	3	3.00	59,726	100,747
2367	Principal Admin. Analyst	1	1.00	1	1.00	41,217	43,676
2370	Admin. Svcs. Mgr. III	1	1.00	1	1.00	48,876	51,132
2403	Accounting Technician	1	1.00	2	2.00	21,765	42,423
2414	Analyst IV	2	2.00	2	2.00	86,498	90,538
2425	Associate Accountant	2	2.00	2	2.00	54,761	62,122
2427	Associate Syst. Analyst	1	1.00	1	1.00	39,824	42,055
2493	Intermediate Account Clk.	1	1.00	4	4.00	16,847	64,857
2499	Principal Systems Analyst	1	1.00	1	1.00	44,369	55,204
2505	Senior Accountant	0	0	1	1.00	0	38,901
2510	Senior Account Clerk	3	3.00	7	7.00	56,854	137,914
2511	Senior Payroll Clerk	4	4.00	4	4.00	80,034	84,379
2525	Senior Systems Analyst	2	2.00	2	2.00	83,292	88,069
2650	Stock Clerk	1	1.00	1	1.00	16,578	17,182
2660	Storekeeper I	1	1.00	1	1.00	16,540	17,608
2700	Intermediate Clerk Typist	5	5.00	5	5.00	81,244	84,106
2701	Sheriff's Sup. Rec. Clk.	2	2.00	2	2.00	42,240	49,904
2702	Sheriff's Records Mgr.	1	1.00	1	1.00	28,971	30,880
2703	Sheriff's Records Clk II	14	12.50	14	14.00	225,041	292,262
2705	Sheriff's Records Clk. I	53	53.00	53	53.00	895,815	953,316
2730	Senior Clerk	3	3.00	3	3.00	46,955	55,717
2745	Supervising Clerk	2	2.00	2	2.00	45,858	41,105
2756	Admin. Secretary I	1	1.00	1	1.00	18,844	17,448
2757	Admin. Secretary II	3	3.00	2	2.00	65,283	40,524
2758	Admin. Secretary III	1	1.00	1	1.00	24,645	26,056
2896	Sup. Legal Services Clerk	1	1.00	1	1.00	23,742	28,043
2903	Legal Procedures Clerk I	1	1.00	1	1.00	15,313	17,310
2906	Legal Procedures Clk III	1	1.00	1	1.00	22,929	23,763
2907	Legal Procedures Clerk II	8	8.00	8	8.00	158,400	160,777
3020	Computer Operator	2	1.50	2	2.00	16,999	41,232
3072	Sr. Computer Operator	1	.75	1	1.00	12,835	22,756
5706	Asst. Weapons Training Coord.	1	1.00	1	1.00	23,366	24,222
5746	Deputy Sheriff	17	17.00	16	16.00	566,975	548,949
5775	Sheriff's Captain	1	1.00	1	1.00	53,179	52,971
5778	Sheriff's Commander	1	1.00	1	1.00	59,751	59,590
5780	Sheriff's Lieutenant	3	3.00	2	2.00	141,300	93,834
5790	Sheriff's Sergeant	8	8.00	5	5.00	329,296	208,920
7098	Security Guard	5	5.00	5	5.00	85,834	90,578
	Reclassifications						0
	Sub-Total	162	159.75	165	165.00	$ 3,823,670	$ 4,061,421

STAFFING SCHEDULE

Program: Administrative Services # 12006 Manager: R. W. Reed, Assistant Sheriff

Class Title	Staff Years 1987-88 Budget Pos	SY	1988-89 Adopted Pos	SY	Salary and Benefit Costs 1987-88 Budget	1988-89 Adopted
Adjustments						
County Contributions & Benefits					$ 905,086	$ 1,305,671
Special Payments:						
Salary Increase					57,715	0
Overtime					277,511	285,636
Premium					27,459	22,600
Salary Adjustments					238,947	49,268
Salary Savings					(159,637)	(170,172)
Total Adjustments					$ 1,347,081	$ 1,493,003
Program Total	162	159.75	165	165.00	$ 5,170,751	$ 5,554,424

Program: Office of the Sheriff #92101 Manager: R. E. Sandberg, Undersheriff

Department: Sheriff #2400 Re: 1988-89 Proposed Budget; Pg. A-227, Vol. I

Authority: Section 605 of the County Charter charges the Sheriff with organizing his department in order to provide the County with efficient and effective law enforcement. 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$1,436,261	$1,450,175	$1,568,148	$1,497,435	$ 1,465,563
Services & Supplies	97,817	99,102	118,798	146,429	188,829
Other Charges	0	0	0	0	0
Fixed Assets	13,202	14,178	12,400	12,400	0
Vehicles/Comm. Equip	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
Total Direct Costs	$1,547,280	$1,563,455	$1,699,346	$1,656,264	$ 1,654,392
Funding	(8,600)	(8,600)	(3,834)	(8,600)	(13,000)
Net County Costs	$1,538,680	$1,554,855	$1,695,512	$1,647,664	$ 1,641,392
Staff Years	27.00	28.00	28.00	28.00	28.00
Position	27	28	28	28	28

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 of 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.

The Office of the Sheriff is comprised of three divisions: The Office of the Sheriff, the Public Affairs Division, and the Internal Affairs Division. The Office of the Sheriff, in addition to the duly elected Sheriff, 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 in this division.

The Sheriff's Department has a high public profile. The Sheriff's Public Affairs Division provides external direct services to the public by coordinating all news media contacts for the department. Additionally, relationships with Mexico, 22 foreign consulates in the County and also an Industrial Relations Program to maintain labor peace, are coordinated by the Public Affairs Division.

Program: Office of the Sheriff #92101 Manager: R. E. Sandberg, Undersheriff

PROGRAM DESCRIPTION: (Continued)

The Internal Affairs Division is responsible for investigating any complaints of misconduct or negligence regarding employees in the department.

1987-88 BUDGET:

The difference between the 1987-88 Budget and the 1987-88 Actuals is an increase of $70,713 in Salaries and Benefits due to increased overtime costs and an underfunding of the unclassified positions in the program.

Services and supplies were underexpended.

1988-89 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 Detention facilities.

1988-89 ADOPTED BUDGET:

Salaries and Supplies:

Salaries and benefits for FY 1988-89 are reduced by $31,872 from FY 1987-88 due to projected salary savings.

Services and Supplies:

Services and supplies have increased by $42,400 due primarily to an increase in printing costs.

Fixed Assets:

No fixed assets were approved for this program in FY 1988-89.

Vehicles/Communication Equipment:

None

Program: Office of the Sheriff #92101 Manager: R. E. Sandberg, Undersheriff

REVENUE BY SOURCES:

Revenue By Source	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Other Revenues (No match required)	$ 3,834	$ 8,600	$ 13,000	$ 4,400
	$ 3,834	$ 8,600	$ 13,000	$ 4,400

Other revenues

The change in revenue is due to an anticipated increase in revenue generated from television and movie companies for crowd and traffic control by the Public Affairs Division.

FIXED ASSETS:

No fixed assets were approved for the Office of the Sheriff in FY 1988-89.

VEHICLES/COMMUNICATION EQUIPMENT

None.

Program: Office of the Sheriff #92101 Manager: R. E. Sandberg, Undersheriff

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Office of the Sheriff					
% Of Resources - 47%					
WORKLOAD					
Total Appropriations	$ 74,009,845	$ 79,413,701	$ 91,798,007	$ 88,400,160	$ 90,519,888
Total Staff Years	1,640.50	1,689.50	1,769.00	1,769.00	1,930.08
Population Unincorporated Area	390,530	389,900	358,486	409,200	374,260
Population Contract Cities	207,930	214,200	282,464	285,600	294,892
Unincorporated Area - Square Miles	3,672	3,639	3,614	3,639	3,614
Contract Cities - Sq. Miles	101	136	127	136	127
EFFICIENCY					
Not applicable					
EFFECTIVENESS					
Not applicable					
ACTIVITY B: Internal Affairs/Public Affairs					
% of Resources - 53%					
WORKLOAD					
Complaint Investigations	239	250	246	290	300
Claims Against County	205	225	207	265	250
Discovery Proceedings	28	40	16	60	40
EFFICIENCY					
Cost per Investigation	$ 473	$ 542	$ 517	$ 580	$ 589
EFFECTIVENESS					
Not applicable					

Program: Office of the Sheriff #92101 Manager: R. E. Sandberg, Undersheriff

STAFFING SCHEDULE

Class	Title	Staff Years 1987-88 Budget Pos	SY	1988-89 Adopted Pos	SY	Salary and Benefit Costs 1987-88 Budget	1988-89 Adopted
0160	Sheriff	1	1.00	1	1.00	$ 72,653	$ 88,885
0260	Undersheriff	1	1.00	1	1.00	64,769	77,589
0362	Special Assistant	3	3.00	3	3.00	149,953	152,655
2304	Admin. Assistant I	1	1.00	1	1.00	26,854	29,858
2337	Public Info. Spec.	1	1.00	1	1.00	29,497	32,137
2700	Int. Clerk Typist	2	2.00	2	2.00	29,398	34,660
2757	Admin. Secretary II	1	1.00	1	1.00	21,761	20,162
2758	Admin. Sec. III	2	2.00	2	2.00	45,397	48,922
2759	Admin. Secretary IV	1	1.00	1	1.00	26,546	28,043
2763	Legal Secretary II	1	1.00	1	1.00	19,894	21,611
5746	Deputy Sheriff	7	7.00	7	7.00	242,692	247,331
5780	Sheriff's Lt	2	2.00	2	2.00	94,200	93,834
5790	Sheriff's Sergeant	5	5.00	5	5.00	209,755	207,980
	Reclassifications						
	Subtotal	28	28.00	28	28.00	$ 1,033,369	$ 1,083,667
	Adjustments					$ 469,254	$ 404,310
	County Contributions & Benefits						
	Special Payments:						
	Salary Increase					$ 6,412	$ 0
	Overtime					21,020	9,030
	Premium					342	2,772
	Salary Adjustments					12,761	10,823
	Salary Savings					(45,723)	(45,039)
	Total Adjustments					$ 464,066	$ 381,896
Program Total		28	28.00	28	28.00	$ 1,497,435	$ 1,465,563

SUPERIOR COURT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Superior Court Operations	$ 9,950,942	$10,800,784	$12,557,589	$12,412,730	$14,526,872	$2,114,142	17.0%
Conciliation Court	1,171,187	1,215,857	1,370,467	1,298,999	1,341,877	42,878	3.3
Mental Health Counselor	751,272	811,812	937,694	896,201	972,365	76,164	8.5
Overhead	355,256	416,374	565,922	410,638	397,939	(12,699)	(3.0)
Total Direct Costs	$12,228,657	$13,244,827	$15,431,672	$15,018,568	$17,239,053	$2,220,485	14.8
Funding	$(3,642,701)	$(3,822,857)	$(4,860,365)	$(4,726,661)	$(3,923,008)	$ 803,653	(17.0)
Net County Costs	$ 8,585,956	$ 9,421,970	$10,571,307	$10,291,907	$13,316,045	$3,024,138	29.4%
Staff Years	263.50	278.50	302.70	300.50	362.00	61.50	20.4%

JUDGES/REFEREES

Hear civil cases over $25,000; all felonies; dissolution of marriages; probate conservatorships; mental health and juvenile proceedings. Provide policy direction to the Executive Officer and staff.

61 POSITIONS 61.0 STAFF YEARS

EXECUTIVE OFFICE AND ADMINISTRATION

Implements policies and procedures developed by the Board of Supervisors and Judges. Serves various judicial committees and represents the court to the bar, press and support county departments. Manages all non-judicial staff. Processes personnel actions pertaining to all Judges and staff; prepares and monitors the budget; procures necessary supplies and equipment; prepares statistical reports and court management procedures.

19 POSITIONS 19.0 STAFF YEARS

OFFICE OF THE JURY COMMISSIONER

Responsible for initial selection of potential trial jurors, maintaining the master jury list drawing names from the master jury list, qualifying jurors for all courts in the county, summoning jurors, deferring, excusing persons for service, supervising the compensation of jurors.

10 POSITIONS 10.0 STAFF YEARS

OFFICE OF COUNSELOR IN MENTAL HEALTH

Performs conservatorship investigations of mentally disordered persons and psychiatric evaluations.

25 POSITIONS 25.0 STAFF YEARS

PROBATE

Reviews all cases regarding decedent's estates, guardianships of minors and conservatorships.

18 POSITIONS 18.0 STAFF YEARS

CONCILIATION COURT

Provides mediation and investigation services involving child custody, and visitation disputes.

31 POSITONS 31.0 STAFF YEARS

JUDICIAL SERVICES*

Provides court reporter, interpreter, legal research, court technology improvement and secretarial services.

266 POSITIONS 155.0 STAFF YEARS

*does not include Juvenile

JUVENILE COURT (non-judicial)

Adjudicates all traffic offenses involving minors; provides administrative support, interpreter and secretarial services to the Judges and Referees.

44 POSITIONS 19.0 STAFF YEARS

CALENDAR SERVICES

Maintains and develops civil calendar systems, civil statistics, domestic law and motion calendar, civil law and motion calendar, and criminal calendar prepared daily; schedules hearings; notifies parties; coordinates all judicial arbitration cases for Superior and Municipal Courts.

24 POSITIONS 24.0 STAFF YEARS

PROGRAM: OPERATIONS # 130391 MANAGER: WILLIAM N. PIERCE

Department: SUPERIOR COURT # 2000 Ref: 1988-89 Proposed Budget - Pg. A-236

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 6,498,368	$ 7,312,499	$ 8,976,145	$8,620,526	$10,592,724
Services & Supplies	3,387,740	3,332,186	3,419,465	3,568,104	3,770,748
Other Charges	-0-	46,467	13,951	65,000	65,000
Fixed Assets	64,834	109,632	148,028	159,100	98,400
Vehicles/Comm. Equipment	0	0	0	0	0
TOTAL DIRECT COSTS	$ 9,950,942	$10,800,784	$12,557,589	$12,412,730	$14,526,872
Funding	(2,448,951)	(2,608,077)	(3,363,519)	(3,406,343)	(2,687,658)
NET COUNTY COSTS	$ 7,501,991	$ 8,192,707	$ 9,194,070	$ 9,006,387	$11,839,214
STAFF YEARS	208.5	217.5	235.7	236.5	297.0

PROGRAM DESCRIPTION:

The Superior Court has jurisdiction over all felonies; civil cases over $25,000; 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, Family Court Building, North County Regional Center, El Cajon Regional Center and South Bay Regional Center. 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 sixty-one court departments which includes one presiding department and eight 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, El Cajon 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.

PROGRAM: OPERATIONS MANAGER: WILLIAM N. PIERCE

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The difference in net county costs between 1987-88 Budget and Actual resulted from the overexpenditure in salaries and benefits due to the hiring of temporary staff in order to meet dramatic workload increases in the following areas: Juvenile Court - added an eighth court department to meet a 20% increase in dependency petitions filed, 48% increase in dependency hearings and a 54% increase in dependency trials over FY 1985-86; Trial Court Delay Reduction Act (AB 3300) required the additional calendar support staff, court systems analyst and research attorneys to keep pace with the expedited case disposition requirements and multiple hearings associated with this mandate.

1988-89 OBJECTIVES:

1. To dispose of 90% of all civil cases within one year of filing of the complaint as mandated by AB3300.
2. To reduce the number of Order to Show Cause (OSC) hearings associated with AB 3300 by 30% to lessen the amount of judgeship time required.
3. To operate the Regional Juvenile Information System (REJIS) and insure full utilization of the system.
4. To increase Probate Calendar from 60 to 70 matters per calendar, thereby avoiding the need for an additional Probate Judge.
5. To reduce time required for a final order of discharge in Probate Court from four weeks to three weeks.
6. To reduce the number of dependency and delinquency trials in Juvenile Court by 5% through the use of pre-trial settlement conferences.
7. To implement an automated criminal case management system by June 30, 1989.

1988-89 ADOPTED BUDGET:

The 1988-89 adopted budget includes staffing and associated service and supply costs to meet the increased workload demands experienced during 1987-88. Important changes in the salaries and benefits account include: full year funding for 15.5 staff years approved mid-year in 1987-88; funding for 4 new staff years to address the dramatic increases in juvenile dependency hearings and related space and planning issues; funding for 12 new staff years to accommodate workload changes resulting from more lengthy and complex criminal trials and funding for 29 new staff years to address new time frames and workload demands mandated by AB3300 for civil trials. The adopted budget also includes increased funding in the services and supplies account for additional court-ordered transcript cost associated with the court's increased workload.

All of the activities of this program are mandated with a mandated service level.

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change from 1987-88 Budget
Judges Block Grant	$2,100,000	$2,100,000	$1,740,000	($360,000)
Misc. Fines and Fees	263,497	324,000	55,745	($268,255)
Court Reporter Fees	840,896	810,000	810,000	0
Juvenile Record Sealing Fees	15,278	12,000	12,000	0
Recovered Expenditures	143,848	160,343	69,913	(90,430)
Total	$3,363,519	$3,406,343	$2,687,658	($718,685)

PROGRAM: OPERATIONS

MANAGER: WILLIAM N. PIERCE

Explanation/Comments:

The 1988-89 adopted budget includes reductions in Judges Block Grant, fines and fees, and recovered expenditures. The 1987-88 budget included one-time revenue associated with six new judgeships, as well as expected revenue associated with specific change of venue cases.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change from 1987-88 Budget
County Program Support Costs	$ 9,194,070	$ 9,006,387	$11,839,214	$ 2,832,827
Total	$ 9,194,070	$ 9,006,387	$11,839,214	$ 2,832,827

FIXED ASSETS:

Item	Quantity	Cost
Desk	32	$ 22,400
Typewriter, Electric	13	9,100
Personal Computer	5	10,000
Personal Computer, Enhanced	7	24,500
Printer	9	9,000
Word Processor	1	1,200
Word Processor, Enhanced	12	22,200
Total		$ 98,400

VEHICLES/COMMUNICATIONS EQUIPMENT: No vehicle/communication equipment was included in the adopted budget.

PERFORMANCE INDICATORS

Program: OPERATIONS — Department: SUPERIOR COURT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% of Resources					
100%					
Workload					
Total Filings	60,769	62,188	65,702	67,300	76,909
Weighted Units	7,309,716	7,560,317	7,743,925	8,333,100	8,146,630
Weighted Units Per Judicial Staff Year (State Standard 94,170)	140,571	141,314	133,516	143,674	133,551
% Understaffed	49%	50%	42%	53%	42%

The 1988-89 performance indicators were based on the anticipated addition of 10 new judges. For the 1988-89 adopted budget, these indicators have been changed to be consistent with the budgeted 61 judicial positions and the projections of the state Administrative Office of the Courts.

STAFFING SCHEDULE

Program: OPERATIONS — Department: SUPERIOR COURT

Class	Title	STAFF - YEARS 1987-8 Budget Pos.	1987-8 Budget S.Y.	1988-89 Adopted Pos.	1988-89 Adopted S.Y.	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
0570	Judge, Superior Court	58	55	58	58	$ 663,080	$ 699,248
0537	Referee, Pro Tem	30	0	25	0	-0-	-0-
0538	Referee	3	3	3	3	208,695	199,274
0513	Suprvng. Court Systems Analyst	1	1	1	1	50,070	52,367
0514	Coord., Calendar Services	1	1	3	3	41,327	123,699
0530	Research Attorney I	6	6	8	8	184,302	225,586
0553	Research Attorney II	10	8.5	15	15	358,835	665,954
0516	Juv. Traffic Hearing Officer	4	4	4	4	172,836	182,652
0540	Court Reporter	61	58	66	66	2,643,888	2,989,450
0523	Chief Probate Examiner	1	1	1	1	40,023	41,465
0525	Coordinator, Jury Services	1	1	1	1	38,038	39,800
0541	Court Reporter - Pro Tem	70	6	70	6	218,940	249,558
0526	Probate Examiner III	2	2	2	2	69,596	71,797
0511	Chief Arbitration Clerk	2	2	2	2	64,932	69,194
0529	Coord., Court Reporter Services	1	1	1	1	33,072	34,597
0531	Chief Calendar Clerk	1	1	1	1	33,072	34,597
0512	Chief Judicial Secretary	1	1	1	1	33,166	35,056
0522	Deputy Jury Comm. III	1	1	1	1	31,860	34,597
0554	Court Services Clerk IV	3	3	4	4	84,625	117,336
0521	Conservatorship Investigator	2	2	2	2	60,554	62,728
0527	Probate Examiner II	8	7.5	8	8	216,469	237,650
0515	Judicial Secretary	14	13	15	15	342,933	427,134
0535	Deputy Jury Commissioner II	8	8	8	8	183,259	190,104
0555	Court Services Clerk III	8	7.5	11	11	161,035	239,115
0504	Interpreter Clerk	3	3	3	3	62,760	60,725
0556	Court Services Clerk II	31	30	51	51	583,945	968,446
0501	Court Systems Analyst II	1	1	4	4	37,372	170,870
0503	Court Systems Analyst I	1	0.5	1	1	18,095	40,518
0561	Legal Assistant	2	1	2	2	18,636	40,656
0560	Law Clerk	4	1	4	4	15,538	67,112
0558	Supervising Research Attorney	1	0.5	1	1	24,231	53,917
8803	Executive Director	2	2	2	2	92,349	100,019
8805	Chief, Judicial Services	1	1	1	1	40,182	44,133
8808	Court Systems Oper. Specialist	0	0	2	2	-0-	54,200
8807	Director, Planning & Research	0	0	1	1	-0-	52,640
9999	Temporary Extra Help	50	3	50	3	60,000	60,000
	Total	393	236.5	433	297	$6,887,715	$8,736,194
	Adjustments:						
	County Contributions and Benefits					$1,618,282	$1,865,171
	Other Extraordinary Pay					51,360	51,360
	Salary Settlement Costs					233,481	-0-
	Salary Savings					(170,312)	(60,001)
	Total Adjustments					$1,732,811	$1,856,530
PROGRAM TOTALS:		393	236.5	433	297	$8,620,526	$10,592,724

PROGRAM: CONCILIATION COURT # 130401 MANAGER: MURRAY BLOOM

Department: SUPERIOR COURT # 2000 Ref: 1988-89 Proposed Budget - Pg. A245

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, Civil Code Section 4351.5 mandates mediation and investigation of stepparent and grandparent rights to visitation.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$1,123,470	$1,185,207	$1,330,915	$1,264,774	$1,307,652
Services & Supplies	47,717	26,497	29,201	34,225	34,225
Other Charges	0	0	10,351	0	0
Fixed Assets	0	4,153	0	0	0
TOTAL DIRECT COSTS	$1,171,187	$1,215,857	$1,370,467	$1,298,999	$1,341,877
Funding	$ (492,833)	$ (506,972)	$ (502,423)	$ (497,000)	$ (504,000)
NET COUNTY COSTS	$ 678,354	$ 708,885	$ 868,044	$ 801,999	$ 837,877
STAFF YEARS	28.00	31.00	32.50	31.00	31.00

PROGRAM DESCRIPTION:

In 1987 there were 20,048 dissolutions filed in San Diego County. During the dissolution process and subsequently 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 family court building, the 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.

PROGRAM: CONCILIATION COURT MANAGER: MURRAY BLOOM

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The difference in direct costs between the 1987-88 Budget and the Actual of $71,468 is primarily in salaries and benefits. Additional counselors were added to meet workload demands. These demands resulted from the passage of AB 3327. This legislation mandates that conciliation counselors conduct a detailed investigation and file a report with the court on all proposed guardianships of the person, if the proposed guardian is a relative.

1988-89 OBJECTIVES:

To maintain the percentage of mediation settlements at 71%.

1988-89 ADOPTED BUDGET:

The Adopted Budget continues staffing, services and supplies at 1987-88 budget levels. The increase in the salaries and benefits account is indicative of the projected higher salaries paid to staff as a result of step increases and negotiated cost of living adjustments. All of the activities of this program are mandated with a mandated service level.

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change from 1987-88 Budget
Marriage License Fees	$ 113,445	$ 107,000	$ 110,000	$ 3,000
Filing Document Fees	357,874	360,000	364,000	4,000
Recovered Expenditures	31,104	30,000	30,000	0
Total	$ 502,423	$ 497,000	$ 504,000	$ 7,000

Explanation/Comments: The FY 88-89 Adopted Budget includes anticipated increases in marriage license fees and document filing fees. These increases are consistent with predicted population increases.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change from 1987-88 Budget
County Program Support	$ 868,044	$ 801,999	$ 837,877	$ 35,878
Total	$ 868,044	$ 801,999	$ 837,877	$ 35,878

FIXED ASSETS: No fixed assets were approved in the 1988-89 budget for this program.

VEHICLES/COMMUNICATIONS EQUIPMENT: No vehicle/communications equipment was approved in the 1988-89 budget for this program.

PERFORMANCE INDICATORS

Program: CONCILIATION COURT

Department: SUPERIOR COURT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% of Resources					
100%					
Workload					
Child Custody/Visitation Mediation Hearings	6,775	8,394	9,616	7,125	9,900
% Mediation Settlements	77	71	71	73	71
Guardianship Investigations	0	92	215	200	270

STAFFING SCHEDULE

Program: CONCILIATION COURT — Department: SUPERIOR COURT

Class	Title	STAFF-YEARS 1987-88 Budget Pos.	S.Y.	STAFF-YEARS 1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFITS COST 1987-88 Budget	SALARY AND BENEFITS COST 1988-89 Adopted
0505	Director, Conciliation Ct	1	1	1	1	$ 50,304	$ 52,437
0507	Conciliation Counselor IV	2	2	2	2	88,546	92,302
0506	Conciliation Counselor III	9	9	9	9	352,504	372,534
0518	Conciliation Counselor II	8	8	8	8	269,204	291,856
0554	Court Services Clerk IV	1	1	1	1	28,555	29,858
0555	Court Services Clerk III	2	2	2	2	45,858	47,526
0556	Court Services Clerk II	8	8	8	8	156,078	163,328
	Total	31	31	31	31	$ 991,049	$1,049,841
	Adjustments:						
	County Contributions and Benefits					$ 292,589	$ 277,033
	Other Extraordinary Pay					4,740	4,740
	Salary Savings					(23,152)	(23,962)
	Other Adjustments					(425)	-0-
	Total Adjustments					$ 273,725	$ 257,811
PROGRAM TOTALS:		31	31	31	31	$1,264,774	$1,307,652

PROGRAM: OFFICE OF COUNSELOR IN MENTAL HEALTH # 130181 MANAGER: WILLIAM D. MILLER

Department: SUPERIOR COURT # 2000 Ref: 1988-89 Proposed Budget - Pg. A250

Authority: Mandated by the Lanterman-Petris-Short Act (L.P.S.) 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 711,270	$ 767,158	$ 900,607	$ 852,321	$ 925,685
Services & Supplies	36,803	42,106	37,087	43,880	43,880
Other Charges	0	0	0	0	0
Fixed Assets	3,199	2,548	0	0	2,800
TOTAL DIRECT COSTS	$ 751,272	$ 811,812	$ 937,694	$ 896,201	$ 972,365
Funding	$ (700,917)	$ (707,808)	$ (714,816)	$ (721,964)	$ (731,350)
NET COUNTY COSTS	$ 50,355	$ 104,004	$ 222,878	$ 174,237	$ 241,015
STAFF YEARS	21.00	24.00	23.75	24.00	25.00

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 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.

PROGRAM: OFFICE OF COUNSELOR IN MENTAL HEALTH MANAGER: WILLIAM D. MILLER

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The difference between 1987-88 Budget and Actual of $41,493 is mainly in salaries and benefits. This difference occurred because of the mid-year addition of one Mental Health Counselor. The additional counselor was required to meet the increased demand for administrative hearings of minors admitted to mental health facilities. These additional hearings result from recent appellate court decisions affecting non-emergency psychiatric admissions of minors. By conducting these hearings through the Office of the Counselor in Mental Health, Superior Court avoided more costly Juvenile Court hearings in these matters.

1988-89 OBJECTIVES:

To increase the percent of private conservators appointed from 36% to 39% and alleviate county costs associated with the appointment of a Public Conservator.

1988-89 ADOPTED BUDGET:

The Adopted Budget includes one additional position and staff year to meet workload increases dictated by recent appellate Court decisions, concerning the review of non-emergency psychiatric admissions of minors to mental health facilities. It is anticipated that this staff member will accomplish 295 hearings in 1988-89. The Adopted Budget also includes a computer and printer for the program. All of the activities of this program are mandated with a mandated service level.

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Short Doyle Funds (10% Match Required)	$714,816	$721,964	$731,350	$9,386
Total	$714,816	$721,964	$731,350	$9,386

Explanation/Comments: The FY 87-88 actual revenue of $714,816 is $7,148 less than budgeted and reflects the actual amount of State Short Doyle funding set aside for this program by the Department of Health Services from the County's total Short Doyle allocation.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Short Doyle Revenue Match	$ 79,424	$ 80,218	$ 81,261	$ 1,043
County Program Support	143,454	94,019	159,754	65,735
Total:	$222,878	$174,237	$241,015	$ 66,778

PROGRAM: OFFICE OF COUNSELOR IN MENTAL HEALTH MANAGER: WILLIAM D. MILLER

FIXED ASSETS:

Item	Quantity	Cost
Personal Computer	1	2,000
Printer	1	800
Total		$ 2,800

VEHICLES/COMMUNICATIONS EQUIPMENT:

No vehicle or communication equipment was approved in the 1988-89 budget.

PERFORMANCE INDICATORS

Program: OFFICE OF COUNSELOR IN MENTAL HEALTH — Department: SUPERIOR COURT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Bdget	1988-89 Adopted
% of Resources					
100%					
Workload					
Conservatorship Investigations	1,727	1,628	1,555	1,700	1,700
Mental Health Hearings	1,715	1,970	1,678	1,900	2,000
Juvenile Hearings	N/A	N/A	97	N/A	295
Involuntary Psychiatric Evaluations	394	343	342	400	460
% Private Conservators Appointed	40	31	37	39	36

STAFFING SCHEDULE

Program: OFFICE OF COUNSELOR IN MENTAL HEALTH — Department: SUPERIOR COURT

Class	Title	STAFF-YEARS 1987-88 Budget Pos.	1987-88 Budget S.Y.	1988-89 Adopted Pos.	1988-89 Adopted S.Y.	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
0548	Director, M. H. Services	1	1	1	1	$ 50,304	$ 52,437
0552	Mental Health Counselor III	1	1	1	1	36,382	41,951
0549	Mental Health Counselor II	11	11	12	12	379,732	435,343
0554	Court Svcs Clerk IV	1	1	1	1	28,555	29,858
0555	Court Svcs Clerk III	1	1	1	1	22,929	23,763
0556	Court Svcs Clerk II	9	9	9	9	171,308	182,566
	Total	24	24	25	25	$689,210	$765,918
	Adjustments:						
	County Contributions and Benefits					$170,146	$177,318
	Other Extraordinary Pay					1,560	1,560
	Salary Savings					(18,942)	(19,111)
	Other Adjustments					10,347	-0-
	Total Adjustments					$163,111	$159,767
PROGRAM TOTALS:		24	24	25	25	$852,321	$925,685

PROGRAM: OVERHEAD # 921011 MANAGER: WILLIAM N. PIERCE

Department: SUPERIOR COURT # 2000 Ref: 1988-89 Proposed Budget P. A-255

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 326,929	$ 402,226	$ 506,024	$ 407,338	$ 397,939
Services & Supplies	27,732	14,148	59,898	0	0
Fixed Assets	595	0	-0-	3,300	0
TOTAL DIRECT COSTS	$ 355,256	$ 416,374	$ 565,922	$ 410,638	$ 397,939
Funding	$ (0)	$ (0)	$(279,607)	$(101,354)	$ (0)
NET COUNTY COSTS	$ 355,256	$ 416,374	$ 286,315	$ 309,284	$ 397,939
STAFF YEARS	6.00	6.00	10.75	9.00	9.00

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, safety, implementation of staff training and calendar management.

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

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

PROGRAM: OVERHEAD MANAGER: WILLIAM N. PIERCE

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The difference in direct County costs between 1987-88 Budget and Actual is primarily in salaries and benefits and is the result of increased administrative demands. These demands made it impossible to achieve budgeted salary savings and required the mid-year addition of staff. Administrative positions were added on an extra help basis to assist in areas of policy development and administration including budget, personnel, fiscal, travel, and space management. These positions conducted special studies and prepared reports vital to the Superior Court, concerning claiming trial court funding, County Clerk transfer and decentralization/space utilization. Because the Superior Court was able to realize more revenue than expected, the program actually required less County funding than anticipated.

1988-89 ADOPTED BUDGET:

Compared to the 1987-88 budget, the 1988-89 budget contains a negative adjustment in the salaries and benefits account for Court-wide worker's compensation and unemployment insurance benefits. It also deletes funding for fixed assets. All of the activities of this program are mandated with a discretionary service level.

PROGRAM: REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Court Fees	$ 279,607	$ 101,354	$ -0-	($ 101,354)
Total	$ 279,607	$ 101,354	$ -0-	($ 101,354)

Explanation/Comments:

Superior Court was able to realize more revenue than anticipated in 1987-88. Revenue collections were mainly the result of change of venue cases scheduled during 1987-88. Similar cases were not scheduled during 1988-89 nor anticipated in 1988-89. The 1988-89 budget is reflective of this change.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
County Program Costs	$ 286,315	$ 309,284	$ 397,939	$ 88,655
Total	$ 286,315	$ 309,284	$ 397,939	$ 88,655

FIXED ASSETS: No fixed assets were approved in the 1988-89 budget.

VEHICLES/COMMUNICATIONS EQUIPMENT: No vehicle/communication equipment was approved in the 1988-89 budget.

PERFORMANCE INDICATORS

Program: OVERHEAD — Department: SUPERIOR COURT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% of Resources					
100%					
Workload					
Overhead Staff Ratio to Direct Staff	.023	.022	.037	.031	.025

STAFFING SCHEDULE

Program: OVERHEAD — Department: SUPERIOR COURT

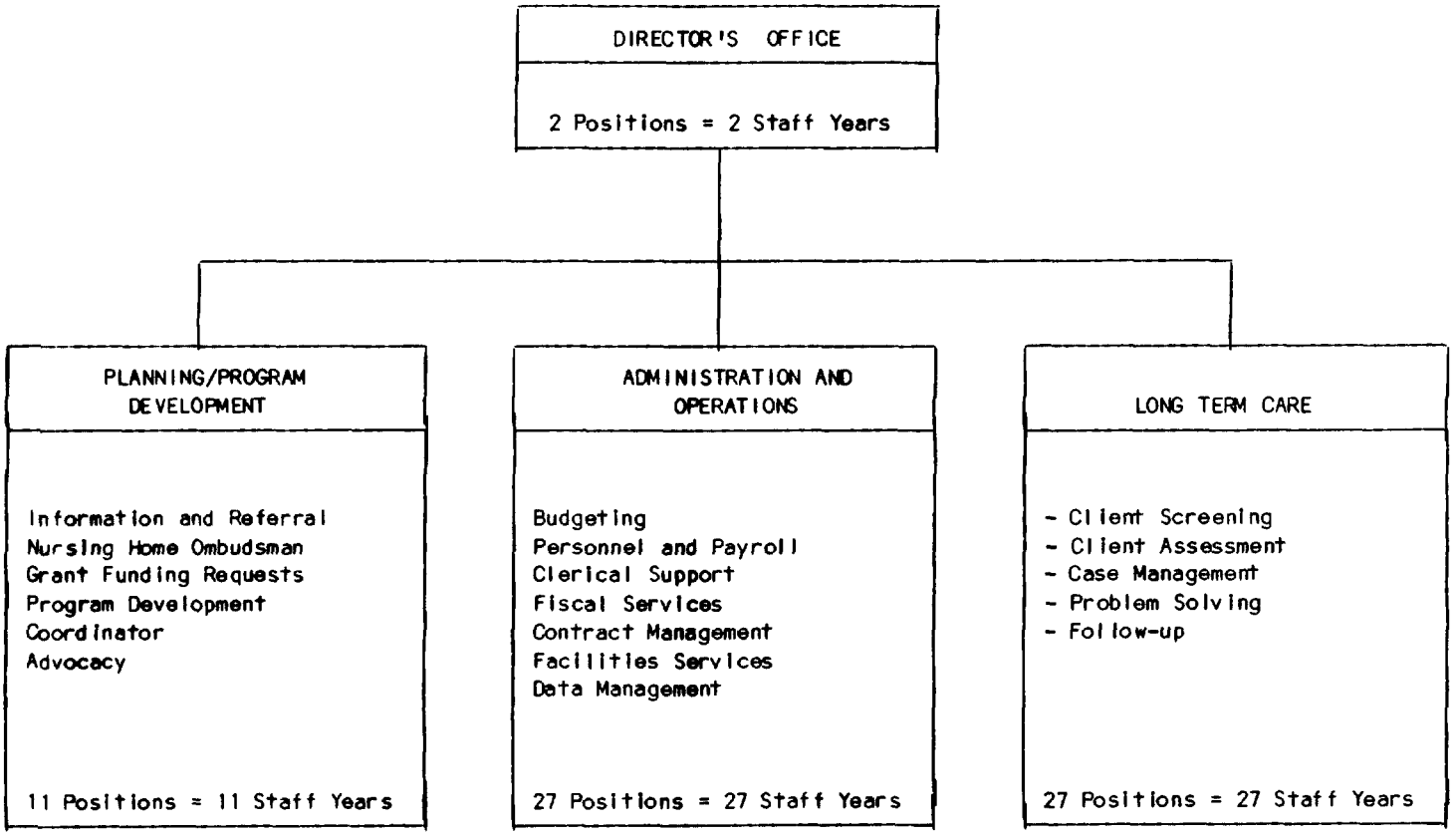
Class	Title	STAFF-YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
0520	Executive Officer	1	1	1	1	$ 70,300	$ 77,029
0519	Assistant Exec. Officer	1	1	1	1	63,274	63,034
0534	Dept. Personnel Officer III	1	1	1	1	34,749	41,054
0555	Court Services Clerk III	2	2	2	2	38,680	47,137
0556	Court Services Clerk II	3	3	3	3	55,063	59,620
8803	Executive Director	1	1	1	1	45,612	44,133
	Total	9	9	9	9	$307,678	$332,007
	Adjustments:						
	County Contributions and Benefits					$ 89,174	$ 85,872
	Other Adjustments					14,695	(13,767)
	Salary Savings					(4,209)	(6,173)
	Total Adjustments					$ 99,660	$ 65,932
PROGRAM TOTALS:		9	9	9	9	$407,338	$397,939

HEALTH AND SOCIAL SERVICES

AREA AGENCY ON AGING

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Area Agency on Aging	$ 8,035,336	$ 8,018,182	$ 8,416,545	$ 8,677,982	$ 8,695,303	$ (17,321)	-.2%
Total Direct Costs	$ 8,035,336	$ 8,018,182	$ 8,416,545	$ 8,677,982	$ 8,695,303	$ (17,321)	-.2%
Funding	$(7,554,564)	$(7,463,080)	$(7,777,588)	$(7,767,444)	$(8,107,928)	$ 340,484	4%
Net Program Cost	$ 480,772	$ 555,102	$ 638,957	$ 910,538	$ 587,375	$ (323,163)	-35%
Staff Years	62.27	65.78	67.59	67.75	65.00	-3.00	-4%

DEPARTMENT OF THE AREA AGENCY ON AGING



Notes on Proposed Staffing Change:

1. Eliminate Aging Program Specialist position from Information and Referral.
2. Eliminate Aging Program Specialist position from Program Development.
3. Eliminate Supervising Clerk position from Clerical Support.

PROGRAM: Area Agency On Aging # 27014 MANAGER: Daniel L. Laver

Department: Area Agency On Aging # 3700 Ref: 1987-88 Proposed Budget - Pg: 489

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,129,098	$ 2,335,904	$ 2,503,492	$ 2,552,238	$ 2,476,743
Services & Supplies	5,892,323	5,669,384	5,884,073	6,125,744	6,215,560
Other Charges	0	9,984	5,820	0	3,000
Fixed Assets	13,915	2,910	23,160	0	0
Vehicles/Comm Equip	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 8,035,336	$ 8,018,182	$ 8,416,545	$ 8,677,982	$ 8,695,303
FUNDING	$(7,554,564)	$(7,463,080)	$(7,777,588)	$(7,767,444)	$(8,107,928)
NET COUNTY COSTS	$ 480,772	$ 555,102	$ 638,957	$ 910,538	$ 587,375
STAFF YEARS	62.27	65.78	67.59	68.00	65.00

PROGRAM DESCRIPTION:

There are approximately 353,000 persons 60 years and older, and 113,000 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.

1987-88 ACTUALS:

Salaries and benefits were reduced from budgeted figures due to positions kept vacant to achieve salary savings and in anticipation of 1988-89 budget constraints. Services and supplies were less than anticipated primarily due to underexpenditure in contracted services. Fixed assets were computed and copier equipment purchased with grant funds at funding source direction.

PROGRAM: Area Agency on Aging # 27014 MANAGER: Daniel L. Laver

1988-89 OBJECTIVES:

1. Secure 7,700 hours of volunteer service in the Nursing Home Ombudsman Program.

3. Process 45,000 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 700 clients.

5. Participate in at least four (4) regional senior employment fairs providing information and job counseling for 1,500 seniors.

1988-89 PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES:

The proposed 1988-89 AAA budget contains major reductions in County support from previous budgets. Proposed County costs are down $398,413 from budgeted 1987-88 levels and this translates into lost services and diminished administrative capacity, through the termination of the County's only adult day health care contract and the deletion of three staff positions. Those positions are two Aging Program Specialists I, and a Supervising Clerk. The Aging Program Specialist positions are direct service positions in the Information & Referral and Program Development units, and the Supervising Clerk is an administrative position which serves the entire department. In addition, an Analyst II position is funded for .25 staff years. In the face of workload which continues to increase in size and complexity, the department can ill afford to lose staff without devising alternate methods for accomplishing the highest priority tasks. In a departure from previous practice, the AAA will use retired employees and other part-time staff with aging experience to assist in a variety of program areas during peak workload periods. This will enable the department to augment remaining staff in such areas as Information & Referral, rebidding of services, contracting and fiscal monitoring, without incurring the ongoing cost of full time employees. It is hoped this will enable the AAA to handle increasing workload with five fewer full time staff than the department had in mid-year 1986-87. Projected workload and financial data projected for 1988-89 are as follows:

1. Information and Referral (2.47 SY; E= $118,334; R= $110,353) includes receiving requests for information on services available to senior citizens, referral of clients to services where appropriate, and follow-up to evaluate the effectiveness of services delivered. Is:

   - Discretionary/Discretionary Service Level.
   - Offset 93% by program revenue.
   - Expected to handle 45,000 requests for information or referral to services in 1988-89.
   - Is eliminating an Aging Program Specialist I position, and will use part-time staff during workload peaks.

2. Nursing Home Ombudsman Program (4.07 SY; E= $188,998, R= $134,531) 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:

   - Discretionary/Mandated Service Level.
   - Offset 71% by revenue.
   - Expected to continue without substantive changes in 1988-89.
   - Expected to make 825 site visits to nursing homes in 1988-89.

3. Program Development (4.81 SY; E= $216,378, R= $182,662) 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:

   - Discretionary/Discretionary Service Level.
   - Offset 84% by revenue.
   - Eliminating the position of North County Community Consultant which was held vacant to save County funds in 1987-88.

4. Grant/Contract Administration (11.93 SY; E= $5,932,474, R= $5,876,466) manages all grant and contract activity associated with 18 discrete sources of grant funds and approximately 60 service contracts. Is:

   - Discretionary/Discretionary Service Level.
   - Offset 99% by revenue.
   - Maintaining staffing and services at 1987-88 levels.

5. Long Term Care (40.72 SY; E= $2,163,869, R= $1,803,916) 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 83% by revenue.
   - Expected to manage a caseload of 700 clients in 1988-89.

Department Administration is spread among the preceding direct service sub-programs and is:

- Eliminating one administrative staff years. In addition, an Analyst II position will be phased out after the first quarter of the fiscal year.

PROGRAM: Area Agency on Aging # 27014 MANAGER: Daniel L. Laver

PROGRAM REVENUE BY SOURCE:

Source of Revenue (Required match if any)	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Title III-B (16.06%)	$1,871,065	$1,891,578	$1,745,238	$(146,340)
Title III-C1 (16.07%)	1,623,138	1,649,961	1,890,971	241,010
Title III-C2 (16.07%)	408,878	418,942	422,761	3,819
United States Department of Agriculture	769,229	713,500	796,184	82,684
State Support Services	95,810	95,810	95,810	0
Title V (11.11%)	395,979	386,202	393,822	7,620
City of San Diego	136,641	136,641	136,641	0
State Congregate Nutrition	356,034	356,034	356,034	0
State Home Delivered Nutrition	447,917	447,917	447,917	0
Community Development Block Grant (15%)	34,287	34,300	34,300	0
Title XIX	1,180,341	1,227,411	1,325,000	97,589
State General Fund	298,849	330,000	324,000	(6,000)
State Ombudsman	91,985	53,278	91,985	38,707
Johnson vs. Rank	23,229	25,870	5,000	(20,870)
Respite Care Pilot Project	4,204	0	0	0
Respite Care Registry	8,072	0	2,265	2,265
May Foundation (OASIS) (Title III)	9,732	0	15,000	15,000
Mercy Hospital & Medical Center	15,189	0	25,000	25,000
National Association of Area Agencies on Aging	7,009	0	0	0
Total	$7,777,588	$7,767,444	$8,107,928	$ 340,484

Explanation/Comments:

All revenues listed above with the exception of Community Development Block Grant funds are aging specific and therefore must be used for senior programs. The department's major funding sources remain stable with only minor fluctuations in funding levels. Several small grants are scheduled to expire. They include respite care grants in the Long Term Care division, Johnson vs. Rank funding for the Nursing Home Ombudsman Program and the Telephone Counselor funding received from the National Association of Area Agencies on Aging. In each case the grants were unbudgeted one-time augmentations of funding for time limited purposes, and their expiration will not create material service gaps.

PROGRAM: Area Agency on Aging # 27014 MANAGER: Daniel L. Laver

County Cost Detail	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Required Match:				
Title III-B	$ 237,397	$ 217,167	$ 280,223	$ 63,056
Title III-C1	192,297	197,417	303,949	106,532
Title III-C2	49,493	49,335	67,953	18,618
Title V	43,998	42,911	43,758	847
Community Development Block Grant	5,145	5,145	5,145	0
Sub-total	$ 528,330	$ 511,975	$ 701,028	$ 189,053
Overmatch				
Title III-B	$ 3,771	$ 84,206	$(173,441)	$(257,647)
Title III-C1	(114,895)	(108,414)	(268,257)	(159,843)
Title III-C2	(29,571)	(26,736)	(59,974)	(33,238)
Title V	(25,254)	(22,079)	(36,325)	(14,246)
Community Development Block Grant	(3,521)	(3,295)	(4,498)	(1,203)
United States Department of Agriculture	37,688	38,488	15,028	(23,460)
State Support Services	4,535	5,168	1,808	(3,360)
City of San Diego	6,468	7,371	11,609	4,238
State Congregate Nutrition	16,853	19,205	6,720	(12,485)
State Home Delivered Nutrition	21,202	24,162	8,454	(15,708)
Title XIX	159,763	307,838	276,076	(31,762)
State General Fund	39,065	63,248	67,508	4,260
Respite Care Pilot and Registry	1,786	0	472	472
Johnson V. Rank	11,296	3,073	2,083	(990)
Mercy Hospital & Medical Center	1,763	0	755	755
National Association of AAAs	13,953	0	0	0
State Ombudsman	40,166	6,328	38,329	32,001
	$ 185,068	$ 398,563	$(113,653)	$(512,216)

Explanation/Comments:

The 1988-89 federal Regulations for the Older Americans Act have altered match requirements for Title III, and this primarily accounts for the change from 1987-88 Budgeted and 1988-89 Adopted.

PERFORMANCE INDICATORS

Program: Area Agency on Aging

Department: Area Agency on Aging

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
Information & Referral Contacts	41,318	50,389	45,684	48,000	45,000
Long Term Care Intake Screens	839	1,010	750	500	750
Long Term Care Assessments & Reassessments	2,213	2,885	2,200	1,900	2,200
Legal Services Hours	16,178	17,070	17,916	15,000	17,000
Nutrition Meals Served	1,303,733	1,284,454	1,316,579	1,323,411	1,325,000
Efficiency					
Nutrition Program Meal Cost	$2.67	$2.75	$2.66	$2.68	$2.69
Cost per Long Term Care Client Day	$7.19	$7.24	$8.53	$6.18	$10.98
Effectiveness					
Unduplicated Nutrition Clients	17,210	15,528	15,650	17,100	15,600
Unduplicated Long Term Care Clients	1,223	1,325	1,400	1,100	1,200
Unduplicated Legal Services Clients	7,159	8,271	8,120	6,500	8,300

STAFFING SCHEDULE

Program: Area Agency On Aging

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2119	Director, Area Agency On Aging	1	1.00	1	1.00	$ 53,171	$ 55,436
5207	Chief, Aging Programs	3	3.00	3	3.00	132,951	139,062
2497	Principal Accountant	1	1.00	1	1.00	41,197	44,160
5206	Aging Programs Specialist IV	3	3.00	3	3.00	112,101	117,318
2303	Administrative Assistant III	1	1.00	1	1.00	37,367	39,106
2505	Senior Accountant	1	1.00	1	1.00	36,795	38,901
2412	Analyst II	1	1.00	1	1.00	33,870	8,960
2302	Administrative Assistant II	1	1.00	1	1.00	33,870	35,433
5205	Aging Program Specialist III	10	10.00	10	10.00	331,585	340,750
4352	Senior Public Health Nurse	1	1.00	1	1.00	31,844	34,661
2425	Associate Accountant	1	1.00	1	1.00	30,328	32,050
4565	Public Health Nurse II	5	5.00	5	5.00	155,591	163,164
5204	Aging Program Specialist II	10	10.00	10	10.00	284,605	287,587
2403	Accounting Technician	1	1.00	1	1.00	21,765	23,012
5203	Aging Program Specialist I	9	8.75	7	7.00	206,863	169,920
2745	Supervising Clerk	1	1.00	0	0.00	20,042	0
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
2730	Senior Clerk	1	1.00	1	1.00	19,746	20,462
2510	Senior Account Clerk	1	1.00	1	1.00	17,840	19,411
2760	Stenographer	1	1.00	1	1.00	16,441	19,524
3030	Data Entry Operator	2	2.00	2	2.00	32,543	34,660
2700	Intermediate Clerk	5	5.00	5	5.00	82,538	86,136
2493	Intermediate Account Clerk	1	1.00	1	1.00	17,164	17,792
4615	Nurses Assistant	6	6.00	6	6.00	94,837	100,284
9999	Extra Help	0	0.00	0	0.00	40,000	103,852
	Total	68	67.75	65	65.00	$1,909,699	$1,957,697
	Adjustments:						
	County Contributions and Benefits					$ 601,214	$ 551,964
	Salary Settlement Costs					72,591	0
	Salary Adjustments					0	12,658
	Workers Comp and UIB					19,122	5,673
	Salary Savings					(50,388)	(51,249)
	Total Adjustments:					$ 642,539	$ 519,046
PROGRAM TOTALS:		68	67.75	65	65.00	$2,552,238	$2,476,743

DEPARTMENT OF HEALTH SERVICES

Program	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Alcohol Services	$ 3,582,258	$ 4,463,858	$ 4,416,009	$ 4,755,609	$ 4,600,104	$ (155,505)	(3.3)
County Medical Services	36,153,740	34,903,324	35,284,648	35,176,101	35,152,826	(23,275)	(0.1)
Drug Services	2,498,683	2,992,166	2,975,597	2,945,559	4,352,809	1,407,250	47.8
Mental Health Services	36,872,993	43,453,702	51,091,133	48,016,937	47,089,144	(927,793)	(1.9)
Correctional Facilities Medical Services	1,649,508	1,617,410	1,841,181	1,638,814	1,897,506	258,692	15.8
County Patient Support	5,579,195	5,703,522	5,877,602	7,678,503	9,923,526	2,245,023	29.2
Edgemoor Geriatric Hospital	10,683,061	12,157,579	14,238,409	13,974,643	13,562,375	(412,268)	(3.0)
Emergency Medical Services	1,128,026	1,229,904	1,361,831	1,528,169	1,507,204	(20,965)	(1.4)
Primary Care	3,336,447	3,447,936	3,164,643	3,387,556	4,594,655	1,207,099	35.6
University Hospital	255,205	251,115	188,273	250,719	139,535	(111,184)	(44.4)
Adult Special Health Services	581,022	699,066	741,015	746,272	801,789	55,517	7.4
California Children Services	6,223,235	7,535,788	7,028,949	8,978,805	10,116,977	1,138,172	12.9
Child Health	2,243,244	2,279,096	2,501,572	2,567,611	2,526,094	(41,517)	(1.6)
Community Disease Control	4,541,614	5,100,917	6,460,753	5,389,292	6,587,618	1,198,326	22.2
County Veterinarian	255,640	254,157	285,902	293,414	276,212	(17,202)	(5.9)
Environmental Health Services	4,931,420	6,965,650	8,443,061	9,834,421	11,475,266	1,640,845	16.7
Maternal Health	1,961,836	1,918,763	2,022,724	2,246,298	1,904,748	(341,550)	(15.2)
Records and Statistics	387,691	552,856	715,161	647,817	645,443	(2,374)	(0.4)
Support Services	3,458,844	3,161,655	4,214,208	3,930,391	4,161,826	231,435	5.9
Department Administration	1,270,463	1,325,918	2,371,717	1,804,782	1,585,333	(219,449)	(12.2)
Fixed Assets	**	**	**	**	**	**	**
Total Direct Costs	$127,594,125	$140,014,382	$155,224,388	$155,791,713	$162,900,990	$ 7,109,277	4.6
External Support Costs	7,016,458	7,607,276	10,784,402	8,779,066	10,242,628	1,463,562	16.7
Funding	(113,745,539)	(123,757,569)	(129,659,041)	(129,912,409)	(142,348,460)	(12,436,051)	9.6
Net County Costs	$ 20,865,044	$ 23,864,089	$ 36,349,749	$ 34,658,370	$ 30,795,158	$ (3,863,212)	(11.2)
Staff Years	1,716.76*	1,851.06	2,008.07	2,068.95	2,108.00	39.05	1.9

* 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.

DEPARTMENT OF HEALTH SERVICES
10/17/88

DIRECTOR'S OFFICE

The Department 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. The Director's Office includes the Office of AIDS Coordination.

24 Positions 22.75 Staff Years

PLANNING, POLICY & DEVELOPMENT

PLANNING, POLICY & DEVELOPMENT. Is responsible for preparation of an overall health plan which integrates current planning efforts, for developing and maintaining a uniform data base that will assist in policy development and departmental planning, for developing and maintaining an action oriented health legislative program, for developing and maintaining a Quality Assurance program, and for undertaking special projects for the Office of the Director.

6 Positions 6.00 Staff Years

MANAGEMENT SERVICES

MANAGEMENT SERVICES. Management Services provides support to the entire Department of Health Services through six (6) components: Administration, Fiscal, Personnel, Data/Word Processing, Accounts Payable and the Pharmacy/Storeroom.

129 Positions 119.52 Staff Years

ALCOHOL SERVICES

ALCOHOL SERVICES. Alcohol Services serves as a community catalyst to overcome alcohol problems. It subvents State and County funds to community agencies, and complements other non-program funded alcohol services. Program contract services include both residential and non-residential recovery services, as well as services for both first and second offender drinking drivers. In addition to development and evaluation of contract services, the Program analyzes factors contributing to alcohol problems and advocates policies and actions designed to reduce these problems.

16 Positions 16.50 Staff Years

ENVIRONMENTAL HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES. This Service provides environmental protection services Countywide for the entire population by inspection and regulation of food handling establishments, hazardous materials handlers and disposal activities, solid waste disposal, small water systems, subsurface sewage disposal installations, apartment houses and hotels, mosquito and vector control, recreational activities such as swimming pools, beaches and camps, excessive noise, radiation producing equipment and radioactive materials. An occupational health program is conducted for all County employees. A rodent control program is conducted for the cities of San Diego, Coronado and the Unified Port District. The Division responds to hazardous materials emergencies and investigates foodborne and vectorborne illnesses.

231 Positions 230.00 Staff Years

MENTAL HEALTH SERVICES

MENTAL HEALTH SERVICES. This service is responsible for providing treatment services to both chronic and acutely mentally disordered clients in a variety of settings; e.g., acute inpatient unit, residential care settings, outpatient clinics, and partial day programs. Services are provided to children, adolescents, adults, and seniors and include evaluation and screening, diagnosis, treatment, referral, case management, continuing care, community services, advocacy, and services to the justice system. Emergency, acute, and residential services are provided on a twenty-four hour, seven-day a week basis to those whose mental, emotional, and behavioral disorders require this level of attention. Services are provided through countywide inpatient and residential facilities, five regional clinics, 49 contracts, and six State facilities/programs.

856 Positions 748.33 Staff Years

PUBLIC HEALTH SERVICES

PUBLIC HEALTH SERVICES. The responsibility for the enforcement of all State statutes, rules and regulations of the City and County ordinances to protect the public health and sanitation in all incorporated and unincorporated areas of San Diego County is the mandate of this service. The programs serve to prevent disease, prolong life and promote optimum health for the population. Public Health Services includes these programs: Maternal and Child Health, California Children Services, Community Disease Control, Public Health Nursing, Public Health Education, Records and Statistics, Public Health Laboratory and County Veterinarian.

433 Positions 389.81 Staff Years

DRUG ABUSE SERVICES

DRUG ABUSE SERVICES. Drug Abuse services contracts with community agencies to provide treatment services (outpatient and residential group, family and individual counseling, residential social model detoxification, and naltrexone) to persons with drug problems, plus other services (education training, information and referral) to the general public and to specific populations at risk. Community development and drug abuse awareness activities are promoted by this division. Planning, evaluation and needs assessment are major functions, to ensure that a continuum of services is available.

14 Positions 14.00 Staff Years

PHYSICAL HEALTH SERVICES

PHYSICAL HEALTH SERVICES. Physical Health Services is responsible for the operation of the Edgemoor Geriatric Hospital; providing administration and fiscal services relating to the use of University Hospital; Administration of Primary Care Services, Emergency Medical Services, County Medical Services, Laundry Services and Correctional Facility Medical Services to the Hillcrest Facility, the Adult and Juvenile Detention Facilities.

593 Positions 561.09 Staff Years

(10:88-9/A/Org;CF 10/19/88)

NOTES ON STAFFING CHANGE:

1. Director's Office:

Mid-year additions:
1.00 SY Chief Office of AIDS Coordination
1.00 SY Public Information Officer

Transferred:
1.00 SY Analyst II (from Physical Health)
0.50 SY Analyst III (to Physical Health as Chief, Correctional Facilities)

Deletion:
1.00 SY Administrator, Edgemoor Geriatric Hospital

Transferred to Mental Health:
1.00 SY Deputy Director, Mental Health Services
1.00 SY Clinical Director, Mental Health Services
1.00 SY Administrative Secretary III
1.00 SY Assistant Deputy Director, Mental Health Services
0.50 SY Administrative Secretary II
0.50 SY Administrative Secretary I
0.12 SY Extra Help

Addition:
1.00 SY Physical Health Care Standards Analyst

2. Planning, Policy & Development

N/A

3. Management Services:

Mid-year additions:
1.00 SY Senior Accountant
1.00 SY Associate Accountant

Addition of Approved Unfunded Request:
0.50 SY Pharmacist

Deletion:
0.50 SY Junior Accountant

Addition:
2.00 SY Cashier
1.00 SY Accounting Technician (from Maternal Health)

4. Alcohol Services:

N/A

5. Drug Services:

Mid-year additions:
1.00 SY Intermediate Clerk
1.00 SY Senior Health Educator
1.00 SY Assistant Deputy Director
1.00 SY Drug Program Analyst

6. Environmental Health Services:

Mid-year additions:
1.00 SY Associate Systems Analyst
1.00 SY Administrative Secretary I
1.00 SY Group Secretary
1.00 SY Hydrologist
3.00 SY Hazardous Materials Specialist II
1.00 SY Hazardous Materials Specialist III

Transferred:
10.17 SY Various positions (Clerical, laboratory and health education to Public Health 9.17 SY; and 1.00 SY in reallocation of partial staff years)

Additions:
4.00 SY Environmental Health Sanitarian I
2.00 SY Environmental Health Technician
4.00 SY Intermediate Clerk
1.00 SY Senior Clerk

7. Mental Health Services:

Addition of Approved Unfunded Request:
15.00 SY Food Service Worker
3.00 SY Cook
1.00 SY Chief Dietetic Services
2.00 SY Food Service Supervisor
2.00 SY Senior Cook
1.00 SY Custodian
5.00 SY Transcriber Typist

Transferred: (from Department Administration)
1.00 SY Deputy Director, Mental Health Services
1.00 SY Clinical Director, Mental Health Services
1.00 SY Assistant Deputy Director, Mental Health Services
1.00 SY Administrative Secretary III
0.50 SY Administrative Secretary II
0.50 SY Administrative Secretary I
0.12 SY Extra Help

Additions:
1.00 SY Analyst I
1.00 SY Senior Psychiatric Social Worker
1.00 SY Intermediate Clerk

Change Letter Deletions:
1.00 SY Licensed Psychiatric Technician
2.00 SY Mental Health Consultant II
1.50 SY Mental Health Specialist
1.17 SY Mental Health Program Manager
2.75 SY Senior Clinical Psychologist
1.00 SY Senior Public Health Nurse
1.00 SY Day Treatment Coordinator

NOTES ON STAFFING CHANGE: (Continued)

7. Mental Health Services: (Continued)

Change Letter Deletions: (Continued)
6.50 SY Senior Psychiatric Social Worker
1.00 SY Occupational Therapy Assistant
1.00 SY Mental Health Consultant I
0.08 SY Psychiatrist
0.50 SY Analyst II
0.50 SY Medical Records Clerk
0.50 SY Clinical Nurse Specialist
0.25 SY Staff Nurse II
0.50 SY Licensed Vocational Nurse
3.00 SY Nurses Assistant
1.00 SY Custodian
1.00 SY Assistant Chief Nurse
0.25 SY Mental Health Staff Development Coordinator
0.58 SY Mental Health Aid
2.00 SY Assistant Clinical Director
1.00 SY Intermediate Clerk
1.00 SY Junior Clerk

8. Physical Health Services:

Addition of Approved Unfunded Request:
1.00 SY EMS II
1.50 SY Staff Nurse II
1.00 SY Intermediate Clerk

Transferred:
1.00 SY Analyst II (to Department Administration)
0.50 SY Chief, Correction Facilities (from Director's Office Analyst III)

Additions:
1.00 SY Senior Payroll Clerk
1.00 SY Senior Accountant
1.00 SY Department Personnel Officer
1.00 SY Recreational Therapist
1.00 SY Mental Health Case Management Assistant II
1.00 SY Custodian
1.00 SY Senior Painter
0.50 SY Occupational Therapist

Deletions:
5.00 SY Supervising Nurse
6.00 SY Staff Nurse II
2.00 SY Occupational Therapist
1.00 SY Nurses Assistant
1.00 SY Senior Clinical Psychologist
1.00 SY Supervising Clinical Laboratory Technician
1.00 SY Urologist Assistant
4.00 SY Extra Help

9. Public Health Services:

Mid-year additions:
1.00 SY Public Health Nurse II
4.50 SY Intermediate Clerk Typist
0.17 SY Analyst II
1.00 SY Administrative Assistant I
0.50 SY Social Worker V
1.00 SY Health Educator
1.00 SY Nurses Assistant
2.00 SY Public Health Microbiologists
4.00 SY Staff Nurse II
2.00 SY Communicable Disease Investigator
1.00 SY Analyst III
0.83 SY Mental Health Resources Development Specialist
2.00 SY Public Health Nurse
1.00 SY Social Worker IV
1.00 SY Health Information Specialist
1.00 SY Administrative Secretary

Addition of Approved Unfunded Request:
2.00 SY Intermediate Clerk Typist
1.00 SY Senior Clerk

Transferred:
9.17 SY Various positions (Clerical, laboratory and health education from Environmental Health)

Deletions:
0.17 SY Social Services Aid II
1.00 SY Supervising Clerk
0.50 SY Staff Nurse II
1.00 SY Accounting Technician (to Support Services)
0.08 SY Junior Clerk Typist
1.00 SY Social Worker IV
0.14 SY Staff Reallocation
3.91 SY Extra Help

PROGRAM: ALCOHOL SERVICES # 42111 MANAGER: Robert I. Reynolds

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-4

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 452,492	$ 507,581	$ 624,618	$ 700,249	$ 694,743
Services & Supplies	3,127,239	3,946,084	3,760,355	4,050,420	3,900,421
Other Charges	0	0	0	4,940	4,940
Fixed Assets	2,527	10,193	31,036	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 3,582,258	$ 4,463,858	$ 4,416,009	$ 4,755,609	$ 4,600,104 (3.3)%
Dept. Overhead	38,901	45,862	42,075	58,610	36,715
Ext. Support Costs	159,987	187,194	286,651	227,162	268,670
FUNDING	$ (3,841,370)	$ (4,417,623)	$ (4,745,130)	$ (4,965,226)	$ (4,815,226) (3.0)%
NET COUNTY COSTS	$ (60,224)*	$ 279,291	$ (395)	$ 76,155	$ 90,263 18.5%
STAFF YEARS	11.32	12.20	13.76	16.50	16.50

PROGRAM DESCRIPTION:

An estimated 240,000 persons in the County are heavy alcohol consumers, contributing to numerous legal violations. In 1986, the County jails recorded 29,737 bookings for drinking driving. Also, police interventions due to public inebriety exceeded 36,500. 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.

PROGRAM: ALCOHOL SERVICES MANAGER: Robert I. Reynolds

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The FY 1987-88 Actuals include salary savings of $75,631 which are a result of delays in reclassifications and classification of new positions. The program remains within its FY 1987-88 budgeted appropriations. In services and supplies there is a $290,065 savings which represents a containment of contracted service costs within realized revenue levels. Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery. Prior year fixed asset actuals for this program are $31,036 of which $23,592 is for this program's share of the furniture required to furnish the Health Services Complex.

1988-89 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 12,000 enrollments in the Drinking Driver Program.
4. To present the Board of Supervisors a major public policy proposal designed to reduce alcohol problems.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The FY 1988-89 Adopted Budget remains essentially the same as the FY 1987-88 Adopted Budget. A $150,000 reduction was made to contracted services due to decreased revenue from court fines.

Summarized below are the major activities of the Alcohol Program:

1. Contract Services (5.50 SY; E-$4,107,256, direct and indirect costs; R-$4,036,226) including design, implementation, and oversight of contract direct services is:
   - Discretionary/Discretionary Service Level.
   - Direct costs offset 100% by program revenue.
   - Sustained at prior year staff level.
   - Responsible for 29 contracts totalling $3,877,000 in public funds plus $1,350,000 in agency earned income.

2. Drinking Driver Services (4.25 SY; E-$215,166, direct and indirect costs; R-$206,000) including design, implementation, and oversight of County-approved direct services is:
   - Discretionary/Discretionary Service Level.
   - Direct costs 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 (6.75 SY; E-$583,067, direct and indirect costs; R-$573,000) including design and implementation of special studies, the program management information system, and prevention services is:
   - Discretionary/Discretionary Service Level.
   - Direct costs offset 100% by program revenue.
   - Sustained at prior year staff level.
   - Responsible for liaison with State funding agencies and local allied community groups.
   - Responsible for four agreements for training, technical assistance, and research studies totalling $200,000 in public funds.

PROGRAM: ALCOHOL SERVICES MANAGER: Robert I. Reynolds

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges				
Admin. Fees, Drinking-Driver Programs	$ 172,185	$ 160,000	$ 200,000	$ 40,000
Patient Fees				
Grants				
State - MIA	180,000	180,000	180,000	0
Subventions				
State Dept. of Alcohol Programs	3,291,547	3,190,000	3,200,000	10,000
Federal Other	16,129	0	0	0
Prior Year Rev-Other State				
Rev App Prior Year-Aid	289,906	0	0	0
Other State Government	(4,637)	0	0	0
Court Fines				
AB 2086 Trust Fund	800,000	1,435,226	1,235,226	(200,000)
Total	$ 4,745,130	$ 4,965,226	$ 4,815,226	$ (150,000)

Explanation/Comments:

1988-89 Adopted Revenues have been reduced by $150,000 from the 1987-88 budgeted level. This $150,000 revenue reduction was addressed in the Budget Change Letter with an offsetting reduction in services and supplies to avoid an increase to Net County Cost. This revenue reduction is due to decreased collection of court fines. 1987-88 Actual Revenue is $220,096 below the budgeted level which was offset by containing costs in contracted services.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:	N/A	N/A	N/A	N/A
Unfunded:	N/A	N/A	N/A	N/A

FIXED ASSETS:

None

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: ALCOHOL SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Alcohol					
% of Resources					
100%					
Workload					
Neighborhood Recovery Center Visits	239,671	236,705	281,698	260,000	260,000
Recovery Home resident days	150,328	156,922	156,088	153,000	153,000
Downtown Services - Inebriate Reception visits	29,550	34,572	29,849	30,000	30,000
Downtown Services - Detoxification resident days	5,830	5,820	5,849	5,500	5,500
Downtown Services- Primary Recovery resident days	6,659	6,334	6,759	6,500	6,500
AB 541 Drinking Driver Program admissions	12,515	9,942	9,451	10,000	10,000
SB 38 Drinking Driver Program admissions	2,228	2,367	2,493	2,000	2,000
Efficiency					
Unit Costs:					
NRC cost per visit	$ 4.10	$ 5.78	$ 5.00	$ 5.00	$ 6.00
Recovery Home cost per resident day	16.15	17.76	17.00	17.00	19.00
Downtown Services cost per inebriate reception visit	7.11	7.09	8.00	8.00	9.00
Downtown Services cost per detoxification day	43.40	50.52	54.00	54.00	55.00
Downtown Services cost per primary day	27.63	34.42	33.00	33.00	35.00
Effectiveness					
Program-wide volunteer hours	101,245	109,596	136,540	100,000	100,000
Downtown Services Inebriate Reception Police Drop-offs	26,428	28,767	25,575	28,000	28,000
Central jail bookings for public inebriety	5,146	4,204	4,820	6,000	6,000

STAFFING SCHEDULE

PROGRAM: ALCOHOL SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2228	Deputy Director, Alcohol Services	1	1.00	1	1.00	$ 50,640	$ 51,300
2336	Assistant Deputy Director, Alcohol Program	2	2.00	2	2.00	80,424	90,504
5191	Alcohol Program Manager	4	4.00	4	4.00	141,600	151,968
2412	Analyst II	6	6.00	1	1.00	192,816	33,852
5190	Alcohol Services Coordinator	0	0.00	6	6.00	0	179,280
2761	Group Secretary	1	1.00	1	1.00	19,908	20,640
3009	Word Processor Operator	1	1.00	1	1.00	18,984	19,428
8870	Alcohol Program Analyst	1	1.00	0	0.00	32,772	0
9999	Extra Help		0.50		0.50	16,414	16,414
	Total	16	16.50	16	16.50	$ 553,558	$ 563,386
	Adjustments:						
	County Contributions and Benefits					$ 136,481	$ 140,771
	Salary Settlement Costs					22,925	0
	Salary Adjustment						4,332
	Special Payments:						
	Premium					200	200
	Salary Savings					(12,915)	(13,946)
	Total Adjustments					$ 146,691	$ 131,357
PROGRAM TOTALS:		16	16.50	16	16.50	$ 700,249	$ 694,743

PROGRAM: COUNTY MEDICAL SERVICES # 42603 MANAGER: Paul B. Simms

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-10

Authority: Welfare and Institutions Code, Section 14005.4, 14052, 16703, 16704, and 17000.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 140,378	$ 127,891	$ 113,574	$ 121,429	$ 98,129
Services & Supplies	35,971,010	34,775,433	35,147,482	35,047,262	35,047,287
Other Charges	0	0	0	7,410	7,410
Fixed Assets	42,352	0	23,592	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 36,153,740	$ 34,903,324	$ 35,284,648	$ 35,176,101	$ 35,152,826 (0.1)%
Dept. Overhead	655,481	581,313	995,890	598,651	869,056
Ext. Support Costs	253,845	256,920	346,254	288,975	331,065
FUNDING	$(36,914,702)	(36,018,668)	$(36,002,231)	$(36,035,293)	$(36,014,399) 0.1%
NET COUNTY COSTS	$ 148,364*	$ (277,111)	$ 624,561	$ 28,434	$ 338,548 1090.7%
STAFF YEARS	4.81	3.20	2.60	3.50	2.50

* Expenditures shown in the 1985-86 Actual column is stated on a cash basis and does 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 (CMS) 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 CMS 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 CMS-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.

PROGRAM: COUNTY MEDICAL SERVICES MANAGER: Paul B. Simms

PROGRAM DESCRIPTION: (Continued)

The North Regional Contractor, North-East San Diego Health Plan, withdrew from the CMS Program, effective June 30, 1988. As an interim measure, the County established risk-sharing pools and contracted directly with the providers of service in the North Region. The County contracted with a fiscal intermediary to process claims and issue payments from the fund. The County also contracted with Medicus Systems Corporation to provide management services in the North Region, especially in the area of patient care management. All other Regional Contractors and their systems remained the same.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The actual expenditures for FY 1987-88 for Services and Supplies increased by $100,220 over the budgeted amount. This increase was due to reimbursement provided to the Regional Contractors for services provided to individuals who were made eligible for the CMS Program as a result of the Temporary Restraining Order obtained by Legal Aid Society. The County changed the CMS Program eligibility criteria effective August 1, 1987. Legal Aid filed a lawsuit and obtained a Temporary Restraining Order which was in effect for six weeks. The money to reimburse the Regional Contractors was appropriated from the County's Contingency Reserve Fund.

The FY 1987-88 Actuals are within the appropriation levels of the Adopted Budget. There is salary savings of $7,855 as a result of the Analyst III position remaining vacant pending the reclassification to Chief, Correctional and County Medical Services. Additionally, fixed assets actuals for this program include $23,592 for prior year fixed assets which are the program's share of furniture required to furnish the Health Services Complex. There was no contract temporary help used by this program. Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery.

1988-89 OBJECTIVES:

1. To control costs of services by treating 90% or more of CMS clients in their home regions as clinic outpatients or emergency room treat and release episodes, thereby maintaining the percent of CMS clients requiring home region inpatient care at 10% or less.
2. To control costs of services by maintaining the average length of stay for CMS acute inpatient clients at six days or less.
3. To enhance the efficiency of the CMS program by improving the management systems of the regional contractors, particularly regarding processing of Medi-Cal disability claims, pursuing third party revenue, and expediting provider payments.
4. To develop legislative strategies which will result in a modification of the State funding formula for CMS services to include statutory increases to offset increased demands for services and consumer price increases.
5. To evaluate the restructuring of the CMS program, based upon assessments of its operation by Medicus and outside reviewers.
6. To conduct operational assessments of all regional contractors.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

County Medical Services (2.50 SY; E-$35,152,826 direct cost; R-$36,014,399) is Mandated/Discretionary Service Level.

The FY 1988-89 Adopted Budget varies little from the FY 1987-88 Adopted Budget. Salaries and benefits reflect a reduction due to 1.00 staff year of Intermediate Clerk Typist being transferred to the Primary Care Program. There are no significant revenue changes as the appropriation level from the State remains constant with the previous year. Other charges include this program's share of the debt service incurred for the purchase of the Department's new minicomputer budgeted through SANCAL.

PROGRAM: COUNTY MEDICAL SERVICES MANAGER: Paul B. Simms

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
State - MISP Allocation (no match requirement)	$36,635,443	$36,035,293	$36,014,399	$ (20,894)
Transfer to Dept. of Social Services	(585,350)	0	0	0
Rev App Prior Year Aid	(47,998)	0	0	0
Other Misc.	136	0	0	0
Total	$36,002,231	$36,035,293	$36,014,399	$ (20,894)

Explanation/Comments:

The 1988-89 Adopted Revenues are decreased by $20,894 due to a transfer to the Primary Care Program. 1987-88 Actual Revenues for MISP are above the budgeted level by $150. Actuals include a prior year negative adjustment of $47,998 and reflect $585,350 transferred to the Department of Social Services.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:	N/A	N/A	N/A	N/A
Unfunded:	N/A	N/A	N/A	N/A

FIXED ASSETS:

None

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: COUNTY MEDICAL SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: County Medical Services					
% of Resources					
100%					
Workload					
Hospital Admissions	5,158	5,495	4,633	5,000	5,220
Outpatient and Emergency Room Encounters	102,038	101,014	79,900	100,000	110,000
Unduplicated Clients	17,565	23,121	18,820	18,000	18,500
Efficiency					
Unit Costs:					
Total program cost per unduplicated client	$ 2,110	$ 1,556	$ 1,869	$ 1,995	$ 2,200
Effectiveness					
Percent of total CMS monthly users requiring inpatient care	10.2%	9.3%	9.2%	10%	9.5%
Average length of stay for CMS acute inpatient clients (days)	5.6	5.83	5.77	6.0	6.0

STAFFING SCHEDULE

PROGRAM: COUNTY MEDICAL SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4150	Chief, Correctional & County Medical Services	0	0.00	1	0.50	$ 0	$ 21,036
2413	Analyst III	1	0.50	0	0.00	18,168	0
5287	Social Services Administrator I	1	1.00	1	1.00	35,148	36,492
2757	Administrative Secretary II	1	0.50	1	0.50	10,248	10,638
2756	Administrative Secretary I	1	0.50	1	0.50	8,670	8,886
2700	Intermediate Clerk Typist	1	1.00	0	0.00	15,624	0
	Total	5	3.50	4	2.50	$ 87,858	$ 77,052
	Adjustments:						
	County Contributions and Benefits					$ 31,836	$ 23,584
	Salary Settlement Costs					3,975	0
	Salary Adjustment						(33)
	Special Payments:						
	Premium					0	0
	Salary Savings					(2,240)	(2,474)
	Total Adjustments					$ 33,571	$ 21,077
PROGRAM TOTALS:		5	3.50	4	2.50	$ 121,429	$ 98,129

PROGRAM: DRUG ABUSE SERVICES # 42311 MANAGER: Melinda Newman

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget- Pg: B-16

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 341,242	$ 392,687	$ 435,585	$ 407,847	$ 562,730
Services & Supplies	2,150,142	2,592,767	2,524,284	2,535,242	3,787,609
Other Charges	0	0	0	2,470	2,470
Fixed Assets	7,299	6,712	15,728	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 2,498,683	$ 2,992,166	$ 2,975,597	$ 2,945,559	$ 4,352,809
					47.8%
Dept. Overhead	37,761	32,434	28,054	41,451	24,481
Ext. Support Costs	52,958	99,795	201,924	110,163	190,444
FUNDING	$ (2,411,231)	$ (2,934,681)	$ (2,831,297)	$ (2,808,661)	$ (4,259,302)
					50.7%
NET COUNTY COSTS	$ 178,171	$ 189,714	$ 374,278	$ 288,512	$ 308,432
					6.9%
STAFF YEARS	8.88	9.97	10.01	10.00	14.00

PROGRAM DESCRIPTION:

San Diego experiences severe problems related to abuse of drugs including methamphetamine, marijuana, cocaine, and 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 a 1983 needs indicator study funded by the State, indicate an estimated 21,000 heroin addicts among approximately 183,000 active problem level drug abusers in San Diego County.

Drug Abuse Services, 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.

PROGRAM: DRUG ABUSE SERVICES MANAGER: Melinda Newman

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The FY 1987-88 Actuals for salaries and benefits are higher than budgeted due to mid-year staff additions and reclassifications. Services and supplies related to contracted services are higher than budgeted as a result of $201,784 in the following mid-year funding increases: CRASH (12/1/87, M.O. #83; 3/22/88, M.O. #17), Episcopal Community Services (3/22/88, M.O. #16) and County Office of Education (3/22/88, M.O. #15). Overall services and supplies are less than budgeted due to late program start-ups for the additional revenues. Additionally, FY 1987-88 costs include $5,739 in prior year services and supplies costs and prior year fixed assets of $15,728 for this programs' share of the furniture required to furnish the Health Services Complex.

Funding for this program increased from the Adopted Budget by the following mid-year Board actions: Federal Block Grant (2/16/88, M.O. #71) and Federal Anti-Drug Abuse (2/16/88, M.O. #71). Staff years are slightly higher than budgeted due to new positions and the use of .61 extra-help staff years and .05 contract temporary help staff years of clerical support.

Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery.

1988-89 OBJECTIVES:

1. To provide drug-free recovery or education services for 5,000 persons misusing drugs, with 65% outpatient and 35% residential clients successfully completing treatment.
2. To provide 35,000 hours of other services to persons not enrolled in treatment, with 85% demonstrating an increase in knowledge, as measured on a sample basis.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The FY 1988-89 Adopted direct costs and funding are increasing due to Federal revenue increases added mid-year. These mid-year increases include $48,323 in Federal Block Grant funds, and $1,504,978 in Federal Anti-Drug Abuse funds (2/16/88, M.O. #71). Adopted revenue for FY 1988-89 will show a net increase of $1,404,408 as a result of a decrease of $148,893 in AB 90 revenues. Adopted staff years are increasing by 4.00 staff years with the addition of the Assistant Deputy Director, Drug Abuse Services and three reclasses approved mid-year (2/16/88, M.O. #71) including 1.00 SY, Senior Health Educator, 1.00 SY Analyst II, and 1.00 SY Intermediate Clerk Typist.

The major activities of the Drug Abuse Program are summarized below:

1. Contract Services (5.50 SY; E-$3,986,027 direct cost; R-$3,931,032) including design, implementation and oversight of contract direct services is:
   - Mandated/Discretionary Service Level.
   - 99% revenue offset.
   - Decreasing 2.00 staff years for implementation of the Prevention Services Sub-Program.
   - Increasing in direct costs and revenues from Federal Anti-Drug Abuse funds.
   - Responsible for seventeen expense contracts totalling $3,753,631 in public funds and $1,250,000 in agency earned income.

2. Program Planning, Evaluation and Research (4.50 SY; E-$194,179 direct cost; R-$173,790) including planning, design and implementation of special studies, program development and program evaluation is:
   - Mandated/Discretionary Service Level.
   - 90% revenue offset.
   - Increasing 2.00 staff years that reflect support requirements of expanded direct services.
   - Responsible for liaison with State funding agencies.

PROGRAM: DRUG ABUSE SERVICES MANAGER: Melinda Newman

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

3. Prevention Services (4.00 SY; E-$172,603 direct cost; R-$154,480) including coordination of Countywide prevention activities, community support groups, and training is:
   - Mandated/Discretionary Service Level.
   - 90% revenue offset.
   - Increasing 4.00 staff years as a new sub-program activity.
   - Responsible for liaison with local community groups.

PROGRAM: DRUG ABUSE SERVICES MANAGER: Melinda Newman

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
State General Funds (11.111111% match requirement*)	$ 1,585,495	$ 1,585,495	$ 1,585,495	$ 0
Federal Block Grant	832,462	781,553	827,707	46,154
State AB 90	0	148,893	0	(148,893)
State MIA	292,720	292,720	292,720	0
Other Revenue	100,000	0	1,553,380	1,553,380
Prior Year	20,620	0	0	0
Total	$ 2,831,297	$ 2,808,661	$ 4,259,302	$ 1,450,641

Explanation/Comments:

1988-89 Adopted Revenues are increasing by $1,450,641 as a result of mid-year appropriations totalling $1,404,408 in Federal Block Grant funds of $48,323 (2/16/88, M.O. #71), Federal Anti-Drug Abuse funds of $1,504,978 (2/16/88, M.O. #71) are increasing $48,402 in additional Federal Anti-Drug Abuse funds for FY 1988-89; and are decreasing by $148,893 in State AB 90 funds, and $2,169 in Federal Block Grant funds.

The FY 1987-88 Actual Revenues have increased $22,636 from Budget and include mid-year appropriation increases in Federal Block Grant funds of $60,288 (2/16/88, M.O. #71), and Other Revenue for Federal Anti-Drug Abuse of $141,496 (2/16/88, M.O. #71). Prior year revenues were $20,620.

The required County match to receive State General Fund revenue is $186,166 and was approved by the Board on 12/16/86. The FY 1988-89 County overmatch is increasing $19,920 from the FY 1987-88 Budget. FY 1987-88 Actual County overmatch is $85,766 above the budgeted.

* Match requirement calculated at 11.111111% of State General Funds plus $10,000 in unallowable External Overhead costs.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
State General Funds	$ 186,166	$ 186,166	$ 186,166	$ 0
Subtotal	$ 186,166	$ 186,166	$ 186,166	$ 0
Unfunded:				
State General Funds	188,112	102,346	122,266	19,920
TOTAL	$ 374,278	$ 288,512	$ 308,432	$ 19,920

FIXED ASSETS:

None

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: DRUG ABUSE SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Drug Abuse					
% of Resources					
100%					
Workload					
Client Services[1]					
Number of voluntary treatment and court-referred education clients	5,517	3,076	4,086	4,000	4,000
Outpatient[1]					
Number of client treatment hours	20,464	13,729	10,873	14,000	14,000
Residential					
24-hour days of highly structured treatment services	42,111	51,039	57,813	50,000	62,000
Other Services[1]					
Staff hours of direct primary prevention, education, public information and training	27,934	32,731	23,862	30,000	26,000
Efficiency					
Unit Costs:[2]					
Outpatient[3]					
Cost per treatment hour	$ 27.01	$ 41.63	$ 38.88	$ 35.00	$ 44.00
Residential[4]					
Cost per treatment day	29.48	44.06	37.75	37.00	42.00
Other Services					
Cost per service hour	29.70	31.16	29.99	30.00	33.00
Effectiveness					
Treatment: Percent of clients who successfully complete treatment or court-referred education					
Outpatient Drug-Free	70%	72%	62%	65%	65%
Residential Drug-Free (Long-Term)	46%	35%	41%	35%	35%
Other Services: Percent of participants showing increase in level of knowledge	85%	84%	80%	80%	85%

1 Crisis intervention and early intervention services were included in outpatient treatment in FY 1985-86, but were moved to other services in FY 1986-87, to conform to State reporting requirements.

2 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).

3 Increasing outpatient unit costs can be attributed to the naltrexone program, which includes medical services, and the start-up of two new regional programs.

4 Increasing residential unit costs result from a higher proportion of bed-days being provided by the adult social model detox programs and the adolescent program, which have higher costs due to small program size and licensing requirements, respectively.

STAFFING SCHEDULE

PROGRAM: DRUG ABUSE SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2229	Deputy Director, Drug Services	1	1.00	1	1.00	$ 50,640	$ 51,300
2318	Assistant Deputy Director, Drug Abuse Program	0	0.00	1	1.00	0	42,072
5193	Drug Program Manager	1	1.00	1	1.00	37,368	39,108
2413	Analyst III	1	1.00	2	2.00	36,336	76,440
8878	Drug Program Analyst	0	0.00	1	1.00	0	34,272
2412	Analyst II	4	4.00	3	3.00	128,544	101,556
4840	Senior Health Educator	0	0.00	1	1.00	0	32,088
4825	Health Educator	1	1.00	1	1.00	28,956	29,988
2758	Administrative Secretary III	0	0.00	1	1.00	0	23,316
2757	Administrative Secretary II	1	1.00	0	0.00	20,496	0
3007	Junior Word Processor	0	0.00	1	1.00	0	15,576
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,624	16,284
	Total	10	10.00	14	14.00	$ 317,964	$ 462,000
	Adjustments:						
	County Contributions and Benefits					$ 83,855	$ 112,297
	Salary Settlement Costs					13,352	0
	Salary Adjustment						(467)
	Special Payments:						
	Premium					200	200
	Salary Savings					(7,524)	(11,300)
	Total Adjustments					$ 89,883	$ 100,730
PROGRAM TOTALS:		10	10.00	14	14.00	$ 407,847	$ 562,730

PROGRAM: MENTAL HEALTH SERVICES # 42001 MANAGER: Areta Crowell, Ph.D.

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-23

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 SB 900 Negotiated Net Amount Contract with the State of California, Department of Mental Health.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 19,863,914	$ 22,484,692	$ 25,827,820	$ 26,761,192	$ 27,290,803
Services & Supplies	16,119,787	18,267,245	22,721,000	20,143,405	18,576,275
Other Charges	606,740	2,513,642	1,322,120	1,022,290	1,022,290
Fixed Assets	282,552	188,123	1,220,193	90,050	199,776
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 36,872,993	$ 43,453,702	$ 51,091,133	$ 48,016,937	$ 47,089,144 (1.9)%
Dept. Overhead	1,615,426	1,570,095	2,189,563	2,006,600	1,910,705
Ext. Support Costs	3,244,214	3,617,273	4,532,977	4,022,237	4,347,473
FUNDING	$(37,444,888)	$(42,711,204)	$(44,801,255)	$(42,722,880)	$(42,847,459) 0.3%
NET COUNTY COSTS	$ 4,287,745	$ 5,929,866	$ 13,012,418	$ 11,322,894	$ 10,499,863 (7.3)%
STAFF YEARS	656.99	677.66	718.20	742.25	748.33

PROGRAM DESCRIPTION:

The mission of Mental Health Services (MHS) is to provide appropriate mental health care to persons who are acutely and persistently mentally disordered and who are unable to receive these services in the private sector. 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, social and vocational rehabilitation and services to seriously emotionally disturbed students and to students with other handicapping conditions.

Mental Health Services is divided into regional (Central, East, North Inland, North Coastal and South) and countywide care programs. This Service is comprised of twenty-four hour care, outpatient services, day treatment, community client care, and case management. This Service is a mix of county-operated programs and contract providers.

PROGRAM: MENTAL HEALTH SERVICES MANAGER: Areta Crowell, Ph.D.

PROGRAM DESCRIPTION (Continued):

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

Since July 1, 1984, the County of San Diego Mental Health Services has been participating in the SB 900 negotiated net amount pilot contract with the State of California, Department of Mental Health. The negotiated net amount contractual relationship with the State has the advantages of relief from audit adjustments and disallowances, decreasing administrative requirements (Short-Doyle Plan, elaborate budgets); enhancing the County's cash flow by paying 1/12th of the funds at the beginning of each month; and roll-over provisions to allow use of unexpended mental health funds for future mental health services.

The program is mandated with a discretionary service level. Section 5602 of the Welfare and Institutions Code states that "the Board of Supervisors of every county . . . shall establish a community mental health service to cover the entire area of the county . . ." Title 9 of the California Administrative Code, Section 520, speaks to the discretionary level of the mandate in that it requires counties to "provide for the necessary services from ten services set forth . . ." These services include mental health services such as 24-hour services, day services, outpatient services, emergency services, outreach services, continuing care program services, etc., but the code does not state how much of these services must be provided. The service level of the patient advocacy program is one of the few that is mandated at one professional patient advocate for each 500,000 persons in the County's population. (Welfare and Institutions Code, Section 5500).

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The Actual salaries and benefits for FY 1987-88 are less than budgeted due to the length of time needed to fill vacant and new positions. However, contract temporary help has been utilized to provide adequate staff coverage with 38.71 staff years in Nursing support and 2.81 staff years in clerical support being used primarily in the acute inpatient programs. Additionally, services and supplies are less than budgeted even after $700,238 in mid-year funding increases, and $1,169,747 in transfers from the Mental Health Trust Fund. The program implemented cost controls to limit spending in services and supplies to offset revenue shortfalls in patient fees and Medicare funding. Monies transferred from the Mental Health Trust Fund are prior year categorial funds.

Other charges are $299,812 higher than the Adopted Budget due to the costs associated with exceeding the allocated usage rate of State Hospital days. The State Hospital over-usage continues as a result of the reduction in patient capacity at the Hillcrest facility from 92 beds to 60 beds in June 1985. Fixed assets exceed Adopted Budget by $1,130,143 as a result of prior year expenditures totalling $910,287 being reflected in this year's actuals for the Mental Health minicomputer and furniture costs. Prior year fixed asset costs for this program's share of the cost of the furniture required to furnish the Health Services Complex is $298,828.

Funding has increased from the Adopted Budget due to mid-year appropriations of $770,238: Homeless Rollover (10/6/87, M.O. #17), Federal Block Grant (3/8/88, M.O. #9), AIDS Mental Health Block Grant (1/12/87, M.O. #17) and Conditional Release Program (12/1/87, M.O. #16); and Mental Health Trust Fund transfers of $1,263,948: Mental Health Computer Software (2/16/88, M.O. #22), Supplemental Residential Rate (3/15/88, M.O. #32), and Prior Year Conditional Release Program (3/15/88, M.O. #33). Short-Doyle Medi-Cal revenues were overrealized by $1,461,018 from the 1987-88 Adopted. Staff years are less than budgeted due to delays in filling vacancies and new positions/reclassifications.

PROGRAM: MENTAL HEALTH SERVICES MANAGER: Areta Crowell, Ph.D.

SUPPORTING DOCUMENTATION

1988-89 OBJECTIVES:

1. Between admission and discharge of adults who complete treatment, the mean Global Assessment Scale Improvement shall be 14 points for discharge from 24-hour care, 8 points for discharge from outpatient, and 10 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 discharges from 24-hour care, 65% of discharges from outpatient treatment, and 70% of discharges from partial day treatment.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

FY 1988-89 Adopted direct costs are decreasing $927,793 in contract and County provided services as a result of Board of Supervisors action in reducing the Short-Doyle subvention overmatch. In fact, the Board reduced $3 million from the Mental Health Services Rollover Budget of $12,074,368. $1 million of this was in State MIA funds. The other reductions were primarily made to Adult Outpatient and Community Client Care Services which has resulted in lower performance indicators for FY 1988-89. Adult acute inpatient performance indicators are lower due to reduction in the Senior Evaluation and Treatment Unit at Loma Portal Mental Health Facility and contract back-up beds. Mid-year increases include $431,416 in AB 3632 Severely Emotionally Disturbed Children funds (4/19/88) and $397,452 in Mental Health Conditional Release funds (12/1/87, #16), and additional increases of $124,587 in patient fees, $171,124 in Target Supplementation Rollover, and decreasing $1,000,000 in State MIA funds. Adopted program staff years are increasing a net of .98 staff years. Increases total 32.00 staff years, 24.00 for food service and dietary operations at the new Rosecrans Mental Health Facility, and 8.00 staff years added for Case Management and Child and Adolescent Services and transcriber services. Decreases total 31.08 staff years throughout the various subprogram activities as a result of reductions to the Short-Doyle Subvention overmatch. Adopted revenues are increasing a total of $124,579 as a result of mid-year appropriation increases, additional added revenues and a loss of $1,000,000 in State MIA, County Medical Services funds. Adopted fixed assets are increasing $109,726 from FY 1987-88 budgeted levels. $16,000 of this increase was offset by decreases in services and supplies.

1. 24-Hour Services (421.46 SY; E-$21,624,748 direct costs; R-$19,782,714) provides 24-hour acute inpatient and residential treatment services (short-term crisis, long-term and transitional residential) for children, adolescents, adults and seniors. These services are:
   - Mandated/Discretionary Service Level.
   - 85% revenue offset for acute inpatient and 90% revenue offset for 24-hour residential treatment programs.
   - Increasing 24.00 staff years for the in-house operation of food and dietary services for the new mental health facility at Rosecrans and Loma Portal Mental Health Facility, and 5.00 staff years for transcribers.
   - Decreasing 8.33 staff years in the Senior Evaluation and Treatment program.
   - Able to provide 86,199 days of 24-hour care.

2. Outpatient Services (171.83 SY; E-$12,438,597 direct costs; R-$11,259,370) provides diagnosis and treatment on a regularly scheduled basis for adults, adolescents and children. These services are:
   - Mandated/Discretionary Service Level.
   - 90% revenue offset.
   - Decreasing 5.00 staff years.
   - Able to provide 155,217 outpatient visits.

3. Partial Day Treatment Services (27.13 SY; E-$4,815,336 direct costs; R-$4,381,067) 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. These services are:
   - Mandated/Discretionary Service Level.
   - 90% revenue offset.
   - Decreasing 2.25 staff years.
   - Able to provide 148,370 days of treatment.

PROGRAM: MENTAL HEALTH SERVICES MANAGER: Areta Crowell, Ph.D.

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES (Continued):

4. Community Client Care Services (77.82 SY; E-$4,739,052 direct costs; R-$4,315,767) 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. These services are:
   - Mandated/Discretionary Service Level.
   - 90% revenue offset.
   - Decreasing 14.11 staff years.
   - Able to provide 197,139 community client care services.

5. Case Management Services (44.97 SY; E-$3,069,742 direct costs; R-$2,776,430) assures that clients receive the appropriate type of service while in the public mental health system and administers the Supplemental Residential Care Service. 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. Mental Health Services has contracted with the Department of Social Services and Office of Mental Health Counselor, Superior Court, to assist in providing some case management services. Supplemental Rate Services is designed to augment basic living and care services for mentally disabled adults in licensed community care facilities. These services are:
   - Mandated/Discretionary Service Level.
   - 90% revenue offset.
   - Increasing 2.00 staff years.
   - Able to provide 68,261 case management contacts.
   - Able to provide 91,500 supplemental rate days.

6. Mental Health General Administration (5.12 SY; E-$401,669 direct costs; R-$332,111) administers County Short-Doyle Mental Health treatment systems including 95 County and contracted program elements. These functions are:
   - Mandated/Discretionary Service Level.
   - 90% revenue offset.
   - Acts as Local Mental Health Director.
   - Established by Welfare and Institutions Code, Chapter 1, Section 5607.
   - Transferred from Department Administration with no change in staffing.

PROGRAM: MENTAL HEALTH SERVICES MANAGER: Areta Crowell, Ph.D.

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Patient Fee and Insurance Revenues	$ 1,222,770	$ 2,000,000	$ 2,124,587	$ 124,587
Short-Doyle Subvention-Regular (12.24% Match Requirement)	24,084,684	24,667,594	24,667,594	0
Categorical:				
S.E.P.-AB 3632 (11.11% Match Requirement)	907,448	435,927	867,343	431,416
Supplemental Homeless (10% Match Requirement)	1,290,919	1,290,919	1,290,919	0
Supplemental Residential Care (11.11% Match Requirement)	826,385	1,035,451	1,035,451	0
Alt. Jail Placement (17.64% Match Requirement)	414,569	636,752	636,752	0
Target Suppl. Priority Pop. (11.11% Match Requirement)	69,101	442,620	442,620	0
PY Rollover - Targeted Suppl. (11.11% Match Requirement)	220,788	0	171,124	171,124
PY Rollover - S.E.P. - AB 3632 (11.11% Match Requirement)	7,523	0	0	0
PY Rollover - Suppl. Homeless (11.11% Match Requirement)	426,387	0	0	0
PY Rollover - Suppl. Residential Care (11.11% Match Requirement)	513,590	0	0	0
PY Rollover - Alt. Jail Pacement (17.64% Match Requirement)	341,469	0	0	0
Short-Doyle/Medi-Cal	9,154,834	7,693,816	7,693,816	0
State MIA	3,900,000	3,900,000	2,900,000	(1,000,000)
Federal Block Grant	144,778	120,546	120,546	0
State Mandated Costs	896,707	499,255	896,707	397,452
PY Rollover - State Mandate Costs	94,201	0	0	0
Other Miscellaneous	12,368	0	0	0
Prior Year	272,734	0	0	0
Total	$44,801,255	$42,722,880	$42,847,459	$ 124,579

Explanation/Comments:

1988-89 Adopted Revenues are increasing by $124,579 as a result of $802,393 in mid-year appropriations in State Mandated Costs for the Conditional Release Program (12/1/87, M.O. #16), and Short-Doyle Subvention for the AB 3632--Severely Emotionally Disturbed Children Program (4/19/88); increasing an additional $26,475 in AB 3632 appropriations and $171,124 in Prior Year Target Supplemental Rollover; and decreasing $1,000,000 in State MIA County Medical Services revenues.

The $777,230 decrease in Patient Fee and Insurance Revenue from 1987-88 Budget to Actual reflects the increased number of current patients without third party liability insurance and problems associated with the ability to recover revenues from Medicare billings. Short-Doyle/Medi-Cal revenues were overrealized by $1,461,018.

The FY 1987-88 Actual in Short-Doyle Subvention includes mid-year appropriations of $1,489,308: Homeless Rollover $319,614 (10/6/87, M.O. #17), and the transfer of $1,169,747 of unspent Short-Doyle monies from trust fund (2/16/88, M.O. #22; 3/15/88, M.O. #32, #33). Categorical revenues were underspent by $804,768 from the mid-year appropriations and will be retained in the trust fund.

Actual Federal Block Grant revenues have increased $3,172 (3/8/88, M.O. #9) and $50,000 Aids Mental Health Block Grant (1/12/87, M.O. #17).

Actual Mandated State Costs have increased $491,653 with these Board actions: Conditional Release $397,452 (12/1/87, M.O. #16), and $94,201 from trust fund (3/15/88, M.O. #33; 2/16/88, M.O. #22).

The Short-Doyle Subvention Match requirement is a composite 12.24% of the State Subvention for regular funds with a 17.64 match of State funds for acute inpatient services and a 11.11% match for outpatient and community services.

The FY 1987-88 Actual overmatch exceeded the budgeted by $1,636,740. The FY 1988-89 Adopted overmatch has been reduced from 1987-88 budgeted by $823,031.

PROGRAM: MENTAL HEALTH SERVICES MANAGER: Areta Crowell, Ph.D.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Short-Doyle Subvention	$ 3,554,854	$ 3,562,070	$ 3,554,644	$ (7,426)
Subtotal	$ 3,554,854	$ 3,562,070	$ 3,554,644	$ (7,426)
Unfunded:				
Short-Doyle Subvention	9,457,564	7,760,824	6,945,219	(815,605)
Total	$13,012,418	$11,322,894	$10,499,863	$ (823,031)

FIXED ASSETS

Item	Quantity	Total Cost
Photocopier, Cannon 8550	1	$ 15,000
Swing Set	1	1,000
Rug Shampooer	1	1,500
Vacuum Cleaners	2	1,000
Word Processor	1	4,240
Hospital Beds	43	18,447
Desk	1	350
Desks	46	23,000
Bed Pan Flushers	4	6,400
Exam Tables	3	4,050
Defibrillator	1	10,000
Conduit	Lot	2,000
4x4/Matrix	2	800
Tank Transcriber	8	3,200
Dictation Unit	40	14,000
Endless Loop Tanks	12	16,200
TDM-1988	10	7,660
Transcriber	1	472
Desktop Dictator	30	15,720
Photocopier	1	11,000
Refrigerator	2	1,600
Typewriters	18	9,000
VCR & Monitor	2	1,000
Walkers with Wheels	2	400
Medication Cart	1	800
Pediatric Gurney	1	2,850
Geriatric Chair	2	2,200
Suction Machine	1	200
Refrigerator	1	500
Ice Machine	1	5,000
Computer Equipment, PC	1	7,000
Desks	10	5,620
Conference Tables	4	2,468
Typewriters, Electronic	1	2,399
TOTAL	255	$ 197,076

VEHICLES/COMMUNICATIONS:

Item	Quantity	Total Cost
Pagers	6	$ 2,700

PERFORMANCE INDICATORS

PROGRAM: MENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Mental Health					
% of Resources					
100%					
Workload					
Central Region					
24-Hour Long Term Residential - Adult	3,592	4,025	4,195	3,700	3,723
24-Hour Crisis Residential Treatment Days - Adult	0	377	3,805	5,300[1]	4,343
24-Hour Semi-Supervised Living	0	70	9,254	8,000[1]	11,169
Partial Day Treatment Days - Adult	3,845	4,800	6,042	4,900	6,080
Partial Day Treatment Days - Child & Adolescent	7,247	6,605	5,878	6,500	4,202
Socialization Center Days - Adult	11,100	16,526	19,567	19,000	18,900
Outpatient Visits - Adult	36,761	42,500	40,589	40,200	34,031
Outpatient Visits - Child & Adolescent	9,530	9,500	7,964	10,200	9,016
Community Client Contacts[2]	40,280	36,000	35,982	42,800	27,218
East Region					
24-hour Crisis Residential Treatment Days - Adult	3,183	3,600	3,656	3,400	3,723
Partial Day Treatment Days - Adult	9,322	8,600	15,255	8,500	13,940
Partial Day Treatment Days - Child & Adolescent	2,100	2,340	755[5]	2,400	2,484
Vocational Rehabilitation Services Days - Adult	6,119	6,000	0	6,100[4]	0
Socialization Center Days - Adult	15,335	17,113	15,751	15,500	14,065
Outpatient Visits - Adult	12,741	15,500	14,342	13,000	20,147
Outpatient Visits - Child & Adolescent	4,192	4,400	3,901	5,000	2,396
Community Client Contacts[2]	27,792	33,000	16,888	21,500	11,348
North Region					
24-hour Crisis Residential Treatment Days - Adult	3,082	3,655	3,573	3,400	3,413
24-hour Transitional Residential Days - Adult	6,120	8,131	8,117	7,500	5,068
24-hour Long-Term Residential Days - Adult	4,012	4,594	4,321	4,100	0[6]
Partial Day Treatment Days - Adult	10,983	11,100	10,823	11,400	11,000
Partial Day Treatment Days - Child & Adolescent	1,471	2,700	0[5]	2,700	2,592
Socialization Center Days - Adult	17,457	17,920	18,383	17,500	18,500
Outpatient Visits - Adult	19,838	23,000	21,380	22,000	19,860
Outpatient Visits - Child & Adolescent	7,876	8,300	8,149	7,400	6,872
Community Client Contacts[2]	39,892	37,000	38,986	31,000	31,910
Case Management Contacts	10,851	8,500	0	0[3]	0

1 Reflects program shift from Countywide Core Region to Central Region.
2 Community Client Contacts include crisis intervention, consultation and training, and patient advocacy.
3 Reflects program shift from North Region to Countywide Core Region.
4 Reflects program merge with Partial Day Treatment Days - Adult.
5 Contractor not available full or partial year 1987-88.
6 Contractor not available 1988-89.

PERFORMANCE INDICATORS

PROGRAM: MENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Mental Health (Continued)					
Workload (Continued):					
South Region					
24-hour Crisis Residential Treatment Days - Adult	5,977	6,372	6,262	5,900	6,206
24-hour Transitional Residential Days - Adult	3,768	3,999	3,536	3,500	0[6]
Partial Day Treatment Days - Adult	13,164	13,000	13,208	12,900	13,200
Partial Day Treatment Days - Child & Adolescent	0	0	0[5]	1,320	2,592
Vocational Rehabilitation Services Days - Adults	6,855	7,109	6,779	6,500	6,800
Socialization Center Days - Adult	10,048	10,810	9,102	8,700	9,200
Outpatient Visits - Adult	22,340	27,000	26,519	24,000	28,819
Outpatient Visits - Child & Adolescent	9,420	10,500	9,446	9,500	9,375
Community Client Contacts[2]	29,271	36,000	34,315	27,200	22,677
Countywide Core Services					
24-hour Acute Inpatient Days - Adult	27,363	29,000	28,325	31,300	26,414
24-hour Acute Inpatient Days - Child & Adolescent	13,321	11,700	11,152	11,100	11,700
24-hour Jail Inpatient Days - Adult	8,133	7,700	10,244	7,700	7,885
24-hour Residence - Child & Adolescent	9,414	2,625	2,809	2,400	2,555
Day Treatment Days - Adult	1,533	2,000	2,950	2,300	2,700
Day Treatment Days - Child & Adolescent	1,104	1,000	6,344	7,200	12,663
Outpatient Visits - Adult	41,154	16,000[7]	18,058	19,300	17,067
Outpatient Visits - Child & Adolescent	6,681	7,200	9,006	6,200	7,634
Community Client Contacts[2]	115,494	98,000	111,517	104,000	103,986
Case Management Contacts	21,877	28,000	81,092	35,000	68,261
Case Management Supplemental Rate	0	0	85,473	51,000	91,500
Days of 24-hour Care	100,924	107,465	95,506	111,900	86,199
Days of Partial Day Treatment	117,683	127,623	131,690	133,420	148,370
Outpatient Visits	170,533	163,900	146,900	156,800	155,217
Community Client Care Contacts[2]	252,729	240,000	230,854	226,500[8]	197,139
Case Management	32,728	36,500	81,092	35,000	68,261
Case Management Supplemental Rate	0	0	85,473	51,000	91,500

[7] Regionalization of Extended Care.

[8] Crisis Residential programs Community Client Contact data collection system redesigned to conform with other 24-hour programs.

PERFORMANCE INDICATORS

PROGRAM: MENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Mental Health (Continued)					
Efficiency					
Unit Costs					
24-hour Acute Inpatient - Adult - cost per day	$299.00	$365.00	$365.57	$389.00	$419.24
24-hour Acute Inpatient - Child & Adolescent - cost per day	320.00	398.00	517.42	443.00	457.52
24-hour Crisis Residential - Adult - cost per day	126.00	150.00	133.89	159.00	143.96
24-hour Transitional Residential - Adult - cost per day	57.00	61.00	54.92	65.00	68.67
24-hour Long-Term Residential - Adult - cost per day	70.00	87.00	63.66	92.00	76.86
24-hour Long-Term Residential - Child & Adolescent - cost per day	147.00	165.00	206.48	199.00	229.80
24-hour Special Treatment & Rehabilitation - Adult - cost per day	121.00	132.00	N/A	N/A[9]	N/A
Partial Day Treatment - Adult - cost per day	46.00	53.00	$ 48.84	63.00	$ 50.98
Partial Day Treatment - Child & Adolescent - cost per day	92.00	107.00	124.88	123.00	86.28
Vocational Services - Adult - cost per day	38.00	43.00	45.23	46.00	47.31
Socialization Center - Adult - cost per day	17.00	18.00	17.11	19.00	17.81
Outpatient - Adult - cost per visit	72.00	79.00	99.70	87.00	99.59
Outpatient - Child & Adolescent - cost per visit	72.00	81.00	93.02	96.00	91.11
Community Client Care - cost per contact	16.00	17.00	19.98	20.00	20.93
Case Management	28.00	42.00	26.42	45.00	40.29
Case Management Supplemental Rate	0	0	12.11	11.00	11.31

[9] Reflects program shift from Mental Health Services to Physical Health Services.

PERFORMANCE INDICATORS

PROGRAM: MENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Mental Health (Continued)					
Effectiveness					
Average points[10] of improvement for adult clients					
24-Hour Treatment	19	18	15	17	14
Partial Day Treatment	13	19	11	15	10
Outpatient Treatment	10	11	9	11	8
Percent of children and adolescent discharges showing 20% increase on all impairment rating scales					
24-Hour Treatment	64%	65%	66%	61%	65%
Partial Day Treatment	53%	59%	75%	64%	70%
Outpatient Treatment	71%	68%	65%	65%	65%

[10] Global Assessment Scale

STAFFING SCHEDULE

PROGRAM: MENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4135	Medical Director (T)	1	1.00	1	1.00	$ 97,956	$ 102,456
0335	Clinical Director, Mental Health Services	0	0.00	1	1.00	0	94,440
0340	Medical Director	2	1.00	2	1.00	81,912	93,336
8867	Assistant Clinical Director	2	2.00	0	0.00	185,424	0
4195	Supervising Staff Psychiatrist	6	6.00	6	6.00	506,808	521,712
4162	Consultant, Internal Medicine	2	0.75	2	0.74	56,259	59,400
4115	Chief, Child & Adolescent Mental Health Services	1	1.00	0	0.00	74,280	0
4183	Neurologist	1	0.50	1	0.50	35,592	37,110
4198	Psychiatrist	63	33.81	63	33.73	2,395,806	2,472,120
2213	Deputy Director, Mental Health Services	0	0.00	1	1.00	0	68,796
4192	Senior Physician	1	1.00	1	1.00	62,376	63,000
4109	Chief, Forensic Mental Health Services	1	1.00	1	1.00	55,260	54,972
4193	Physician	12	5.60	12	5.60	294,197	306,659
0301	Mental Health Hospital Administrator	2	2.00	2	2.00	100,776	107,760
4144	Assistant Deputy Director, Mental Health Services	0	0.00	1	1.00	0	49,884
5035	Chief Probation/Welfare Psychology	1	1.00	1	1.00	48,876	48,696
4504	Chief Nurse	3	3.00	3	3.00	132,984	139,860
2355	Regional Manager, Mental Health Services	5	5.00	5	5.00	205,980	237,660
4145	Chief, Mental Health Program Review & Development	1	1.00	1	1.00	44,316	47,532
3041	Chief, Medical Records Services	1	1.00	1	1.00	41,196	46,632
4114	Chief Mental Health Case Management	1	1.00	1	1.00	44,364	45,708
4116	Mental Health Administration Support Chief	1	1.00	1	1.00	44,364	45,708
4118	Forensic Services Manager	1	1.00	1	1.00	44,364	45,708
4117	Chief, Child & Adolescent Services	0	0.00	1	1.00	0	44,196
4497	Assistant Chief Nurse	2	2.00	1	1.00	81,072	43,536
5220	Chief, Mental Health Community Services	1	1.00	0	0.00	41,196	0
5087	Senior Clinical Psychologist	30	24.08	30	22.33	947,053	921,116
8868	Director of Psychology	1	1.00	0	0.00	40,680	0
4834	Mental Health Staff Development Coordinator	1	1.00	1	0.75	38,352	30,141
4544	Supervising Nurse	0	0.00	2	0.00	0	0
4108	Mental Health Program Manager	21	21.00	21	19.83	804,636	782,068
2427	Associate Systems Analyst	1	1.00	1	1.00	34,620	38,388
2413	Analyst III	5	5.00	5	5.00	181,680	191,100
2302	Administrative Assistant III	2	2.00	2	2.00	75,216	76,392
2313	Mental Health Resource Development Specialist	0	0.00	1	1.00	0	37,896
4113	Quality Assurance Program Manager	1	1.00	1	1.00	36,720	37,824
5208	Mental Health Contract Manager	1	1.00	1	1.00	37,368	37,608
5045	Clinical Psychologist	2	0.50	2	0.50	17,298	18,708

STAFFING SCHEDULE

PROGRAM: MENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4541	Quality Assurance Coordinator	2	2.00	2	2.00	$ 68,880	$ 74,592
4537	Clinical Nurse Specialist	6	6.00	6	5.50	199,872	203,544
4771	Chief, Dietetic Services	0	0.00	1	1.00	0	36,828
4533	Inservice Education Coordinator	2	2.00	2	2.00	69,720	72,048
5219	Day Treatment Coordinator	1	1.00	0	0.00	33,072	0
4837	Mental Health Case Management Supervisor	3	3.00	3	3.00	99,360	106,632
4304	Utilization Review Supervisor	1	1.00	1	1.00	33,852	35,076
4536	Staff Head Nurse	7	7.00	7	7.00	234,948	242,088
2412	Analyst II	11	10.00	11	10.50	321,360	355,446
4567	Senior Public Health Nurse	1	1.00	0	0.00	32,400	0
2303	Administrative Assistant II	3	3.00	2	2.00	97,092	67,560
3042	Medical Records Manager	2	2.00	2	2.00	58,536	66,960
4835	Mental Health Case Management Clinician	16	16.00	16	16.00	460,608	510,528
5240	Senior Services Extended Care Coordinator	1	1.00	1	1.00	33,264	29,772
5250	Senior Psychiatric Social Worker	75	59.83	71	55.33	1,817,258	1,728,392
5270	Social Work Supervisor	1	1.00	0	0.00	27,876	0
4314	Utilization Review Specialist	5	5.00	5	5.00	149,820	155,160
4538	Staff Nurse II	105	84.92	105	85.67	2,400,764	2,626,540
4831	Mental Health Consultant II	20	17.00	19	16.00	515,100	488,064
2337	Public Information Specialist	1	1.00	1	1.00	27,888	30,168
4400	Occupational Therapist II	11	8.09	11	8.09	236,583	242,888
4408	Recreation Therapy Supervisor	1	1.00	1	1.00	26,328	29,904
4845	Mental Health Minority Affairs Coordinator	0	0.00	1	1.00	0	29,880
4832	Mental Health Consultant I	5	5.00	4	4.00	127,620	109,536
2411	Analyst I	0	0.00	1	1.00	0	25,176
2725	Principal Clerk	1	1.00	1	1.00	24,120	26,916
4407	Recreational Therapist	8	7.50	8	7.50	165,960	189,090
2758	Administrative Secretary III	0	0.00	1	1.00	0	23,316
2745	Supervising Clerk	2	2.00	2	2.00	44,016	46,440
6405	Food Service Supervisor	0	0.00	2	2.00	0	44,208
2403	Accounting Technician	1	1.00	1	1.00	20,976	22,116
4836	Mental Health Specialist	23	17.50	21	16.00	367,920	353,664
4828	Case Management Aid II	1	1.00	2	2.00	19,656	43,920
2707	Senior Admissions Clerk	3	3.00	3	3.00	61,776	64,260
2757	Administrative Secretary II	9	8.50	8	8.00	174,216	170,208
2761	Group Secretary	3	3.00	3	3.00	59,724	61,920
5221	Eligibility Technician	10	9.75	10	9.75	193,284	199,953
2754	Board Secretary	0	0.00	1	1.00	0	20,424
4838	Mental Health Assistant	3	2.00	2	1.00	36,912	20,208
4618	Psychiatric Technician	21	16.00	20	15.00	307,392	298,800
7085	Supervising Custodian	1	1.00	1	1.00	19,032	19,896
2730	Senior Clerk	12	12.00	11	11.00	229,968	216,612
4827	Case Management Aid I	4	4.00	3	3.00	69,264	58,896
4625	Licensed Vocational Nurse	73	68.58	73	68.08	1,285,526	1,334,978

STAFFING SCHEDULE

PROGRAM: MENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2510	Senior Account Clerk	2	2.00	2	2.00	$ 37,656	$ 39,072
3009	Word Processor Operator	1	1.00	1	1.00	18,984	19,428
6410	Senior Cook	0	0.00	2	2.00	0	36,888
2724	Senior Transcriber Typist	0	0.00	1	1.00	0	18,960
3049	Medical Records Technician	5	5.00	5	5.00	88,320	91,020
4833	Mental Health Case Management Asst. II	3	3.00	3	3.00	50,148	54,540
2756	Administrative Secretary I	7	7.00	8	7.50	121,380	133,290
2706	Admissions Clerk	17	14.50	17	14.50	245,340	255,954
4398	Occupational Therapy Assistant	2	1.50	1	0.50	25,938	8,610
3046	Medical Records Clerk	15	14.00	14	13.50	224,112	230,688
7030	Senior Custodian	2	2.00	2	2.00	32,664	33,912
2493	Intermediate Account Clerk	2	1.00	2	1.00	15,564	16,680
4406	Recreational Therapy Aid	3	2.50	3	2.50	35,670	41,670
4839	Mental Health Aid	19	18.42	40	38.84	289,510	644,944
2700	Intermediate Clerk Typist	54	46.92	46	38.91	733,026	633,719
4615	Nurses Assistant	57	54.00	33	30.00	837,864	487,800
2714	Intermediate Transcriber Typist	0	0.00	13	13.00	0	209,352
7031	Custodian	18	18.00	18	18.00	267,192	278,640
6411	Cook	0	0.00	3	3.00	0	45,972
6415	Food Services Worker	0	0.00	15	15.00	0	203,040
2709	Department Clerk	2	1.00	1	1.00	13,788	13,404
2710	Junior Clerk Typist	2	1.00	2	0.00	12,084	0
0330	Assistant Deputy Director, Mental Health Services	0	0.00	1	0.00	0	0
8869	Resources Development Specialist I	2	2.00	0	0.00	65,544	0
9999	Extra Help		21.50		21.68	587,978	1,284,503
	Total	844	742.25	856	748.33	$20,743,686	$22,212,815
	Adjustments:						
	County Contributions and Benefits					$ 5,071,903	$ 5,100,095
	Salary Settlement Costs					876,088	0
	Salary Adjustment						(37,327)
	Special Payments:						
	Premium					563,160	563,159
	Salary Savings					(493,645)	(547,939)
	Total Adjustments					$ 6,017,506	$ 5,077,988
PROGRAM TOTALS:		844	742.25	856	748.33	$26,761,192	$27,290,803

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES # 85498 MANAGER: Paul B. Simms

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-45

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,357,544	$ 1,427,827	$ 1,593,655	$ 1,351,244	$ 1,608,269
Services & Supplies	283,294	189,583	247,526	287,570	287,237
Other Charges	0	0	0	0	0
Fixed Assets	8,670	0	0	0	2,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,649,508	$ 1,617,410	$ 1,841,181	$ 1,638,814	$ 1,897,506
					15.8%
Dept. Overhead	158,320	142,416	222,959	182,009	194,563
Ext. Support Costs	76,444	73,593	98,020	96,933	85,109
FUNDING	$ (2,336)	$ 0	$ (59,390)	$ 0	$ 0
					0.0%
NET COUNTY COSTS	$ 1,881,936	$ 1,833,419	$ 2,102,770	$ 1,917,756	$ 2,177,178
					13.5%
STAFF YEARS	34.24	38.23	40.01	36.00	38.42

PROGRAM DESCRIPTION:

Correctional Facilities Medical Services provides necessary medical, nursing, and ancillary services to inmates of protectory 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

1987-88 ACTUALS:

FY 1987-88 Actuals exceed the Adopted Budget in the salaries and benefits category by $242,411. Staffing shortages as a result of the increased demand for health care have been met by using premium pay/overtime and contract temporary help in the amount of $43,246 to provide 1.87 staff years of nursing and clerical support. Services and supplies were less than budgeted by $40,044. Unanticipated revenue of $59,390 was generated by charges for laundry services.

1988-89 OBJECTIVES:

1. To provide 190,000 diagnostic and triage sick call contacts to inmates of correctional facilities.
2. To provide 170,000 medication and treatment contacts by physicians and nurses to inmates of correctional facilities.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The 1988-89 Adopted Budget remains essentially the same as the FY 1987-88 Adopted Budget. There are no significant changes.

Correctional Facility Medical Services (38.42 SY; E-$1,897,506 direct cost; R-$0) provides medical and nursing services to the County Probation Department and the Department of Social Services. This activity is:

- Mandated/Discretionary Service Level.
- 100% County funded.
- Implementing County Administrative Code, Article XV, Section 344.4.
- Providing medical, nursing, and first aid services for the County's honor camps, Juvenile Hall, and Hillcrest Receiving Home.
- Providing all necessary screening physicals, sick-call contacts, medications and treatments, and emergency responses for all inmates of the correctional facilities.
- Providing 24-hour nursing service at Hillcrest Receiving Home and Juvenile Hall and 24-hour on-call coverage for the other facilities.
- Increasing by .25 SY Staff Nurse II and 1.00 SY Intermediate Clerk Typist approved as a Departmental Requested "Critical Unmet Need".

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES MANAGER: Paul B. Simms

REVENUE BY SOURCE:

None

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:	N/A	N/A	N/A	N/A
Unfunded:	N/A	N/A	N/A	N/A

FIXED ASSETS:

Item	Quantity	Total Cost
Photocopier	1	$ 2,000

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Correctional Facilities Medical Services					
% of Resources					
100%					
Workload					
Interdepartmental Services					
Nursing Contacts					
Admissions and readmissions at nursing stations	23,116	23,000	19,670	23,500	20,000
Sick call contacts	131,982	130,000	201,648	150,000	190,000
Medications and treatments	131,121	130,000	184,878	135,000	170,000
Emergency calls treated at Facility	1,275	1,300	1,208	1,500	1,300
TOTAL Nursing Contacts	287,494	284,300	407,404	310,000	381,300
Efficiency					
Unit Costs:					
Cost per nursing contact	$ 6.55	$ 6.44	$ 5.75	$ 6.18	$ 5.37
Effectiveness					
Not Applicable					

STAFFING SCHEDULE

PROGRAM: CORRECTIONAL FACILITIES MEDICAL SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4193	Physician	2	1.50	2	1.50	$ 79,038	$ 82,386
4150	Chief, Corr. & County Med. Svcs.	0	0.00	0	0.50	0	21,036
4544	Supervising Nurse	4	4.00	4	4.00	139,824	158,352
4519	Physician Assistant	1	1.00	1	1.00	30,684	34,044
4538	Staff Nurse II	31	29.50	32	29.75	834,024	912,135
2700	Intermediate Clerk Typist	0	0.00	1	1.00	0	16,284
9999	Extra Help		0.00		0.67	0	64,942
	Total	38	36.00	40	38.42	$ 1,083,770	$ 1,289,179
	Adjustments:						
	County Contributions and Benefits					$ 240,763	$ 300,998
	Salary Settlement Costs					44,236	0
	Salary Adjustment						22,285
	Special Payments:						
	Premium					7,600	27,600
	Salary Savings					(24,925)	(31,793)
	Total Adjustments					$ 267,674	$ 319,090
PROGRAM TOTALS:		38	36.00	40	38.42	$ 1,351,244	$ 1,608,269

PROGRAM: COUNTY PATIENT SUPPORT # 42601 MANAGER: Sandy McChesney

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-50

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 210,511	$ 262,291	$ 354,128	$ 365,366	$ 310,364
Services & Supplies	5,776	7,720	10,119	13,137	13,162
Other Charges	5,353,646	5,429,785	5,506,743	7,300,000	9,600,000
Fixed Assets	9,262	3,726	6,612	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 5,579,195	$ 5,703,522	$ 5,877,602	$ 7,678,503	$ 9,923,526 29.2%
Dept. Overhead	54,821	58,973	154,700	75,368	135,000
Ext. Support Costs	129,630	140,438	209,724	132,929	237,043
FUNDING	$ (2,234,711)	$ (2,502,761)	$ (2,310,364)	$ (2,271,213)	$ (2,282,133) 0.5%
NET COUNTY COSTS	$ 3,528,935	$ 3,400,172	$ 3,931,662	$ 5,615,587	$ 8,013,436 42.7%
STAFF YEARS	7.69	8.65	9.85	10.00	10.00

PROGRAM DESCRIPTION:

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

PROGRAM: COUNTY PATIENT SUPPORT MANAGER: Sandy McChesney

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

This Programs' Actuals for FY 1987-88 show a savings in salaries and benefits of $11,238 as a result of delays in reclassification requests. Services and supplies include $3,901 for contract temporary help to provide clerical support of .35 staff years. Other charges indicate a savings of $1,793,257 as a result of effectively monitoring the Third Operating Agreement and reducing the number of County sponsored care by thoroughly reviewing patient eligibility for medical care. Fixed asset actuals reflect a mid-year purchase which was not budgeted.

1988-89 OBJECTIVES:

1. To closely monitor the relative volume of patient days and visits for their appropriateness for County sponsorship under the Third Operating Agreement by reviewing 100% of referrals and certifying only those patients who are eligible under the terms of the Agreement to receive requisite medical care.
2. To maintain the Medi-Cal/CMS drop-out rate at less than 6%.
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 aspect of the Agreement to maintain or improve revenues.
5. To continue to seek Federal and State participation in the cost of care of the alien poor.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

In this program, the FY 1988-89 Adopted Budget includes an increase of $2,300,000 in services and supplies to meet the County's commitment under its agreement with the Regents of the University of California. This increase is necessary to fund the level of reimbursement determined by the weighted volume adjuster and change in the Consumer Price Index.

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 (12/17/80, M.O. #1). Under the Agreement, the County purchases requisite medical services for County certified patients. The indigent care payment, which is the major expense, 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 payments for County custodial patient care are made using annually adjusted per diem rates.

The activities of this program are summarized below:

1. The County Patient Services Program (10.00 SY; E-$9,923,526 direct cost; R-$2,282,133) is:
   - Mandated/Discretionary Service Level.
   - Approximately 23% revenue offset from patient fees and AB 8.
   - Monitoring the relative volume of patient day and visits for their appropriateness for County sponsorship under the Third Operating Agrement.
   - Providing delivery and coordination of inpatient, outpatient and ancillary services for custodial care.

PROGRAM: COUNTY PATIENT SUPPORT MANAGER: Sandy McChesney

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
Patient Fees, Insurance and Medi-Cal	$ 396,319	$ 300,000	$ 300,000	$ 0
Charges - Prior Year	14,370	0	0	0
Prior Year - Other Revenue	(139)	0	0	0
Grants:				
State AB 8 (22.975% match requirement*)	1,896,863	1,971,213	1,982,133	10,920
Other Miscellaneous	2,951	0	0	0
Total	$ 2,310,364	$ 2,271,213	$ 2,282,133	$ 10,920

Explanation/Comments:

1988-89 Adopted Revenues are higher than 1987-88 budgeted by $10,920. 1987-88 Actual Revenue reflects an increase of $96,319 in patient fees, insurance and Medi-Cal. The Actual Revenue for AB 8 is less than budgeted for FY 1987-88. The budgeted amount included an overstatement; the actual is the funding level actually received from the State. Additionally, actuals include unanticipated revenues of $14,370 in Prior Year Charges and a negative prior year adjustment of $139 in Other Revenue, and Other Miscellaneous of $2,951.

* The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Grants:				
State AB 8	$ 565,796	$ 587,973	$ 591,230	$ 3,257
Subtotal	$ 565,796	$ 587,973	$ 591,230	$ 3,257
Unfunded:				
Grants:	3,365,866	5,027,614	7,422,206	2,394,592
State AB 8				
TOTAL	$ 3,931,662	$ 5,615,587	$ 8,013,436	$ 2,397,849

FIXED ASSETS:

None

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: COUNTY PATIENT SUPPORT DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: County Patient Services					
% of Resources					
100%					
Workload					
University Hospital					
Inpatient Days:					
Custodial Patients	130	159	225	160	275
Indigent Care	2,805	3,405	4,869	4,000	5,200
TOTAL Days	2,935	3,565	5,094	4,160	5,475
Outpatient Visits (Clinic & ER)					
Custodial Patients	1,547	1,469	1,453	1,600	1,600
Indigent Care	6,532	8,876	11,858	9,000	14,000
TOTAL Visits	8,079	10,345	13,311	10,600	15,600
Sexual Assault Medical Evidentiary Examinations	342	370	272	400	290
Total Patient Referrals Processed	6,088	6,509	6,632	6,965	6,800
Efficiency					
Unit Costs:					
University Hospital					
Cost per Inpatient Day	$ 886	$ 926	$ 1,083	$ 1,009	$ 1,169
Cost per Outpatient Visit	168	167	196	182	212
Cost per emerg. room visit	162	168	180	182	195
Sexual Assault					
Cost per person served	290	323	356	350	380
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 SUPPORT DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
214	Analyst IV	0	0.00	1	0.00	0	0
4149	Chief, County Patient Services	1	1.00	1	1.00	$ 40,212	$ 43,524
2413	Analyst III	0	0.00	1	0.00	0	0
5287	Social Services Admin. I	1	1.00	1	1.00	35,148	36,492
2412	Analyst II	1	1.00	2	1.00	32,136	33,852
5256	Senior Patient Services Specialist	0	0.00	1	1.00	0	24,780
5255	Patient Services Specialist	0	0.00	3	3.00	0	64,224
2757	Administrative Secretary II	0	0.00	1	0.00	0	0
2730	Senior Clerk	1	1.00	2	1.00	19,164	19,692
2700	Intermediate Clerk Typist	2	2.00	2	2.00	31,248	32,568
8833	Medical Social Worker	4	4.00	0	0.00	131,328	0
8887	Chief, Immigration Reform	0	0.00	1	0.00	0	0
	Total	10	10.00	16	10.00	$ 289,236	$ 255,132
	Adjustments:						
	County Contributions and Benefits					$ 70,908	$ 59,978
	Salary Settlement Costs					11,961	0
	Salary Adjustment						1,486
	Special Payments:						
	Premium					0	0
	Salary Savings					(6,739)	(6,232)
	Total Adjustments					$ 76,130	$ 55,232
PROGRAM TOTALS:		10	10.00	16	10.00	$ 365,366	$ 310,364

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL # 42651 MANAGER: Florence McCarthy

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-55

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 8,968,014	$ 10,035,227	$ 11,899,994	$ 12,544,040	$ 12,296,332
Services & Supplies	1,651,819	2,102,317	2,248,522	1,266,043	1,266,043
Other Charges	0	0	0	0	0
Fixed Assets	63,228	20,035	89,893	164,560	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 10,683,061	$ 12,157,579	$ 14,238,409	$ 13,974,643	$ 13,562,375 (3.0)%
Dept. Overhead	982,568	856,230	1,137,302	1,238,546	992,458
Ext. Support Costs	1,005,550	1,057,379	1,546,241	1,286,052	1,618,656
FUNDING	$ (8,068,374)	$ (8,662,521)	$(10,212,476)	$(10,327,745)	$(16,041,015) 55.3%
NET COUNTY COSTS	$ 4,602,805	$ 5,408,667	$ 6,709,476	$ 6,171,496	$ 132,474 (97.9)%
STAFF YEARS	407.88	436.30	477.92	484.50	472.50

PROGRAM DESCRIPTION:

Through the efforts of employees and volunteers, Edgemoor provides long-term care to persons requiring skilled nursing services with physical and/or mental rehabilitation needs. 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 County-wide program is also involved in community services intended to delay the need to admit seniors to inpatient facilities: support services to the Heartland Senior Day Care Center; direct provision of meals to the East County "Meals-on-Wheels" service; and operation of the Santee-Lakeside Nutrition Center. Edgemoor boasts an extensive auxiliary, with over 150 volunteers who each contribute over 100 hours of time to Edgemoor patients each year.

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL MANAGER: Florence McCarthy

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

Salaries and benefits were under budget by $644,046 but were offset by expenditures of $601,700 in temporary contract help which is reflected in services and supplies. This adjustment is primarily the result of a shortage of nurses in the community who accept permanent employment. A total of 30.84 staff years were expended in temporary contract help. Expenditures in services and supplies increased for items such as food, housekeeping supplies, and medical, dental and laboratory supplies and services. These increases were the result of the higher acuity of patients admitted to Edgemoor Hospital requiring special diets, intensified laboratory monitoring, and the use of more disposable items, e.g., disposable briefs. Fixed asset expenditures were under budget due to a significant savings of $40,251 in the cost of hospital beds. The remainder of the difference in fixed assets occurs from smaller cost savings on individual items and from pending purchases initiated at the end of the fiscal year.

1988-89 OBJECTIVES:

1. To provide quality inpatient nursing, medical and therapeutic or rehabilitative 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 155 seniors at two sites in the Santee-Lakeside area.
3. To initiate preliminary architectural planning towards replacement of the physical structure of Edgemoor Hospital.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The FY 1988-89 Adopted Budget increases from the FY 1987-88 Adopted Budget with the increased revenue of six million anticipated from the enhanced billing rate available under the consolidated license.

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 (0.50 SY; E-$12,559 direct cost; 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. This activity is:
   - Discretionary/Discretionary Service Level.
   - Offset 76% by contract revenues.
   - Serving an average of 22 senior citizens per day.

2. Meals-On-Wheels (1.00 SY; E-$36,435 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:
   - Discretionary/Discretionary Service Level.
   - Offset 79% by revenue.
   - Providing 19,500 meals annually in the East County.

3. Senior Nutrition Center (5.00 SY; E-$147,701 direct cost; R-$125,660) provides nutrition-socialization services to seniors in the Lakeside-Santee-El Cajon area. This activity is:
   - Contracting with the Area Agency on Aging.
   - Discretionary/Discretionary Service Level.
   - 70% offset by revenue.
   - Serving an average of 155 seniors at two sites.

4. Skilled Nursing Facility (466.00 SY; E-$13,365,680 direct cost; R-$15,872,355) provides inpatient nursing, medical and therapy services. This activity is:
   - Mandated/Discretionary Service Level.
   - 97% offset by revenue.
   - Providing care to an average daily census of 310 patients (97% Medi-Cal sponsored).

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL MANAGER: Florence McCarthy

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
Telephone, Commissions and Canteen Rent	$ 495	$ 450	$ 450	$ 0
Patient Fees, Insurance and Medi-Cal	6,375,895	6,473,917	12,473,917	6,000,000
Employee Meal Sales	1,438	740	740	0
Employee Housing Rental	12,881	17,200	17,200	0
Meals-On-Wheels	29,700	34,000	34,000	0
Meal Donations	53,547	45,660	45,660	0
Day Care Maintenance	9,750	9,000	9,000	0
Grants:				
State AB 8 (22.975% match requirement*)	2,601,578	2,601,578	2,314,848	(286,730)
Nutrition Center Grant (15% match requirement)	81,406	80,000	80,000	0
Subventions:				
Short-Doyle (10% match requirement)	1,049,200	1,065,200	1,065,200	0
Other:				
Other Miscellaneous	2,118	0	0	0
Prior Year	(5,532)	0	0	0
Total	$10,212,476	$10,327,745	$16,041,015	$ 5,713,270

Explanation/Comments:

1988-89 Adopted Revenue reflects a $6 million increase in Medi-Cal revenue for patient care. 1987-88 Actual Revenue reflects a $115,269 revenue shortfall. A $16,000 shortfall is reflected in Short-Doyle subvention as the budgeted COLA was not received. Actuals include a negative prior year adjustment and overrealized revenue of $698 in Employee Meal Sales and $2,118 in Other Miscellaneous.

* The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Grants:				
State AB 8	$ 775,998	$ 775,998	$ 690,472	$ (85,526)
Nutrition Center Grant	14,366	14,118	14,118	0
Subventions:				
Short-Doyle	116,578	118,356	118,356	0
Subtotal	$ 906,942	$ 908,472	$ 822,946	$ (85,526)
Unfunded:	5,802,534	5,263,024	(690,472)	(5,953,496)
TOTAL	$ 6,709,476	$ 6,171,496	$ 132,474	$(6,039,022)

AB 8 is allocated based on a formula that maintains Edgemoor's Net County Cost at a set level ($0 exclusive of matches) and varies with other revenue growth.

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL MANAGER: Florence McCarthy

FIXED ASSETS:

None

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Edgemoor Geriatric Hospital					
% of Resources					
100%					
Workload					
Average inpatient census	291	310	292	310	310
Nutrition Center average attendance	142	165	162	160	155
Meals-On-Wheels meals served	19,618	22,500	19,192	21,000	19,500
Efficiency					
Unit Costs:					
Cost per inpatient day	$114.22	$114.58	$129.33	$119.31	$129.70
Staffing Ratio:					
Nursing hours per patient day	3.94	4.33	4.29	4.33	4.20
Effectiveness					
Percent of discharges planned	31%	25%	22%	25%	25%
Planned discharges per admission	.33	.25	.22	.24	.25

STAFFING SCHEDULE

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	ADMINISTRATION						
2224	Administrator, Edgemoor Geriatric Hosp.	1	1.00	1	1.00	$ 60,828	$ 64,944
4099	Associate Hospital Administrator	2	2.00	2	2.00	85,368	89,736
2302	Administrative Assistant III	1	1.00	1	1.00	37,608	38,196
2328	Department Personnel Officer II	0	0.00	1	1.00	0	37,896
4541	Quality Assurance Coordinator	1	1.00	1	1.00	34,440	37,296
2505	Senior Accountant	0	0.00	1	1.00	0	36,048
2303	Administrative Assistant II	1	1.00	1	1.00	32,364	33,780
2764	Office Manager	1	1.00	1	1.00	22,512	22,668
2757	Administrative Secretary II	1	1.00	1	1.00	20,496	21,276
2511	Senior Payroll Clerk	0	0.00	1	1.00	0	19,980
2730	Senior Clerk	2	2.00	2	2.00	38,328	39,384
2510	Senior Account Clerk	1	1.00	1	1.00	18,828	19,536
2430	Cashier	1	1.00	1	1.00	17,040	17,640
2493	Intermediate Account Clerk	1	1.00	1	1.00	15,564	16,680
2700	Intermediate Clerk Typist	2	2.00	2	2.00	31,248	32,568
	Sub-Total	15	15.00	18	18.00	$ 414,624	$ 527,628
	MEDICAL DEPARTMENT						
4130	Medical Director, Edgemoor	1	1.00	1	1.00	$ 77,604	$ 80,808
4198	Psychiatrist	3	2.00	3	2.00	141,624	146,496
4193	Physician	4	2.75	4	2.75	144,903	151,041
2730	Senior Clerk	1	1.00	0	0.00	19,164	0
2724	Senior Transcriber Typist	0	0.00	1	1.00	0	18,960
	Sub-Total	9	6.75	9	6.75	$ 383,295	$ 397,305

STAFFING SCHEDULE

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	NURSING						
4504	Chief Nurse	1	1.00	1	1.00	$ 44,328	$ 46,620
5252	Mental Health Program Manager	1	1.00	1	1.00	40,212	45,252
4497	Assistant Chief Nurse	2	2.00	2	2.00	81,072	87,072
4544	Supervising Nurse	11	11.00	6	6.00	384,516	237,528
4533	Inservice Education Coordinator	1	1.00	1	1.00	34,860	36,024
4536	Staff Head Nurse	6	6.00	6	6.00	201,384	207,504
4534	Nursing Inservice Instructor	1	1.00	1	1.00	32,184	33,324
5250	Senior Psychology Social Worker	1	1.00	1	1.00	30,372	31,236
4538	Staff Nurse II	61	50.50	55	44.50	1,427,736	1,364,370
4831	Mental Health Consultant II	1	1.00	1	1.00	30,300	30,504
4400	Occupational Therapist II	1	1.00	0	0.00	29,268	0
4407	Recreational Therapist	1	1.00	2	2.00	22,128	50,424
4618	Psychiatric Technician	5	5.00	5	5.00	96,060	99,600
2730	Senior Clerk	2	2.00	2	2.00	38,328	39,384
4625	Licensed Vocational Nurse	17	17.00	17	17.00	318,648	333,336
4833	Mental Health Case Management Asst. II	0	0.00	1	1.00	0	18,180
4406	Recreational Therapy Aid	1	1.00	1	1.00	14,268	16,668
2700	Intermediate Clerk Typist	5	5.00	5	5.00	78,120	81,420
4615	Nurses Assistant	230	217.75	229	216.75	3,378,609	3,524,355
2710	Junior Clerk Typist	1	1.00	1	1.00	12,084	12,816
5087	Senior Clinical Psychologist	1	1.00	0	0.00	39,324	0
	Sub-Total	350	327.25	338	315.25	$ 6,333,801	$ 6,295,617
	MEDICAL RECORD						
3042	Medical Records Manager	1	1.00	1	1.00	$ 29,268	$ 33,480
3049	Medical Records Technician	2	2.00	2	2.00	35,328	36,408
3046	Medical Records Clerk	5	5.00	5	5.00	80,040	85,440
	Sub-Total	8	8.00	8	8.00	$ 144,636	$ 155,328
	PHYSICAL REHABILITATION						
4432	Chief, Rehabilitation Services	1	1.00	1	1.00	$ 38,988	$ 42,060
4435	Supervising Physical Therapist	1	1.00	1	1.00	30,216	32,700
4445	Speech Pathologist	0	0.00	1	0.50	0	15,300
4400	Occupational Therapist II	2	1.50	1	1.00	43,902	30,048
4408	Recreation Therapy Supervisor	1	1.00	1	1.00	26,328	29,904
4407	Recreational Therapist	1	1.00	2	1.50	22,128	37,818
4426	Physical Therapy Assistant	3	3.00	3	3.00	53,784	55,440
4398	Occupational Therapy Assistant	2	2.00	0	0.00	34,584	0
4406	Recreational Therapy Aid	4	3.00	4	3.00	42,804	50,004
3866	Speech Pathologist	1	0.50	0	0.00	14,322	0
	Sub-Total	16	14.00	14	12.00	$ 307,056	$ 293,274

STAFFING SCHEDULE

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	SOCIAL SERVICES						
5263	Senior Social Work Supervisor	1	1.00	1	1.00	$ 31,584	$ 37,128
5260	Social Worker III	1	1.00	1	1.00	29,232	29,976
5266	Social Worker IV	1	1.00	1	1.00	27,540	29,688
	Sub-Total	3	3.00	3	3.00	$ 88,356	$ 96,792
	PHARMACY						
4250	Pharmacist	2	2.00	2	2.00	$ 83,472	$ 89,136
4260	Pharmacy Technician	1	1.00	1	1.00	21,756	24,060
	Sub-Total	3	3.00	3	3.00	$ 105,228	$ 113,196
	DIETARY						
4771	Chief, Dietetic Services	1	1.00	1	1.00	$ 36,432	$ 36,828
4772	Assistant Chief, Dietetic Services	1	1.00	1	1.00	33,576	35,436
4770	Dietitian	4	2.00	4	2.00	49,800	53,784
6405	Food Service Supervisor	3	3.00	3	3.00	66,024	66,312
6410	Senior Cook	4	4.00	4	4.00	73,632	73,776
2650	Stock Clerk	1	1.00	1	1.00	15,000	16,308
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,624	16,284
6411	Cook	3	3.00	3	3.00	42,912	45,972
6415	Food Services Worker	32	25.00	32	25.00	339,000	338,400
	Sub-Total	50	41.00	50	41.00	$ 672,000	$ 683,100
	LINEN SERVICE						
7530	Sewing & Linen Room Supervisor	1	1.00	1	1.00	$ 16,272	$ 17,016
7520	Sewing Room Operator	2	2.00	2	2.00	29,016	30,360
6520	Linen Marker and Distributor	9	9.00	9	9.00	125,604	134,460
	Sub-Total	12	12.00	12	12.00	$ 170,892	$ 181,836
	HOUSEKEEPING						
7045	Executive Housekeeper	1	1.00	1	1.00	$ 24,288	$ 22,164
7030	Senior Custodian	1	1.00	1	1.00	16,332	16,956
7031	Custodian	20	19.00	22	21.00	282,036	325,080
	Sub-Total	22	21.00	24	23.00	$ 322,656	$ 364,200

STAFFING SCHEDULE

PROGRAM: EDGEMOOR GERIATRIC HOSPITAL DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	MAINTENANCE						
5888	Hospital Plant & Maintenance Superintendent	1	1.00	1	1.00	$ 35,988	$ 38,820
5885	Building Maintenance Supervisor I	1	1.00	1	1.00	29,160	29,916
5950	Plumber	1	1.00	1	1.00	29,028	29,796
5920	Electrician	1	1.00	1	1.00	28,512	29,256
5884	Building Maintenance Engineer	4	4.00	4	4.00	106,272	109,104
5940	Painter	2	2.00	2	2.00	51,360	52,704
5905	Carpenter	1	1.00	1	1.00	24,264	25,932
6200	Building Maintenance Engineer Assist. II	1	1.00	1	1.00	22,680	24,420
5967	Senior Painter	0	0.00	1	1.00	0	23,412
6305	Gardener II	2	2.00	2	2.00	34,920	37,608
7541	Construction Worker I	3	3.00	3	3.00	49,536	52,128
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,624	16,284
	Sub-Total	18	18.00	19	19.00	$ 427,344	$ 469,380
	NUTRITION CENTER						
2304	Administrative Assistant I	1	1.00	1	1.00	$ 26,784	$ 27,972
4911	Social Services Aid II	2	2.00	2	2.00	34,224	35,208
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,624	16,284
	Sub-Total	4	4.00	4	4.00	$ 76,632	$ 79,464
9999	Extra Help		11.50		7.50	187,660	185,842
	TOTAL	510	484.50	502	472.50	$ 9,634,180	$ 9,842,962
	Adjustments:						
	County Contributions and Benefits					$ 2,543,741	$ 2,493,100
	Salary Settlement Costs					410,657	0
	Salary Adjustment					0	20,356
	Special Payments:						
	Premium					186,854	186,854
	Salary Savings					(231,392)	(246,940)
	Total Adjustments					$ 2,909,860	$ 2,453,370
PROGRAM TOTALS:		510	484.50	502	472.50	$12,544,040	$12,296,332

PROGRAM: EMERGENCY MEDICAL SERVICES # 41012 MANAGER: Gail Cooper

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-67

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 625,028	$ 677,472	$ 731,304	$ 755,728	$ 785,580
Services & Supplies	485,379	546,236	612,050	751,001	696,384
Other Charges	0	0	0	4,940	4,940
Fixed Assets	17,619	6,196	18,477	16,500	20,300
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,128,026	$ 1,229,904	$ 1,361,831	$ 1,528,169	$ 1,507,204 (1.8)%
Dept. Overhead	163,840	143,101	169,078	182,888	147,545
Ext. Support Costs	149,100	99,939	142,755	121,253	149,441
FUNDING	$ (867,208)	$ (885,877)	$ (859,218)	$ (1,252,039)	$ (1,268,670) 1.3%
NET COUNTY COSTS	$ 573,758	$ 587,067	$ 814,446	$ 580,271	$ 535,520 (7.7)%
STAFF YEARS	20.91	22.11	21.26	23.00	24.00

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. The Board of Supervisors, in recognizing its State mandated responsibility, has designated the Department of Health Services, Division of Emergency Medical Services, as the agency responsible for planning, implementing and evaluating the EMS system. This responsibility includes:

- Establishment of policies and procedures to assure medical control;
- Submission of the Countywide EMS Plan to the State EMS Authority;
- Development and submission of a Trauma Plan to the State EMS Authority;
- Development of triage and transfer protocols;
- Establishment of guidelines and standards for patient transfer;
- Authorization and implementation of advanced life support systems;
- Approval of emergency medical technician (EMT-1) training programs; and
- Authorization and implementation of EMT-defibrillation programs.

PROGRAM: EMERGENCY MEDICAL SERVICES MANAGER: Gail Cooper

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

This Programs' FY 1987-88 Actuals are within the adopted appropriation levels. Contract temporary help was used in the amount of $5,743 to provide .35 staff years of clerical support. Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery.

1988-89 OBJECTIVES:

1. To continue to expand the EMS Data Information System to further enhance medical accountability, planning, oversight, monitoring and off-line medical control by developing regular standarized data reports.
2. To conduct monitoring and site visits at each of the Trauma Centers and Base Hospitals to evaluate and measure performance against contract standards.
3. To continue to improve EMS medical disaster response by familiarizing staff and users with the procedures articulated in Annex D, the medical component of the disaster plan.
4. To maintain the VHF/EMS communication system, identifying problems and taking steps to resolve them.
5. To continue to utilize the EMCC for community/provider input in EMS planning.
6. To implement EMT-Defibrillation Programs throughout San Diego County's EMS provider agencies.
7. To plan, develop and implement rural Advanced Life Support Programs as requested by local jurisdictions in accordance with State and local regulations.
8. To restore, replenish and repackage prepositioned package disaster supplies.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

This programs' FY 1988-89 Adopted Budget includes staffing changes of 1.00 SY to enhance the program's capabilities of trauma data collection and the purchase of computers and typewriters to augment the Trauma Information System. These proposed increases are fully revenue offset by an increase in Trauma fees.

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

1. Countywide Coordination of EMS (7.00 SY; E-$645,040 direct cost; R-$520,867) is:
   - Implementing mandated State Health and Safety Code 1797.200 - 1798.208.
   - Conducting 20 EMS system presentations.
   - Conducting 12 field evaluations of the EMS system.
   - Reviewing EMT-1 and Paramedic Treatment protocols.
   - Monitoring State policies and procedures regarding EMT-1, paramedic certification, recertification and decertification.
   - Monitoring and evaluating EMT certification and testing processes.
   - Conducting public education for County residents in the importance of CPR, seat-belt use, child-restraint use, and life-saving first aid techniques.
   - Coordinating provision of mutual aid agreements with local agencies.
   - Monitoring the certification of all advanced life support (paramedic) personnel.
   - Monitoring all EMT-1 and paramedic training programs.
   - Monitoring/certifying EMT-1 basic life support ambulance personnel to maintain compliance with County and State standards.
   - Administering implementation of EMT-defibrillation program countywide.

2. Field Operations and Disaster Coordination (2.00 SY; E-$81,921 direct cost; R-$81,921) is:
   - Implementing Health and Safety Code 1797.200 - 1978.208
   - Conducting medical disaster preparedness exercises.
   - Reviewing and implementing a County-wide Medical Disaster plan.
   - Providing technical input to County EMS Communications.

PROGRAM: EMERGENCY MEDICAL SERVICES MANAGER: Gail Cooper

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

3. County Service Area Administration - San Dieguito and Heartland Paramedic Districts (1.00 SY; E-$40,902 direct cost; R-$40,902) are:
   - 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 (14.00 SY; E-$739,341 direct cost; R-$624,980) is:
   - Maintaining and administering the data collection and evaluation system.
   - Overseeing the County EMS Communications System.
   - Providing continued training for rural and urban prehospital personnel to the EMT-1 level.
   - Managing Countywide public information system regarding EMS and trauma.
   - Monitoring all designated trauma and base hospitals.

PROGRAM: EMERGENCY MEDICAL SERVICES MANAGER: Gail Cooper

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
EMT Certification Fee	$ 5,913	$ 3,500	$ 3,500	$ 0
Trauma Center Designation Fees	219,186	515,000	570,672	55,672
Base Hospital Designation Fees	0	75,000	75,000	0
Grants:				
AB 8 (22.975% match requirement*)	633,700	658,539	619,498	(39,041)
Other Miscellaneous	419	0	0	0
Total	$ 859,218	$ 1,252,039	$ 1,268,670	$ 16,631

Explanation/Comments:

1988-89 Adopted Revenues remain at 1987-88 budgeted levels with the exception of Trauma Center Designation Fees. This increase is offset by the cost of fixed assets and staff to enhance the trauma information system. The 1987-88 Actual Revenue reflects a $392,821 revenue shortfall. The Trauma Center designation fees for 1987-88 Actual are less than budgeted because the revenue will be realized in FY 1988-89. The Actual Revenue for AB 8 is less than the amount budgeted for FY 1987-88. The budgeted amount included an overstatement; the actual is the funding actually received from the State.

* The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Grants:				
State AB 8	$ 189,020	$ 196,429	$ 184,784	$ (11,645)
Subtotal	$ 189,020	$ 196,429	$ 184,784	$ (11,645)
Unfunded:				
Grants:				
State AB 8	625,426	383,842	350,736	(33,106)
TOTAL	$ 814,446	$ 580,271	$ 535,520	$ (44,751)

FIXED ASSETS:

Item	Quantity	Total Cost
Computer Equipment	8	$ 12,500
Desk	1	800
Typewriter, Memory	2	7,000
TOTAL	11	$ 20,300

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: EMERGENCY MEDICAL SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Emergency Medical Services					
% of Resources					
100%					
Workload					
No. EMT-IA, EMT-INA, EMT-P (Paramedics) Certified/Monitored by EMS Medical Director	1,050	650	650	650	650
No. Prehospital Reports Processed	90,000	80,000	98,000	80,000	100,000
No. Disaster Exercises Coordinated	5	5	5	5	5
No. Trauma Cases Reviewed	N/A	N/A	5,000	4,000	5,000
Efficiency					
Unit Costs:					
Cost per Prehospital Report Processed	$ .30	$ .30	$ .30	$ .30	$ .30
Cost per Disaster Exercise Conducted	400.00	400.00	400.00	400.00	400.00
Cost per Case Reviewed	N/A	N/A	6.00	6.00	6.00
Effectiveness					
Percentage of EMT-1 or Higher Field Evaluations	N/A	N/A	.95	.95	.95
Percentage of Prehospital Data Available for Management Information Reports to Providers and EMS Agency	N/A	N/A	.75	.75	.80
Percentage of Prehospital Personnel Participation in Disaster Exercises	N/A	N/A	.80	.80	.80
Percentage of Trauma Cases Reviewed where Performance Meets Standards	N/A	N/A	.95	.95	.95

STAFFING SCHEDULE

PROGRAM: EMERGENCY MEDICAL SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2379	Chief, Emergency Medical Services	1	1.00	1	1.00	$ 44,316	$ 47,532
4544	Supervising Nurse	1	1.00	0	0.00	34,956	0
4570	Supervising Public Health Nurse	1	1.00	0	0.00	37,572	0
2302	Administrative Assistant III	2	2.00	1	1.00	75,216	38,196
2382	Coordinator, Emergency Medical Services	0	0.00	3	3.00	0	114,480
2412	Analyst II	2	2.00	1	1.00	64,272	33,852
2303	Administrative Assistant II	1	1.00	1	1.00	32,364	33,780
4538	Staff Nurse II	1	1.00	1	1.00	28,272	30,660
2384	Emergency Medical Services Specialist	0	0.00	4	4.00	0	112,416
2304	Administrative Assistant I	1	1.00	1	1.00	26,784	27,972
2383	Emergency Medical Services Training Specialist	2	2.00	0	0.00	50,616	0
2757	Administrative Secretary II	1	1.00	1	1.00	20,496	21,276
2761	Group Secretary	1	1.00	1	1.00	19,908	20,640
2730	Senior Clerk	1	1.00	1	1.00	19,164	19,692
2700	Intermediate Clerk Typist	2	2.00	2	2.00	31,248	32,568
9999	Extra Help		6.00		6.00	96,300	96,300
	Total	17	23.00	18	24.00	$ 581,484	$ 629,364
	Adjustments:						
	County Contributions and Benefits					$ 137,444	$ 136,479
	Salary Settlement Costs					24,740	0
	Salary Adjustment						9,477
	Special Payments:						
	Premium					26,000	26,000
	Salary Savings					(13,940)	(15,740)
	Total Adjustments					$ 174,244	$ 156,216
PROGRAM TOTALS:		17	23.00	18	24.00	$ 755,728	$ 785,580

PROGRAM: PRIMARY CARE # 40128 MANAGER: Elmer E. Lundy

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-74

Authority: This program carries out the provisions of the Board of Supervisors Policy A-67, Primary Care Services for the Poor. This authority governs the provision of primary health care services to residents of the County of San Diego.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 276,347	$ 314,603	$ 328,405	$ 339,007	$ 359,709
Services & Supplies	2,875,821*	3,132,708	2,781,960	3,048,549	4,234,946
Other Charges	0	0	0	0	0
Fixed Assets	184,279	625	54,278	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 3,336,447	$ 3,447,936	$ 3,164,643	$ 3,387,556	$ 4,594,655 35.6%
Dept. Overhead	94,413	68,326	80,719	87,322	70,439
Ext. Support Costs	239,589	265,004	359,858	327,780	366,242
FUNDING	$ (3,051,382)	$ (2,394,401)	$ (2,179,779)	$ (2,365,090)	$ (3,517,269) 48.7%
NET COUNTY COSTS	$ 619,067	$ 1,386,865	$ 1,425,441	$ 1,437,568	$ 1,514,067 5.3%
STAFF YEARS	7.81	8.75	10.01	9.65	10.67

* The Board of Supervisors approved $1,270,234 in additional contract funds after the 1985-86 adopted budget to support community clinics.

PROGRAM DESCRIPTION:

The Primary Care Services Program is responsible for the coordination, administration and maintenance of primary care services, Title X family planning services, refugee preventive health services, County Medical Services (CMS) Primary Care Services and the operations of the Physical Health Services Computer System - a medical records, case management, billing and information system. Primary care, Title X family planning, refugee preventive health services and CMS primary care services are purchased by the County from community clinics and a refugee resettlement program for refugee health services. The purpose of these programs is to: provide a wide range of high quality, low-cost, accessible primary care services (general medicine, pediatrics, obstetrics, gynecology and some specialty services in designated clinics) to the working poor residents of the County; provide contraceptive and family planning related services to low-income residents of the County; and provide preventive health care for newly arrived refugees to prevent the spread of communicable diseases, such as Hepatitis B and tuberculosis, and improve their health status; and provide medically necessary services to all Medically Indigent Adults in the North County Region who are certified as eligible for the County Medical Services Program. These residents, who represent significant segments of the population, are affected by such conditions as high infant mortality, low birth-weight babies, inaccessible primary physicians and inadequate resources to pay for their health care services. In relation to the coordination, delivery and maintenance of these services, functions performed by Primary Care Services include contract development and negotiation, claims processing, performance, quality assurance and program evaluations and the provision and/or acquisition of technical assistance. Also, the Primary Care Services Program is responsible for the administration, operation and maintenance of the Physical Health Services Computer System, a MUMPS/COSTAR System. The system is a 24-hour, on-line, multi-computer, multi-user system supporting the health care information needs of eleven (11) community clinics and nine (9) Department of Health Services units.

PROGRAM: PRIMARY CARE MANAGER: Elmer E. Lundy

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

FY 1987-88 Actuals reflect salary savings of $10,602 as a result of staff vacancies; services and supplies are less than the budgeted level by $266,589 and fixed assets exceed the budget because of prior year expenditures of $54,278. Of these prior year fixed assets $7,864 is for the program's share of the furniture required to furnish the Health Services Complex. Temporary Contract Extra Help was utilized in the amount of $15,465 to provide 1.25 staff years of clerical support.

1988-89 OBJECTIVES:

1. To provide 154,000 Primary Care patient visits to poor and working poor persons unable to pay the full cost of service.
2. Clinic providers will maintain annualized productivity levels of 5,400 patient visits per FTE Physician and 4,300 visits per FTE Mid-Level Practitioner.
3. To provide 7,500 low-income family planning patients with 10,450 family planning medical visits.
4. To provide 1,080 newly arrived refugees with 3,380 preventive health services including health assessments, follow-up, health education and other support services.
5. To maintain a 97% availability level of the Department's computerized billing and management information system to three community clinic sites and nine departmental programs.
6. To implement an automated Primary Care management information system in ten community clinic sites.
7. To develop and implement standards and processes for the Division to assist contractors to achieve and maintain at least a 90% (Acceptable) compliance level with their contract.
8. To develop a primary care services delivery system in the North County Region for the County Medical Services program.
9. To provide 15,384 primary care visits in the North County Region to Medically Indigent Adults who are eligible for the County Medical Services program.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The 1988-89 CAO Proposed Budget reflects an increase in Primary Care Services as a result of the transfer of responsibility and funding for contracted family planning services funded by the Federal Family Planning Title X Grant and the transfer of contract administration responsibility for the delivery of County Medical Services primary care services in the North Region. There is the addition of one (1.00) staff year associated with this transfer. The Refugee Preventive Health program decreases as a result of a transfer of appropriations and revenue to the Department of Social Services for the Refugee Targeted Assistance program.

1. Primary Care and Title X Family Planning (4.17 SY; E-$2,726,445 contracts and $423,162 direct costs; R-$2,072,221) provides accessible, low-cost primary care services (general medicine, pediatrics, obstetrics, gynecology) to poor and working poor residents through 16 contracts with community clinics and Title X family planning services (contraceptive and family planning related services) to low income residents through three contracts with community clinics. These services are:
   - Discretionary/Discretionary Service Level.
   - Partially funded by AB 8 and Federal Title X funds.
   - Providing 154,000 medical visits to poor and working poor residents unable to pay the full cost of services, and will provide 10,450 Title X family planning visits to low income residents of the County.

2. Refugee Preventive Health (2.00 SY; E-$84,650 in contracts and $134,212 in direct costs; R-$218,862) provides health assessments and treatment for newly arrived refugees to prevent the spread of communicable diseases, improve health status, and eliminate health barriers to employment. This service is:
   - Discretionary/Discretionary Service Level.
   - Providing 6,351 services to ensure that 90% of all newly arrived refugees are screened for health problems and receive appropriate care.
   - Offset 100% by State Refugee Preventive Health, State SNAP and AB 8 funds.

PROGRAM: PRIMARY CARE MANAGER: Elmer E. Lundy

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

3. Physical Health Services Computer System Support (3.50 SY; E-$86,500 in system maintenance support and $118,792 in direct costs; R-$205,292). This service is:
   - Discretionary/Discretionary Service Level.
   - Providing 97% system availability and technical/programming support to the MUMPS/COSTAR computerized medical record, billing system, and standardized management information system reports for County use.

4. County Medical Services-Primary Care in North County Region (1.00 SY; E-$1,000,000 contracts and $20,894 direct costs; R-$1,020,894) provides medically necessary services to all Medically Indigent Adults in the North County Region who are certified as eligible for the County Medical Services program. This service is:
   - Mandated/Discretionary Service Level.
   - Offset 100% by State Medically Indigent Services fund.
   - Providing 15,384 patient visits to County Medical Services eligible patients.

PROGRAM: PRIMARY CARE MANAGER: Elmer E. Lundy

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
Pharmacy Issues - Community Clinics	$ 157,218	$ 300,000	$ 300,000	$ 0
Grants:				
State - AB 8 (22.975% match requirement*)	1,738,449	1,806,590	1,751,497	(55,093)
State - SNAP (100.00% match requirement)	76,900	44,000	38,000	(6,000)
State - MISP	0	0	1,020,894	1,020,894
Refugee Preventive Health	144,623	144,500	144,500	0
Refugee Targeted Assistance	0	70,000	0	(70,000)
Prior Year Revenue	61,999	0	0	0
Subtotal	$ 2,179,189	$ 2,365,090	$ 3,254,891	$ 889,801
Federal-Family Planning Title X funding redirected from the Maternal Health Program Budget	0	0	262,378	262,378
Other Miscellaneous	590	0	0	0
TOTAL	$ 2,179,779	$ 2,365,090	$ 3,517,269	$ 1,152,179

Explanation/Comments:

The Actual Revenue for AB 8 is less than the amount budgeted for FY 1987-88. The budgeted amount included an overstatement; the actual is the funding level actually received from the State. The Refugee Targeted Assistance revenue budgeted in FY 1987-88 and the corresponding expenditures were actualized in the Department of Social Services (DSS). If this funding is to continue in FY 1988-89, it will be budgeted by DSS.

Revenue for FY 1988-89 of $1,020,894 is allocated from the State Medically Indigent Services Program (MISP) via County Medical Services to provide medically necessary services in the North County Region. The 1988-89 Adopted Revenue also reflects an increase due to the transfer of responsibility and funding to Primary Care for contracted family planning services funded by the Federal Family Planning Title X Grant. A corresponding reduction is reflected in the Maternal Health Program.

* The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Grants:				
AB 8	$ 518,544	$ 538,869	$ 522,436	$ (16,433)
SNAP	76,900	44,000	38,000	(6,000)
Subtotal	$ 595,444	$ 582,869	$ 560,436	$ (22,433)
Unfunded:				
Grants:				
AB 8	829,997	854,699	953,631	98,932
TOTAL	$ 1,425,441	$ 1,437,568	$ 1,514,067	$ 76,499

PROGRAM: PRIMARY CARE MANAGER: Elmer E. Lundy

FIXED ASSETS:

None

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: PRIMARY CARE DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Primary Care					
% of Resources					
100%					
Workload					
Primary Care Patient Visits:	167,965	158,204	157,433	156,608	154,000
Refugee Preventive Health:					
Assessments, Treatment, Services					
Number Refugees Screened	N/A	N/A	1,811	1,800	1,080[1]
Number Visits Provided	8,095	6,500	N/A	N/A	N/A
Number Services Provided	N/A	N/A	12,472	12,000	3,380[1]
Refugee Targeted Assistance:					
Education, Treatment for TB and Hepatitis B					
Number Refugees Screened	N/A	N/A	1,052[2]	1,210	N/A
Number Services Provided	N/A	3,650	2,072[2]	2,500	N/A
Title X Family Planning:					
Number Patients Served	N/A	N/A	N/A	N/A	7,500[3]
Number Medical Encounters	N/A	N/A	N/A	N/A	10,450[3]
CMS Primary Care Patient Visits:	N/A	N/A	N/A	N/A	15,384[4]

1 1988-89 budget based on 42% reduction in refugee funding and a revision in the types of services reported.
2 1987-88 actuals are lower than budgeted due to decreased program referrals.
3 FY 1988-89 Adopted reflects the transfer of responsibility and funding for contracted family planning services funded by the Federal Family Planning Title X grant from Maternal Health programs.
4 FY 1988-89 Adopted reflects the transfer of responsibility and funding for contracted CMS Primary Care Services in the North Region funded by the State Medically Indigent Services Fund.
5 Decrease in Unit Cost due to changing units of service (from number of visits to number of services), as required by the State.

PERFORMANCE INDICATORS

PROGRAM: PRIMARY CARE DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Primary Care					
Efficiency[5]					
Clinic Provider Productivity:					
Physicians (patient visits per FTE)	N/A	N/A	N/A	N/A	5,400[3]
Mid-Level Practitioners	N/A	N/A	N/A	N/A	4,300[3]
Unit Costs[1]:					
Cost per visit - Primary Care	$ 14.07	$ 15.12	$ 14.01	$ 15.65	$ 15.08
Cost per service - Refugee Preventive Health	16.45	16.92	8.26	9.39[5]	13.97
Cost per service - Refugee Targeted Assistance	N/A	21.92	33.21	28.00	N/A
Cost per visit - Title X Family	N/A	N/A	N/A	N/A	21.75[3]
Funding Agency Acceptable Funding Rate Per Visit - Funding Formula	N/A	N/A	N/A	N/A	94.00[3]
Cost per visit - CMS Primary Care	N/A	N/A	N/A	N/A	65.00[4]
Effectiveness					
Percent of target population served (based on 90% of patients who are poor/indigent)	15.7%	14.8%	14.4%	15.6%	13.5%
Percent of COSTAR Computer system availability to community clinic and departmental users	N/A	N/A	98.5%	95%	97%

1 1988-89 budget based on 42% reduction in refugee funding and a revision in the types of services reported.

2 1987-88 actuals are lower than budgeted due to decreased program referrals.

3 FY 1988-89 Adopted reflects the transfer of responsibility and funding for contracted family planning services funded by the Federal Family Planning Title X grant from Maternal Health programs.

4 FY 1988-89 Adopted reflects the transfer of responsibility and funding for contracted CMS Primary Care Services in the North Region funded by the State Medically Indigent Services Fund.

5 Decrease in Unit Cost due to changing units of service (from number of visits to number of services), as required by the State.

STAFFING SCHEDULE

PROGRAM: PRIMARY CARE DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4125	Chief, Primary Care Services	1	1.00	1	1.00	$ 44,316	$ 47,532
2366	EDP Coordinator, COSTAR	1	1.00	1	1.00	37,104	38,796
2412	Analyst II	3	3.00	3	3.00	96,408	101,556
3019	Computer Operator Trainee	2	2.00	2	2.00	31,464	34,536
2730	Senior Clerk	1	1.00	1	1.00	19,164	19,692
2700	Intermediate Clerk Typist	1	1.00	2	2.00	15,624	32,568
9999	Extra Help		0.65		0.67	8,622	8,622
	Total	9	9.65	10	10.67	$ 252,702	$ 283,302
	Adjustments:						
	County Contributions and Benefits					$ 81,260	$ 77,327
	Salary Settlement Costs					11,098	0
	Salary Adjustment						6,096
	Special Payments:						
	Premium					200	200
	Salary Savings					(6,253)	(7,216)
	Total Adjustments					$ 86,305	$ 76,407
PROGRAM TOTALS:		9	9.65	10	10.67	$ 339,007	$ 359,709

PROGRAM: UNIVERSITY HOSPITAL # 42699 MANAGER: Paul B. Simms

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-82

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 255,205	$ 251,115	$ 188,221	$ 250,719	$ 139,535
Services & Supplies	0	0	52	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
TOTAL DIRECT COSTS	$ 255,205	$ 251,115	$ 188,273	$ 250,719	$ 139,535 (44.4)%
Dept. Overhead	8,373	8,705	12,260	11,126	10,699
Ext. Support Costs	4,903	4,786	5,322	6,918	5,571
FUNDING	$ (255,536)	$ (234,124)	$ (196,335)	$ (269,400)	$ (269,400) 0.0%
NET COUNTY COSTS	$ 12,945	$ 30,482	$ 9,520	$ (637)	$ (113,595) 17,732.8%
STAFF YEARS	6.26	5.08	3.54	5.00	3.00

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

1987-88 ACTUALS:

The FY 1987-88 Actuals for salaries and benefits reflect a savings of $62,498. This savings is a result of the retirement of two County employees. There was no contract temporary help used by this program. Services and Supplies reflect an expenditure of $52 for license renewal reimbursement as authorized by the Memorandum of Agreement.

1988-89 OBJECTIVES:

N/A

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The FY 1988-89 Adopted Budget reflects a decrease from the FY 1987-88 Adopted Budget as a result of the retirement of two County employees. 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 under the terms of the Operating Agreement Program.

The University Hospital Program (3.00 SY; E-$139,535 direct costs; R-$269,400) is:

- Discretionary/Discretionary.
- 100% revenue offset.
- The program appropriations are for the salaries and benefit costs of three employees retained at University Hospital.

PROGRAM: UNIVERSITY HOSPITAL MANAGER: Paul B. Simms

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
University Hospital	$ 195,357	$ 268,200	$ 268,200	$ 0
P/R Warrant Preparation Charge	978	1,200	1,200	0
TOTAL	$ 196,335	$ 269,400	$ 269,400	$ 0

Explanation/Comments:

1988-89 Adopted Revenues remain at the FY 1987-88 budgeted level. 1987-88 Actual Revenue is less than budgeted due to the retirement of two County employees.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:	N/A	N/A	N/A	N/A
Unfunded:	N/A	N/A	N/A	N/A

FIXED ASSETS:

None

VEHICLES/COMMUNICATIONS:

None

STAFFING SCHEDULE

PROGRAM: UNIVERSITY HOSPITAL DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4530	Nurse Anesthetist	1	1.00	1	1.00	$ 45,432	$ 47,064
4354	Supr. Clinical Laboratory Technician	1	1.00	0	0.00	41,208	0
4620	Urologist Assistant	1	1.00	0	0.00	34,200	0
4538	Staff Nurse II	1	1.00	1	1.00	28,272	30,660
4317	Clinical Laboratory Technologist	1	1.00	1	1.00	28,056	28,476
	Total	5	5.00	3	3.00	$ 177,168	$ 106,200
	Adjustments:						
	County Contributions and Benefits					$ 68,019	$ 34,910
	Salary Settlement Costs					8,208	0
	Salary Adjustment						(721)
	Special Payments:						
	Premium					1,948	1,948
	Salary Savings					(4,624)	(2,802)
	Total Adjustments					$ 73,551	$ 33,335
PROGRAM TOTALS:		5	5.00	3	3.00	$ 250,719	$ 139,535

PROGRAM: ADULT SPECIAL HEALTH SERVICES # 41014 MANAGER: Betty Collins

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-86

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 508,330	$ 645,227	$ 679,065	$ 676,272	$ 734,589
Services & Supplies	57,098	50,764	35,050	60,460	61,460
Other Charges	0	0	0	4,940	4,940
Fixed Assets	15,594	3,075	26,900	4,600	800
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 581,022	$ 699,066	$ 741,015	$ 746,272	$ 801,789 7.4%
Dept. Overhead	33,495	40,354	63,231	51,573	55,178
Ext. Support Costs	69,916	57,019	106,488	72,940	80,070
FUNDING	$ (469,827)	$ (538,606)	$ (592,134)	$ (615,526)	$ (612,592) (0.5)%
NET COUNTY COSTS	$ 214,606	$ 257,833	$ 318,600	$ 255,259	$ 324,445 27.1%
STAFF YEARS	17.14	16.64	18.49	18.41	20.08

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 coordinate health service for some of the low income high risk elderly who have complex health problems. This reduces costly hospitalizations and institutionalization. In addition, this program includes enforcement of the County's and various cities' no-smoking ordinances and two specially funded programs, the North County Occupant Protection Project and the Senior Medication Education Program. The North County Occupant Protection Program is aimed at increasing the use of seat belts and child passenger safety seats. The Senior Medication Education Program promotes proper use of prescription and over-the-counter drugs by senior citizens. Health education services are provided in support of the Environmental Health Services Program.

PROGRAM: ADULT SPECIAL HEALTH SERVICES MANAGER: Betty Collins

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

There are no significant variances between FY 1987-88 budgeted and actual costs. Small savings were experienced in services and supplies which offset the loss of revenue from two grants which were not continued into 1987-88 as expected. Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery. Fixed asset actuals for this program include $23,592 for prior year fixed assets which are the program's share of the furniture required to furnish the Health Services Complex.

1988-89 OBJECTIVES:

1. Serve senior citizens and other adults with 7,300 nursing visits to provide health assessments, counseling, referral and follow-up services.
2. Provide special screening, monitoring, counseling and follow-up services to 2,200 senior citizens, especially the isolated, low income, minority communities.
3. Provide seat belt/child safety seat education presentations and resource information services to schools, employers, health care providers and law enforcement reaching a total of 5,000 individuals.
4. Provide for consultation and follow-up to encourage voluntary compliance for 300 alleged violations of the no smoking ordinances.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The FY 1988-89 Adopted salaries and benefits reflect an increase over the FY 1987-88 budgeted figure due primarily to the shift of .84 SY from the Environmental Health Services' Program Budget. This staff time provides health education support to Environmental Health Services, but is supplied by various members of Public Health Services staff. This is a change in budget presentation only and does not represent an increase to the overall Department's staffing level. The increase in salaries and benefits attributed to the cost of this staff will be offset by an equal increase from revenue being shifted from Environmental Health Services. A grant funded Elder Care Project added 1.00 SY Public Health Nurse II, while 0.17 SY Social Services Aid II was deleted to partially offset the addition of 1.00 SY Nurse Assistant in the Maternal Health Program. Services and supplies and other charges remain at the 1987-88 Adopted Budget level.

1. Adult Special Health Services (19.24 SY; E-$765,151 direct cost; R-$575,954) is:
   - Maintaining Mandated Program/Discretionary Service Level.
   - Providing 7,300 Public Health Nurse visits.
   - Providing 8,400 Senior Citizen screenings.

2. Environmental Health Support Services (0.84 SY; E-$36,638 direct costs; R-$36,638) is:
   - Mandated/Discretionary Service Level.
   - Offset by revenue collected by Environmental Health Services.
   - Inclusive of health education staff time utilized in support of the Environmental Health Service's Program.

PROGRAM: ADULT SPECIAL HEALTH SERVICES MANAGER: Betty Collins

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Grants:				
State AB 8 (22.975% match requirement*)	$ 406,501	$ 422,435	$ 375,323	$ (47,112)
State-SNAP In-Home Assessment (100.00% match requirement)	0	18,323	0	(18,323)
State-SNAP Sr. Med. Educ. Project (100.00% match requirement)	22,750	17,069	0	(17,069)
SNAP-Elder Care Project	0	0	42,000	42,000
State-Preventive Health Care-Aging (100.00% match requirement)	52,785	50,000	51,000	1,000
State-Office of Traffic Safety	87,400	101,099	107,631	6,532
Federal-Department of the Navy	0	6,600	0	(6,600)
Prior Year	22,698	0	0	0
Other Miscellaneous	0	0	0	0
Subtotal	$ 592,134	$ 615,526	$ 575,954	$ (39,572)
Environmental Health Services' revenues redirected for Public Health Services for Support Services	0	0	36,638	36,638
Total	$ 592,134	$ 615,526	$ 612,592	$ (2,934)

Explanation/Comments:

1988-89 Adopted Revenues remain at the 1987-88 budgeted level with the exception of conclusion of FY 1987-88 State SNAP Programs and Federal Department of the Navy revenues. 1987-88 Actual Revenues reflect a budgeted revenue shortfall of $46,090 and prior year unanticipated revenue of $22,698. The Actual Revenue for AB 8 is less than budgeted for FY 1987-88. The budgeted amount included an overstatement. The SNAP In-Home Assessment and the Federal Department of the Navy grants did not continue into FY 1987-88 as expected and accounts for most of the remaining shortfall.

Prior to the FY 1988-89 Adopted Budget, partial staff years within Public Health Services which provided laboratory, health education and clerical support to Environmental Health Services (EHS) were shown in EHS' Program Budget as direct costs. This treatment was predicated on the fact that Environmental Health had previously been a division of Public Health Services. The current relationship between these two Health Department Services is more accurately reflected in the FY 1988-89 Proposed Budget as a redirection of revenue to Public Health Services to cover support costs. The partial staff years associated with providing support to EHS, for health education staff time have been incorporated in the Public Health Services' program budget.

* The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

PROGRAM: ADULT SPECIAL HEALTH SERVICES MANAGER: Betty Collins

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Grants:				
State AB 8	$ 121,251	$ 126,004	$ 111,951	$ (14,053)
State SNAP-In Home Assessment	0	18,323	0	(18,323)
State SNAP-Sr. Med. Educ. Proj.	22,750	17,069	0	(17,069)
State Preventive Health Care	52,785	50,000	51,000	1,000
Subtotal	$ 196,786	$ 211,396	$ 162,951	$ (48,445)
Unfunded:				
Grants:				
State AB 8	121,814	43,863	161,494**	117,631
Total	$ 318,600	$ 255,259	$ 324,445	$ 69,186

** The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs. The unfunded amount shown here represents part of the match applicable to other AB 8 eligible programs.

FIXED ASSETS:

Item	Quantity	Total Cost
Audiometer	1	$ 800

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: ADULT SPECIAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Adult Special Health Services					
% of Resources					
100%					
Workload					
Public Health Nurse Visits	6,838	7,739	10,823	7,000	7,300
Individuals Visited	1,293	1,350	2,391	1,000	1,700
Senior Citizen Screenings	8,572	8,372	7,277	8,400	8,400
Individuals Screened	2,096	2,201	1,853	2,200	2,200
No-Smoking Ordinance Complaints Handled	274	210	220	100	300
Seat Belt & Safety Seat Education Presentations	N/A	N/A	57	50	35
Number of Individuals Reached	N/A	N/A	5,370	3,000	5,000
Efficiency					
Unit Costs:					
Cost per Community Nursing Service	$ 27.27	$ 32.45	$ 30.26	$ 24.62	$ 36.00
Effectiveness					
N/A					

STAFFING SCHEDULE

PROGRAM: ADULT SPECIAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4560	Chief Nurse, Public Health	0	0.25	0	0.25	$ 11,034	$ 11,883
4805	Chief, Public Health Education	0	0.08	0	0.25	3,693	11,883
2413	Analyst III	1	0.00	1	0.00	0	0
4844	Supervising Health Educator	0	0.00	0	0.08	0	3,036
4567	Senior Public Health Nurse	2	2.00	2	2.00	64,800	67,656
4103	Public Health Nutrition Manager	1	0.08	1	0.25	2,663	8,277
4565	Public Health Nurse II	8	8.25	9	9.25	258,192	299,145
4842	Supervising Health Information Specialist	0	0.00	0	0.17	0	5,122
4825	Health Educator	1	0.50	1	0.75	14,478	22,491
4830	Health Information Specialist	0	0.00	1	0.00	0	0
0896	Temporary Expert Professional	2	2.00	2	2.00	55,752	56,376
4770	Dietitian	1	0.00	1	0.00	0	0
4824	Health Education Associate	1	1.00	1	1.00	22,656	24,180
2730	Senior Clerk	2	2.50	2	2.50	47,910	49,230
2756	Administrative Secretary I	1	0.50	1	0.50	8,670	8,886
4911	Social Services Aid II	0	0.17	0	0.00	2,852	0
2700	Intermediate Clerk Typist	1	0.58	1	0.58	9,114	9,499
9999	Extra Help	—	0.50	—	0.50	18,021	18,021
	Total	21	18.41	23	20.08	$ 519,835	$ 595,685
	Adjustments:						
	County Contributions and Benefits					$ 145,958	$ 150,470
	Salary Settlement Costs					22,149	0
	Salary Adjustment					0	(1,556)
	Special Payments:						
	Premium					1,100	4,391
	Salary Savings					(12,770)	(14,401)
	Total Adjustments					$ 156,437	$ 138,904
PROGRAM TOTALS:		21	18.41	23	20.08	$ 676,272	$ 734,589

PROGRAM: CALIFORNIA CHILDREN SERVICES # 41005 MANAGER: Nancy L. Bowen, M.D.

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-93

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,033,317	$ 2,024,711	$ 2,259,436	$ 2,718,603	$ 2,705,285
Services & Supplies	71,267	63,957	36,021	63,645	63,645
Other Charges	4,105,601	5,428,570	4,623,218	6,158,242	7,346,847
Fixed Assets	13,050	18,550	110,274	38,315	1,200
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 6,223,235	$ 7,535,788	$ 7,028,949	$ 8,978,805	$ 10,116,977
					12.7%
Dept. Overhead	111,692	128,219	211,226	163,865	184,325
Ext. Support Costs	157,934	163,692	350,841	209,592	262,589
FUNDING	$ (5,514,204)	$ (7,486,400)	$ (5,789,200)	$ (8,294,145)	$ (9,305,728)
					12.2%
NET COUNTY COSTS	$ 978,657	$ 341,299	$ 1,801,816	$ 1,058,117	$ 1,258,163
					18.9%
STAFF YEARS	62.34	66.50	68.56	81.64	82.98

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 7,000. 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.

PROGRAM: CALIFORNIA CHILDREN SERVICES MANAGER: Nancy L. Bowen, M.D.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The FY 1987-88 Actuals for salaries and benefits are less than budgeted as a result of the difficulty in recruiting and retaining professional staff, physical therapists and occupational therapists. In addition, positions added in the FY 1987-88 budget were vacant until classified by the Department of Human Resources and added to the Compensation Ordinance. Fixed asset actuals for this program include $78,638 for prior year fixed assets which are the program's share of the furniture required to furnish the Health Services Complex.

1988-89 OBJECTIVES:

1. To develop and implement a specifically designed computerized CCS Medical Therapy Unit (MTU) Management System.
2. To continue to provide therapy services to 1,304 children within the MTU's.
3. To provide 128,900 physical and occupational therapy treatments to eligible children.
4. To continue to process at least 95% of private provider claims within 30 days.
5. To implement a CCS Computerized Billing System to allow for magnetic tape submissions to EDP, thus eliminating the need for manual processing.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

FY 1988-89 Adopted Budget includes an increase of $1,188,605 in other charges and $720,023 in California Children Services State Subvention for this program. Other charges and revenue levels for this program are set by a State required appropriation and revenue allocation of one-fortieth mill per dollar of assessed valuation of the County. Permanent staff increased with the approved addition of 2.00 SY Intermediate Clerk Typists, 0.17 Analyst II, 1.00 Administrative Assistant I and reallocation of 0.33 SY Senior Physician from the Child Health Program. These increases were partially offset by the deletion of 1.00 SY Supervising Clerk and 1.16 SY Extra Help.

California Children Services (CCS) Program (82.98 SY; E-$10,116,977 direct cost; R-$9,305,728) is:

- Mandated/Mandated Service Level.
- Implementing Public Law 94-142 and the State Health and Safety Code, Sec. 248-273.
- Elevating Medi-Cal claim processing to a maximum of three working days, mandated by AB 1281.
- Offsetting direct program expenses 92% by program revenue. The State CCS Program requires the County appropriate funds equal to 1/40th mill per dollar of assessed valuation.
- Processing 36,500 claims.
- Providing services for 13,500 children.
- Providing 128,900 therapy treatments given in Medical Therapy Units.

PROGRAM: CALIFORNIA CHILDREN SERVICES MANAGER: Nancy L. Bowen, M.D.

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
Family Repayment for Services	$ 119,799	$ 120,000	$ 120,000	$ 0
Witness Fees	49	0	0	0
Subventions:				
State - California Children Services (CCS) (25% match requirement)				
CCS - Treatment	4,415,965	6,220,242	6,842,265	622,023
CCS - Administration	261,053	370,000	397,000	27,000
CCS - Medi-Cal	353,964	420,000	491,000	71,000
Grants:				
State - AB 8 (22.975% match requirement*)	1,120,003	1,163,903	1,455,463	291,560
Other:				
Prior Year - State Aid	(481,633)	0	0	0
TOTAL	$ 5,789,200	$ 8,294,145	$ 9,305,728	$ 1,011,583

Explanation/Comments:

1988-89 Adopted Revenues for California Children Services State Subvention increased by $720,023 over the 1987-88 budgeted level. Subvention revenues for the California Children Services budget are 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.

1987-88 Actual Revenues reflect a revenue shortfall of $2,023,312 and a prior year net negative adjustment of $481,633 in State Aid. The Actual Revenue for AB 8 is less than the amount budgeted for FY 1987-88. The budgeted amount included an overstatement. The substantial revenue shortfall in the State subvention area is a result of the corresponding underexpenditures in the Program's salaries and benefits and other costs. The appropriation level is mandated by the State; however, unless these costs are incurred, revenue is not received.

* The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
State - California Children Services (CCS)	$ 1,257,746	$ 1,752,560	$ 1,932,566	$ 180,006
Grants:				
State - AB 8	334,074	347,169	434,135	86,966
Subtotal	$ 1,591,820	$ 2,099,729	$ 2,366,701	$ 266,972
Unfunded:	209,996	(1,041,612)	(1,108,538)	(66,926)
TOTAL	$ 1,801,816	$ 1,058,117	$ 1,258,163	$ 200,046

PROGRAM: CALIFORNIA CHILDREN SERVICES

MANAGER: Nancy L. Bowen, M.D.

FIXED ASSETS:

Item	Quantity	Total Cost
Desk	1	$ 650
Typewriter	1	550
TOTAL	2	$ 1,200

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: CALIFORNIA CHILDREN SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: California Children Services					
% of Resources					
100%					
Workload					
Total number of children receiving physical or occupational therapy treatment in Medical Therapy Units	1,037	1,117	1,433	1,290	1,304
Total therapy treatments given in Medical Therapy Units	137,166	127,831	165,423	128,900	128,900
New Referrals	8,073	9,000	12,755	9,218	13,500
Number of CCS claims processed	27,206	35,772	37,588	22,176	36,500
Number of CCS claims processed within 30 days or less	26,117	32,194	35,708	21,067	34,675
Efficiency					
Units Costs:					
Cost per therapy treatment	$ 32.60	$ 33.51	$ 35.99	$ 35.75	$ 37.00
Effectiveness					
Percent of claims processed within 30 days	96.0%	95.0%	95.0%	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%	90.0%	86.0%	90.0%	90.0%

STAFFING SCHEDULE

PROGRAM: CALIFORNIA CHILDREN SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4124	Chief, Maternal & Child Health	0	0.08	0	0.08	$ 6,963	$ 7,283
4192	Senior Physician	1	0.50	1	0.83	31,188	52,500
4390	Chief, California Children Services	1	1.00	1	1.00	44,316	47,532
4805	Chief, Public Health Education	0	0.08	0	0.08	3,693	3,961
4432	Chief, Rehabilitation Services	1	1.00	1	1.00	38,988	42,060
4844	Supervising Health Educator	0	0.08	0	0.08	2,745	3,036
2412	Analyst II	0	0.00	0	0.17	0	5,642
4428	Senior Therapist	5	5.00	5	5.00	166,200	169,260
4567	Senior Public Health Nurse	3	3.00	3	3.00	97,200	101,484
4103	Public Health Nutrition Manager	0	0.08	0	0.08	2,663	2,759
5261	Social Worker V	2	2.00	2	2.00	65,088	64,728
4565	Public Health Nurse II	3	2.00	3	2.00	62,592	64,680
4841	Senior Health Information Specialist	0	0.08	0	0.00	2,737	0
4842	Supervising Health Information Specialist	0	0.00	0	0.08	0	2,561
4400	Occupational Therapist II	18	18.00	18	18.00	526,824	540,864
4825	Health Educator	1	0.08	0	0.08	2,413	2,499
4410	Physical Therapist II	20	20.00	20	20.00	556,800	586,560
2304	Administrative Assistant I	0	0.00	1	1.00	0	27,972
2745	Supervising Clerk	1	1.00	0	0.00	22,008	0
5221	Eligibility Technician	4	4.00	4	4.00	79,296	82,032
2730	Senior Clerk	1	1.08	1	1.08	20,761	21,333
2756	Administrative Secretary I	0	0.08	0	0.08	1,445	1,481
2493	Intermediate Account Clerk	5	5.00	5	5.00	77,820	83,400
4395	Medical Therapy Unit Clerk	4	4.00	4	4.00	61,296	65,376
2700	Intermediate Clerk Typist	9	9.00	10	10.00	140,616	162,840
2714	Intermediate Transcriber Typist	0	0.00	1	1.00	0	16,104
2710	Junior Clerk Typist	1	1.00	1	1.00	12,084	12,816
9999	Extra Help		3.50		2.34	60,761	25,343
	Total	80	81.64	81	82.98	$ 2,086,497	$ 2,196,106
	Adjustments:						
	County Contributions and Benefits					$ 589,554	$ 565,441
	Salary Settlement Costs					89,000	0
	Salary Adjustment					0	(5,847)
	Special Payments:						
	Premium					3,700	3,700
	Salary Savings					(50,148)	(54,115)
	Total Adjustments					$ 632,106	$ 509,179
PROGRAM TOTALS:		80	81.64	81	82.98	$ 2,718,603	$ 2,705,285

PROGRAM: CHILD HEALTH # 41013 MANAGER: Nancy L. Bowen, M.D.

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-99

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,134,983	$ 2,171,455	$ 2,315,700	$ 2,453,857	$ 2,400,790
Services & Supplies	107,492	101,596	115,097	91,524	102,274
Other Charges	0	0	0	22,230	22,230
Fixed Assets	769	6,045	70,775	0	800
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 2,243,244	$ 2,279,096	$ 2,501,572	$ 2,567,611	$ 2,526,094 (1.6)%
Dept. Overhead	125,712	137,917	215,662	176,259	188,196
Ext. Support Costs	183,266	194,457	414,601	248,991	339,803
FUNDING	$ (1,808,477)	$ (1,838,534)	$ (2,060,679)	$ (2,049,135)	$ (2,134,316) 4.2%
NET COUNTY COSTS	$ 743,745	$ 772,936	$ 1,071,156	$ 943,726	$ 919,777 (2.5)%
STAFF YEARS	57.78	67.50	67.36	71.00	71.42

PROGRAM DESCRIPTION:

This program includes as its primary components the Child Health & Disability Prevention (CHDP) Program, the Child Health and Youth Clinics (CHYC), the Women, Infants & Children (WIC) Program and the Outreach & Early Intervention Program (OEIP). The focus of the CHDP Program (mandated program/mandated service level) is the prevention and early detection of disease and disability with referrals to sources of treatment. This is accomplished through coordination, by the County, of over 200 CHDP-approved private providers who perform physical and dental screening examinations, selected laboratory tests and development assessments. The target population of the CHDP Program is: Medi-Cal eligible children from birth through 20 years and non-Medi-Cal eligible children who are attending Head Start/State Preschool, entering first graders, and children from birth to 30 months. The majority of these children receive medical care from the private sector. The County, through CHYC (mandated program/discretionary service level) also provides periodic health assessments and health supervision for CHDP-eligibles who have no other source of medical care. In addition, the CHYC program also provides these services to other low-income children throughout the County who are not covered by CHDP from birth through first-grade entry, namely those at 200% of poverty or below who are not CHDP-eligible or who are at high risk. WIC (discretionary program/mandated service level) is a special supplemental food program directed at financially eligible individuals throughout the county who are determined to be at nutritional risk. The OEIP provides public health nurse follow-up for certain high-risk infants.

In addition to medical providers, CHDP staff works with public and private schools to promote the State law requiring health screening exams for first graders. The purpose of these exams is to identify and help to correct potentially handicapping problems and so 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 through the Regional Center for the Developmentally Disabled; it is a discretionary service. Some school nursing services in remote, rural areas are provided by public health nurses under County-school contracts.

PROGRAM: CHILD HEALTH MANAGER: Nancy L. Bowen, M.D.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The FY 1987-88 Actuals contain a six percent savings in salaries and benefits. This savings represents a higher than normal vacancy rate coupled with the redirection of a portion of a Senior Physician's time to the California Children Services Program where there is a more critical need. In addition, the Chief of Maternal and Child Health retired requiring substantial recruitment and selection time for this professional position. The overexpenditure in services and supplies represents a redirection of resources from the Maternal Health Program where there is an offsetting underexpenditure. These two programs are closely interrelated in providing maternal and child health services. Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery. Fixed Asset Actuals for this program include $70,775 for prior year fixed assets which are the program's share of the furniture required to furnish the Health Services Complex.

1988-89 OBJECTIVES:

1. Provide CHDP screenings through County clinics to 4,800 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 19,500 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 45,000 of the Medi-Cal eligibles, birth through 20 years, who are without medical care.
4. Provide screening services through private physicians and clinics for 15,000 of the non-Medi-Cal children, birth through 29 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 6,500 low-income women, infants and children.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The FY 1988-89 Adopted Budget remains at essentially the same FY 1987-88 Adopted Budget level. The 0.42 SY increase is the result of adding 0.50 SY Intermediate Clerk Typist for the Women, Infant and Children (WIC) Program which received increased revenue and reallocation of other Public Health staff. A transfer of 0.33 SY Senior Physician was made to the California Children Services Program, 0.50 SY Social Worker V was transferred from the Community Disease Control Program and a 0.25 SY reduction was made to Extra Help. These changes represent Public Health's continuing efforts to efficiently allocate existing staff and resources to best meet critical program needs.

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

1. Child Health and Disability Prevention Program (CHDP) (23.25 SY; E-$819,055 direct cost; R-$892,443) is:
   - Maintaining Mandatory Program/Mandated Service Level.
   - Providing early detection and prevention of disease and childhood disability through referrals to treatment.
   - Continuing to follow State Health and Safety Code, Sec. 320-324.5.
   - Providing 15,000 non-Medi-Cal health screenings.
   - Monitoring 45,000 Medi-Cal private provider health screenings.
   - Providing 25,000 Medi-Cal outreach contacts.

PROGRAM: CHILD HEALTH MANAGER: Nancy L. Bowen, M.D.

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

2. Child Health and Youth Clinics (CHYC) and other Child Health Services (41.67 SY; E-$1,498,033 direct cost; R-$1,040,750) are:
   - Maintaining Mandated Program/Discretionary Service Level.
   - Providing periodic health assessments and health supervision for children who have special needs or are at high risk.
   - Continuing to follow State Health and Safety Code 300-309.
   - Providing 4,800 patient screenings in CHYC.
   - Providing 45,000 Public Health Nursing home contacts.

3. Women, Infants and Children (WIC) (6.50 SY; E-$209,006 direct cost; R-$201,123) are:
   - Maintaining Discretionary Program/Mandated Service Level.
   - Providing a special supplemental food program directed at financially eligible individuals determined to be at nutritional risk.
   - Implementing State Health and Safety Code, Sec. 311-319.
   - Providing service and nutritional counseling to 6,000 women and children participants.

PROGRAM: CHILD HEALTH MANAGER: Nancy L. Bowen, M.D.

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
School Nursing Contracts*	$ 13,611	$ 22,351	$ 22,351	$ 0
State-Medi-Cal/CHDP/EPSDT)	153,835	88,900	88,900	0
Patient Fees-Non Medi-Cal or CHDP	5,183	12,000	12,000	0
Subventions:				
State-Child Health and Disability Prevention Program (CHDP)	380,128	366,219	366,219	0
State-Early Periodic Screening, Diagnosis and Treatment Contract (EPSDT)	303,746	320,760	320,760	0
State-Women, Infant and Children Program (WIC)	144,590	159,764	183,809	24,045
Grants:				
State-Outreach and Early Intervention	61,488	76,264	76,264	0
State-AB 8 (22.975% match requirement**)	965,051	1,002,877	1,064,013	61,136
Other:				
Prior Year Rev Adjustment	32,770	0	0	0
Other Miscellaneous	277	0	0	0
Total	$ 2,060,679	$ 2,049,135	$ 2,134,316	$ 85,181

Explanation/Comments:

* Rates of charge for school nursing contracts are adjusted each year. On November 29, 1983 (15-23) the Board of Supervisors set the rate at 80% of full cost recovery in consideration of the public benefit.

1988-89 Adopted Revenues remain at the 1987-88 budgeted level with the exception of State WIC revenue and AB 8. The State has increased the allocation of WIC revenue which was addressed in the Budget Change Letter. AB 8 revenue has been reallocated within Health Services and has increased the amount allocated to this Program. The Actual Revenue for AB 8 is less than the amount budgeted for FY 1987-88. The budgeted amount included an overstatement. Receipts for Patient Fees, non Medi-Cal or CHDP indicates a revenue shortfall. These fees may be waived if a patient demonstrates an inability to pay. Overall this Program exceeded its budgeted revenue level. Based on the FY 1987-88 Actual revenue levels by individual revenue sources, some adjustments to FY 1988-89 Adopted revenue levels between sources are indicated. Mid-year Board Letters will address these areas where appropriate.

** The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

PROGRAM: CHILD HEALTH MANAGER: Nancy L. Bowen, M.D.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Grants:				
State AB 8	$ 287,855	$ 299,138	$ 317,374	$ 18,236
Subtotal	$ 287,855	$ 299,138	$ 317,374	$ 18,236
Unfunded:				
Grants:				
State AB 8	783,301	644,588	602,403***	(42,185)
TOTAL	$ 1,071,156	$ 943,726	$ 919,777	$ (23,949)

*** The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs. The unfunded amount shown here represents part of the match applicable to other AB 8 eligible programs.

FIXED ASSETS:

Item	Quantity	Total Cost
Audiometer	1	$ 800

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: CHILD HEALTH DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Child Health					
% of Resources					
100%					
Workload					
Child Health Patient Services					
Child Health and Youth Clinic					
Patients Screened (County)	4,456	4,725	4,726	4,800	4,800
Patient Visits (County)	4,987	5,250	4,991	5,300	5,250
Child Health PHN Contacts	42,926*	36,000	50,382	36,000	45,000
Medi-Cal County-Wide Outreach Contacts	23,101	19,000	39,773	19,000	25,000
Women, Infants and Children Program Participants	5,368	5,500	4,968	5,500	6,000
Child Health and Disability Prevention Program Services (Screenings)					
0 through 6 year old, non-Medi-Cal	16,752	10,000	20,746	15,000	15,000
0 through 20 year old Medi-Cal (Private provider screenings resulting from Public Health outreach and coordination efforts.)	44,894	40,000	50,990	45,000	45,000

* Coding methodology changed FY 1985-86 for increased accuracy.

Efficiency

Unit Costs:

Child Health & Youth Clinics (CHYC)					
Average cost per patient visit - County	$ 29.47	$ 30.70	$ 24.42	$ 30.70	$ 31.12

Effectiveness

Percent Patients Referred by CHDP Providers					
Medi-Cal birth through 20 years old	20.0%	20.0%	16.0%	20.0%	16.0%
Non-Medi-Cal 6 year olds below 200% of poverty level	20.0%	20.0%	19.0%	20.0%	19.0%
Percent Patients Initiating Treatment referred by CHDP					
Medi-Cal birth through 20 year olds	90.0%	90.0%	N/A	90.0%	%
Non-Medi-Cal 6 year olds below 200% of poverty level	90.0%	90.0%	N/A	N/A	

STAFFING SCHEDULE

PROGRAM: CHILD HEALTH DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4124	Chief, Maternal & Child Health	0	0.42	0	0.42	$ 34,815	$ 36,415
4192	Senior Physician	1	0.58	1	0.25	36,386	15,750
4193	Physician	2	0.33	2	0.33	17,564	18,308
4560	Chief Nurse, Public Health	1	0.25	1	0.25	11,034	11,883
4805	Chief, Public Health Education	1	0.25	1	0.25	11,079	11,883
4570	Supervising Public Health Nurse	3	3.00	3	3.00	112,716	118,692
4112	Child Health and Disability Program Coordinator	1	1.00	1	1.00	37,368	39,108
4844	Supervising Health Educator	1	0.50	1	0.50	16,470	18,216
4517	Certified Nurse Practitioner	1	1.00	1	1.00	31,344	32,412
4567	Senior Public Health Nurse	2	1.67	2	1.67	54,000	56,380
4103	Public Health Nutrition Manager	1	1.25	1	1.25	39,945	41,385
5261	Social Worker V	0	0.00	0	0.50	0	16,182
4565	Public Health Nurse II	28	26.00	28	26.00	813,696	840,840
4840	Senior Health Educator	1	0.67	1	0.67	21,304	21,392
4841	Senior Health Information Specialist	0	0.25	0	0.00	8,211	0
4842	Supervising Health Information Specialist	0	0.00	0	0.25	0	7,683
4538	Staff Nurse II	2	2.00	2	2.00	56,544	61,320
4825	Health Educator	1	0.50	1	0.50	14,478	14,994
4770	Dietitian	2	1.50	2	1.50	37,350	40,338
4824	Health Education Associate	2	1.50	2	1.50	33,984	36,270
2745	Supervising Clerk	1	1.17	1	1.17	25,676	27,090
4826	Health Education Specialist	2	0.50	2	0.50	10,530	10,890
2730	Senior Clerk	3	1.58	3	1.58	30,343	31,179
4625	Licensed Vocational Nurse	2	2.00	2	2.00	37,488	39,216
2756	Administrative Secretary I	1	0.75	1	0.75	13,005	13,329
4911	Social Services Aid II	13	12.00	13	12.00	205,344	211,248
2700	Intermediate Clerk Typist	12	10.08	13	10.58	157,542	172,339
9999	Extra Help	—	0.25	—	0.00	3,662	0
	Total	84	71.00	85	71.42	$ 1,871,878	$ 1,944,742
	Adjustments:						
	County Contributions and Benefits					$ 543,711	$ 506,567
	Salary Settlement Costs					80,333	0
	Salary Adjustment					0	(5,238)
	Special Payments:						
	Premium					3,200	3,200
	Salary Savings					(45,265)	(48,481)
	Total Adjustments					$ 581,979	$ 456,048
PROGRAM TOTALS:		84	71.00	85	71.42	$ 2,453,857	$ 2,400,790

PROGRAM: COMMUNITY DISEASE CONTROL # 41003 MANAGER: William A. Townsend, M.D.

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-107

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 3,703,721	$ 4,205,702	$ 5,022,640	$ 4,623,366	$ 5,339,820
Services & Supplies	587,257	654,750	1,037,337	686,356	1,069,754
Other Charges	0	0	0	51,870	51,870
Fixed Assets	250,636	240,465	400,776	2?,700	126,174
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 4,541,614	$ 5,100,917	$ 6,460,753	$ 5,389,292	$ 6,587,618
					22.2%
Dept. Overhead	243,270	281,521	485,379	359,787	423,562
Ext. Support Costs	367,171	387,168	827,734	496,370	615,260
FUNDING	$ (3,338,771)	$ (3,571,327)	$ (4,606,949)	$ (3,934,796)	$ (5,357,501)
					36.2%
NET COUNTY COSTS	$ 1,813,284	$ 2,198,279	$ 3,166,917	$ 2,310,653	$ 2,268,939
					(1.8)%
STAFF YEARS	107.71	125.58	142.19	128.32	154.34

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 for HIV 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, and other Disease Control units. 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, Environmental Health Services and other units in the Department of Health Services. Staffing, support costs and Federal funding from Health Resources and Services Administration (HRSA) for the newly created Office of AIDS Coordination are included in this Program. Clinical laboratory services are provided in the support of Mental Health Services and laboratory and other support services are provided to Environmental Health Services.

PROGRAM: COMMUNITY DISEASE CONTROL MANAGER: William A. Townsend, M.D.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

FY 1987-88 Actuals cannot be compared to the 1987-88 Adopted Budget level due to the significant increase to Community Disease Control's appropriations resulting from mid-year Board actions. These Board actions included $294,800 approved (9/15/87, M.O. #38) relating to AIDS Alternative Test Site functions, $52,400 (10/6/87, M.O. #21-23) for the Hansen's Disease Program, $36,000 (11/10/87, M.O. #92) for health education activities regarding AIDS, $292,386 (11/24/87, M.O. #18) for the Federal grant funding of the Office of AIDS Coordination, $455,885 (12/15/87, M.O. #73) for the distribution of Azidothymidine (AZT), and $221,010 (1/5/88, M.O. #59) due to an increase in AIDS Block Grant funding. These actions increased salaries and benefit appropriations by just over $620,000 and services and supplies by approximately $700,000. When these appropriations are added to the 1987-88 Adopted Budget, there are fairly significant savings in both salaries and benefits and services and supplies.

Delays in completion of the Health Services Complex' laboratory facilities precluded the filling of seven clinical laboratory staff positions. These positions were budgeted at $241,203. The remaining savings are the normal outcome of new positions remaining vacant following their approval while they are classified by the Department of Human Resources, added to the Compensation Ordinance and while the recruitment and selection process is being completed.

Services and supplies estimated actuals are approximately $350,000 under the current appropriation level. The (12/15/87, M.O. #73) Board letter approved an increase of $455,885 to services and supplies for the purchase and distribution of Azidothymine (AZT) to low income persons with AIDS or AIDS Related Complex. Expenditures relating specifically to this program are $211,234 below the appropriation level based on patient utilization of the program. The remaining savings in services and supplies are spread across all of the Community Disease Control activities.

Other Charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery.

FY 1987-88 Estimated Actuals for fixed assets include $188,733 for prior year fixed assets which are the program's share of the furniture required to furnish the Health Services Complex. Additionally, $186,959 for prior year fixed assets to equip the new laboratory at the Health Services Complex are included in the actuals. These prior year expenditures and the purchase of items approved in above referenced Board actions account for the large discrepancy between FY 1987-88 Adopted and FY 1987-88 Actuals.

The FY 1987-88 Actual revenues exceeded the budgeted level by a net amount of $672,153. Revenues resulting from mid-year Board actions had the potential of increasing revenue by $958,300. AB 8 revenue having been overstated by $97,876 in the Adopted Budget and $241,203 in State Short-Doyle revenue budgeted for the Clinical Lab not having been received due to the delay in the lab becoming operational accounts for the majority of this total revenue shortfall. Revenues are detailed more fully under Revenue by Source.

1988-89 OBJECTIVES:

1. Contain or reduce the FY 1985-86 through FY 1987-88 average annual reported levels of immunizable diseases: measles, diphtheria, tetanus, polio, and pertussis.
2. Have over 94% of entering school children be adequately immunized against measles, diphtheria, tetanus, polio and pertussis.
3. Contain or reduce the FY 1985-86 through FY 1987-88 average annual reported cases of tuberculosis.
4. Contain or reduce the FY 1985-86 through FY 1987-88 average annual reported cases of reported gonorrhea and syphilis.
5. Contain or reduce the FY 1985-86 through FY 1987-88 average annual levels of reported infectious hepatitis cases.
6. Reduce the current annual increase of AIDS cases to a lower rate of increase than in the preceding year.

PROGRAM: COMMUNITY DISEASE CONTROL MANAGER: William A. Townsend, M.D.

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The FY 1988-89 Adopted salaries and benefits reflect an increase over the FY 1987-88 budgeted figure. This increase includes the addition of 16.40 SY approved in mid-year Board actions. These actions included the following staffing changes:

AIDS Alternative Test Site (9/15/87, M.O. #38), 6.50 SY:
2.00 SY Public Health Microbiologists, 2.00 SY Staff Nurse II, 1.00 SY Communicable Disease Investigator, 1.50 SY Intermediate Clerk Typist.

Hansen's Disease Program (10/6/87, M.O. #21-23), 0.50 SY:
0.50 SY Staff Nurse II, 1.00 SY Intermediate Account Clerk, the deletion of 0.50 SY of an Intermediate Clerk Typist. The net affect in this program was the addition of 1.00 SY, although a reduction of 0.50 SY Junior Accountant was also made in the Support Services Program.

Office of AIDS Coordination Federal Grant (11/24/87, M.O. #18), 4.40 SY:
0.90 SY Analyst III, 0.50 Mental Health Resources Development Specialist, 2.00 SY Public Health Nurse, 1.00 SY Social Worker IV.

AIDS Block Grant (1/5/88, M.O. #59), 5.00 SY:
1.50 SY Staff Nurses II, 1.50 SY Intermediate Clerk Typist, 1.00 SY Communicable Disease Investigator, 1.00 SY Health Information Specialist.

Included in the Adopted Budget are approved Unfunded Needs which added 0.10 SY Analyst III, 0.33 SY Mental Health Resource Development Specialist, and 1.00 SY Administrative Secretary I and deleted 1.00 SY Social Worker IV all for the Office of AIDS Coordination and added 1.00 SY Senior Clerk for Tuberculosis Control.

This program reflects an additional increase of 8.33 SY resulting from the shift of staff years previously shown in the Environmental Health Services' Budget. These 8.33 SY do not represent an increase to the Department's staffing level as the SY were reduced in the Environmental Health Services Budget. An additional 0.14 SY reduction reflects reallocation of staff between Public Health Services Programs and results in no net change to staffing levels. FY 1988-89 Adopted levels of services and supplies are increasing by $373,898 due to mid-year Board actions. The Board actions listed above as adding staff also increased services and supplies. In addition, AIDS Education (11/10/88, M.O. #92) and Distribution of Azidothymidine (AZT) (12/15/87, M.O. #73) increased services and supplies.

The revenue increase of $1,422,705 from the FY 1987-88 Adopted Budget are the result of the aforementioned Board actions which are detailed under Revenue by Source and minor adjustments to budgeted fee levels made in the Budget Change Letter.

1. Epidemiology (12.75 SY; E-$745,235 direct costs; R-$550,320) is:
   - Mandated/Discretionary Service Level.
   - 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. Contracted physician services for Hansen's Disease Clinic are paid for by the National Hansen's Disease Center.
   - Target Group: General population and leprosy cases' contacts and patients
   - Units of Service:

Food related complaints	700
Hepatitis and enteric investigations	600
Malaria, Toxic Shock, Legionnaire's disease, Meningitis, etc., investigations	120
Public Health Nursing visits	5,500
Major investigations (1-several days)	12

115 leprosy cases on County Registry virtually all are under DHS clinic supervision.

PROGRAM: COMMUNITY DISEASE CONTROL MANAGER: William A. Townsend, M.D.

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

2. Tuberculosis Control (32.66 SY; E-$1,335,058 direct costs; R-$1,023,154) is:
   - Mandated/Discretionary Service Level.
   - 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. Provides portable X-rays through contracted services to persons having a problem with access to the program's permanent unit in the Askew Tuberculosis Clinic.
   - Target Group: General population and groups at high risk for tuberculosis.
   - Units of Service:

Clinic visits	6,000
Tuberculosis cases under supervision at a given time	240
Positive tuberculin reactors on preventive therapy annually	1,000
Public Health Nursing visits	6,200

3. Venereal Disease (29.22 SY; E-$1,292,657 direct costs; R-$891,923) is:
   - Mandated/Discretionary Service Level.
   - 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, etc.
   - Target Group: General population and high risk groups.
   - Units of Service:

Clinic Visits	22,000
Lab Tests	80,000
Gonorrhea Cases	
Reported in County	6,800
Reported by DHS Clinic Only	3,000
Syphilis Cases	
Reported in County	750
Reported by DHS Clinics	500

4. Immunization (12.75 SY; E-$653,854 direct costs; R-$548,473) is:
   - Mandated/Discretionary Service Level.
   - 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 community health education.
   - Target Group: General population with emphasis on children.
   - Units of Service:

DPT, Td, Polio, Measles doses given by DHS Clinics	70,000
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)	57,000

5. Chronic Disease Control (3.27 SY; E-$161,596 direct costs; R-$131,583) is:
   - Mandated/Discretionary Service Level.
   - 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.	6,300

PROGRAM: COMMUNITY DISEASE CONTROL MANAGER: William A. Townsend, M.D.

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

6. AIDS Screening (16.60 SY; E-$546,760 direct cost; R-$475,698) is:
   - Mandated/Discretionary Service Level.
   - Description: Walk in clinics to provide information and anonymously test persons for the HIV virus antibodies. Basic function is to protect the transfusion blood supply from HIV contamination. No fees are permitted by State law.
   - Target Group: Persons at high risk for AIDS infection.
   - Units of Service:

ATS Screening Tests	13,000

7. Mental Health Clinical Laboratory Services (7.00 SY; E-$241,203 direct cost; R-$241,203) is:
   - Mandated/Discretionary Service Level.
   - 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.

8. Massage Technician Proficiency Testing (contract, 0.00 County SY; E-$7,400 direct cost; R-$7,400 reimbursement by City of San Diego and Sheriff's Office) is:
   - Discretionary/Discretionary Service Level.
   - 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

9. AIDS, General (26.93 SY; E-$927,898 direct cost; R-$811,790) is:
   - Mandated/Discretionary Service Level.
   - Description: Case finding and follow-up; contact follow-up; consultation; confidential screening of high risk persons; risk reduction education for high risk persons and occupational groups; public education.
   - Target Group: High risk and community groups exposed to or concerned about infection with the AIDS virus.
   - Units of Service:

Persons served by Health Education presentations	58,000
Cases Reported	450
Confidential blood screening tests	4,000

10. Office of AIDS Coordination (4.83 SY; E-$440,320 direct costs; R-$440,320) is:
   - Discretionary/Discretionary Service Level.
   - Revenue-offset with funding by Federal Health Resources and Services Administration (HRSA) AIDS Service Demonstration Project grant, providing 1) coordination and documentation of AIDS-related services, 2) resource development and grantwriting assistance, 3) legislative analysis, 4) case management services, and 5) contract-provided medical, dental, counseling, and support services.
   - Responsible for liaison with more than fifty health and social services providers of AIDS-related services.
   - Responsible for implementing $1 million dollar, three-year HRSA grant and for monitoring three contracts totaling over $100,000 in FY 1988-89.

PROGRAM: COMMUNITY DISEASE CONTROL MANAGER: William A. Townsend, M.D.

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

11. Environmental Health Support Services (8.33 SY; E-$235,637 direct costs; R-$235,637) is:
    - Mandated/Discretionary Service Level.
    - Offset by revenue collected by Environmental Health Services.
    - Inclusive of laboratory, clerical and medical professionals' staff time utilized in support of the Environmental Health Services' Program.

PROGRAM: COMMUNITY DISEASE CONTROL MANAGER: William A. Townsend, M.D.

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
Employment Tbc Skin Tests	$ 31,403	$ 27,000	$ 27,000	$ 0
Employment Tbc X-rays	33,864	22,000	33,000	11,000
Immunizations	154,319	130,350	155,000	24,650
Venereal Disease Clinic Visits	46,997	50,000	50,000	0
Laboratory Fees (Virology)	44,498	25,000	39,650	14,650
Massage Technician Proficiency Testing	4,850	7,400	7,400	0
Return Check Fee	208	0	0	0
Misc - Other Revenue	2,327	0	0	0
Grants:				
State and Federal				
State-Special P.H. Assistance	16,000	16,000	16,000	0
State-Tuberculosis Allocation	28,910	27,010	27,010	0
State-Pediatric Immunization Project	99,567	95,000	95,000	0
State-AIDS AZT	207,571	0	101,794	101,794
State-Rabies Exam	432	768	768	0
State-Gonorrhea Screening	25,634	20,941	0	(20,941)
State-AIDS Grant (Health Education)	110,000	44,000	114,000	70,000
State-AIDS Alt. Site Grant	454,800	160,000	454,800	294,800
State-Short-Doyle	0	241,203	241,203	0
State-AIDS Block Grant	390,178	169,168	400,178	231,010
State-AIDS Augmentation	10,000	10,000	0	(10,000)
Federal-Comp. Public Health (314d)	16,651	20,300	20,300	0
Federal-Tuberculosis Grant	61,218	51,350	51,350	0
Federal-Other (Hansens)	181,869	203,391	220,750	17,359
Federal-AIDS HRSA Grant	126,366	0	440,320	440,320
Federal-National Survey for Resis. Gon	0	0	1,596	1,596
Aid Other Government	3,283	0	0	0
State AB 8 (22.975% match requirement*)	2,497,039	2,594,915	2,624,745	29,830
State Aid, Other	58,965	19,000	0	(19,000)
Subtotal	$ 4,606,949	$ 3,934,796	$ 5,121,864	$ 1,187,068
Environmental Health Services' revenues redirected to Public Health Services' for support services	0	0	235,637	235,637
TOTAL	$ 4,606,949	$ 3,934,796	$ 5,357,501	$ 1,422,705

* The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

PROGRAM: COMMUNITY DISEASE CONTROL MANAGER: William A. Townsend, M.D.

REVENUE BY SOURCE: (Continued)

Explanation/Comments:

1988-89 Adopted Revenues increased from 1987-88 budgeted by $1,422,705. The following Board actions increased the Adopted Revenue by $1,111,283:

AIDS-AZT - $101,794 (12/15/87, M.O. #73); AIDS-Grant - $36,000 (11/10/87, M.O. #90); AIDS-Alternative Site $294,800 (9/15/87, M.O. #38); AIDS-Block Grant $221,010 (1/5/88, M.O. #59); AIDS-HRSA $440,320 (11/24/87, M.O. #18) and Hansens $17,359 (10/6/87, M.O. #21).

In addition, this Program's allocated share of AB 8 revenue increased by $29,830 and fee revenue was increased by $50,300 based on past collection history. The State AIDS education grant (11/10/87, M.O. #90) received an additional increase of $34,000. State aid budgeted for $19,000 and $20,941 in FY 1987-88 will not be continued into FY 1988-89 as discussed in the Budget Change Letter. A National Survey for Resistant Gonorrhea grant was added for $1,596.

Prior to the FY 1988-89 Adopted Budget, partial staff years within Public Health Services which provided laboratory, health education and clerical support to Environmental Health Services (EHS) were shown in EHS' Program Budget as direct costs. This treatment was predicated on the fact that Environmental Health had previously been a division of Public Health Services. The current relationship between these two Health Department Services is more accurately reflected in the FY 1988-89 Adopted Budget as a redirection of $235,637 in revenue to Public Health Services to cover support costs. The partial staff years associated with providing support to EHS, for laboratory services, clerical support at the outlying health centers, and medical professionals' staff time have been incorporated in this Public Health Services' program budget.

The 1987-88 Actual Revenues increased from the budgeted level by a net amount of $672,153. Actuals were increased by the above mid-year Board actions in the following revenue sources: AIDS-AZT $207,571; AIDS-Grant $66,000; AIDS Alternative Site $294,800; AIDS Block Grant $221,010; and AIDS HRSA $126,366. Overrealized revenue includes $16,267 reflected in Employment Tbc Skin Tests and X-rays due to increased demand for services. Immunization Charges ($23,969) and Laboratory Fees ($19,498) also reflect an increase from the budgeted level. Revenue shortfalls were extremely small amounts with the exception of AB 8 which was overstated in the FY 1987-88 Adopted budget by $97,876 and the $241,203 budgeted in Short-Doyle revenue which was not realized due to delays in implementing the Clinical Laboratory.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Grants:				
State AB 8	$ 744,816	$ 774,011	$ 782,908	$ 8,897
Subtotal	$ 744,816	$ 774,011	$ 782,908	$ 8,897
Unfunded:	2,422,101	1,536,642	1,486,031**	(50,611)
Total	$ 3,166,917	$ 2,310,653	$ 2,268,939	$ (41,714)

** The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs. The unfunded amount shown here represents part of the match applicable to other AB 8 eligible programs.

PROGRAM: COMMUNITY DISEASE CONTROL MANAGER: William A. Townsend, M.D.

FIXED ASSETS:

Item	Quantity	Total Cost
Desk	1	$ 624
Typewriter	1	550
Minicomputer System	4	6,400
Telephone Answering Machine	1	200
Waterbath	1	1,000
Plate Pourer	1	10,000
Gamma Counter	1	3,000
Autoclave	2	80,000
Incubators	3	15,000
Sonicator	1	400
Microscopes	2	8,000
Refrigerator	1	1,000
TOTAL	19	$ 126,174

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: COMMUNITY DISEASE CONTROL DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Community Disease Control					
% of Resources					
100%					
Workload					
Gonorrhea Reported by DHS	2,448	3,264	2,728	3,000	3,000
Syphilis Reported by DHS	216	307	675	300	700
Tuberculosis Cases Under DHS Supervision	215	265	246	200	240
Indochinese Cases Only	32	49	30	30	30
Food Borne Illness Complaints Investigated	719	773	734	725	700
Enteric Disease & Hepatitis Investigations[1]	N/A	2,962	2,608	600	2,600
Individuals Served by AIDS Educ. Presentations	28,887	55,100	71,384	35,000	60,000
Individuals Served by Other Educ. Presentations	17,041	11,905	12,193	15,000	12,000
PHN Communicable Disease Visits	8,242	8,878	19,663[2]	10,101	18,000[2]
V.D. Laboratory Tests	73,806	77,526	80,600	90,000	80,000
V.D. Clinic Visits	20,234	20,489	22,783	20,000	22,000
Tuberculosis Clinic Visits	5,083	6,078	6,092	5,500	6,000
Immunizations					
Administered by DHS Clinics	51,514	67,976	73,890	48,000	73,000
Administered by Contract Clinics	38,675	54,277	65,508	40,000	65,000
ATS AIDS Screening Tests	3,839	13,044	12,067	4,000	13,000
Efficiency					
Unit Costs:					
V.D. Clinic Visit	$ 43.56	$ 43.56	$ 42.54	$ 43.56	$ 44.07
Average Immunization Cost	6.13	6.13	5.38	6.13	5.31
TB Skin Test	7.67	7.67	6.72	7.67	6.92
TB Clinic Cost	89.27	89.27	94.98	89.27	98.15
Effectiveness					
New Cases Reported in County:					
AIDS	135	256	410	400	450
Gonorrhea	5,936	6,755	6,262	6,800	6,300
Syphilis	332	463	676	450	800
Tuberculosis, Indochinese Ref.	25	28	30	30	30
Tuberculosis, Other	225	233	190	160	190
Measles	31	28	17	40	30
Percent of School Entrants Adequately Immunized:					
Measles	95+%	94+%	96+%	94+%	96+%
Polio	95+%	94+%	96+%	94+%	96+%
Diphtheria	95+%	94+%	96+%	94+%	96+%

1 Indicator was initiated during the 1986/87 FY

2 Definition of PHN visit has been changed to include office telephone contacts by PHN and office patient visits with PHN. Previously, these visits were not included in the indicator.

STAFFING SCHEDULE

PROGRAM: COMMUNITY DISEASE CONTROL DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
COMMUNITY DISEASE CONTROL							
4123	Chief, Community Disease Control	1	0.92	1	1.00	$ 76,593	$ 87,396
4192	Senior Physician	7	3.67	7	3.67	228,712	231,000
4315	Chief, Public Health Laboratory	1	0.83	1	0.92	43,750	50,391
4193	Physician	4	2.17	5	2.50	114,166	137,310
4560	Chief Nurse, Public Health	0	0.33	0	0.33	14,712	15,844
4805	Chief, Public Health Education	0	0.25	0	0.25	11,079	11,883
4300	Assistant Chief, Public Health Laboratory	1	0.83	1	0.92	37,800	43,527
4555	Assistant Chief Nurse, Public Health	1	1.00	1	1.00	38,712	42,468
4322	Supervising Clinical Lab Technician	0	0.00	1	1.00	0	33,324
4354	Supervising Clinical Lab Technician - UH	1	1.00	0	0.00	41,208	0
4570	Supervising Public Health Nurse	2	2.00	2	2.00	75,144	79,128
4348	Supervising Public Health Microbiologist	2	1.83	2	1.92	67,452	73,761
4844	Supervising Health Educator	1	1.00	1	1.00	32,940	36,432
4353	Senior Public Health Microbiologist	5	4.67	5	4.83	155,288	166,170
2412	Analyst II	1	1.00	0	0.00	32,136	0
4567	Senior Public Health Nurse	5	5.08	6	6.08	164,700	205,787
5794	Supervising Communicable Disease Investigator	1	1.00	2	2.00	35,484	67,440
4172	Epidemiology Coordinator	0	0.00	1	1.00	0	33,264
4175	Epidemiology Specialist	1	1.00	1	1.00	30,396	33,132
4103	Public Health Nutrition Manager	0	0.17	0	0.17	5,326	5,518
4321	Senior Clinical Lab Technologist	1	1.00	1	1.00	31,344	32,964
5261	Social Worker V	1	1.00	1	0.50	32,544	16,182
4565	Public Health Nurse II	11	7.50	13	9.00	234,720	291,060
4840	Senior Health Educator	1	1.33	1	1.33	42,608	42,784
4841	Senior Health Information Specialist	1	0.25	0	0.00	8,211	0
4346	Public Health Microbiologist	9	8.08	11	10.58	237,747	326,136
4842	Supervising Health Information Specialist	0	0.00	1	0.25	0	7,683
4538	Staff Nurse II	18	11.92	20	14.42	336,908	442,015
4825	Health Educator	4	4.83	5	4.42	139,954	132,447
4830	Health Information Specialist	0	0.00	1	1.00	0	29,424
4317	Clinical Lab Technologist	3	3.00	3	3.00	84,168	85,428
5735	Communicable Disease Investigator	9	9.00	10	10.00	243,324	283,320
4824	Health Education Associate	1	1.50	1	1.50	33,984	36,270
4370	Radiologic Technician	1	1.00	1	1.00	23,760	24,144
2745	Supervising Clerk	1	1.00	1	1.25	22,008	29,025
4826	Health Education Specialist	1	0.50	1	0.50	10,530	10,890
2764	Office Manager	1	1.00	1	1.00	22,512	22,668
2662	Pharmacy Storekeeper	1	1.00	1	1.00	20,244	20,988
4351	Senior Laboratory Assistant	3	2.75	3	2.92	56,694	59,920
2730	Senior Clerk	6	5.33	10	9.08	102,208	178,869

STAFFING SCHEDULE

PROGRAM: COMMUNITY DISEASE CONTROL DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4625	Licensed Vocational Nurse	2	2.00	2	2.00	$ 37,488	$ 39,216
2756	Administrative Secretary I	3	3.00	4	4.17	52,020	74,050
4330	Laboratory Assistant	5	4.33	5	4.75	75,504	83,904
4911	Social Services Aid II	4	3.50	4	3.50	59,892	61,614
2493	Intermediate Account Clerk	0	0.00	1	1.00	0	16,680
2700	Intermediate Clerk Typist	24	22.92	31	27.92	358,050	454,595
8863	Epidemiology Coordinator	1	1.00	0	0.00	36,492	0
	Subtotal	146	127.49	170	148.68	$ 3,508,512	$ 4,156,051
OFFICE OF AIDS COORDINATION*							
2313	M.H. Resource Dev. Specialist	0	0.00	1	0.83	$ 0	$ 31,580
2413	Analyst III	0	0.00	1	1.00	0	38,220
2757	Administrative Secretary II	0	0.00	1	1.00	0	21,276
4565	Public Health Nurse II	0	0.00	2	2.00	0	64,680
	Subtotal	0	0.00	5	4.83	$ 0	$ 155,756
9999	Extra Help		0.83		0.83	20,774	20,774
	Total	146	128.32	175	154.34	$ 3,529,286	$ 4,332,581
	Adjustments:						
	County Contributions and Benefits					$ 1,024,808	$ 1,123,142
	Salary Settlement Costs					151,356	0
	Salary Adjustment					0	(11,614)
	Special Payments:						
	Premium					3,200	3,200
	Salary Savings					(85,284)	(107,489)
	Total Adjustments					$ 1,094,080	$ 1,007,239

* The Chief of the Office of AIDS Coordination is included in the Department Administration Program Budget.

PROGRAM TOTALS:	146	128.32	175	154.34	$ 4,623,366	$ 5,339,820

PROGRAM: COUNTY VETERINARIAN # 41018 MANAGER: Dr. H.C. Johnstone

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-122

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 232,243	$ 222,050	$ 254,230	$ 260,432	$ 250,365
Services & Supplies	23,397	31,418	23,837	23,512	23,377
Other Charges	0	0	375	2,470	2,470
Fixed Assets	0	689	7,460	7,000	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 255,640	$ 254,157	$ 285,902	$ 293,414	$ 276,212 (5.9)%
Dept. Overhead	7,217	5,746	9,430	7,344	8,229
Ext. Support Costs	23,745	20,168	30,813	26,029	32,256
FUNDING	$ (47,839)	$ (53,789)	$ (42,862)	$ (53,600)	$ (53,600) 0.0%
NET COUNTY COSTS	$ 238,763	$ 226,282	$ 283,283	$ 273,187	$ 263,097 (3.7)%
STAFF YEARS	5.91	5.24	6.08	6.25	6.25

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

1987-88 ACTUALS:

Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery. Fixed assets were overspent due to $529 in prior year charges.

1988-89 OBJECTIVES:

1. To achieve and maintain an average laboratory response time of four and one-half days.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The 1988-89 Adopted Budget remains at essentially the same level as the FY 1987-88 Adopted Budget.

County Veterinarian (6.25 SY; E-$276,212 direct cost; R-$53,600) is:

- Enforcing veterinary regulations under the State Food and Agriculture Code, the State Administrative Code and the County Regulatory Code.
- Maintaining a discretionary service level.
- Having direct program costs offset 19.2% by program revenue fees.
- Providing 3,000 laboratory accessions: autopsies, rabies examinations and disease evaluations.
- Providing 107 field inspections: salesyards, ranches and zoonotic surveillance.
- Responding to 4,000 public inquiries.

PROGRAM: COUNTY VETERINARIAN MANAGER: Dr. H.C. Johnstone

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
Agricultural Livestock Services	$ 42,862	$ 53,600	$ 53,600	$ 0

Explanation/Comments:

1988-89 Adopted Revenues remain at the 1987-88 budgeted level. 1987-88 Actual Revenue is below the budgeted amount by $10,738 due to a normal fluctuation from year to year in requested services.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:	N/A	N/A	N/A	N/A
Unfunded:	N/A	N/A	N/A	N/A

FIXED ASSETS:

None

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: COUNTY VETERINARIAN DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: County Veterinarian					
% of Resources					
100%					
Workload					
LABORATORY ACCESSIONS	3,552	3,777	3,058	3,600	3,000
80% of Budget					
(one or more animals or samples received as a single batch)					
FIELD SERVICES & OFFICE					
20% of Budget					
Salesyard Inspections	2	2	2	2	2
Hog Ranch Inspections	8	8	8	8	8
Zoonotic Inspections	105	100	95	100	97
Public Inquiries & Consultations	3,500	4,200	4,320	4,200	4,000
Efficiency					
Unit Costs:					
LABORATORY SERVICES					
Average Cost per Accession	$ 64.55	$ 80.78	$ 74.79	$ 72.66	$ 73.66
Staffing Ratio					
Accession Cases/Staff Year	710:1	755:1	612:1	720:1	600:1
Effectiveness					
LABORATORY SERVICES					
Average Laboratory Response Time (days)	5.2	4.5	5.5	4.5	4.5

STAFFING SCHEDULE

PROGRAM: COUNTY VETERINARIAN DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2120	County Veterinarian	1	1.00	1	1.00	$ 53,172	$ 55,440
4230	Veterinary Pathologist	1	1.00	1	1.00	41,220	43,116
4210	Associate Veterinary Pathologist	1	0.50	1	0.50	19,920	21,072
4317	Clinical Laboratory Technologist	1	0.75	1	0.75	21,042	21,357
4318	Histology Technician	1	0.50	1	0.50	11,592	12,420
4351	Senior Laboratory Assistant	2	2.00	2	2.00	41,232	41,088
9999	Extra Help		0.50		0.50	2,710	2,710
	Total	7	6.25	7	6.25	$ 190,888	$ 197,203
	Adjustments:						
	County Contributions and Benefits					$ 65,722	$ 58,329
	Salary Settlement Costs					8,526	0
	Salary Adjustment					0	(240)
	Special Payments:						
	Premium					100	100
	Salary Savings					(4,804)	(5,027)
	Total Adjustments					$ 69,544	$ 53,162
PROGRAM TOTALS:		7	6.25	7	6.25	$ 260,432	$ 250,365

PROGRAM: ENVIRONMENTAL HEALTH SERVICES # 41029 MANAGER: Gary Stephany

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-128

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, occupational health issues for county employees, and local enforcement of the Radiation Control Laws. 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 4,462,730	$ 5,719,207	$ 6,990,722	$ 8,224,354	$ 8,361,864
Services & Supplies	415,396	1,172,354	1,291,759	1,288,165	2,830,134
Other Charges	0	0	0	61,750	61,750
Fixed Assets	53,294	74,089	160,580	260,152	221,518
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 4,931,420	$ 6,965,650	$ 8,443,061	$ 9,834,421	$ 11,475,266
					16.7%
Dept. Overhead	290,916	273,841	398,761	349,972	347,976
Ext. Support Costs	554,993	641,485	770,225	667,982	806,297
FUNDING	$ (5,162,345)	$ (6,844,693)	$ (9,592,261)	$ (9,165,809)	$(11,072,163)
					20.8%
NET COUNTY COSTS	$ 614,984	$ 1,036,283	$ 19,786	$ 1,686,566	$ 1,557,376
					(7.7)%
STAFF YEARS	143.64	177.65	193.76	221.17	230.00

PROGRAM DESCRIPTION:

San Diego County's population of approximately 2.2 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 mosquitoes. This Service 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. A rodent control program is conducted in the cities of San Diego and Coronado. A mosquito control program is conducted Countywide. In addition, Environmental Health Services (EHS) includes routine and special requested surveys of potentially hazardous County government work locations, job-related substances, environmental conditions, and overexposures to x-rays, radiation and other sources of ionizing radiation. All Environmental Health Services programs include general public complaint response services for each area of enforcement.

PROGRAM: ENVIRONMENTAL HEALTH SERVICES MANAGER: Gary Stephany

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The FY 1987-88 Actuals for salaries and benefits are less than budgeted due primarily to delays in hiring the necessary staff and training time required to fully implement the Hazardous Materials Management activities. These hiring delays were caused by the time it took to complete reclassifications requested in the Adopted Budget. As a result, there is a corresponding shortfall in fee collections for Hazardous Materials permit fees.

Extra Help staff years were 13.08 and contract temporary help totalled 1.67 staff years in clerical support staff.

Services and supplies and revenues increased from the budgeted amount because of the following mid-year Board actions: San Diego Household Toxics (7/28/87, M.O. #48), County Department of Public Works Household Toxics (11/3/87, M.O. #30; 2/2/88, M.O. #21), and State Radiation Control Funds (11/24/87, M.O. #17).

Fixed assets exceeded the adopted level as a result of prior year expenditures of $28,913. Of the $260,152 budgeted for fixed assets, $44,899 in appropriations were transferred to Department of General Services for vehicles and communication equipment. Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery.

Performance indicators are lower than projected because of the lack of staff to conduct inspections and investigations.

1988-89 OBJECTIVES:

1. Regulate food establishments by completing four inspections of all restaurants per fiscal year (22,260 inspections) and two inspections of retail food markets per fiscal year (3,952 inspections) to ensure at least 90% of all graded food establishment inspections score an evaluation of above 90.
2. Provide four inspections each fiscal year for all public swimming pools (22,216 inspections) to protect public swimming safety in San Diego County.
3. Inspect all apartment houses and hotels at least once per fiscal year (2,582 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. Inspect 125 County worksites to assure compliance with CAL/OSHA and other State and local environmental work standards.
7. Provide 734 radiation source inspections and investigations of x-ray machines and radioactive material license holders to prevent unnecessary exposure to ionizing radiation.
8. Provide training to 500 County employees on various occupational health and industrial hygiene topics including respiratory protection and hazard communication.
9. Provide 120,000 Vector Control services throughout the county to prevent the transmission of vector-borne diseases.
10. Investigate 800 excessive noise complaints and 5,700 housing complaints.
11. Provide one inspection annually to all permitted hazardous materials establishments (6,400 inspections) to ensure proper management of hazardous wastes (4,100), business plan compliance for hazardous materials (1,700), and monitoring of underground hazardous materials storage tanks (3,000).
12. Provide inspections for closure of 400 underground storage tanks.
13. Provide inspections for installation of underground storage tanks at 200 sites.
14. Respond to 500 hazardous materials incidents and investigate 750 hazardous materials complaints.
15. Expand household hazardous materials community education, pursue recycling, treatment and reuse alternatives for household hazardous materials collected, and establish two permanent household hazardous waste collection sites through the county. Provide disposal services to 6,200 residents.
16. Complete the Hazardous Waste Management Plan.
17. Conduct a study of hazardous materials pollution of San Diego Bay.
18. Oversee remedial action for leaking underground hazardous materials storage tanks at 1,000 sites.
19. Perform local enforcement agency inspections at all solid waste facilities in the county.

PROGRAM: ENVIRONMENTAL HEALTH SERVICES MANAGER: Gary Stephany

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The FY 1988-89 Adopted direct costs and funding include appropriation increases added mid-year and increases in fees. These mid-year increases include $193,850 in San Diego Household Toxics (7/28/87, M.O. #48), $278,500 in County Department of Public Works Household Toxics (11/3/87, M.O. #30; 2/2/88, M.O. #21), $20,578 in State Radiation Control Program funds (11/24/87, M.O. #17), and $778,910 in State funding for the Leaking Underground Tanks Program (3/1/88, M.O. #27). Adopted program revenue for FY 1988-89 will increase by $2,178,629 from FY 1987-88 budgeted levels. Staff years are increasing by 9.00 staff years as a result of State funding for the Leaking Underground Tank Program and 11.00 staff years added from approved fee increases. 1988-89 revenues will decrease $272,275 due to the transfer of revenues associated with the 10.17 staff years in Public Health Services support staff previously budgeted in Environmental Health Services to the Community Disease Control Program and Adult Special Health Program.

1. Urban Program (63.00 SY; E-$3,108,551 direct cost; R-$3,046,380): including regulation of food establishments, apartment houses, swimming pools, trash and debris and dog dropping complaints is:
   - Mandated/Discretionary Service Level.
   - 98% revenue offset.
   - Increasing 3.00 SY Environmental Health Sanitarian I and 2.00 SY Environmental Health Technician.
   - Able to conduct 26,212 Food Handling Establishment Inspections, 22,216 Public Pool Inspections, and 2,582 Multi-Family Housing Inspections

2. Land Use Program (24.00 SY; E-$1,385,236 direct costs; R-$1,357,531): including regulation of the construction and operation of septic tanks, and the provision of inspection services for small water systems for compliance with state standards for bacteriological quality is:
   - Mandated/Discretionary Service Level.
   - 98% revenue offset.
   - Increasing 1.00 SY Environmental Health Sanitarian I.
   - Able to process 6,000 Land Use Projects.

3. Hazardous Materials Management Program (54.00 SY; E-$3,812,579 direct cost; R-$3,736,327): including the regulation of the storage, processing, transporting and disposal of Hazardous Materials and the regulation of all underground storage tanks in San Diego County is:
   - Mandated/Discretionary Service Level.
   - 98% revenue offset.
   - Increasing 8.00 staff years from funding for the Leaking Underground Tank Program and decreasing .83 SY of clerical support staff to Administration and Support.
   - Able to conduct 6,400 Hazardous Materials Inspections.

4. Vector Control (20.00 SY; E-$761,265 direct cost; R-$715,812): including the control of disease-bearing rodents in contract cities and the control of mosquito breeding countywide is:
   - Mandated/Discretionary Service Level.
   - 94% revenue offset.
   - Decreasing 3.00 SY of clerical support staff to Administration and Support.
   - Able to provide 120,000 Vector Control Services.

5. Occupational Health Program (7.00 SY; E-$388,925 direct cost; R-$358,900): including conducting workplace hazard evaluations for county employees, providing occupational health information to the general public, inspecting and investigating x-ray producing equipment and radioactive material license holders, enforcing the Noise Control Ordinance in unincorporated areas of the County and in contract cities is:
   - Mandated/Discretionary Service Level.
   - 92% revenue offset.
   - Able to provide 9,200 Occupational Health Services.

PROGRAM: ENVIRONMENTAL HEALTH SERVICES MANAGER: Gary Stephany

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

6. Environmental Health Services Administration and Support (62.00 SY; E-$2,018,710 direct cost; R-$1,857,213) including support from Environmental Health Services Administration and clerical staff to all divisions is:
   - Discretionary/Discretionary Service Level.
   - 92% revenue offset.
   - Decreasing 9.17 staff years from transfer of Public Health Services support staff to the Communicable Disease Program and Adult Special Health Program and increasing 8.83 SY in clerical support staff.
   - Able to provide fiscal management of approximately $9,000,000 in revenues from permits, fees, contracts and subventions, and to process and administer 24,250 permits annually.

PROGRAM: ENVIRONMENTAL HEALTH SERVICES MANAGER: Gary Stephany

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 CAO Proposed Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
Radiation Shielding	$ 11,125	$ 25,000	$ 25,000	$ 0
Hazardous Materials Permit Fees	1,415,895	1,916,959	1,916,959	0
Base Permit Fee	555,435	678,763	678,763	0
Tank Installation Fees	137,613	161,316	161,316	0
Tank Closure Fees	82,609	116,095	116,095	0
Unauthorized Release Fee	3,600	65,232	65,232	0
Pumper Truck Permit Fees	3,806	807	1,214	407
Animal Permit Fees	1,565	1,847	2,350	503
Other Misc Permit Fees	4,595	4,857	4,857	0
Food Handling Establishment Fee	1,652,994	1,466,968	1,745,145	278,177
Food Plan Check Fees	283,326	285,478	285,478	0
Vending Vehicle Permit Fees	150,658	117,566	118,493	927
Housing Permit Fees	261,461	172,130	177,857	5,727
Water Permit Fees	39,907	39,728	46,840	7,112
Public Pool Permit Fees	540,714	494,350	558,885	64,535
Pool Plan Check Fees	72,870	137,748	137,748	0
Construction Permits-Septic	244,685	231,123	281,963	50,840
Plan Check & Field Inspection	733,213	561,855	797,173	235,318
Construction Permits-Grading	19,755	15,840	27,223	11,383
Document Fee	205	0	0	0
Returned Check Fee	840	0	0	0
Grants:				
State AB 8 (22.975% match requirement)	1,279,956	1,279,956	1,279,956	0
State-Waste Minimization	54,670	54,670	0	(54,670)
State-Hazardous Management Plan	156,500	0	0	0
SNAP-Computerized Fld Insp	0	0	43,408	43,408
Contracts:				
City (San Diego)-Rodent Control/ Misc. Services	387,375	275,627	349,170	73,543
City (San Diego)-Solid Waste	40,408	33,000	40,000	7,000
State-Radiation Control Program	182,161	170,764	191,342	20,578
City (Vista)-Noise Control	4,000	3,000	3,000	0
City (Coronado)-Rodent Control	0	50,000	34,002	(15,998)
City SD Misc Enforce Svcs	0	0	1,624	1,624
City SD Missn Bay Wtr Monitor	0	0	10,978	10,978
Unified Port Dist Rodent Ctr	0	0	33,617	33,617
City (Del Mar) Noise Control	2,000	0	2,000	2,000
City (Encinitas) Noise Control	8,000	0	8,000	8,000
City (Solana Beach) Noise Control	3,000	0	3,000	3,000
State-AB 1803-Water Systems	59,413	72,055	0	(72,055)
State - Leaking Underground Tanks	40,728	0	778,910	778,910
County/DPW-Household Toxics	336,564	179,500	626,165	446,665
County-So. CA Hazardous Waste Mgmt. Authority-Joint Powers Agreement	16,500	20,000	30,000	10,000
Unified Disaster Council-H.I.R.T. (Hazardous Mat'l Incident Response Team)	112,125	112,125	112,125	0
County DPW-Solid Waste Enforcement	70,900	70,900	80,000	9,100
Encina Water District-Household Toxics	1,750	7,000	6,400	(600)
City (San Diego)-Household Toxics	408,497	303,550	497,400	193,850
Office of Disaster Preparedness	8,478	10,000	10,000	0
Other	1,000	0	0	0

PROGRAM: ENVIRONMENTAL HEALTH SERVICES MANAGER: Gary Stephany

REVENUE BY SOURCE: (Continued)

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Subventions:				
San Diego Bay Study Port Dist.	$ 24,750	$ 0	$ 24,750	$ 24,750
Other:				
Prior Year Revenue (Subdivisions)	45,887	0	0	0
Fines and Penalties	72,194	20,000	20,000	0
Other Miscellaneous Revenue	69,133	0	0	0
Other Sales Taxable	4,970	10,000	10,000	0
Jury or Witness Fee	554	0	0	0
Other Forfeitures and Penalties	830	0	0	0
Prior Year Other Revenue	(29,478)	0	0	0
Sanitation - Other Government	12,520	0	0	0
Prior Year Fines, Penalties	5	0	0	0
Subtotal	$ 9,592,261	$ 9,165,809	$11,344,438	$ 2,178,629
EHS' revenue directed to Public Health Services' programs for support services	0	0	(272,275)	(272,275)
TOTAL	$ 9,592,261	$ 9,165,809	$11,072,163	$ 1,906,354

Explanation/Comments:

1988-89 Adopted Revenues are increasing by $1,906,354 as a result of $1,271,838 from mid-year appropriations, $1,050,114 in additional fee increases, grants, and contracts, and are decreasing a total of $415,518 with $143,323 reduced from expirations or reductions in grants and contracts, and $272,275 from a redirection of revenue to Public Health Services to cover support costs for previously funded Public Health Services partial staff years budgeted in Environmental Health Services. Mid-year revenue increases include: San Diego Household Toxics (7/28/87, M.O. #48), County Department of Public Works Household Toxics (11/3/87, M.O. #30; 2/2/88, M.O. #21), State Radiation Control Program (11/24/87, M.O. #17), and State Funding for Leaking Underground Tanks (3/1/88, M.O. #27).

Prior to the FY 1988-89 Adopted Budget, partial staff years within Public Health Services which provided laboratory, health education and clerical support to Environmental Health Services (EHS) were shown in EHS' Program Budget as direct costs. This treatment was predicated on the fact that Environmental Health had previously been a division of Public Health Services. The current relationship between these two Health Department Services is more accurately reflected in the FY 1988-89 Adopted Budget as a redirection of revenue to Public Health Services to cover support costs. The partial staff years have been incorporated in Public Health Services' program budgets which reflect the offsetting revenue of $272,275.

The FY 1987-88 Actual Revenues have increased from the budgeted level by $426,452. Total charges were less than budgeted by $276,791, however, Grants exceeded budgeted by $156,500, Contracts by $375,378, and Others by $146,615. 1987-88 Actuals in contracts include mid-year increases of $892,558: San Diego Household Toxics $193,850 (7/28/87, M.O. #48), County Department of Public Works Household Toxics $496,500 (11/3/87, M.O. #30; 2/2/88, M.O. #21), and State Radiation Control $7,480 (11/24/87, M.O. #17).

The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

PROGRAM: ENVIRONMENTAL HEALTH SERVICES MANAGER: Gary Stephany

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
AB 8	$ 381,785	$ 381,785	$ 381,785	$ 0
Subtotal	$ 381,785	$ 381,785	$ 381,785	$ 0
Unfunded:				
AB 8	(361,999)	1,304,781	1,175,591	$ (129,190)
TOTAL	$ 19,786	$ 1,686,566	$ 1,557,376	$ (129,190)

FIXED ASSETS:

Item	Quantity	Total Cost
Computer Equipment (Components)	110	$ 57,420
Computer Equipment (Components)	42	26,250
RUIS Computer Terminal	2	4,200
Tool Kit	2	1,706
Analytical Balancer	2	1,200
Hazardous Materials Response Kit	2	1,326
Infrared Thermal Heat Sensor	1	1,902
Radiation Survey Meter	1	1,000
Noise Logger	1	1,447
Monitoring Equipment	2	3,270
Monitoring & Surveillance Equipment	2	970
Microfiche Viewer with Printer	2	8,000
Photocopier	4	22,000
Overhead Projector	1	950
Chemical Suit	2	7,000
Personal Protective Equipment	4	1,400
Facsimile Machine	3	9,000
Cellular Phone Modem Headset	2	700
Emergency Response Cellular Telephone	1	1,601
Video Equipment	3	2,601
	189	$ 153,943

VEHICLES/COMMUNICATIONS:

Item	Quantity	Total Cost
Portable Communications Equipment	4	$ 4,400
Pager	21	5,250
Four-Wheel Drive Vehicle	2	28,000
Sedan	3	29,925
	30	$ 67,575

PERFORMANCE INDICATORS

PROGRAM: ENVIRONMENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Environmental Health Services					
% of Resources					
100%					
Workload					
Food Handling Estab. Inspections	26,756	20,532[1]	22,391[1]	23,480	26,212
Land Use Projects	5,356	6,029	6,319	5,000	6,000
Multi-Family Housing Inspections	2,327	2,191[1]	3,075	2,200	2,582
Public Pool Inspections	6,843	14,571[1]	16,579[1]	19,000	22,216
Hazardous Materials Inspections	3,568	3,155[1]	3,494[1]	3,600	6,400
Occupational Health Services	8,068	9,247	9,632	9,200	9,200
Vector Control Services	104,726	118,499	120,087	105,000	120,000
Efficiency					
Unit Costs:					
Food Establishment Inspections	$ 23.53	$ 42.61[2]	$ 57.64[2]	$ 31.24	$ 59.77
Land Use Projects	153.28	134.46	162.62	159.63	177.12
Public Pool Inspections	27.49	21.88	28.96	22.21	31.74
Hazardous Materials Inspections[2]	36.29	149.76[2]	75.07	117.96[2]	78.42
Occupational Health Services	27.41	19.96	29.03	25.34	37.49
Vector Control Services	6.30	6.77	7.80	7.00	7.87
Effectiveness					
Percent of Restaurants Scoring 90%	95.0%	94.0%	93.8%	90.0%	90.0%
Percent of Small Water Systems Samples Meeting State Bacteriological Standards	85.0%	85.0%	93.5%	85.0%	90.0%
Percent of Septic Tank Failures in Systems 10 Years or Older	78.0%	75.0%	90.0%	75.0%	85.0%
Response to Noise Complaints Within 3 Working Days	80.0%	80.0%	80.0%	80.0%	80.0%
Response to Vector Complaints Within 3 Working Days	81.0%	80.0%	80.0%	80.0%	80.0%
Percent of Pool Inspections Meeting State Standards[3]	81.0%	90.0%	N/A[3]	90.0%	N/A[3]
Percent of Hazardous Materials Producer Inspections Meeting State Standards[3]	93.0%	90.0%	N/A[3]	90.0%	N/A[3]
Percent of Pool Inspections with No Deficiencies[4]	N/A[4]	N/A[4]	30.47%	N/A[4]	60.0%
Percent of Establishments with a Decrease in Repeated Hazardous Materials Violations[4]	N/A[4]	N/A[4]	70.0%	N/A[4]	70.0%

1 Work outputs were down this fiscal year because of a large number of professional and technical staff vacancies.

2 The method of calculating this indicator has been changed to more accurately represent the field staff production costs.

3 These effectiveness standards are being replaced with measures that more accurately gauge the effectiveness of the service being provided.

4 These effectiveness measures are all new for FY 1988-89.

STAFFING SCHEDULE

PROGRAM: ENVIRONMENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4123	Chief, Community Disease Control	0	0.08	0	0.00	$ 6,963	$ 0
2230	Deputy Director, Environmental Health Services	1	1.00	1	1.00	50,556	63,036
0952	Assistant Deputy Director, Env. Health Services	0	0.00	1	1.00	0	60,240
4315	Chief, Public Health Laboratory	0	0.08	0	0.00	4,375	0
4756	Chief, Hazardous Materials Management	1	1.00	1	1.00	48,888	54,972
4193	Physician	1	0.33	0	0.00	17,564	0
3710	Public Health Engineer	1	1.00	1	1.00	48,864	51,132
4805	Chief, Public Health Education	0	0.17	0	0.00	7,386	0
4300	Assistant Chief, Public Health Laboratory	0	0.08	0	0.00	3,780	0
4701	Senior Health Physicist	1	1.00	1	1.00	45,156	46,560
3860	Chief, Occupational & Radiological Health	1	1.00	1	1.00	40,212	45,252
4700	Chief, Environmental Health Services	3	3.00	3	3.00	126,648	134,676
4754	Hazardous Materials Specialist IV	4	4.00	4	4.00	165,360	172,512
3692	Hydrogeologist	1	1.00	2	2.00	36,612	76,080
3857	Industrial Hygienist	2	2.00	2	2.00	63,120	77,136
4348	Supervising Public Health Microbiologist	0	0.08	0	0.00	3,066	0
2427	Associate Systems Analyst	1	1.00	2	2.00	34,620	76,776
2302	Administrative Assistant III	0	0.00	1	1.00	0	38,196
4753	Hazardous Materials Specialist III	6	6.00	7	7.00	218,880	256,200
4844	Supervising Health Educator	0	0.08	0	0.00	2,745	0
4757	Radiation Management Specialist	2	2.00	2	2.00	67,968	71,736
4755	Environmental Health Sanitarian III	0	0.00	15	15.00	0	530,820
4764	Vector Ecologist	2	2.00	2	2.00	65,352	70,488
4758	Environmental Health Sanitarian IV	0	0.00	5	5.00	0	175,800
4353	Senior Public Health Microbiologist	0	0.17	0	0.00	5,546	0
2303	Administrative Assistant II	2	2.00	1	1.00	64,728	33,780
4752	Hazardous Materials Specialist II	32	32.00	35	35.00	1,014,912	1,159,200
4103	Public Health Nutrition Manager	0	0.17	0	0.00	5,326	0
3888	Assistant Noise Control Officer	1	1.00	1	1.00	31,284	32,580
3615	Assistant Civil Engineer	1	1.00	1	1.00	31,188	32,124
4841	Senior Health Information Specialist	0	0.17	0	0.00	5,474	0
4346	Public Health Microbiologist	0	0.50	0	0.00	14,706	0
4745	Environmental Health Sanitarian II	0	0.00	30	30.00	0	900,360
4825	Health Educator	1	0.83	0	0.00	24,130	0
4765	Vector Control Supervisor	2	2.00	2	2.00	56,784	57,960
4735	Environmental Health Sanitarian I	0	0.00	31	31.00	0	886,476
2304	Administrative Assistant I	1	1.00	1	1.00	26,784	27,972
2725	Principal Clerk	1	1.00	1	1.00	24,120	26,916
4751	Hazardous Materials Specialist I	1	1.00	1	1.00	28,776	25,896
4750	Senior Vector Control Technician	2	2.00	2	2.00	44,016	48,912
2758	Administrative Secretary III	1	1.00	1	1.00	22,884	23,316
2745	Supervising Clerk	2	2.25	2	2.00	49,518	46,440

STAFFING SCHEDULE

PROGRAM: ENVIRONMENTAL HEALTH SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4760	Vector Control Technician	14	13.00	14	13.00	$ 287,508	$ 293,280
2757	Administrative Secretary II	1	1.00	1	1.00	20,496	21,276
2761	Group Secretary	0	0.00	1	1.00	0	20,640
4351	Senior Laboratory Assistant	0	0.17	0	0.00	3,436	0
2730	Senior Clerk	11	10.75	9	9.00	206,013	177,228
2510	Senior Account Clerk	1	1.00	1	1.00	18,828	19,536
2756	Administrative Secretary I	4	3.67	5	4.50	63,580	79,974
4330	Laboratory Assistant	0	0.42	0	0.00	7,260	0
2493	Intermediate Account Clerk	1	1.00	1	1.00	15,564	16,680
2700	Intermediate Clerk Typist	33	31.00	34	31.50	484,344	512,946
4707	Environmental Health Technician	0	0.00	4	4.00	0	64,416
2709	Department Clerk	1	1.00	1	1.00	13,788	13,404
2710	Junior Clerk Typist	0	0.17	0	0.00	2,014	0
8864	Assistant Deputy Director, Environmental Health Services	1	1.00	0	0.00	46,980	0
8865	Environmental Health Technician	2	2.00	0	0.00	41,040	0
8871	Environmental Health Sanitarian I	22	22.00	0	0.00	601,128	0
8872	Environmental Health Sanitarian II	26	26.00	0	0.00	934,440	0
8873	Environmental Health Sanitarian III	19	19.00	0	0.00	750,348	0
8874	Environmental Health Sanitarian IV	10	10.00	0	0.00	433,680	0
9999	Extra Help		3.00		3.00	49,129	49,129
	Total	220	221.17	231	230.00	$ 6,487,867	$ 6,572,053
	Adjustments:						
	County Contributions and Benefits					$ 1,568,966	$ 1,688,508
	Salary Settlement Costs					269,243	0
	Salary Adjustment					0	(17,796)
	Special Payments:						
	Premium					49,987	286,885
	Salary Savings					(151,709)	(167,786)
	Total Adjustments					$ 1,736,487	$ 1,789,811
PROGRAM TOTALS:		220	221.17	231	230.00	$ 8,224,354	$ 8,361,864

PROGRAM: MATERNAL HEALTH # 41006 MANAGER: Nancy L. Bowen, M.D.

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-142

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,524,977	$ 1,502,856	$ 1,594,760	$ 1,766,125	$ 1,747,541
Services & Supplies	428,904	384,910	380,781	465,353	141,213
Other Charges	0	0	0	14,820	14,820
Fixed Assets	7,955	30,997	47,183	0	1,174
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,961,836	$ 1,918,763	$ 2,022,724	$ 2,246,298	$ 1,904,748 (15.2)%
Dept. Overhead	91,796	97,170	148,589	124,184	129,665
Ext. Support Costs	174,777	151,288	280,917	193,774	231,263
FUNDING	$ (1,635,278)	$ (1,703,072)	$ (1,714,850)	$ (1,771,103)	$ (1,486,939) (16.0)%
NET COUNTY COSTS	$ 593,131	$ 464,149	$ 737,380	$ 793,153	$ 778,737 (1.8)%
STAFF YEARS	33.86	42.75	42.46	46.24	45.16

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, clinic services, and public health nursing services directed at this population. Regional activities consist of coordinating a comprehensive perinatal services system for Medi-Cal patients among private providers. County-provided clinics for women, located in the Public Health Centers, provide three basic services: 1) Family Planning Clinics which operate for the low-income and working-poor women who are unserved or underserved by private providers; 2) Dysplasia Clinics for patients referred from county clinics, community clinics and other family planning providers for cervical dysplasia care (minor treatment of abnormal Pap smears or exposure to known genital carcinogenic agents such as DES); and 3) cervical and breast cancer screening including references for mammography and self-breast examination instruction, for low-income women with no source for obtaining annual Pap smears or who are concerned about possible breast abnormalities. Public Health nursing services consist of case-finding; home visits and follow-up care for prenatal and postpartal (perinatal), family planning, cancer screening, cervical dysplasia; genetic counseling and related health services to women.

PROGRAM: MATERNAL HEALTH MANAGER: Nancy L. Bowen, M.D.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The FY 1987-88 Actuals are lower than budgeted in both salaries and benefits and services and supplies. Staff turnover and time required to recruit and select professional staff contributed to a higher than usual vacancy rate generating salary savings.

Expenditures in services and supplies were contained below the adopted level due in part to uncertainty regarding the continuation of funding for the Title X Family Planning Services. The ultimate reduction to FY 1987-88 funding was only $28,158. A portion of the services and supplies savings which exceeded the funding reduction was redirected to the Child Health Program. The maternal and child health services provided by these two programs are closely interrelated. Therefore, the utilization of limited resources can be coordinated between these programs. Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery. Fixed asset Actuals for this program include $47,183 for prior year fixed assets which are the program's share of the furniture required to furnish the Health Services Complex.

1988-89 OBJECTIVES:

1. To provide treatment and/or referral services to 58 percent of the cases investigated in dysplasia clinics.
2. To provide family planning services to 6 percent of the target population.
3. Implement AB 3021 (Margolin) by identification of private, non-profit as well as potential State or local governmental resources for comprehensive perinatal services for Medi-Cal patients as State-mandated.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

There is no significant variance in salaries and benefits from the FY 1987-88 adopted level. Services and supplies are reduced substantially by the transfer of $262,378 to Primary Care which will have responsibility for administration of the Title X family planning contracted services. A further reduction of $56,316 is a result of reduced Title X funding. There were no other significant changes to appropriation levels. Adopted Revenue reflects both of the Title X reductions, the $262,378 transferred to Primary Care and the $56,316 reduction to the anticipated grant amount. The addition of 1.00 SY Intermediate Clerk Typist was made in support of this program. There was no net increase to Net County Cost as a reduction was made to extra help and a 0.25 SY Junior Clerk within Public Health Programs. The addition of 1.00 SY Nurse Assistant was made with offsetting reductions of 0.50 SY Staff Nurse II and 0.17 Social Services Aid II in the Adult Special Health Program. A transfer of 1.00 SY Accounting Technician was made to the Support Services Program and 1.00 SY Health Educator was transferred to this Program from other Public Health Programs.

1. Other Maternal Health Services (21.94 SY; E-$748,972 direct cost; R-$549,042) is:
   - Mandated/Discretionary Service Level.
   - Continuing to follow State Health and Safety Code 289-320 and Administrative Code, Sec. 1276(d).
   - Providing case-finding, counseling, and follow-up care for maternal health.
   - Providing 16,000 Public Health Nurse visit/contacts.
   - Treating or referring 58% of clients investigated for cervical cancer.
   - Providing diagnosis and service to 550 patients through 825 dysplasia clinic visits for women with abnormal pap smears.
   - Continuing to identify private, non-profit providers of Comprehensive Perinatal Services (CPS) for Medi-Cal-eligible women. (Welfare & Institutions Code, Sec. 14134.5[g])
   - Providing consultation to CPS resources on state regulations and facilitate the methodology by which they can be met.

2. Family Planning Services (23.22 SY; E-$1,155,776 direct cost; R-$937,897) is:
   - Mandated/Discretionary Service Level.
   - Continuing to follow State Administrative Code, Sec. 1276(k).
   - Providing family planning services to 6% of the target population.
   - Providing 8,400 Public Health Nurse visit/contacts.

PROGRAM: MATERNAL HEALTH MANAGER: Nancy L. Bowen, M.D.

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
Patient Fees	$ 41,370	$ 40,000	$ 40,000	$ 0
Return Check Fee	33	0	0	0
Subventions:				
State - Family Planning - Title XIX (Medi-Cal)	24,413	11,000	11,000	0
State - Maternal and Child Health Categorical Allotment - Title V	62,076	71,500	71,500	0
State - Family Planning - Title X	223,000	223,000	223,000	0
Prior Year - State Aid	1,175	3,405	3,405	0
Third Party Reimbursements	1,419	0	0	0
Grants:				
Federal - Family Planning - Title X	527,714	555,872	499,556**	(56,316)**
State AB 8 (22.975% match requirement*)	833,650	866,326	900,856	34,530
Subtotal	$ 1,714,850	$ 1,771,103	$ 1,749,317	$ (21,786)
Federal - Family Planning Title X funding directed to the Primary Care Program budget	0	0	(262,378)**	(262,378)**
TOTAL	$ 1,714,850	$ 1,771,103	$ 1,486,939	$ (284,164)

Explanation/Comments:

The 1988-89 Adopted Revenues remain at the 1987-88 budgeted level with the exception of Federal Family Planning, which is discussed below. The 1987-88 Actual Revenues reflect a shortfall of $56,253.

The Actual Revenue for AB 8 is less than the amount budgeted for FY 1987-88. The budgeted amount included an overstatement. The Actual Revenue for Federal Family Planning Title X reflects a reduction of $28,158 made to the grant award covering the last six months of the fiscal year. Annualizing this reduction for FY 1988-89 accounts for the decrease of $56,316 in the Adopted Budget. Other realized revenue variances are minimal.

* The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs.

** Beginning in FY 1988-89, responsibility and funding for contracted family planning services funded by the Federal Family Planning Title X Grant are being transferred to Primary Care. Of the $499,556 total grant amount, $262,378 in contract expenditures and revenue are shown in the Primary Care Program. Therefore, the Maternal Health Program's revenue is being reduced by that amount.

PROGRAM: MATERNAL HEALTH MANAGER: Nancy L. Bowen, M.D.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Grants:				
State AB 8	$ 248,661	$ 258,408	$ 268,707	$ 10,299
Subtotal	$ 248,661	$ 258,408	$ 268,707	$ 10,299
Unfunded:				
Grants:				
State AB 8	488,719	534,745	510,030***	(24,715)
TOTAL	$ 737,380	$ 793,153	$ 778,737	$ (14,416)

*** The percentage of required match for the AB 8 revenue is based upon the County share for all eligible programs proportionate to the total allocation for all eligible programs. The required match for those programs having a lower proportionate share of net county cost is met by the match in other AB 8 eligible programs. The unfunded amount shown here represents part of the match applicable to other AB 8 eligible programs.

FIXED ASSETS:

Item	Quantity	Total Cost
Desk, Clerical	1	$ 624
Typewriter, Electric	1	550
TOTAL	2	$ 1,174

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: MATERNAL HEALTH DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Cervical Cancer Services: To improve productivity and cost effectiveness, these services have been combined with other activities.					
% of Resources	9%	5%	0[1]	0[1]	0[1]
Workload					
Pap Smear Clinics					
Number of Patients					
County Provided (Clinics)	864[2]	845[2]	0[2]	0[2]	0[2]
Contract Provided (San Ysidro County Clinic)	0	0	0	0	0
Number of Abnormal Pap Smears					
County Provided (Clinics)	15	6	0	0[2]	0[2]
Contract Provided (Clinics)	N/A	0	0	0	0
Cervical Dysplasia Clinics					
Number of Patients	526	590	607	650	550
Number of Visits	724	774	850	900	825
Number of Investigations and/or Treatments	412	446	419	500	425
Cervical Cancer Nursing					
Number of PHN Visits/Contacts[1]	398	281	1	N/A[1]	1
Efficiency					
Unit Costs:					
County Provided Pap Smear Clinic Patients	$ 53.43	$ 60.44	$ 0	$ 0	$ 0
Cervical Dysplasia Patients	187.75	189.73	199.93	173.43	224.00
Cervical Cancer PHN Contact	65.62	85.49	1	N/A[1]	1
Effectiveness					
Percentage of Pap Smear Patients Requiring Follow-up					
County Provided	1.7%	0.7%	0[2]	0[2]	0[2]
Contract Provided	N/A	0	0	0	0
Percent of Dysplasia Investigations Treated/Referred by County	57%	58%	61%	57%	58%

[1] These resources and services are incorporated in Activity B
[2] Routine pap smear clinics were discontinued

PERFORMANCE INDICATORS

PROGRAM: MATERNAL HEALTH DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY B: Other Maternal Health Services					
% of Resources	31%	35%	43%	33%	38%
Workload					
Other Maternal Health Services Number of PHN Visits & Contacts	16,398	15,319	18,391	16,000	16,000
Efficiency					
Unit Costs:					
Cost per PHN Visit/Contact	$ 40.24	$ 44.45	$ 40.79	$ 39.09	$ 45.00
Effectiveness					
N/A					
ACTIVITY C: Family Planning Service Activity					
% of Resources	60%	60%	57%	67%	62%
Workload					
Number of Family Planning Users					
County Provided	8,435	8,468	7,802	8,200	8,500
Contract Provided (North East San Diego Health Plan)	683	1,253	1,250	1,250	[1]
Contract Provided (Community Medical Center)	771	788	369	635	0
Contract Provided (Comprehensive Health Center)	1,811	1,763	1,712	1,450	[1]
Contract Provider - (Imperial Beach Community Clinic)	1,288	2,831	3,394	3,900	[1]
Number of Medical Encounters					
County Provided	7,342	6,984	6,737	7,000	8,000
Contract Provided (North East San Diego Health Plan)	1,477	1,495	1,397	1,800	[1]
Contract Provided (Community Medical Center)	1,146	741	377	800	[1]
Contract Provided (Comprehensive Health Center)	3,249	2,841	2,681	2,220	[1]
Contract Provided (Imperial Beach Community Clinic)	1,453	6,648	4,623	5,100	[1]

[1] Contracted services have been transferred to the Primary Care Program Budget beginning with FY 1988-89.

PERFORMANCE INDICATORS

PROGRAM: MATERNAL HEALTH DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY C: Family Planning Service Activity (continued)					
Number of PHN Family Planning Visits & Contacts	8,795	8,192	8,827	8,500	8,400
Efficiency					
Unit Costs:					
Cost per Family Planning User					
County Provided	$115.30	$115.30	$133.44	$120.44	$118.71
Contract Provided (North East San Diego Health Plan)	101.62	64.16	60.56	65.96	[1]
Contract Provided (Community Medical Center)	120.60	100.67	110.11	130.95	[1]
Contract Provided (Comprehensive Health Center)	111.54	126.03	110.46	146.86	[1]
Contract Provided (Imperial Beach Community Clinic)	76.65	88.96	79.87	79.62	[1]
Cost per Medical Encounter					
County Provided	$ 37.28	$ 46.73	$ 48.15	$ 40.41	$ 45.08
Contract Provided (North East San Diego Health Plan)	23.38	31.29	22.77	22.77	[1]
Contract Provided (Community Medical Center)	37.88	58.23	58.63	48.44	[1]
Contract Provided (Comprehensive Health Center)	34.08	40.32	29.23	52.56	[1]
Contract Provided (Imperial Beach Community Clinic)	39.27	32.12	40.34	35.19	[1]
Cost per PHN Visit/Contact	$ 32.21	$ 26.82	$ 30.15	$ 23.40	$ 30.00
Effectiveness					
Percent of Population In Need Serviced by Title X Providers	10%	12%	11%	11%	[1]
Percent of Population In Need Serviced by the County of San Diego as Provider	N/A	N/A	6%	N/A	6%

[1] Beginning with the FY 1988-89 Proposed Budget, services provided under contract will be included in the Primary Care Program Budget.

STAFFING SCHEDULE

PROGRAM: MATERNAL HEALTH DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4124	Chief, Maternal & Child Health	1	0.50	1	0.50	$ 41,778	$ 43,698
4192	Senior Physician	2	1.00	2	1.00	62,376	63,000
4315	Chief, Public Health Laboratory	0	0.08	0	0.08	4,375	4,581
4193	Physician	3	1.58	3	1.58	83,429	86,963
4560	Chief Nurse, Public Health	0	0.17	0	0.17	7,356	7,922
4805	Chief, Public Health Education	0	0.17	0	0.17	7,386	7,922
4300	Assistant Chief, Public Health Laboratory	0	0.08	0	0.08	3,780	3,957
4570	Supervising Public Health Nurse	3	3.00	3	3.00	112,716	118,692
4348	Supervising Public Health Microbiologist	0	0.08	0	0.08	3,066	3,207
2302	Administrative Assistant III	2	1.50	1	1.00	56,412	38,196
4844	Supervising Health Educator	0	0.33	0	0.33	10,980	12,144
4353	Senior Public Health Microbiologist	0	0.17	0	0.17	5,546	5,730
2412	Analyst II	0	0.00	1	0.50	0	16,926
4567	Senior Public Health Nurse	3	3.25	3	3.25	105,300	109,941
4103	Public Health Nutrition Manager	0	0.25	0	0.25	7,989	8,277
4565	Public Health Nurse II	20	15.50	20	15.50	485,088	501,270
4841	Senior Health Information Specialist	0	0.17	0	0.00	5,474	0
4346	Public Health Microbiologist	1	0.92	1	0.92	26,961	28,248
4842	Supervising Health Information Specialist	0	0.00	0	0.17	0	5,122
4538	Staff Nurse II	4	3.58	4	3.08	101,308	94,535
4825	Health Educator	0	0.00	1	1.00	0	29,988
2745	Supervising Clerk	1	0.25	1	0.25	5,502	5,805
2403	Accounting Technician	1	1.00	0	0.00	20,976	0
2761	Group Secretary	1	1.00	1	1.00	19,908	20,640
4351	Senior Laboratory Assistant	0	0.08	0	0.08	1,718	1,712
2730	Senior Clerk	1	1.33	1	1.33	25,552	26,256
4625	Licensed Vocational Nurse	2	2.00	2	2.00	37,488	39,216
2756	Administrative Secretary I	1	1.00	1	1.00	17,340	17,772
4330	Laboratory Assistant	0	0.25	0	0.25	4,356	4,416
4911	Social Services Aid II	3	3.00	3	3.00	51,336	52,812
2493	Intermediate Account Clerk	1	1.00	1	1.00	15,564	16,680
2700	Intermediate Clerk Typist	0	0.42	1	1.42	6,510	23,069
4615	Nurses Assistant	0	0.00	1	1.00	0	16,260
2710	Junior Clerk Typist	1	0.08	1	0.00	1,007	0
9999	Extra Help		2.50		0.00	9,640	0
	Total	51	46.24	53	45.16	$ 1,348,217	$ 1,414,957
	Adjustments:						
	County Contributions and Benefits					$ 389,569	$ 368,569
	Salary Settlement Costs					57,818	0
	Salary Adjustment					0	(3,811)
	Special Payments:						
	Premium					3,100	3,100
	Salary Savings					(32,579)	(35,274)
	Total Adjustments					$ 417,908	$ 332,584
PROGRAM TOTALS:		51	46.24	53	45.16	$ 1,766,125	$ 1,747,541

PROGRAM: RECORDS AND STATISTICS # 41002 MANAGER: Donald G. Ramras, M.D.

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-152

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 243,165	$ 228,760	$ 225,482	$ 216,267	$ 213,893
Services & Supplies	139,720	317,165	481,815	429,080	429,080
Other Charges	0	0	0	2,470	2,470
Fixed Assets	4,806	6,931	7,864	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 387,691	$ 552,856	$ 715,161	$ 647,817	$ 645,443
					0.4%
Dept. Overhead	15,305	15,350	21,047	19,618	18,367
Ext. Support Costs	168,436	189,678	273,057	242,986	275,376
FUNDING	$ (677,060)	$ (959,288)	$ (1,062,631)	$ (1,010,748)	$ (1,010,748)
					0.0%
NET COUNTY COSTS	$ (105,628)	$ (201,404)	$ (53,366)	$ (100,327)	$ (71,562)
					(28.7)%
STAFF YEARS	8.89	10.00	9.99	9.58	9.58

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 59,000 birth and death records are expected to be processed in 1988-89. 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.

PROGRAM: RECORDS AND STATISTICS MANAGER: Donald G. Ramras, M.D.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The FY 1987-88 Actuals show a notable overexpenditure in services and supplies. This expenditure actually represents the transmission of collected fees to the State of California as contracted. The overrealization of revenue therefore directly causes this increased expenditure level which does not result in increased Net County Cost. Other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipment's delivery. Fixed asset actuals for this program include $7,864 in prior year fixed assets which are the program's share of the furniture required to furnish the Health Services Complex.

1988-89 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 three working days of receipt.
4. To continue the orderly transfer of original birth and death records to the County Recorder within five working days of receipt.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The FY 1988-89 Adopted Budget remains unchanged from the FY 1987-88 Adopted Budget.

Vital Records and Statistics (9.58 SY; E-$645,443 direct cost; R-$1,010,748) is:

- Mandated Program/Discretionary Service Level.
- Registering, processing, reproducing, storing and analyzing birth and death records within the County.
- Satisfying County requirement to register births and deaths under State Health and Safety Code, Section 10000-10690.
- More than 100% offset by program revenue.
- Continuing current level of vital record statistical reporting.
- Storing current and prior year vital records.
- Processing 59,640 birth and death records.
- Providing 139,920 fee paid copies of vital records on file.
- Processing 118,356 letters and orders for vital records information.

PROGRAM: RECORDS AND STATISTICS MANAGER: Donald G. Ramras, M.D.

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Charges:				
Certified Copies - Vital Statistics	$ 1,007,279	$ 966,504	$ 966,504	$ 0
Permits for Disposal of Human Remains	66,588	44,244	44,244	0
Grants:				
State-SNAP Automated Vital Stat. System	0	0	0	0
Other:				
Prior Year Revenue	(11,877)	0	0	0
Other Miscellaneous	641	0	0	0
TOTAL	$ 1,062,631	$ 1,010,748	$ 1,010,748	$ 0

Explanation/Comments:

1988-89 Adopted Revenues remain at the 1987-88 budgeted level. 1987-88 Actual Revenues reflect an overall increase of $51,883, including a prior year negative adjustment. Revenues in charges for Certified Copies of Vital Statistics and Permits for Disposal of Human Remains were overrealized by $63,119 from the budgeted level due to an increased demand for services.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:	N/A	N/A	N/A	N/A
Unfunded:	N/A	N/A	N/A	N/A

FIXED ASSETS:

None

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: RECORDS AND STATISTICS DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Records and Statistics					
% of Resources					
100%					
Workload					
Births Registered	39,066	40,638	43,181	40,360	42,864
Deaths Registered	15,971	16,741	16,913	15,765	16,776
Certified Copies of Births	34,520	35,343	35,381	35,462	34,668
Certified Copies of Deaths	106,802	105,455	105,470	101,664	105,252
Mail (Letters, Orders, etc.)	116,730	122,892	119,616	117,151	118,356
Efficiency					
Unit Costs:					
Average cost per document processed	$ 2.91	$ 2.49	$ 2.09	$ 2.10	$ 2.04
Effectiveness					
Percent of certified copies of birth and death records provided within 3 working days	96%	96%	96%	96%	96%

STAFFING SCHEDULE

PROGRAM: RECORDS AND STATISTICS DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
4841	Senior Health Information Specialist	0	0.08	0	0.00	$ 2,737	$ 0
4842	Supervising Health Information Specialist	0	0.00	0	0.08	0	2,561
4825	Health Educator	0	0.08	0	0.08	2,413	2,499
2725	Principal Clerk	1	1.00	1	1.00	24,120	26,916
2745	Supervising Clerk	1	1.00	1	1.00	22,008	23,220
2730	Senior Clerk	2	1.42	2	1.42	27,149	27,897
2700	Intermediate Clerk Typist	5	5.00	5	5.00	78,120	81,420
9999	Extra Help		1.00		1.00	9 970	9,970
	Total	9	9.58	9	9.58	$ 166,517	$ 174,483
	Adjustments:						
	County Contributions and Benefits					$ 45,560	$ 42,853
	Salary Settlement Costs					7,080	0
	Salary Adjustment						(443)
	Special Payments:						
	Premium					1,100	1,100
	Salary Savings					(3,990)	(4,100)
	Total Adjustments					$ 49,750	$ 39,410
PROGRAM TOTALS:		9	9.58	9	9.58	$ 216,267	$ 213,893

PROGRAM: SUPPORT SERVICES # 92199 MANAGER: William J. Burfitt

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-158

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, Drug, Environmental Health and Medical and Nursing Services.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,598,636	$ 2,855,352	$ 3,685,838	$ 3,605,865	$ 3,752,308
Services & Supplies	510,830	299,381	800,860	276,986	337,178
Other Charges	0	0	0	29,640	29,640
Fixed Assets	349,378	6,922	56,510	17,900	42,700
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 3,458,844	$ 3,161,655	$ 4,543,208	$ 3,930,391	$ 4,161,826
					5.9%
Dept. Overhead	0	0	0	0	0
Ext. Support Costs	0	0	0	0	0
FUNDING	$ (3,083,012)	(2,687,407)	$ (3,816,295)	(3,364,838)	$ (3,620,788)*
					7.6%
NET COUNTY COSTS	$ 375,832	$ 474,248	$ 726,913	$ 565,553	$ 541,038
					(4.3)%
STAFF YEARS	94.75	94.14	110.30	114.52	119.52

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.

* The revenue shown in Support Services is memo only as department overhead is allocated to each of the department's programs.

PROGRAM: SUPPORT SERVICES MANAGER: William J. Burfitt

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The 1987-88 Actual direct costs increased from the budgeted amount due to prior year charges, mid-year adjustments and unforeseen expenses. In services and supplies, prior year expenditures of $50,320 are reflected for office equipment maintenance, minor equipment, office expense and general supply issues. In fixed assets, prior year expenses include $901 for typewriters, and $31,901 for the mailmobile for the Health Services Complex. In addition, a mid-year adjustment resulted in a $93,000 expenditure in minor equipment for the Health Services Complex. 9.06 SY of Extra Help and 4.16 SY or $73,455 of Contract Temporary Help was expended in FY 1987-88.

Services and supplies expenditures which resulted in the program going over budget were in postage, special departmental expense and computer software. The facilities security contract provided expanded coverage to the Health Services Complex resulting in a $120,000 over expenditure in special departmental expense. $100,000 over budget was expended in postage. This expenditure should, in fact, be offset by a reduction in external overhead charges from General Services in following years. Mail is being metered within the Department in order to save time and expedite delivery. In addition, $60,000 was expended in computer software. These components were a part of and essential to the Department-wide computer purchase; however, they could not be covered under the financing arrangement and, therefore, had to be absorbed within the Department. Other charges in the amount of $29,640 budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipments delivery.

1988-89 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 125,000 pharmacy prescriptions and issues.
4. To process 3,200 storeroom issues and receipts.
5. To complete the relocation of the Askew and Hillcrest facilities as well as portions of the Grantville and Loma Portal facility's operations into the Health Services Complex.
6. To reduce the percentage of delinquent performance evaluations during the fiscal year from 25% to 15%.
7. Install office automation software for the system at the Health Services Complex and Askew Building.
8. Select database for the Department's minicomputer.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

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.

Salaries and benefits in the 1988-89 Adopted Budget reflect an increase from 1987-88 because of the mid-year addition of 1.00 SY Senior Accountant and 1.00 SY Associate Accountant, the transfer of 1.00 SY Accounting Technician and the addition of .50 SY Pharmacist and 2.00 SY Cashiers in the Adopted Budget.

Other charges provide for this program's share of debt services incurred for the purchase of the Department's new mini-computer budgeted through SANCAL.

Fixed assets includes the cost of two replacement photocopiers offset by a reduction in services and supplies and the change letter addition of three cash registers and a safe to provide support to Environmental Health Services.

The cost of the program is 87% revenue offset. Each program activity is summarized as follows:

PROGRAM: SUPPORT SERVICES MANAGER: William J. Burfitt

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

1. Management and General Administrative Services (19.27 SY; E-$780,008; R-$675,022) is:
   - Mandated/Discretionary Service Level.
   - Providing direction for all budget, fiscal, personnel, and EDP Support services for the Department.
   - Acting for Director in selected areas.
   - Providing special program development.
   - Responsible as delineated in Section 233.4, 233.5, 238, 239 of the County Administrative Code for operational support of Departmental functions.
   - Serving as a word processing center providing word processing services for the entire Department.
   - Including the classification of Administrative Services Manager III rather than Assistant Deputy Director, Management Services during FY 1987-88.
   - Including the classifications of Administrative Assistant III from Administrative Assistant II and Analyst II from Associate Accountant during FY 1987-88.

2. Accounts Payable Division (14.25 SY; E-$392,344; R-$355,274) is:
   - Mandated/Discretionary Service Level.
   - Coordinating purchasing and receiving of services and supplies as well as monitoring all payables.
   - Interacting closely with the Purchasing Department and the Auditor and Controller.
   - Acting as liaison with all intra-departmental programs for services and supplies requests.
   - Including the supervision of the departmental copy center.
   - Including the supervision of the departmental storeroom which serves as receiving points and limited storage area for the Department.
   - Having no changes in staffing.

3. EDP Support Services (6.00 SY; E-$323,887; R-$284,220) is:
   - Mandated/Discretionary Service Level.
   - Providing EDP support to the Department's 18 direct service programs, as well as Departmental Administration and Support Services.
   - Acting as liaison with County EDP.
   - Having no changes in staffing.

4. Fiscal Services (33.00 SY; E-$1,184,940; R-$1,062,812) is:
   - Mandated/Discretionary Service Level.
   - Providing 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.
   - Representing the Department on audit appeals; reconciliation of budget and program costs/revenues.
   - Coordinating EDP and ARMS; billing; cash, petty cash, inventory control, claims processing, expediting cash flow, storerooms; and contract management including fiscal monitoring and review.
   - Performing functions required to satisfy State and Federal grant requirements for cost reimbursement purposes and County cost accounting requirements.
   - Including the addition of 1.00 SY Senior Accountant added mid-year (3/1/88, M.O. #27) and 1.00 SY Associate Accountant inadvertently omitted from the mid-year AIDS Board letter (11/24/87, M.O. #18).
   - Reflecting the deletion of 0.50 SY Junior Accountant (10/6/87, M.O. #21-23).
   - Reflects the Change Letter addition of 2.00 SY Cashiers, three cash registers and a safe to provide support for Environmental Health Services.
   - Reflects the transfer of 1.00 SY Accounting Technician from the Maternal Health Program.

PROGRAM: SUPPORT SERVICES MANAGER: William J. Burfitt

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

5. Personnel Services (21.25 SY; E-$684,332; R-$603,966) is:
   - Mandated/Discretionary Service Level.
   - Providing 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.
   - Consulting with and advises department management, staff, and representatives of other departments and organizations concerning personnel administration and staff development matters.
   - Providing personnel services for 2,700 Health Services Department employees (annual budgeted positions, plus turnover).
   - Having no changes in staffing.

6. Laundry (15.00 SY; E-$327,427; R-$284,220) is:
   - Mandated/Discretionary Service Level.
   - Providing clean linen for all of the inpatient health services, including Hillcrest Mental Health Facility and Edgemoor Geriatric Hospital.
   - Going to process over 2,200,000 pounds of linen and clothing articles in FY 1988-89.
   - Having no changes in staffing.

7. Pharmacy (10.75 SY; E-$468,888; R-$355,274) is:
   - Mandated/Discretionary Service Level.
   - Providing pharmaceutical services to Public Health, Mental Health and Physical Health programs.
   - Providing pharmaceutical services to other County departments (Sheriff, Jail, Probation, Honor Camps, Juvenile Hall).
   - Providing 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.
   - Going to issue 125,000 pharmacy prescriptions during FY 1988-89.
   - Including the increase by .50 SY of Pharmacist (1.00 SY was added as an approved Department Requested "Critical Unmet Need" and .50 SY was later deleted in the Change letter).

PROGRAM: SUPPORT SERVICES MANAGER: William J. Burfitt

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Various Funding Source	$ 3,816,295	$ 3,364,838	$ 3,620,788	$ 255,950

Explanation/Comments:

Support Services is funded through direct program funding. Revenue has gone up from FY 1987-88 Budget proportionate to the increase in the program's direct cost.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:	The revenue shown in Support Services is memo only as department overhead is allocated to each of the department's programs. The required matches and any unfunded appropriations are reflected in each of those programs.			
Unfunded:				

FIXED ASSETS:

Item	Quantity	Total Cost
Photocopier	2	$ 24,000
Cash Register	3	15,402
Safe	1	3,298
TOTAL	6	$ 42,700

VEHICLES/COMMUNICATIONS:

None

PERFORMANCE INDICATORS

PROGRAM: SUPPORT SERVICES DEPARTMENT: HEALTH SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Support Services					
% of Resources					
100%					
Workload					
Claims and receiving requests processed	37,102	37,600	38,405	39,000	41,000
Number of employees, plus estimated new hires	2,628	2,300	2,726	2,600	2,800
Number of pharmacy prescriptions issues and charts reviewed	110,000	116,500	116,000	121,500	125,000
Laundry pounds	2,216,443	1,900,000	2,628,946[5]	1,900,000	2,200,000
Storeroom issues and receipts[1]	2,911	2,950	3,007	3,100	3,200
Efficiency					
Unit Costs:					
Laundry cost per pound	$ .30	$ .31	$ .28[3]	$ .31	$ .29
Cost per pharmacy prescription issue[2]	10.35	9.88	11.02	9.65	12.38[4]
Staffing Ratio:					
Laundry pounds per staff year	147,762:1	126,667:1	138,366:1	126,667:1	146,000:1
Pharmacy prescriptions and issues per staff year	13,333:1	12,500:1	11,600:1	12,150:1	10,900:1
Effectiveness					
Not applicable.					

1 Public Health Storeroom Only

2 Pharmacy unit costs are for services provided to Mental Health Services, the Sheriff's Department (five facilities) and the County's protectory institutions which include Hillcrest Receiving Home, Honor Camps (six facilities), Juvenile Hall and Rancho Del Campo.

3 Increase represents nine months of Federally funded AZT AIDS Drug Treatment program.

4 Increase represents twelve months of Federally funded AZT AIDS Drug Treatment program.

5 Increase represents laundry done for new State prison on a temporary one time basis for three months until their Laundry became operational.

STAFFING SCHEDULE

PROGRAM: SUPPORT SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	DHS MANAGEMENT SERVICES - DEPUTY DIRECTOR						
2232	Deputy Director, Management Services	1	1.00	1	1.00	$ 50,640	$ 54,912
2370	Administrative Services Manager III	0	0.00	1	1.00	0	47,532
2758	Administrative Secretary III	1	1.00	1	1.00	22,884	23,316
2730	Senior Clerk	1	1.00	1	1.00	19,164	19,692
8818	Deputy Director, Finance & Admin.	1	1.00	0	0.00	57,192	0
	Sub-Total	4	4.00	4	4.00	$ 149,880	$ 145,452
	DHS MANAGEMENT SERVICES - ADMINISTRATIVE DIVISION						
2367	Principal Administrative Analyst	1	1.00	1	1.00	$ 39,240	$ 44,160
2413	Analyst III	2	2.00	2	2.00	72,672	76,440
2302	Administrative Assistant III	0	0.00	1	1.00	0	38,196
2412	Analyst II	0	0.00	1	1.00	0	33,852
2303	Administrative Assistant II	2	2.00	1	1.00	64,728	33,780
2425	Associate Accountant	1	1.00	0	0.00	28,320	0
2306	Administrative Trainee	1	1.00	1	1.00	24,060	21,948
3008	Senior Word Processor Operator	1	1.00	1	1.00	21,960	21,876
2730	Senior Clerk	1	1.00	1	1.00	19,164	19,692
3009	Word Processor Operator	1	1.00	1	1.00	18,984	19,428
2700	Intermediate Clerk Typist	2	0.00	2	0.00	0	0
3074	Senior Mail Clerk Driver	1	1.00	1	1.00	16,704	19,452
3039	Mail Clerk Driver	4	3.00	4	3.00	46,764	53,028
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,624	16,284
	Sub-Total	18	15.00	18	15.00	$ 368,220	$ 398,136
	DHS MANAGEMENT SERVICES - ACCOUNTS PAYABLE DIVISION						
2413	Analyst III	1	1.00	1	1.00	$ 36,336	$ 38,220
2403	Accounting Technician	1	1.00	1	1.00	20,976	22,116
2658	Storekeeper II	1	1.00	1	1.00	20,736	21,480
2662	Pharmacy Storekeeper	1	1.00	1	1.00	20,244	20,988
2730	Senior Clerk	1	1.00	1	1.00	19,164	19,692
2510	Senior Account Clerk	1	1.00	1	1.00	18,828	19,536
3050	Offset Equipment Operator	1	1.00	1	1.00	18,588	19,440
2664	Pharmacy Stock Clerk	2	2.00	2	2.00	33,864	35,688
2493	Intermediate Account Clerk	2	2.00	2	2.00	31,128	33,360
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,624	16,284
2650	Stock Clerk	2	2.00	2	2.00	30,000	32,616
	Sub-Total	14	14.00	14	14.00	$ 265,488	$ 279,420

STAFFING SCHEDULE

PROGRAM: SUPPORT SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	DHS MANAGEMENT SERVICES - EDP DIVISION						
2499	Principal Systems Analyst	1	1.00	1	1.00	$ 44,364	$ 49,908
2525	Senior Systems Analyst	1	1.00	1	1.00	44,316	46,356
2427	Associate Systems Analyst	2	2.00	2	2.00	69,240	76,776
2426	Assistant Systems Analyst	2	2.00	2	2.00	63,816	62,688
	Sub-Total	6	6.00	6	6.00	$ 221,736	$ 235,728
	DHS MANAGEMENT SERVICES - FISCAL DIVISION						
2536	Health Services Finance Officer	0	0.00	1	1.00	$ 0	$ 45,252
2497	Principal Accountant	1	1.00	0	0.00	41,196	0
2505	Senior Accountant	4	4.00	5	5.00	143,328	180,240
2425	Associate Accountant	9	9.00	10	10.00	254,880	301,200
2405	Assistant Accountant	2	1.00	2	1.00	27,096	29,124
2500	Junior Accountant	2	1.50	1	1.00	33,012	24,828
2403	Accounting Technician	1	1.00	2	2.00	20,976	44,232
2730	Senior Clerk	1	1.00	1	1.00	19,164	19,692
2510	Senior Account Clerk	3	3.00	3	3.00	56,484	58,608
2756	Administrative Secretary I	1	1.00	1	1.00	17,340	17,772
2760	Stenographer	1	0.00	1	0.00	0	0
2430	Cashier	2	2.00	4	4.00	34,080	70,560
2493	Intermediate Account Clerk	4	3.00	4	3.00	46,692	50,040
2700	Intermediate Clerk Typist	4	1.00	4	1.00	15,624	16,284
	Sub-Total	35	28.50	39	33.00	$ 709,872	$ 857,832
	DHS MANAGEMENT SERVICES - PERSONNEL DIVISION						
2312	Departmental Personnel & Training Administrator	1	1.00	1	1.00	$ 46,536	$ 48,672
2328	Departmental Personnel Officer II	2	2.00	2	2.00	67,824	75,792
2356	Video Production Coordinator	1	1.00	1	1.00	27,420	33,360
2359	Audio-Visual Specialist	1	1.00	1	1.00	28,272	26,400
2745	Supervising Clerk	1	1.00	1	1.00	22,008	23,220
2320	Personnel Aid	2	2.00	2	2.00	41,928	44,376
2761	Group Secretary	1	1.00	1	1.00	19,908	20,640
2511	Senior Payroll Clerk	5	5.00	5	5.00	100,140	99,900
2494	Payroll Clerk	5	5.00	5	5.00	84,600	85,440
2700	Intermediate Clerk Typist	3	2.00	3	2.00	31,248	32,568
	Sub-Total	22	21.00	22	21.00	$ 469,884	$ 490,368

STAFFING SCHEDULE

PROGRAM: SUPPORT SERVICES DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	DHS LAUNDRY						
6510	Laundry Supervisor	1	1.00	1	1.00	$ 20,484	$ 21,432
6530	Laundry Worker III	1	1.00	1	1.00	18,096	18,924
6531	Laundry Worker II	5	5.00	5	5.00	82,020	87,720
7520	Sewing Room Operator	1	1.00	1	1.00	14,508	15,180
6500	Laundry Worker I	7	7.00	7	7.00	89,628	96,012
	Sub-Total	15	15.00	15	15.00	$ 224,736	$ 239,268
	DHS PHARMACY						
4245	Chief Pharmacist	1	1.00	1	1.00	$ 45,432	$ 49,200
4250	Pharmacist	3	3.00	4	3.50	125,208	155,988
4260	Pharmacy Technician	1	1.00	1	1.00	21,756	24,060
7516	Delivery Vehicle Driver	1	1.00	1	1.00	17,772	19,704
4255	Pharmacist Assistant	4	4.00	4	4.00	73,296	75,264
	Sub-Total	10	10.00	11	10.50	$ 283,464	$ 324,216
9999	Extra Help		1.02		1.02	7,976	7,975
	TOTAL	124	114.52	129	119.52	$ 2,701,256	$ 2,978,395
	Adjustments:						
	County Contributions and Benefits					$ 828,231	$ 811,514
	Salary Settlement Costs					118,058	0
	Salary Adjustment					0	12,844
	Special Payments:						
	Premium					25,200	25,200
	Salary Savings					(66,880)	(75,645)
	Total Adjustments					$ 904,609	$ 773,913
PROGRAM TOTALS:		124	114.52	129	119.52	$ 3,605,865	$ 3,752,308

PROGRAM: DEPARTMENT ADMINISTRATION # 92199 MANAGER: J. William Cox, M.D., Ph.D.

Department: HEALTH SERVICES # 6000 Ref: 1988-89 Proposed Budget - Pg: B-169

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, Drug, Environmental Health and Medical and Nursing Services.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,097,331	$ 1,192,496	$ 1,815,413	$ 1,684,763	$ 1,476,800
Services & Supplies	173,132	133,422	194,625	105,199	83,745
Other Charges	0	0	5,324	14,820	14,820
Fixed Assets	0	0	27,355	0	9,968
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,270,463	$ 1,325,918	$ 2,042,717	$ 1,804,782	$ 1,585,333 (12.2)%
Dept. Overhead	0	0	0	0	0
Ext. Support Costs	0	0	0	0	0
FUNDING	$ (1,130,712)	$ (1,127,030)	$ (1,715,882)	$ (1,519,459)	$ (1,379,239)* (9.2)%
NET COUNTY COSTS	$ 139,751	$ 198,888	$ 326,835	$ 285,323	$ 206,094 (27.8)%
STAFF YEARS	17.95	22.91	41.72	31.33	28.75

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, the Office of AIDS Coordination, and the Deputy Directors of Public Health, Planning, Policy and Development, 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.

* The revenue shown in Department Administration is memo only as department overhead is allocated to each of the department's programs.

PROGRAM: DEPARTMENT ADMINISTRATION MANAGER: J. William Cox, M.D., Ph.D.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

The 1987-88 Actual increased from the budgeted amount due to the use of 5.55 SY of extra help in Department Administration, Physical and Mental Health Services Administration, prior year costs in the amount of $28,972, the use of 1.79 SY temporary help due to inadequate levels of staffing, increased services and supplies expenditures due to the legal cost of the Mental Health lawsuit and the addition of both Policy, Planning and Development and a Department Public Affairs office without the attendant services and supplies funding, and the mid-year purchase of a computer and a memory typewriter for Planning, Policy and Development. Other charges of $5,324 are for the lease-purchase of a photocopier for Physical Health Services. The $14,820 in other charges budgeted for this program's share of debt service to SANCAL for the Department's new mini-computer were not incurred due to delays in the equipments delivery.

1988-89 OBJECTIVES:

1. To provide direction to 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.
3. Formulate long-range direction and solutions on key issues.
4. Develop key issue strategies and strategic plans in a crisis mode.
5. Coordinate department positions and actions on legislation, resource allocation, new directions and contracts.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

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.

Salaries and benefits as well as staff years decrease due to the transfers of Mental Health General Administration to the Mental Health Services Program Budget. Services and supplies decrease to offset the purchase of a small photocopier and to offset the new position of Public Affairs Officer. Other charges provides for this program's share of debt service incurred for the purchase of the Department's new mini-computer budgeted through SANCAL.

1. Director's Office (6.12 SY; E-$434,261; R-$382,882) is:
   - Providing overall department direction and general management, liaison with the Board of Supervisors, Health Services Advisory Board, and the various State and Federal Health agencies.
   - Mandated/Discretionary Service Level.
   - Offset by 87% program revenue.
   - Established by County Administrative Code, Article XV, Section 231.
   - Including the addition of 1.00 SY Public Affairs Officer.
   - Including the Change Letter addition of $18,481 in Services and Supplies.

2. Office of AIDS Coordination (1.00 SY; E-$56,442; R-Ø) is:
   - Including the position of Chief of AIDS Coordination fully funded by the Department of Health Services to head this newly created office (11/24/87, M.O. #18). The balance of the positions which staff this office are shown in the Community Disease Control Program along with the funding from the Federal Health Resources and Services Administration (HRSA).
   - Discretionary/Discretionary Service Level.
   - An AIDS Service Demonstration Grant providing coordination and documentation of AIDS-related services; resource and development and grant writing assistance; legislative analysis; case management services; and, contract-provided medical, dental, counseling and support services.

PROGRAM: DEPARTMENT ADMINISTRATION MANAGER: J. William Cox, M.D., Ph.D.

SUPPORTING DOCUMENTATION

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

3. Physical Health General Administration (7.62 SY; E-$400,081; R-$388,608) is:
   - Administering 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 87% program revenue.
   - Including the transfer of .50 SY Analyst III to Correctional Medical Facilities Nursing.
   - Including the classification of Assistant Deputy Director, Physical Health Services rather than Deputy Director, Programs.
   - Including the Change Letter addition of one position Physical Health Care Standards Analyst and the deletion of one position of Administrator, Edgemoor Geriatric Hospital.

4. Public Health General Administration (7.97 SY; E-$394,114; R-$340,189) 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.
   - Offset by 87% program revenue.
   - Reflecting 4.83 existing staff years responsible for the administration of seven public health centers.
   - Acting as Public Health Officer.
   - Established by County Administrative Code, Article XV, Section 321 and Health and Safety Code Sections 452 and 458.
   - Having no change in staffing.

5. Planning, Policy and Development (6.04 SY; E-$300,435; R-$267,560) is:
   - The Department's planning capacity to develop long-term solutions to departmental issues and was added to Department Administration in FY 1987-88.
   - Responsible for strategic planning, coordination of the department's direction and system/organization development, and provides oversight and general direction on special projects of the Director's office such as program reviews and the Office of AIDS Coordination.
   - Discretionary/Discretionary Service Level.
   - Having no change in staffing.
   - Including the Change Letter addition of $5,900 for the acquisition of a facsimile transmission machine for Department Communications with the Sacramento advocate to accomplish needed state funding and program legislative changes and a computer/printer to replace rented equipment used for legislative advocacy and special budget and program studies.

PROGRAM: DEPARTMENT ADMINISTRATION MANAGER: J. William Cox, M.D., Ph.D.

REVENUE BY SOURCE:

The following is a comparison of 1987-88 Budget, 1987-88 Actual, and 1988-89 Adopted Revenues by Source.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Various Funding Sources	$ 1,715,882	$ 1,519,459	$ 1,379,239	$ (140,220)

Explanation/Comments:

Department Administration is funded through direct program funding. Revenue is down from budgeted proportionate to the decrease in the program's direct costs.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:	The revenue shown in Department Administration is memo only as department overhead is allocated to each of the department's programs. The required matches are reflected in each of those programs.			

FIXED ASSETS:

Item	Quantity	Total Cost
Photocopier	1	$ 4,068
Computer	5	3,000
Dot Matrix Printer	1	900
Facsimile Transmission Machine	1	2,000
TOTAL	8	$ 9,968

VEHICLES/COMMUNICATIONS:

None

STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	DHS GENERAL ADMINISTRATION - DIRECTOR'S OFFICE						
2126	Director, Health Services	1	1.00	1	1.00	$ 79,428	$ 92,724
2270	Assistant Director, Health Services	1	1.00	1	1.00	69,060	73,704
2414	Analyst IV	1	1.00	1	1.00	43,248	44,712
8884	Public Affairs Officer	0	0.00	1	1.00	0	37,152
2759	Administrative Secretary IV	2	2.00	2	2.00	46,920	52,512
	Sub-Total	5	5.00	6	6.00	$ 239,656	$ 300,804
	DHS OFFICE OF AIDS COORDINATION[1]						
0970	Chief, Office of AIDS Coordination	0	0.00	1	1.00	0	48,696
	Sub-Total	0	0.00	1	1.00	$ 0	$ 48,696
	DHS PHYSICAL HEALTH SERVICES GENERAL ADMINISTRATION						
2130	Medical Director, Health Services	1	1.00	1	1.00	$ 76,392	$ 76,104
2223	Deputy Director, Physical Health Services	1	1.00	1	1.00	57,372	71,988
0305	Assistant Deputy Director, Physical Health Services	0	0.00	1	1.00	0	49,884
4107	Physical Health Care Standards Analyst	0	0.00	1	1.00	0	43,092
2413	Analyst III	1	0.50	0	0.00	18,168	0
2412	Analyst II	0	0.00	1	1.00	0	33,852
2758	Administrative Secretary III	1	1.00	1	1.00	22,884	23,316
2757	Administrative Secretary II	1	0.50	1	0.50	10,248	10,638
2730	Senior Clerk	1	1.00	1	1.00	19,164	19,692
8849	Deputy Director, Programs	1	1.00	0	0.00	60,996	0
8850	Chief, Health Planning	1	1.00	0	0.00	45,636	0
	Sub-Total	8	7.00	8	7.50	$ 310,860	$ 328,566
	DHS PLANNING, POLICY AND DEVELOPMENT						
2227	Deputy Director, Planning, Policy and Development	1	1.00	1	1.00	$ 46,596	$ 51,888
2414	Analyst IV	1	1.00	1	1.00	43,248	44,712
2413	Analyst III	1	1.00	1	1.00	36,336	38,220
2412	Analyst II	1	1.00	1	1.00	32,136	33,852
2757	Administrative Secretary II	1	1.00	1	1.00	20,496	21,276
2730	Senior Clerk	1	1.00	1	1.00	19,164	19,692
	Sub-Total	6	6.00	6	6.00	$ 197,976	$ 209,640

[1] Additional staff for the Office of AIDS Coordination are in the Community Disease Control Program.

STAFFING SCHEDULE

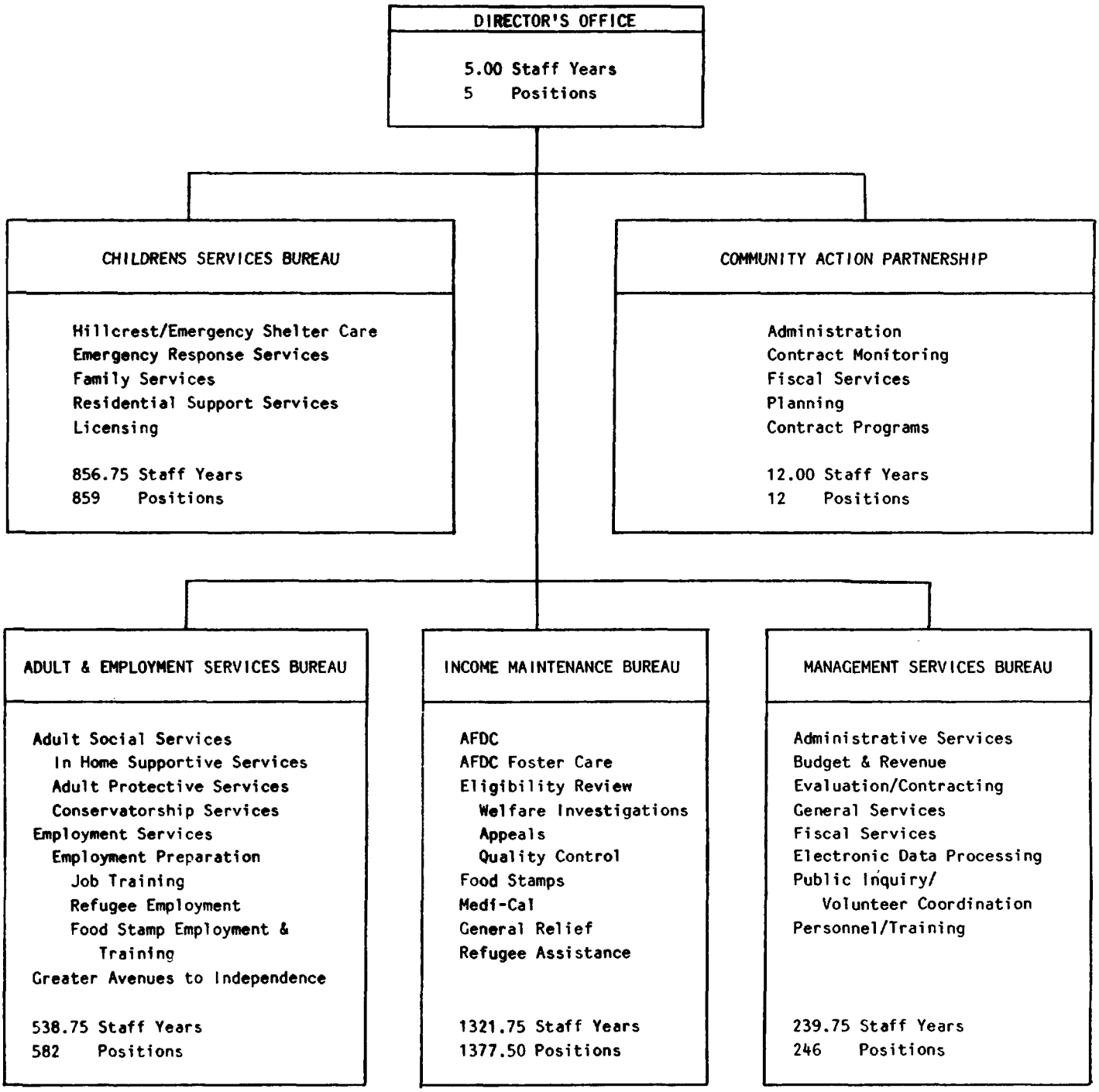
PROGRAM: DEPARTMENT ADMINISTRATION DEPARTMENT: HEALTH SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	DHS PUBLIC HEALTH GENERAL ADMINISTRATION						
2221	Deputy Director, Public Health Services	1	1.00	1	1.00	$ 87,372	$ 91,104
2305	Chief, Administrative Services	1	1.00	1	1.00	41,196	44,580
2302	Administrative Assistant III	1	1.00	1	1.00	37,608	38,196
2725	Principal Clerk	1	1.00	1	1.00	24,120	26,916
2758	Administrative Secretary III	1	1.00	1	1.00	22,884	23,316
2745	Supervising Clerk	2	1.33	2	1.33	29,344	30,960
2760	Stenographer	1	0.50	1	0.50	8,388	8,808
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,624	16,284
	Sub-Total	9	7.83	9	7.83	$ 266,536	$ 280,164
	DHS MENTAL HEALTH SERVICES GENERAL ADMINISTRATION						
4146	Clinical Director, M.H. Services	1	1.00	0	0.00	$ 90,288	$ 0
2213	Deputy Director, M.H. Services	1	1.00	0	0.00	69,060	0
4144	Assistant Deputy Director, M.H. Services	1	1.00	0	0.00	50,100	0
2758	Administrative Secretary III	1	1.00	0	0.00	22,884	0
2757	Administrative Secretary II	0	0.50	0	0.00	10,248	0
2756	Administrative Secretary I	1	0.50	0	0.00	8,670	0
	Sub-Total	5	5.00	0	0.00	$ 251,250	$ 0
9999	Extra Help		0.50		0.42	7,360	7,361
	TOTAL	33	31.33	30	28.75	$ 1,272,638	$ 1,175,231
	Adjustments:						
	County Contributions and Benefits					$ 380,495	$ 319,060
	Salary Settlement Costs					55,143	0
	Salary Adjustment					0	5,050
	Special Payments:						
	Premium					7,200	7,200
	Salary Savings					(30,713)	(29,741)
	Total Adjustments					$ 412,125	$ 301,569
PROGRAM TOTALS:		33	31.33	30	28.75	$ 1,684,763	$ 1,476,800

SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change from 1987-88 Budget	% Change
Adult & Employment Bureau							
Adult Social Services	$ 10,742,877	$ 10,887,942	$ 11,336,815	$ 12,083,910	$ 12,314,805	$ 230,895	1.9%
Employment Services	8,013,691	8,486,395	12,984,766	46,187,642	32,742,547	(13,445,095)	(29%)
Children's Services Bureau	18,789,617	22,833,177	27,141,261	27,096,837	32,072,161	4,975,324	18.4%
Community Action Partnership	6,890,544	6,112,335	6,325,058	6,393,356	6,499,430	106,074	1.7%
Income Maintenance Bureau							
Aid to Families with Dependent Children	238,025,025	262,081,378	293,403,454	283,930,519	328,167,187	44,236,668	15.6%
Aid to Families with Dependent Children - Foster Care	27,301,810	36,524,507	44,291,074	45,570,311	48,573,644	3,003,333	6.6%
Eligibility Review	2,125,476	2,367,499	2,909,463	3,111,846	3,188,126	76,280	2.5%
Food Stamp Administration	3,111,382	3,264,019	3,912,678	3,430,382	3,373,636	(56,746)	(1.7%)
General Relief	5,838,463	11,312,134	13,813,899	13,019,438	18,855,075	5,835,637	44.8%
Medi-Cal	6,926,095	7,130,952	7,784,179	7,568,500	8,198,276	629,776	8.3%
Refugee Assistance	10,716,876	10,136,264	7,536,957	11,906,887	6,049,477	(5,857,410)	(49.2%)
Management Services Bureau	6,243,653	5,822,057	7,825,524	8,120,594	7,860,286	(260,308)	(3.2%)
Department Administration	892,513	914,267	1,016,447	954,424	954,460	35	0%
Total Direct Costs	$345,618,022	$387,872,926	440,281,575	$469,374,646	$508,849,110	$ 39,474,463	8.4%
Funding	(319,313,462)	(350,738,305)	(400,794,868)	(426,917,784)	(462,969,250)	(36,051,466)	8.4%
Net Program Cost	$ 26,304,560	$ 37,134,621	$ 39,486,707	$ 42,456,862	$ 45,879,860	$ 3,422,997	8.1%
Staff Years	2,238.50	2,448.00	2,695.50	2,736.50	2,974.00	237.50	8.7%

DEPARTMENT OF SOCIAL SERVICES



NOTES ON ADOPTED STAFFING CHANGES:

1. Childrens Services Bureau added 64.00 staff years.
2. Community Action Partnership remained constant.
3. Adult and Employment Services Bureau added 37.75 staff years.
4. Income Maintenance Bureau added 16.00 staff years.
5. Management Services Bureau added 16.00 staff years.

PROGRAM: ADULT SOCIAL SERVICES # 27004 MANAGER: T. SCHWEND

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B178

Authority: "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 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). The In-Home Supportive Services (IHSS) program is regulated by W&I Code, Section 12300 et seq.; the Adult Protective Services (APS) program, by W&I Code Sections 15750 et seq., 15620, and 15630 et seq.; and the Conservatorship function, by W&I Code Section 5350 et seq. and 5600 et seq.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 5,485,118	$ 5,869,292	$ 6,277,558	$ 6,354,229	$ 6,214,163
Services & Supplies	444,764	508,178	550,929	460,131	729,368
IHSS Contract	4,812,995	4,510,472	4,508,328	5,269,550	5,348,250
Fixed Assets	0	0	0	0	23,024
TOTAL DIRECT COSTS	$ 10,742,877	$ 10,887,942	$ 11,336,815	$ 12,083,910	$ 12,314,805 1.9%
FUNDING	(8,167,698)	(7,736,406)	(7,419,583)	(8,193,849)	(7,956,769) (2.9%)
NET COUNTY COST	$ 2,575,179	$ 3,151,536	$ 3,917,232	$ 3,890,061	$ 4,358,036 12%
STAFF YEARS	176.25	185.00	190.00	191.00	191.00

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 providers receive payments directly from the State. Contract homemakers receive payment from the contract agency's payroll system.

Social workers provide case management services. This includes eligibility determination, assessment of needs, maintenance of records, authorizing payment of services, and assisting clients in obtaining other services as required.

PROGRAM DESCRIPTION (continued)

Services are available to all persons who meet eligibility criteria established by State regulation.

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 Wright Marketing DBA National Homecare Systems, Inc. The current contract period is March 1, 1988 through February 28, 1989. This contact provides a maximum of 715,000 hours of service. 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.

This program does not deal with estates or property, only with the care of the person. It is funded by a mix of County and Short-Doyle funds through an interdepartmental agreement with the County Department of Health Services.

SUPPORTING DOCUMENTATION

1987-88 ACTUAL:

Actual Salaries and Benefits are lower than budgeted reflecting new actuarial calculations on retirement benefits.

Actual Services and Supplies are higher than budgeted due to the cost of occupying new facilities shared with the GAIN Program.

The actual mandated IHSS match is $330,883 more than anticipated in the Budget. This increased County cost and decreased revenues by an equal amount.

PROGRAM: ADULT SOCIAL SERVICES DEPARTMENT: SOCIAL SERVICES

1988-89 OBJECTIVES:

1. To make initial contact within seven days, on In-Home Supportive Services referrals, at least 95% of the time.

2. To make initial contact within five days, on Adult Protective Services referrals, at least 75% of the time.

3. To make initial contact within 24 hours upon assignment of a case to Conservatorship, at least 90% of the time.

4. To ensure provision of In-Home Supportive Services to 10,540 eligible blind, aged, or disabled adults so they can safely remain in their own homes.

5. To terminate Conservatorship on a minimum of 12 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 ensure a high level of client satisfaction with contract IHSS services as measured by complaints received from not more than 5% of clients served.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The activities of this program are summarized as follows:

1. Adult Social Services Administration (2.00 staff years; expenditures of $134,938; offset by revenues of $97,772; for a net County cost of $37,166). This activity is:
   - o A mandated program; County discretion exists in meeting the mandate.
   - o Offset 72% by program revenue.
   - o Continuing staffing at 1987-88 levels.
   - o Prepared to operate Adult Services programs with expenditures of $12,314,805 and to manage 191 staff years.

2. In-Home Supportive Services (IHSS) (104.00 staff years; expenditures of $3,353,710; offset by revenues of $2,436,760; for a net County cost of $916,950). This activity is:
   - o Mandated; service levels are also mandated.
   - o Offset 73% by program revenue.
   - o Projected to have an increased caseload. The caseload is expected to increase to 10,540 cases monthly from the 9,600 cases monthly in the 1987-88 budget.

PROGRAM: ADULT SOCIAL SERVICES DEPARTMENT: SOCIAL SERVICES

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

3. In-Home Supportive Services (IHSS) Contract Staff (8.00 staff years; expenditures of $279,853; offset by revenues of $202,722; for a net County cost of $77,131). This activity is:
   - o Mandated by State law; State law allows discretion in how services are provided. The Board of Supervisors elected to provide IHSS services using a mix of individual provider and contract provider services.
   - o Offset 72% by program revenue.
   - o Continuing staffing at 1987-88 levels.
   - o Responsible for monitoring the IHSS contract. The IHSS contract provides 715,000 hours of service to IHSS recipients.

4. In-Home Supportive Services Contract & Individual Provider Services (0.00 staff years; expenditures of $5,348,250; offset by revenues $3,416,303; for a net County cost of $1,931,947). This activity is:
   - o Mandated; service levels are also mandated.
   - o Budgeting for a County match of $1,931,947, the 1987-88 allocation base fixed by law as a maximum for 1988-89 and future years.
   - o Prepared to provide contracted services at the same level of service as in FY 87-88 for a total cost of $5,348,250. This cost includes the increase in California minimum wage that occurred on July 1, 1988.
   - o Shown to include matching funds required for independent provider expenditures. IHSS independent providers in San Diego County are paid directly by the State through the State's computerized payroll system.
   - o Prepared to provide 715,000 hours of service to IHSS recipients by contracted homemakers and an estimated 8,500,095 hours of service to IHSS recipients through independent providers.

5. Adult Protective Services (APS) (31.00 staff years; expenditures of $1,081,838; offset by revenues $783,864; for a net County cost of $297,974). This activity is:
   - o Mandated; service levels are discretionary.
   - o Offset 72% by program revenue.
   - o Continuing staffing at 1987-88 levels.
   - o Anticipating 1,280 monthly cases in FY 88-89.

6. Conservatorship Services (46.00 staff years; expenditures of $2,116,216; offset by revenues $1,019,348; for a net County cost of $1,096,868). This activity is:
   - o Mandated; service levels are also mandated; operated by the Department of Social Services under agreement with the San Diego County Department of Health Services.
   - o Continuing staffing at 1987-88 levels.
   - o Anticipating 1,620 monthly cases in FY 88-89.

PROGRAM: ADULT SOCIAL SERVICES DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
County Services Block Grant (25% match required)	$ 2,726,025	$ 3,555,296	$ 3,496,709	$ (58,587)
Short-Doyle (match required*)	940,195	949,652	1,019,348	69,696
In-Home Supportive Services (match required**)	3,721,929	3,668,436	3,416,303	(252,133)
Non-Medical Out-of-Home Care (no match required)	31,434	20,465	24,409	3,944
TOTAL	$ 7,419,583	$ 8,193,849	$ 7,956,769	$ (237,080)

Explanation/Comments:

The FY 87-88 actual County Services Block Grant was $866,000 less than anticipated in the FY 87-88 Budget. The State allocated funds based on County reported work counts. Because there were errors in these counts, a reduced allocation was received. The reporting problem has been corrected for FY 88-89.

* The first $1,132,608 in Short-Doyle expenditures are 90% offset by revenue; the remainder of the program is 100% County cost.

** The overall In-Home Supportive Services (IHSS) revenue displayed in this budget decreases to provide the additional $330,883 in Net County Cost required to meet the mandated match. The State's In-Home Supportive Services allocation for San Diego County is applied in two ways. The State retains the major portion of the allocation to pay IHSS independent providers through a computerized payroll system on behalf of the County. The County uses the remainder of its allocation to fund IHSS activities under a homemaker services contract. The County match is required for the total allocation anticipated to be $37,280,457. $17,889,490 of costs will be 100% offset by revenue; the remaining costs are shared 90% by State and 10% by County up to a maximum County cost of $1,931,947. This is the 1987-88 County cost figure, fixed by law as a maximum for 1988-89 and future years. Revenues shown above are the difference between planned contract expenditures and required County match.

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
County Services Block Grant	$ 908,625	$ 1,182,657	$ 1,165,570	$ (17,087)
Short-Doyle	104,466	105,517	113,260	7,743
IHSS	1,931,947	1,601,114	1,931,947	330,833
Sub total:	$ 2,945,038	$ 2,889,288	$ 3,210,777	$ 321,489
County Services Block Grant Shortfall	172,390	0	163,652	163,652
Unfunded Short-Doyle Expenditures	799,804	799,804	983,607	160,779
Unfunded Salary Increases	0	200,969	0	(200,969)
TOTAL:	$ 3,917,232	$ 3,890,061	$ 4,358,036	$ 444,951

FIXED ASSETS:

Item	Quantity	Total Cost
Vans with wheelchair lifts	2	$23,024

PERFORMANCE INDICATORS

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload (monthly)					
IHSS case management cases	8,401	8,567	10,125	9,600	10,540
IHSS cases served by contract	2,492	2,035	2,022	2,680	2,275
Adults provided protective services	1,345	1,022	1,153	1,450	1,280
Adults provided conservatorship services	1,619	1,637	1,600	1,600	1,620
Efficiency					
IHSS cases per social worker	168	168	198.5	188	207
Adult Protective cases per social worker	75	49	55	69	61
Conservatorship cases per social worker	58	58	57	57	58
Effectiveness					
To make initial contact within 7 days of IHSS referral	93%	95%	98%	95%	95%
To make initial contact within 5 days of APS referral	94%	94%	94%	75%	75%
To make initial contact within 24 hours, upon assignment of a case to Conservatorship	97%	95%	95%	90%	N/A
To make initial contact within 5 days, upon assignment of a case to Conservatorship	N/A	N/A	N/A	N/A	90%

Discussion:

The projected increase in IHSS cases cannot be absorbed, or effectively managed, at current staffing levels. Using the same workload definition as the State, the annual caseload would be approximately 200. The State standard is 127.

STAFFING SCHEDULE

PROGRAM: ADULT SOCIAL SERVICES

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
5296	Soc Svcs Admin IV	1	1.00	1	1.00	$ 45,429	$ 47,526
2757	Admin Sec II	1	1.00	1	1.00	21,761	20,048
	Sub-Total	2	2.00	2	2.00	$ 67,190	$ 67,574
3944	In-Home Supportive Services						
5288	Soc Svcs Admin II	1	1.00	1	1.00	$ 37,367	$ 39,106
5244	Program Specialist	1	1.00	1	1.00	33,870	35,433
5270	Social Work Supv	6	6.00	6	6.00	187,106	197,460
5260	Social Worker III	48	48.00	48	48.00	1,365,486	1,428,854
5235	Social Worker I	3	3.00	3	3.00	67,442	73,914
5222	Eligibility Supv	1	1.00	1	1.00	24,626	25,805
5221	Eligibility Technician	5	5.00	5	5.00	103,701	106,131
2745	Supervising Clerk	1	1.00	1	1.00	22,095	23,115
2730	Senior Clerk	5	5.00	5	5.00	94,390	95,937
2493	Intermediate Acct Clerk	4	4.00	4	4.00	60,659	62,940
4911	Soc Svcs Aide II	1	1.00	1	1.00	17,359	17,975
2700	Intermediate Clerk Typist	28	28.00	28	28.00	454,319	470,130
	Sub-Total	104	104.00	104	104.00	$ 2,468,420	$ 2,576,800
3945	In-Home Supportive Services Contract						
5287	Soc Svcs Admin I	1	1.00	1	1.00	$ 35,577	$ 37,207
2412	Analyst II	3	3.00	3	3.00	101,610	106,299
2730	Senior Clerk	1	1.00	1	1.00	18,587	17,858
2493	Inter Acct Clerk	1	1.00	1	1.00	15,218	16,559
2700	Intermediate Clerk Typist	2	2.00	2	2.00	31,203	31,738
	Sub-Total	8	8.00	8	8.00	$ 202,195	$ 209,661
3919	Adult Protective Services						
5263	Sr Soc Work Supv	3	3.00	3	3.00	$ 108,531	$ 111,375
5261	Social Worker V	5	5.00	5	5.00	164,725	165,465
5266	Social Worker IV	13	13.00	13	13.00	363,692	383,221
5235	Social Worker I	3	3.00	3	3.00	63,117	73,914
2700	Intermediate Clerk Typist	4	4.00	4	4.00	66,880	69,320
4911	Soc Svcs Aide II	3	3.00	3	3.00	50,511	51,052
	Sub-Total	31	31.00	31	31.00	$ 817,456	$ 854,347

STAFFING SCHEDULE

PROGRAM: ADULT SOCIAL SERVICES (continued page 2) DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
3943	Conservatorship Services						
5289	Soc Svcs Admin III	1	1.00	1	1.00	$ 37,367	$ 43,099
5263	Sr Soc Work Supv	4	4.00	4	4.00	140,186	139,904
5244	Program Specialist	1	1.00	1	1.00	33,870	35,433
5261	Social Worker V	4	4.00	4	4.00	127,618	135,208
5266	Social Worker IV	19	19.00	19	19.00	551,408	562,355
5260	Social Worker III	5	5.00	5	5.00	146,130	149,905
2903	Legal Procedures Clk I	2	2.00	2	2.00	33,635	34,840
2700	Intermediate Clerk Typist	4	4.00	4	4.00	64,885	67,787
4911	Soc Svcs Aide II	6	6.00	6	6.00	104,154	103,771
	Sub-Total	46	46.00	46	46.00	$ 1,239,253	$ 1,272,302
	TOTAL	191	191.00	191	191.00	$ 4,794,514	$ 4,980,684
	ADJUSTMENTS:						
	County Contribution/Benefits					$ 1,393,610	$ 1,262,942
	Salary Settlement Costs					200,969	0
	Bilingual Compensation					16,840	16,840
	Overtime					3,985	3,985
	Worker's Comp and UIB					69,888	76,532
	Salary Savings					(125,577)	(126,820)
	TOTAL ADJUSTMENTS:					$ 1,559,715	$ 1,233,479
PROGRAM TOTALS:		191	191.00	191	191.00	$ 6,354,229	$ 6,214,163

PROGRAM: EMPLOYMENT SERVICES # 27008 MANAGER: T. SCHWEND

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B188

Authority: This program implements the Board of Supervisors' policy of reducing welfare dependency by providing employment to welfare recipients, under the auspices of the Social Security Act (42 USC 630 et seq.), the Job Training Partnership Act (29 USC 1501 et seq.), the Refugee Act (8 USC 1521 et seq.), the Food Security Act (7 CFR 237.7), and the Board of Supervisors' action to implement an expanded workfare program, 6/24/82 (10). The Greater Avenues to Independence (GAIN) program is mandated by the Welfare and Institutions Code, Section 11320 et seq.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 5,364,898	$ 5,788,743	$ 7,186,834	$ 9,353,734	$ 10,415,020
Services & Supplies	662,365	755,398	1,725,791	2,371,123	2,253,159
Contracts	1,986,428	1,942,254	3,245,944	30,755,548	9,862,205
Other Charges	0	0	826,197	3,706,677	10,207,763
Fixed Assets	0	0	0	560	4,400
TOTAL DIRECT COSTS	$ 8,013,691	$ 8,486,395	$ 12,984,766	$ 46,187,642	$ 32,742,547 (29%)
FUNDING	(7,420,731)	(7,457,915)	(12,023,354)	(45,449,014)	(32,405,431) (28.7%)
NET COUNTY COST	$ 592,960	$ 1,028,480	$ 961,412	$ 738,628	$ 337,116 (54.4%)
STAFF YEARS	173.75	180.75	216.25	305.00	344.75

PROGRAM DESCRIPTION:

Persons throughout the County seek public assistance for themselves and their families because they are unemployed or not self-sufficient. The Employment Services program seeks to reduce their dependency through promotion of employment as an alternative to public assistance.

In the Job Training program employment counseling and planning, pre-employment training, supervised job search, skills training, job development, and job placement services are provided to public assistance recipients.

PROGRAM DESCRIPTION: (continued)

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. Incorporated into this program are the Refugee Targeted Assistance Program (RTAP) and the management of Refugee Employment Social Services (RESS). The first supports community projects that enhance refugee employment potential and increase job finding and job retention. RESS is a State program complementing RTAP; the Board approved the transfer of management responsibility for RESS 12/1/87 (35/37).

The Food Stamp Employment and Training program (FSE&T) provides able-bodied Food Stamp, Refugee and AFDC recipients an opportunity to develop work skills and employment history as they work for their benefits in public and private non-profit agencies. For Food Stamp recipients who do not receive cash aid, a grant from the United States Department of Agriculture provides funding for job search and job club workshops where job finding and interview skills are taught. FSE&T consolidates staff previously organized as Food Stamp Workfare, Job Club, Refugee Work Experience, and Pre-Employment Preparation.

The Greater Avenues for Independence Program (GAIN) is a State mandated program that serves Aid to Families with Dependent Children parents. In addition to employment and training components, this program also provides contract educational and child care services, assessment, and job search. Staff has been reorganized to reflect the completion of the planning period and achievement of full operations.

SUPPORTING DOCUMENTATION

1987-88 ACTUAL:

Actual staff years are 88.75 lower, contracts and other charges $30,390,084 lower, than budgeted. This is entirely due to delays in implementation of the Greater Avenues for Independence (GAIN) program. State approval and allocation of funds to initiate the program were delayed until October 7, 1987. Approval and allocation for a major component, Remedial Education, was achieved April 19, 1988, after extensive negotiation with the State. The program was fully operational, as described in the County plan, by July 1, 1988.

1988-89 OBJECTIVES:

1. To place 5,000 GAIN participants in unsubsidized employment during FY 88-89.
2. To place 1,923 GAIN participants in remediation training during FY 88-89.
3. To develop and maintain sufficient training sites to accommodate 8,095 Work Experience clients assigned to job sites annually.
4. To realize an annual value equivalent to $1,714,898 for hours worked by Work Experience participants.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The activities of this program are summarized as follows:

1. Employment Preparation Division (2.00 staff years; expenditures of $125,947; offset by revenue of $125,947; for no net County cost). Administers the day-to-day needs of the following programs. This activity is:

   - Discretionary; when San Diego County elects to participate in these programs, service levels are mandated through revenue agreements.
   - Offset 100% by program revenues.
   - Reduced by 1.00 SY Program Specialist. This position is now shown in Food Stamp Employment and Training, reflecting the assignment more accurately.
   - Organized to provide services described in the direct programs which follow.

2. Job Training (13.00 SY; expenditures of $737,208; offset by revenue of $737,208; for 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 activity is:

   - Discretionary; when the County accepts funding, program service mandates are established by contract.
   - Offset 100% by Job Training Partnership Act (JTPA) funds administered by the San Diego Regional Employment and Training Consortium (RETC).
   - Decreased by 2.00 SY Social Worker III and 1.00 SY Social Work Supervisor due to a reduction in RETC and Youth Employment and JTPA funding and by 7.00 SY Social Worker III transferred to the GAIN program since their activity is funded by, and in support of, the GAIN program.
   - Prepared to enroll 396 clients during the year.

3. Refugee Employment Services (7.00 SY; expenditures of $1,644,610; offset by revenue of $1,644,610; for no net County cost). Provides comprehensive employment and training services intended to result in refugee self-support and reduced welfare dependency. Includes English as a second language, on-the-job training, vocational training, communicable disease control and other social services aimed at reducing the special barriers to employment of refugees. This activity is:

   - A Federally funded, State mandated program in which the County accepted responsibility on December 1, 1987 (35/37), and exercises discretion by selecting local contract providers.
   - A merger of the Targeted Assistance program, the County's ESL program, and the previously State managed Refugee Employment Social Services program.
   - Offset 100% with Federal revenue.

SUB-PROGRAM ACTIVITIES: (3. continued)

- o Increased by 2.00 SY (1.00 SY Analyst III, 1.00 SY Intermediate Clerk Typist) at mid-year as approved by the Board on December 1, 1987 (35/37) with transfer of management responsibility from the State for Refugee Employment Social Services.

- o Reduced by 3.00 SY (2.00 SY Social Worker III, .50 SY Social Work Supervisor, .50 SY Senior Clerk) due to a reduction in funding and cut back of the direct services program.

- o Prepared to serve 105 clients directly during the year and 1980 clients through contract employment services.

4. Refugee Employment Contract Management (2.00 SY; expenditures of $85,296 offset by revenue of $85,296; for 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 activity is:

   - o An arm of Refugee Employment Services

   - o A Federally mandated program; the County exercises limited discretion by selecting local contract providers to perform mandated services.

   - o Offset 100% by Federal revenue.

5. Food Stamp Employment and Training (FSE&T) (45.00 SY; expenditures of $1,471,129; offset by revenue of $1,134,013; for a net County cost of $337,116). 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, or to participate in workshops on job finding, interview techniques, and supervised job search efforts. This activity is:

   - o A Federal program mandated by the Food Security Act of 1985, effective October 1987. It replaces the discretionary Food Stamp Workfare, and Refugee Work Experience programs and incorporates the Job Club and Pre-Employment Preparation programs.

   - o Offset 77% by Federal revenue.

   - o Reorganized to consist of 24.50 SY previously shown under Food Stamp Workfare; 14.00 SY under Job Club; 1.00 SY under Refugee Work Experience Program; and 4.50 SY under Pre-Employment Preparation. 1.00 Program Specialist SY has been transferred to this component from the Employment Preparation Division, reflecting the assignment more accurately.

   - o Prepared to provide services to 18,062 clients during the year.

6. Greater Avenues for Independence (GAIN) (275.75 SY; expenditures of $28,678,357; offset by revenue of $28,678,357; for no net County cost). Provides a comprehensive employment, training and education service program to Aid to Families with Dependent Children recipients. This activity is:

SUB-PROGRAM ACTIVITIES: (6. Continued)

- A State mandated program; County discretion was incorporated into the County GAIN Plan and became a mandate when the State approved the County plan.
- Offset 100% with State and Federal revenue.
- Increased by 50.75 SY (7.00 SY Social Worker III transferred from Job Training; 1.00 SY Analyst III and 1.00 SY Analyst II to assist in the State's evaluation of the GAIN program; 3.25 SY Social Work Supervisors, 5.50 SY Social Worker III, 4.00 SY Senior Clerks, 23.00 SY Intermediate Clerk Typists to accommodate program growth; 6.00 SY Social Service Administrator I to assist in facilities management at field offices).
- Shown with a mid-year addition of 4.00 SY Senior Clerk and a deletion of 4.00 SY Social Worker III in response to changing program needs.
- Prepared to register 17,000 clients during the year.

PROGRAM: EMPLOYMENT SERVICES DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
State WIN	$ 24,918	$ 0	$ 0	$ 0
Work Incentive (WIN)	145,655	0	0	0
Employment Preparation Program (EPP) (match required*)	442,884	0	0	0
Saturated Work Incentive Model (SWIM)	153,637	0	0	0
Refugee Targeted Assistance Program (RTAP) (no match required)	1,013,495	1,591,883	502,982	(1,088,901)
Refugee Employment Social Services (no match required)	346,652	125,656	1,273,953	1,148,297
Food Stamp Employment & Training (FSE&T) (match required**)	1,576,589	929,853	1,077,303	147,450
Greater Avenues for Independence (GAIN) (no match required)	5,830,560	41,917,169	28,835,680	(13,081,489)
Job Training (JTPA) (no match required)	1,095,955	834,533	715,513	(119,020)
Youth Employment Grant	201,484	49,920	0	(49,920)
SNAP	16,988	0	0	0
Workfare Enhancement (Findley Amendment)	1,174,537	0	0	0
TOTAL	$ 12,023,354	$ 45,449,014	$ 32,405,431	$(13,043,583)

EXPLANATION/COMMENTS: Due to the 3-month delay in implementation of the GAIN program, the State authorized continuation of the WIN, EPP, and SWIM programs and allocated funds accordingly for the first quarter. Food Stamp Employment & Training (FSE&T) replaces Workfare and Job Club revenues and reflects actual expenditures. The Youth Employment Grant expired and the program has been discontinued.

$1,174,537 Workfare enhancement funds resulted from the hiring of additional clerical staff as authorized in the 1986-87 budget to document the success of the Workfare program and collect the resulting Food Stamp savings.

* EPP requires a minimum match of $19,000.

** The first $240,000 of FSE&T expenditures requires no match. The remainder requires a 25% County match.

PROGRAM: EMPLOYMENT SERVICES

PROGRAM REVENUE BY SOURCE: (continued)

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Food Stamp Employment & Training	$ 530,706	$ 399,592	$ 293,916	$ (105,676)
Employment Preparation Program	19,000	0	0	0
GR Grant Diversion Project	16,564	43,200	43,200	0
Unfunded Salary Settlement Cost	395,142	295,836	0	(295,836)
TOTAL:	$ 961,412	$ 738,628	$ 337,116	$ (401,512)

FIXED ASSETS

Item	Quantity	Total Cost
Video recorder	1	$ 400
Video monitor	1	$ 400
Video camera	1	$1,200
Video display terminal	2	$2,400
	5	$4,400

PERFORMANCE INDICATORS

PROGRAM: EMPLOYMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
Job Training Program					
Clients enrolled (annual)	600	498	513	593	396
Jobs Developed in Private Sector	1,210	1,232	1,893	1,472	1,250
Refugee Employment Services (RES)					
Clients served (annual)	1,627	379	170	211	105
Work Experience					
Clients Referred (dup./monthly)	4,318	4,008	N/A	N/A	N/A
Clients Assigned (dup./monthly)	1,951	2,080	N/A	N/A	N/A
Clients Referred (unduplicated/annual)	N/A	N/A	15,744	18,228	18,062
Clients Assigned (unduplicated/annual)	N/A	N/A	7,070	8,170	8,095
Greater Avenues for Independence (GAIN)					
Clients Registered (annual)	N/A	N/A	18,190	19,000	17,000
Clients Served	N/A	N/A	14,225	15,400	18,185
Efficiency (Annual)					
Clients per Job Training Worker	85.7	71	51	59	44
Jobs Developed per Job Training Worker	172.9	176	189	147	139
Clients per Refugee Counselor	232	75	34	42.2	35
Clients per work experience worker	N/A	N/A	478	553	547
GAIN clients served per worker	N/A	N/A	144	150	148
Effectiveness					
Job Training Clients Employed	361	397	424	415	297
Refugee Clients Employed	146	245	89	122	77
Dollar value of work experience hours worked	N/A	N/A	$559,687	$1,507,916	$1,714,898
Work Experience Hours Worked	N/A	N/A	161,764	350,800	365,564
GAIN Clients Employed	N/A	N/A	3,777	4,519	5,000
GAIN Program AFDC Savings	N/A	N/A	$20.6 million	$17.3 million	$22.2 million

PROGRAM: EMPLOYMENT SERVICES DEPARTMENT: SOCIAL SERVICES

Discussion:

The Job Training program has experienced a reduction in funding and staffing which is reflected in a projection of fewer clients enrolled and placed, as well as fewer jobs developed in 1988-89.

RES 1987-88 actual figures for workload and efficiency are low compared to budget by approximately 20%. This corresponds to the number of refugee AFDC mandatory participants absorbed by the GAIN program. Clients employed falls short of the goal because the pool of refugees remaining to be served are the more difficult to place in employment. RES projects a lower number of clients served and clients employed in 1988-89 due to a reduction in funding and staffing for the direct services program.

Work Experience figures are low in the actual column. The work experience associated with the GAIN program did not materialize because GAIN regulations prohibit participants from beginning work experience before their educational needs have been met. The remedial education component of GAIN will be fully operational in 1988-89.

GAIN registration in 1988-89 will drop as clients previously registered in the WIN program are absorbed. Clients served will increase as caseloads are carried forward into the next year. Actual clients employed is less than budgeted because of the unexpectedly high level of clients needing remedial education, a component that lasts longer than average.

STAFFING SCHEDULE

PROGRAM: EMPLOYMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	STAFF - YEARS 1987-88 Budget SY	STAFF - YEARS 1988-89 Adopted Positions	STAFF - YEARS 1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	SALARY AND BENEFITS COST 1988-89 Adopted
Employment Preparation Division							
5296	Soc Svcs Admin IV	1	1.00	1	1.00	$ 45,429	$ 47,526
2757	Admin Sec II	1	1.00	1	1.00	20,431	19,672
		2	2.00	2	2.00	$ 65,860	$ 67,198
Job Training							
5288	Soc Svcs Admin II	1	1.00	1	1.00	$ 36,907	$ 39,106
5270	SW Supervisor	2	2.00	1	1.00	53,138	26,712
5260	Social Worker III	11	11.00	9	9.00	267,477	218,628
2493	Intermediate Acct Clerk	1	1.00	1	1.00	15,532	17,792
2700	Intermediate Clerk	1	1.00	1	1.00	15,009	15,846
	Sub-Total	16	16.00	13	13.00	$ 388,063	$ 318,084
Refugee Employment Services							
2413	Analyst III	0	0.00	1	1.00	$ 0	$ 36,365
5270	SW Supervisor	1	1.00	1	0.50	28,644	14,720
5260	Social Worker III	5	5.00	3	3.00	126,179	72,876
2730	Senior Clerk	1	1.00	1	0.50	19,746	10,506
2700	Intermediate Clerk	1	1.00	2	2.00	15,009	31,926
	Sub-Total	8	8.00	8	7.00	$ 189,578	$ 166,393
Refugee Employment Contract Management							
2413	Analyst III	1	1.00	1	1.00	$ 36,058	$ 39,106
2700	Intermediate Clerk	1	1.00	1	1.00	15,009	16,100
	Sub-Total	2	2.00	2	2.00	$ 51,067	$ 55,206
Food Stamp Employment and Training							
5288	Soc Svcs Admin II	1	1.00	1	1.00	$ 36,907	$ 39,106
5287	Soc Svcs Admin I	1	1.00	1	1.00	35,401	37,207
5244	Program Specialist	1	1.00	1	1.00	31,687	35,433
5270	Social Work Supv.	6	5.00	6	5.00	139,950	136,519
5260	Social Worker III	34	33.00	34	33.00	786,936	740,453
2700	Intermediate Clerk	4	4.00	4	4.00	60,036	63,716
	Sub-Total	47	45.00	47	45.00	$1,090,917	$1,052,434

STAFFING SCHEDULE

PROGRAM: EMPLOYMENT SERVICES (continued page 2) DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	STAFF - YEARS 1987-88 Budget SY	STAFF - YEARS 1988-89 Adopted Positions	STAFF - YEARS 1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	SALARY AND BENEFITS COST 1988-89 Adopted
GAIN Administration							
0969	GAIN Coordinator	1	1.00	1	1.00	$ 47,700	$ 52,282
2412	Analyst II	1	1.00	1	1.00	29,896	33,441
2747	Admin Sec II	1	1.00	1	1.00	20,431	20,318
	Sub-Total	3	3.00	3	3.00	$ 98,027	$ 106,041
GAIN Support							
5296	Soc Svcs Admin IV	1	1.00	1	1.00	$ 45,429	$ 47,526
2413	Analyst III	1	1.00	2	2.00	36,058	75,471
2412	Analyst II	3	3.00	4	4.00	89,690	133,764
5288	Soc. Svcs. Admin. II	1	1.00	1	1.00	36,907	38,750
5244	Program Specialist	2	2.00	2	2.00	63,374	66,750
2757	Admin Sec II	1	1.00	1	1.00	20,431	20,318
2700	Intermediate Clerk	5	5.00	5	5.00	75,045	77,170
	Sub-Total	14	14.00	16	16.00	$ 366,934	$ 459,749
GAIN Operations							
5296	Soc Svcs Admin IV	1	1.00	1	1.00	$ 45,429	$ 47,526
5287	Soc Svcs Admin I	0	0.00	6	6.00	0	207,540
5244	Program Specialist	2	2.00	2	2.00	63,373	66,750
5270	Soc Work Supv	16	16.00	20	19.25	458,297	619,996
5260	Soc Worker III	157	134.00	159	135.50	3,502,716	3,845,211
2757	Admin Sec II	1	1.00	1	1.00	20,431	20,319
2730	Senior Clerk	0	0.00	8	8.00	0	173,732
2700	Intermediate Clerk	80	61.00	103	84.00	915,551	1,296,461
	Sub-Total	257	215.00	300	256.75	$5,005,797	$6,277,535
	TOTAL	349	305.00	391	344.75	$7,256,243	$8,502,640

STAFFING SCHEDULE

PROGRAM: EMPLOYMENT SERVICES (continued page 3) DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	ADJUSTMENTS						
	County Contribution/Benefits					$ 1,897,694	$ 1,998,353
	Salary Settlement Costs					295,836	0
	Bilingual Compensation					24,780	30,660
	Worker's Comp and UIB					57,895	115,063
	Salary Savings					(178,714)	(231,696)
	TOTAL ADJUSTMENTS:					$ 2,097,491	$ 1,912,380
PROGRAM TOTALS:		349	305.00	391	344.75	$ 9,353,734	$10,415,020

PROGRAM: CHILDRENS SERVICES # 27001 MANAGER: L. WILLINGHAM

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B200

Authority: 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 applicable laws and subject to the regulation of the State Department of Social 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). 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 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, Section 1511). The contract between the State and San Diego county delegates this authority to the San Diego County Department of Social Services.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 16,749,603	$ 20,310,167	$ 24,748,315	$ 24,010,021	$ 27,342,856
Services & Supplies	1,253,735	1,811,727	1,766,930	2,393,424	3,412,986
Support & Care	20,658	21,446	14,803	30,000	30,000
Contracts	765,621	647,026	611,213	663,392	1,163,392
Fixed Assets	0	42,811	0	0	122,927
TOTAL DIRECT COSTS	$ 18,789,617	$ 22,833,177	$ 27,141,261	$ 27,096,837	$ 32,072,161 18.4%
FUNDING	(14,972,989)	(17,917,756)	(23,880,867)	(20,647,856)	(28,601,440) 38.5%
NET COUNTY COST	$ 3,816,628	$ 4,915,421	$ 3,260,394	$ 6,448,981	$ 3,470,721 (46.2%)
STAFF YEARS	531.25	720.25	761.25	720.25	852.75

PROGRAM DESCRIPTION:

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, and to provide in-home supervision and out-of-home placement services to children needing protection. Senate Bill 243 requires that the Department provide a range of services to children who are physically or sexually abused, neglected or exploited, or who have no permanent homes or families to care for and support them.

PROGRAM DESCRIPTION: (continued)

Emergency Response Services provides four distinct services. First, it 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. Second, it provides investigations and assessment of referrals on children who are in protective custody or who may require services of the Juvenile Court to ensure their safety. Third, it receives and investigates reports of child abuse and neglect from sources in the community. Social work staff assess the need for child protective services and determine the level of intervention necessary. Crisis intervention and brief protective services may be provided for up to thirty days to resolve identified protective issues. Fourth, it provides social work services to the children admitted to emergency shelter care. Social work staff assess the need for child protective services and determine the level of intervention necessary.

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.

Family Services combines three programs into one organizational unit. Family Maintenance Services are provided to protect children who remain in their own homes or who are returned to their own homes from out-of-home care. This service seeks to stabilize the family and to improve and monitor home conditions so that the child is no longer endangered. Family Reunification Services are provided when it is necessary to protect a child by removing the child from his/her own home and arranging a placement in a safe setting such as a foster home. This service is intended to effect the earliest possible safe return of the child to his/her own home by eliminating or modifying the home conditions which necessitated the child's removal. Permanent Placement includes adoptions, guardianship and long-term foster care. Children are assessed for Permanent Placement only when continued work toward returning children to their own homes is not appropriate. Adoptions services are provided in cases where it is appropriate for the child's future welfare to become legally free from the natural parents.

Residential Support Services includes supervision of children in residential treatment in private homes/institutions and foster family agencies. Program development and monitoring of these residential programs is also provided. A small staff component provides a careful match of newly adjudicated dependent children with available foster home beds. Also transportation and supervision of visits between parents and children is provided when necessary by Social Service Aids.

Licensing includes Foster Care licensing, Family Day Care licensing, and Child Development Services. Licensing activities include evaluation and monitoring of homes, issuance of licenses, investigation of community complaints, and foster home development. Child care in support of protective services is provided through a contract with the State Department of Education. Respite child care provides a day care resource for risk intervention and prevention of child abuse and neglect.

PROGRAM: CHILDRENS SERVICES DEPARTMENT: SOCIAL SERVICES

SUPPORTING DOCUMENTATION

1987-88 ACTUAL:

The FY 87-88 actual salaries and benefits staff years are higher than the budget as a result of mid-year additions primarily in additional Child Welfare Services funding. Services and Supplies actuals were less than budgeted due to delays in opening the Escondido Service Center. Support and Care and Contracts actuals were less than budgeted due to less than anticipated expenditures in maturity care and Department of Education child care contracts.

1988-89 OBJECTIVES:

1. To limit the average stay in Hillcrest Receiving Home to 3 days.

2. To complete services within 24 hours to 50% of the children referred to the Emergency Response Services, Immediate Response Unit.

3. To complete services within 30 days to 75% of the children referred for Initial Services.

4. To have the juvenile court sustain at least 90% of the petitions filed by the Department of Social Services.

5. To terminate services due to achievement of objectives for 3% of cases receiving Family Maintenance/Reunification and Residential Support Services each month.

6. To make 6.5 adoption placements per adoption worker per year.

7. To investigate all complaints each month regarding licensing violations in foster home and day care facilities. Complaints average 75 per month.

8. To expand foster home placement capacity by 10%.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

This program includes an increase of 64 staff years.

This budget required changes in service delivery modes because there are insufficient staff to maintain current service levels. Alternative service delivery modes will be explored but it is clear that we will be unable to investigate all child abuse reports and some children will remain in dangerous situations as a result.

PROGRAM: CHILDRENS SERVICES DEPARTMENT: SOCIAL SERVICES

SUB-PROGRAM ACTIVITIES

The activities of this program are summarized as follows:

1. Emergency Response Services (343.00 staff years; expenditures of $12,276,756; offset by revenue of $11,057,441; for a net County cost of $1,219,315). This activity includes Initial Services, Hillcrest Initial Services, Court Intervention, and Emergency Services and is:

   - Mandated/the service level is mandated.
   - Offset 90% by revenue.
   - Increased 43.00 SY as a result of the mid-year increases already noted.
   - Increased 27.00 SY: 2.00 SY Senior Social Work Supervisors to maintain the supervisory ratio; 2.00 SY Social Workers V for caseload growth; 14.00 SY Social Workers IV for workload increased on the Child Abuse Hotline; 1.00 SY Legal Procedures Clerk I to support increased workload; 6.00 SY Intermediate Clerk Typists to support increased workload associated with mandated services; 1.00 SY Social Service Administrator III to provide administrative direction to increased staff and 1.00 SY Administrative Secretary I to support this administrative position.
   - Projected to serve 5,727 children monthly. Of this amount, it is estimated that 420 referrals per month will be unserved due to funding restraints. Also there will be a decrease in the number of contacts with clients who receive services during initial assessment.

2. Hillcrest/Emergency Shelter Care (44.50 staff years; expenditures of $1,606,423; offset by revenue of $1,453,508; for a net County cost of $152,915). This activity is:

   - Mandated by the State, service levels are determined by State law and regulations.
   - Offset 90% by revenue.
   - Increased .50 staff years mid-year Intermediate Clerk to prepare admittance documentation.
   - Projected to admit a total of 485 children each month to Hillcrest Receiving Home.

3. Family Services (341.75 staff years; expenditures of $12,961,985; offset by revenue of $11,334,524; for a net County cost of $1,627,461). This activity, including Family Maintenance and Reunification and Adoptions/Permanent Placement is:

   - Mandated by the State for Family Maintenance and Reunification; service levels are determined by State law and regulations.
   - Operating under a contract with the State for Adoption activities. The contract as well as State law and regulations determine the level of service provided.

SUB-PROGRAM ACTIVITIES: (3. continued)

- Mandated by the State for Permanent Placement activities; service levels are determined by State law and regulations.
- Offset 87% by revenue for Family Services.
- Increased 24.00 SY as a result of the mid-year increase already noted.
- Increased 18.00 SY in Family Maintenance & Reunification: 1.00 SY Senior Social Work Supervisor; 1.00 SY Social Worker V; 7.00 SY Social Workers IV; 1.00 SY Supervising Clerk; and 6.00 SY Intermediate Clerks to support an increase in workload and to strengthen services to client; 1.00 SY Social Services Administrator II to supervise 7.00 Program Specialists and 1.00 SY Administrative Secretary I to support this administrative position.
- Increased 19.00 SY in Adoptions: 2.00 SY Senior Social Work Supervisors; 2.00 SY Social Workers V; 10.00 SY Social Workers IV; 1.00 SY Supervising Clerk; 1.00 SY Senior Clerk; 2.00 SY Intermediate Clerks; and 1.00 SY Legal Procedures Clerk II to support an increase in workload.
- Projected to serve 6,937 children per month. Of this amount, an estimated 743 will go unserved due to funding constraints.
- Projected to receive 160 adoptive applicant requests monthly.
- Affected by funding constraints; consequently, children 12 years and older will not receive routine protective services.

4. Residential Support Services (81.50 staff years; expenditures of $2,942,100; offset by revenue of $2,622,381; for a net County cost of $319,719). This activity is:

- Mandated by the State, service levels are determined by State law and regulations.
- Offset 89% by revenue.
- Providing case management services to children in out-of-home care.
- Providing transportation to protective service clients and evaluates group homes providing residential care to children.
- Increased 1.00 SY as a result of the mid-year increases already noted.
- Has service levels remain at the FY 87-88 level.

PROGRAM: CHILDRENS SERVICES DEPARTMENT: SOCIAL SERVICES

SUB-PROGRAM ACTIVITIES: (continued)

5. Licensing (42.00 staff years; expenditures of $1,481,528; offset by revenue of $1,435,549; for a net County cost of $45,979). This activity is:

   - o Discretionary/service levels are mandated by the revenue contract with the State.
   - o Offset 98% by revenue.
   - o Projecting a workload of 1,020 monthly licensing actions.

6. Department of Education Child Care Contract (0.00 staff years; expenditures of $803,369; offset by revenue of $698,037; for a net County cost of $105,332). This activity is:

   - o Discretionary/service levels are mandated by the revenue contract with the State.
   - o 100% offset by revenue after an initial County cost expenditure of $105,332.
   - o Estimating to provide 500,000 hours of child care to eligible families.

PROGRAM REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Child Welfare Services ($ match required)	$ 16,998,259	$ 13,818,869	$ 20,583,330	$ 6,764,461
Emergency Assistance (25% of cost exceeding allocation)	2,787,427	2,811,177	2,914,282	103,105
Refugee Unaccompanied Minor (100% of cost)	103,984	157,599	109,842	(47,757)
Refugee Social Services (100% of cost)	68,500	128,378	122,046	(6,332)
Foster Care Licensing Contract (100% of cost)	687,317	589,029	727,896	138,867
Day Care Licensing Contract (100% of cost)	630,795	728,227	658,313	(69,914)
Adoptions Contract (100% of cost)	1,871,552	1,642,090	2,550,040	888,736
Department of Education Child Care ($ Maintenance of effort required)	714,116	668,860	698,037	29,177
Child Abuse Prevention Foundation (100% of cost)	0	84,413	0	(84,413)
Independent Living Skills Contract (100% of cost)	0	0	171,193	171,193
Adoption Fees (100% of cost)	18,917	19,214	24,410	24,410
Packard Grant (100% of cost)	0	0	42,051	42,051
TOTAL	$ 23,880,867	$ 20,647,856	$ 28,601,440	$ 7,953,584

PROGRAM: CHILDRENS SERVICES DEPARTMENT: SOCIAL SERVICES

PROGRAM REVENUE BY SOURCE:

EXPLANATION/COMMENTS:

1987-88 actual is higher than budget due to additional unanticipated Child Welfare Services revenue being added during mid-year.

The 1988-89 adopted Child Welfare Services revenue reflects a increase in funding, consistent with the State allocation formula revisions which base funding entirely upon County reported workloads.

Child Welfare Services and Emergency Assistance revenues require a SB 14 dollar amount County match. Federal Emergency Assistance funds require a 25% County match when the amount contained in the State allocation letter is exceeded.

Department of Education Contract requires an initial County maintenance of effort expenditure of $105,332.

The revenue match for Child Welfare Services and Emergency Assistance was less than 1987-88 budget.

The net County cost reduction resulted from effects begun in FY 1986-87 to fully recover Child Welfare Services revenue in the fiscal year in which it was earned. This effect was first successful in November of 1987 and that success carried over into FY 1987-88.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Child Welfare Services ($ match required)	$ 2,733,646	$ 4,644,049	$ 3,009,374	$(1,634,675)
Emergency Assistance (25 % of costs exceeds allocation)	421,416	937,059	356,015	(581,044)
Dept. of Education Contract (Maintenance of Effort)	105,332	105,332	105,332	0
Sub total:	$ 3,260,394	$ 5,686,440	$ 3,470,721	$(2,215,719)
Unfunded CWS Support	0	0	0	0
Unfunded Salary Increases	0	762,541	0	(762,541)
TOTAL:	$ 3,260,394	$ 6,448,981	$ 3,470,721	$(2,978,260)

PROGRAM REVENUE BY SOURCE: (continued)

Fixed Assets:

Only the fixed assets approved by Change Letters are included in this program. The rest of the fixed assets approved in the adopted budget are listed in the Management Services program.

The following fixed assets were approved by the Board in Change Letters:

Item	Quantity	Total Cost
Desks	6	$ 3,360
Typewriter, electric	2	1,200
VCR	1	700
PC w/Printer	1	2,667
Printer	5	7,500
Facsimile Transceiver	1	7,500
	16	$ 22,927

Vehicles:

The following fixed assets were approved by the Board in Change Letters:

Item	Quantity	Total Cost
Automobiles	10	$100,000
	10	$100,000

PERFORMANCE INDICATORS

PROGRAM: CHILDRENS SERVICES

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload (monthly)					
Children admitted to Hillcrest Receiving Home	379	430	454	510	485
Number of children served by Emergency Response workers	2,584	3,208	4,513	3,027	5,727
Adoptive applicant requests	123	108.6	143	123	160
Foster/day care license actions	672	788	917	767	1,020
Children receiving Family Maintenance/ Reunification or Permanent Placement Services	4,669	5,107	5,903	5,689	6,937
Efficiency					
Children per emergency response worker	18.5	18.5	23	16.8	23.8
Children supervised per continuing services social worker	39.9	32.5	34	32.6	32.6
Adoptive applicants served per adoption social worker	36	36.1	35.4	36	36
License actions per social worker	29	33	39.8	32	43
Effectiveness					
Average length of stay in Hillcrest Receiving Home	2.1 days	2.1 days	1.9 days	3.0 days	2.5 days
Percent of children directed to Emerg. Shelter Care Unit	61%	72%	59%	65%	70%
Percent of petitions sustained by the Juvenile Court	91%	96%	95%	90%	90%
Percent of referrals served and closed by Initial Services staff within 30 days.	82%	70%	68%	75%	75%
Percent of referrals served and closed by Emergency Response staff within 24 hours.	51%	44%	48%	50%	45%
Children placed in adoptive homes (monthly)	18.2	19.6	25.7	18	26
Number of children maintained in their own homes with supervision (monthly)	1,600	1,558	1,979	1,600	243
Number of cases closed due to successful achievement of goals (monthly)	209	215	396	220	467
Number of applicants provided with licensing orientation (monthly)	240	302	345	296	359

PROGRAM: CHILDRENS SERVICES DEPARTMENT: SOCIAL SERVICES

Discussion:

The actual number of children admitted monthly to Hillcrest Receiving Home has increased 5.6% compared to the prior year.

The actual number of children served monthly by Emergency Response workers has increased 40.7% compared to the prior year, and is 49% higher than budgeted.

The actual workload in Licensing, and Family Maintenance/Reunification and Permanent Placement has increased, by 16.4% and 15.6% respectively, compared to the prior year.

The monthly workload for Emergency Response is 5,727 children. With adopted budget staffing, only 5,307 of these children can receive services and cases per worker is based on this reduced workload.

The monthly workload for Family Services is 6,937 children. With adopted budget staffing, only 6,194 children can be served and cases per worker is based on this reduced workload.

STAFFING SCHEDULE

PROGRAM: CHILDRENS SERVICES

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
3972	Emergency Response Services						
5296	Soc Svcs Admin IV	1	1.00	2	2.00	$ 45,429	$ 93,235
5289	Soc Svcs Admin III	3	3.00	4	4.00	123,591	169,369
5288	Soc Svcs Admin II	0	0.00	1	1.00	0	37,613
5263	Sr Soc Work Supv	23	23.00	27	27.00	806,339	974,650
5261	Social Worker V	23	23.00	29	29.00	719,401	944,722
5244	Program Specialist	4	4.00	5	5.00	129,800	171,602
5270	Soc Work Supv	1	1.00	1	1.00	32,067	32,910
5266	Social Worker IV	93	93.00	129	129.00	2,565,541	3,581,042
5260	Social Worker III	64	64.00	65	65.00	1,822,446	1,844,155
2725	Principal Clerk	0	0.00	1	1.00	0	23,492
2745	Supv Clerk	2	2.00	2	2.00	42,269	47,526
2757	Admin Sec II	1	1.00	2	2.00	20,673	42,140
2756	Admin Sec I	3	3.00	5	5.00	46,083	79,159
2730	Senior Clerk	7	7.00	8	8.00	122,662	149,612
2903	Legal Proc Clerk I	2	2.00	3	3.00	31,360	50,876
3039	Mail Clerk Driver	3	3.00	3	3.00	46,083	45,291
2714	Intermediate Transcriber Typist	2	2.00	3	3.00	30,722	46,847
2700	Intermediate Clerk Typist	41	41.00	53	53.00	629,798	847,092
	Sub-Total	273	273.00	343	343.00	$ 7,214,264	$ 9,181,333
3946	Hillcrest/Emergency Shelter Care						
5289	Soc Svcs Admin III	1	1.00	1	1.00	$ 41,197	$ 43,099
5244	Program Specialist	1	1.00	1	1.00	33,304	34,459
5270	Social Work Supv	6	6.00	6	6.00	187,032	193,428
5261	Social Worker V	1	1.00	1	1.00	27,791	33,802
5266	Social Worker IV	3	3.00	3	3.00	82,196	90,656
5260	Social Worker III	4	4.00	4	4.00	112,336	116,107
5089	Senior Child Care Wkr	3	3.00	3	3.00	47,394	52,004
5072	Child Care Wkr	10	10.00	10	10.00	168,124	178,259
4407	Recreational Therapist	1	1.00	1	1.00	19,297	22,666
2756	Admin Sec I	1	1.00	1	1.00	16,720	15,618
2730	Senior Clerk	1	1.00	1	1.00	19,746	20,462
2700	Intermediate Clerk	6	6.00	7	6.50	100,320	111,483
9999	Temp & Seasonal	6	6.00	6	6.00	71,635	71,635
	Sub-Total	44	44.00	45	44.50	$ 927,092	$ 983,678

STAFFING SCHEDULE

PROGRAM: CHILDRENS SERVICES (continued page 2) DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
3986	Family Services (formerly Family Maintenance/Reunification and Permanent Placement/Adoptions)						
5296	Soc Svcs Admin IV	1	1.00	1	1.00	$ 45,429	$ 47,526
5289	Soc Svcs Admin III	3	3.00	4	4.00	110,722	169,369
5288	Soc Svcs Admin II	0	0.00	2	2.00	0	75,226
5263	Sr Soc Work Supv	23	23.00	29	29.00	814,962	1,017,083
5244	Program Specialist	3	3.00	3	3.00	96,116	103,937
5087	Sr Clinical Psych	1	1.00	1	1.00	40,547	41,593
5261	Social Worker V	26	26.00	30	30.00	814,020	977,135
5266	Social Worker IV	131	130.75	157	156.75	3,625,302	4,436,095
5260	Social Worker III	38	38.00	38	38.00	1,065,510	1,097,129
2757	Admin Sec II	1	1.00	1	1.00	18,355	20,162
2756	Admin Sec I	2	2.00	4	4.00	30,676	63,705
2745	Supervising Clerk	1	1.00	3	3.00	19,340	62,413
2725	Principal Clerk	1	1.00	1	1.00	25,806	26,917
2730	Senior Clerk	5	5.00	7	7.00	88,936	132,673
2650	Stock Clerk	2	2.00	2	2.00	27,942	29,980
4911	Soc Svcs Aid II	0	0.00	1	.5	0	7,796
2906	Legal Procedures Clerk III	1	1.00	1	1.00	17,787	17,858
2907	Legal Proc Clerk II	1	1.00	2	2.00	17,693	36,035
2903	Legal Proc Clerk I	7	7.00	7	7.00	112,840	124,048
2760	Stenographer	1	1.00	1	1.00	18,844	19,524
2714	Intermediate Transcriber Typist	5	5.00	5	5.00	76,690	72,443
2700	Intermediate Clerk Typist	28	28.00	43	42.5	429,470	674,337
	Sub-Total	281	280.75	343	341.75	$ 7,496,987	$ 9,252,984

STAFFING SCHEDULE

PROGRAM: CHILDRENS SERVICES (continued page 3) DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	STAFF - YEARS 1987-88 Budget SY	STAFF - YEARS 1988-89 Adopted Positions	STAFF - YEARS 1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	SALARY AND BENEFITS COST 1988-89 Adopted
3985	Residential Support Services						
5296	Soc Svcs Admin IV	1	1.00	1	1.00	$ 45,429	$ 47,526
5288	Soc Svcs Admin II	1	1.00	1	1.00	37,367	39,106
5270	Social Work Supervisor	5	5.00	5	5.00	140,140	164,550
5261	Social Worker V	2	2.00	3	3.00	65,890	97,098
5244	Program Specialist	2	2.00	2	2.00	67,174	70,866
5266	Social Worker IV	8	8.00	8	8.00	235,939	233,414
5260	Social Worker III	16	16.00	16	16.00	467,616	466,413
2757	Admin Sec II	1	1.00	1	1.00	21,761	19,672
2756	Admin Sec I	1	1.00	1	1.00	15,167	14,321
2730	Senior Clerk	2	2.00	2	2.00	36,116	40,475
2650	Stock Clerk	1	1.00	1	1.00	14,478	15,076
2700	Intermediate Clerk Typist	17	16.50	17	16.50	250,264	259,115
4911	Soc Svcs Aid II	24	24.00	24	24.00	411,993	423,315
	Sub-Total	81	80.50	82	81.50	$ 1,809,334	$ 1,890,947
3989	Licensing						
5288	Soc Svcs Admin II	1	1.00	1	1.00	$ 37,367	$ 39,106
5270	Soc Work Supv	4	4.00	4	4.00	123,256	127,444
5260	Social Worker III	25	25.00	25	25.00	719,864	725,858
5221	Eligibility Technician	1	1.00	1	1.00	16,905	21,796
2576	Admin Sec I	1	1.00	1	1.00	15,384	15,155
2730	Senior Clerk	1	1.00	1	1.00	19,746	20,462
2700	Intermediate Clerk Typist	9	9.00	9	9.00	138,455	153,146
	Sub-Total	42	42.00	42	42.00	$ 1,070,977	$ 1,102,967
	TOTAL	721	720.25	855	852.75	$ 18,518,654	$ 22,411,909
	ADJUSTMENTS:						
	County Contribution/Benefits					$ 4,722,405	$ 4,930,711
	Salary Settlement Costs					762,541	0
	Bilingual Compensation					49,250	49,250
	Overtime					180,910	180,910
	Worker's Comp and UIB					247,381	329,436
	Salary Savings					(471,120)	(559,360)
	TOTAL ADJUSTMENTS:					$ 5,491,367	$ 4,930,947
PROGRAM	TOTALS:	721	720.25	855	852.75	$ 24,010,021	$ 27,342,856

PROGRAM: COMMUNITY ACTION PARTNERSHIP # 27017 MANAGER: G. Tate

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B214

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 463,901	$ 469,941	$ 500,049	$ 513,896	$ 504,390
Services & Supplies	41,268	20,821	16,355	53,309	53,309
Contracts	6,385,375	5,621,573	5,763,611	5,817,351	5,937,018
Fixed Assets	0	0	45,043	8,800	4,713
TOTAL DIRECT COSTS	$ 6,890,544	$ 6,112,335	$ 6,325,058	$ 6,393,356	$ 6,499,430 1.7%
FUNDING	(5,988,058)	(4,842,963)	(4,641,112)	(4,926,107)	(5,048,434) 2.5%
NET COUNTY COST	$ 902,486	$ 1,269,372	$ 1,683,946	$ 1,467,249	$ 1,450,996 (1%)
STAFF YEARS	12.00	11.00	10.50	12.00	12.00

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: services to the poor, juvenile diversion, domestic violence prevention, child abuse prevention and correction, emergency assistance, residential care for ex-offenders and ex-offender services.

PROGRAM: COMMUNITY ACTION PARTNERSHIP DEPARTMENT: SOCIAL SERVICES

SUPPORTING DOCUMENTATION

1987-88 ACTUAL:

The budgeted net County cost was exceeded as a result of an accounting error which received revenue in FY 86-87 and posted the expenditure in FY 87-88. This transaction provided excess revenue in one year and required County replacement funds the next year. There was no actual increase in net County cost as a result of this transaction.

1988-89 OBJECTIVES:

1. To develop a Local Plan for the 1989 Community Services Block Grant Program.

2. To administer 58 contracts for a variety of community social services.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

This program continues as authorized in FY 87-88. 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 $557,697; offset by revenues of $557,697 for no net County cost.) Includes all program staff and administrative activities. This program is:

   - Mandated by Federal law/San Diego County has discretion on how this program administration is provided.

   - Offset 100% by revenue up to the limits imposed by the Community Services Block Grant.

   - Able to administer 58 contract projects that will serve 5,000 clients monthly.

   - The fixed assets consists of one personal computer system to be used in contractor monitoring activities.

2. Contract Services (No staff, expenditures of $5,990,327 offset by revenue of $4,539,331 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

REVENUE BY SOURCE:

The Community Action Partnership program will administer funds from eight different sources in FY 88-89.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Community Services Block Grant	$ 1,668,147	$ 1,787,466	$ 1,770,226	$ (17,240)
Assembly Bill 90	1,723,453	1,854,173	1,894,173	40,000
Assembly Bill 1733	473,178	573,652	538,477	(35,175)
Senate Bill 1246	356,495	395,816	395,816	0
City of San Diego	30,608	75,000	75,000	0
Fed. Homeless Grant	112,806	0	65,845	65,845
Assembly Bill 2994	276,425	240,000	305,000	65,000
Challenge Grant	0	0	3,897	3,897
TOTAL	$ 4,641,112	$ 4,926,107	$ 5,048,434	$ 122,327

EXPLANATION/COMMENTS: Actual revenue is less than budgeted due to a transfer from a Trust Fund to revenue accounts not being completed prior to the close of the fiscal year. Offsetting revenue will be reflected in the FY 88-89 actuals.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
**Board Directed General Fund Contracts	$ 1,450,996	$ 1,450,996	$ 1,450,996	$ 0
Prior Year Expenditures	232,950	0	0	0
Unfunded Salary Settlement Costs	0	16,253	0	(16,253)
TOTAL:	$ 1,683,946	$ 1,467,249	$ 1,450,996	$ (16,253)

** Replaces Revenue Sharing Expenditures

PERFORMANCE INDICATORS

PROGRAM: COMMUNITY ACTION PARTNERSHIP DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Budget	1987-88 Actual	1988-89 Adopted
Workload (monthly)					
Projects supervised	47	51	50	61	58
Efficiency					
Projects supervised per contract specialist	24:1	25:1	25:1	30:1	29:1
Effectiveness					
Number of clients served by contract services (monthly)	6,861	4,788	4,571	5,028	5,000

STAFFING SCHEDULE

PROGRAM: COMMUNITY ACTION PARTNERSHIP

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2292	Deputy Director, CAP	1	1.00	1	1.00	$ 45,429	$ 47,775
2413	Analyst III	2	2.00	2	2.00	74,734	78,212
2412	Analyst II	2	2.00	2	2.00	67,740	70,866
2411	Analyst I	1	1.00	1	1.00	28,555	29,858
2505	Senior Accountant	1	1.00	1	1.00	36,795	38,901
2425	Assoc Accountant	1	1.00	1	1.00	30,328	32,050
2403	Accounting Tech	1	1.00	1	1.00	21,267	20,071
2758	Admin Secretary III	1	1.00	1	1.00	24,645	26,056
2730	Senior Clerk	1	1.00	1	1.00	19,746	20,462
2760	Stenographer	1	1.00	1	1.00	16,441	17,033
	Sub-Total	12	12.00	12	12.00	$ 365,680	$ 381,284
	ADJUSTMENTS:						
	County Contribution/Benefits					$ 136,452	$ 129,122
	Salary Settlement Costs					16,253	0
	Bilingual Compensation					1,680	1,680
	Worker's Comp and UIB					3,987	4,039
	Salary Savings					(10,156)	(11,735)
	TOTAL ADJUSTMENTS:					$ 148,216	$ 123,106
PROGRAM TOTALS:		12	12.00	12	12.00	$ 513,896	$ 504,390

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN # 24001 MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B220

Authority: This program was developed to carry out the Social Security Act (Title 42 U.S. Code Sections 605 and 607, 45 Code of Federal Regulations 200-299, Welfare and Institutions Code (Sections 11000, 11200-11270), 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 14,571,098	$ 16,066,737	$ 17,060,796	$ 17,546,456	$ 17,408,312
Services & Supplies	1,462,376	1,383,307	1,521,084	1,872,828	2,315,317
Support & Care	221,991,551	244,631,334	274,821,574	264,511,235	308,443,558
TOTAL DIRECT COSTS	$238,025,025	$262,081,378	$293,403,454	$283,930,519	$328,167,187 15.6%
FUNDING	(222,006,914)	(244,350,585)	(273,706,740)	(264,501,826)	(306,345,805) 15.8%
NET COUNTY COST	$ 16,018,111	$ 17,730,793	$ 19,696,714	$ 19,428,693	$ 21,821,382 12.3%
STAFF YEARS	587.25	640.75	649.75	665.75	673.75

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 Countywide basis providing services at seven district offices.

SUPPORTING DOCUMENTATION

1987-88 ACTUAL:

The FY 87-88 actual Support and Care expenditure exceeded the budgeted amount by 3.88% due to more cases than anticipated and an increase in the per case costs as a result of the implementation of the AFDC Homeless Special Need Program in February 1988. The AFDC Homeless program provides for temporary housing and permanent housing assistance for homeless families with children who are eligible for AFDC benefits.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN DEPARTMENT: SOCIAL SERVICES

1988-89 OBJECTIVES:

1. To issue benefits to 100% of clients in immediate need within one work day.

2. To operate the program with an eligibility dollar accuracy rate of at least 97%.

3. To make 80% of the eligibility determinations within 20 days of application.

1988-89 ADOPTED BUDGET:

Aid to Families with Dependent Children (673.75 staff years; expenditures of $328,167,187; offset by revenue of $306,345,805; for a net County cost of $21,821,382). This program is:

o Increased 8.00 staff years as follows:

  - Decreased .25 SY Eligibility Supervisors, the net result of a .75 SY increase to supervise Eligibility Technicians needed for increasing caseloads, and a decrease of 1.00 SY resulting from a Department of Human Resources reclassification of one position to Program Assistant.

  - Increased 1.00 SY Program Assistant due to the aforementioned reclassification.

  - Increased 3.50 SY Eligibility Technicians for workload increases.

  - Increased 3.75 SY to support the new Ninth District Office, (.25 SY Social Service Administrator II, .25 SY Administrative Secretary I, .25 SY Stock Clerk, .25 Supervising Clerk, and 2.75 SY Intermediate Clerk).

o Increased a total of $43,932,323 in support and care costs to fund projected caseload growth and the State mandated cost-of-living adjustment of 4.7%.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN DEPARTMENT: SOCIAL SERVICES

REVENUES BY SOURCE:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
State AFDC Administrative Reimbursement (25% of cost)	$ 4,645,470	$ 4,717,347	$ 4,930,907	$ 213,560
Federal AFDC Administrative Reimbursement (50% of cost)	9,290,940	9,712,171	9,861,815	149,644
State AFDC Aid Payments Reimbursement (44.66% of cost)	124,998,004	118,225,857	137,752,988	19,527,131
Federal AFDC Aid Payments Reimbursement (49.86% of cost)	134,772,326	131,846,451	153,800,095	21,953,644
TOTAL	$273,706,740	$264,501,826	$306,345,805	$ 41,843,979

EXPLANATION/COMMENTS: Reimbursement is based upon actual cost. The increased aid payment and administrative costs included in this program resulted in increases in the offsetting State and Federal revenue. Administrative Revenues require a 25% County cost match. Support and Care payments require a County contribution of 5.48%.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Administrative cost match (25% of cost)	$ 4,645,470	$ 4,712,290	$ 4,930,907	$ 218,617
Aid payment match (5.48% of cost)	15,051,244	14,438,927	16,890,475	2,451,548
Unfunded Salary Settlement Costs	0	277,476	0	(277,476)
TOTAL:	$ 19,696,714	$ 19,428,693	$ 21,821,382	$ 2,392,689

PERFORMANCE INDICATORS

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
Preapplication (monthly)	3,443	3,758	3,772	4,110	3,484
Eligibility determination (monthly)	2,888	2,895	2,856	3,393	2,851
Cases supervised (monthly)	33,796	36,080	39,275	38,301	40,191
Efficiency					
Cases per Eligibility Technician	99.2	94.8	99.0	101.9	102.7
Effectiveness					
Percentage of eligibility determinations made within 20 days of application.	96%(1)	68%	72.0%	80%	80%
Percentage of immediate need determinations made within 1 day of application	N/A	85%	78.8%	100%	100%
Percentage of benefits paid with no dollar errors	N/A	97%	92.0%	97%	97%

Discussion:

The FY 87-88 actual workload increased 7% over 1986-87 actuals. The number of cases supervised increased significantly while preapplications and eligibility determinations remained constant. The actual cases per Eligibility Technician is lower than budget due to high staff turnover. New Eligibility Technicians are not assigned full caseloads until they have been on the job for six months. This lower caseload results in lower average monthly cases per Eligibility Technician.

(1) Percentages shown reflect calculations of effectiveness based upon eligibility determinations made within 45 days. This indicator has been changed to 20 days, effective 1986-87.

STAFFING SCHEDULE

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
5296	Soc Svcs Admin IV	.75	.75	.75	.75	$ 34,072	$ 35,645
5289	Soc Svcs Admin III	4.75	4.75	4.75	4.75	194,163	204,720
5288	Soc Svcs Admin II	5.00	5.00	5.25	5.25	184,242	202,194
5287	Soc Svcs Admin I	.50	.50	.50	.50	8,540	18,536
5248	Program Assistant	4.50	4.50	5.50	5.50	143,649	184,043
5222	Eligibility Supv	62.75	62.75	62.50	62.50	1,504,811	1,576,502
2745	Supervising Clerk	4.50	4.50	4.75	4.75	100,747	111,077
5221	Eligibility Technician	486.25	449.50	489.75	453.00	8,972,778	9,380,448
2757	Admin Secretary II	1.00	1.00	1.00	1.00	20,386	22,550
2730	Senior Clerk	13.50	13.50	13.50	13.50	248,222	258,826
2756	Admin Secretary I	3.50	3.50	3.75	3.75	60,070	68,264
2650	Stock Clerk	1.75	1.75	2.00	2.00	26,999	31,951
2700	Intermediate Clerk	102.75	101.25	106.25	104.00	1,634,724	1,718,712
4911	Social Svcs Aid II	7.00	7.00	7.00	7.00	104,154	124,137
2709	Departmental Clerk	2.00	2.00	2.00	2.00	25,873	27,560
9999	Extra Help	3.50	3.50	3.50	3.50	51,673	51,586
	Sub-Total	704.00	665.75	712.75	673.75	$13,315,103	$14,016,751
	ADJUSTMENTS:						
	County Contribution/Benefits					$ 3,640,540	$ 3,353,857
	Salary Settlement Costs					554,952	0
	Bilingual Compensation					99,424	94,215
	Overtime					95,545	88,931
	Worker's Comp and UIB					179,117	212,156
	Salary Savings					(338,225)	(357,598)
	TOTAL ADJUSTMENTS:					$ 4,231,353	$ 3,391,561
PROGRAM TOTALS:		704.00	665.75	712.75	673.75	$ 17,546,456	$17,408,312

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE # 24002 MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B226

Authority: This program was developed to carry out the Social Security Act (Title 42 U.S. Code Sections 601-608), 45 Code of Federal Regulations 200-299, Welfare and Institutions Code (Sections 11000, 11400-11492, 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 793,998	$ 908,965	$ 1,072,741	$ 1,153,504	$ 1,189,807
Services & Supplies	77,118	75,107	110,394	135,922	163,916
Support & Care	26,430,694	35,540,435	43,107,939	44,280,885	47,219,921
TOTAL DIRECT COSTS	$ 27,301,810	$ 36,524,507	$ 44,291,074	$ 45,570,311	$ 48,573,644
					6.6%
FUNDING	(25,326,937)	(33,343,022)	(40,544,232)	(41,929,785)	(44,635,101)
					6.5%
NET COUNTY COST	$ 1,974,873	$ 3,181,485	$ 3,746,842	$ 3,640,526	$ 3,938,543
					8.2%
STAFF YEARS	32.00	36.25	41.00	43.50	45.75

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 staff is centralized at the Kearny Mesa District Office.

SUPPORTING DOCUMENTATION

1987-88 ACTUAL:

The FY 87-88 actual support and care expenditure was lower than budget due to fewer placements in group homes and institutions than anticipated. Group home placements have a significantly higher per case cost than other cases and therefore, disproportionately impacts expenditures. The total number of cases served in this program exceeded budget overall.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE DEPARTMENT: SOCIAL SERVICES

1988-89 OBJECTIVES:

1. To make 100% of eligibility determinations within one day of the receipt of the foster care referral.

2. To continue to establish eligibility for Federal funding in 50% of the AFDC-FC cases.

1988-89 ADOPTED BUDGET:

AFDC Foster Care (45.75 staff years; expenditures of $48,573,644; offset by revenue of $44,635,101, for a net County cost of $3,938,543). This program is:

o Increased 2.25 staff years as follows:

- Increased 1.75 SY Eligibility Technicians for increased workload.

- Increased .50 SY Eligibility Supervisor to supervise the additional Eligibility Technicians needed for increased workload.

- Decreased .25 clerical SY (Intermediate Clerk).

- Increased .25 SY Intermediate Clerk to support the new 9th District Office.

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE DEPARTMENT: SOCIAL SERVICES

REVENUES BY SOURCE:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
State Administrative Reimbursement (25% of cost)	$ 295,784	$ 313,236	$ 338,431	$ 25,195
State Aid Payments Reimbursement*	31,872,977	33,298,289	35,446,785	2,148,496
Federal Administrative Reimbursement (50% of cost)	591,568	644,713	676,862	32,149
Federal Aid Payments Reimbursement*	7,225,815	7,628,547	7,753,023	124,476
Child Welfare Services (75% of cost)	506,113	0	360,000	360,000
Revenue and Recovery Collections (for Children in Court Ordered Placement)	51,975	45,000	60,000	15,000
TOTAL	$ 40,544,232	$ 41,929,785	$ 44,635,101	$ 2,705,316

EXPLANATION: *Consists of State Foster Care, Federal Foster Care and Aid to Adoptive Children. State Foster Care requires a 5% County match, Federal Foster Care requires a 2.5% County match, Aid to Adoptive Children is 100% offset with State and Federal revenue. Child Welfare Service revenue has been applied to care of court wards expenditures to reduce County costs.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Administrative cost match (25% of cost)	$ 295,784	$ 313,235	$ 338,430	$ 25,195
Aid payment match*	1,958,406	2,214,049	2,153,873	(60,176)
Child Welfare Services (25% of cost)	168,704	0	120,000	120,000
Care of Court Wards	906,665	675,000	906,240	231,240
Emergency Shelter Care	417,283	420,000	420,000	0
Unfunded Salary Settlement Costs		18,242	0	(18,242)
TOTAL:	$ 3,746,842	$ 3,640,526	$ 3,938,543	$ 298,017

PERFORMANCE INDICATORS

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
Eligibility determination (monthly)	439	431	528	481	495
Cases supervised (monthly)	3,507	4,188	4,927	4,637	5,171
Efficiency					
Cases per Eligibility Technician	193.4	172.7	170.3	176.1	173.0
Effectiveness					
Percentage of eligibility determinations made within 1 day of receipt of Foster Care referral	100%	100%	100%	100%	100%
Percentage of federally eligible children	49.4%	53%	55%	50%	50%

Discussion:

Workload increases have continued due to increasing awareness of child abuse and neglect in our County and the application of additional resources to child abuse investigations. The result of this increased activity is more children being removed from potentially harmful home situations and their placement in Foster Homes.

STAFFING SCHEDULE

PROGRAM: AID TO FAMILIES WITH DEPENDENT CHILDREN - FOSTER CARE DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
5289	Soc Svcs Admin III	.25	.25	.25	.25	$ 10,219	$ 10,775
5288	Soc Svcs Admin II	.25	.25	.25	.25	8,540	9,628
5287	Soc Svcs Admin I	.00	.00	.00	.00	0	0
5248	Program Assistant	1.00	1.00	1.00	1.00	31,922	33,462
5222	Eligibility Supv	3.75	3.75	4.25	4.25	89,929	107,202
5221	Eligibility Tech	31.00	31.00	32.75	32.75	618,812	678,167
2730	Senior Clerk	.50	.50	.50	.50	9,193	9,586
2757	Admin Secretary II	.25	.25	.25	.25	5,096	5,638
2756	Admin Secretary I	.25	.25	.25	.25	4,291	4,551
2650	Stock Clerk	1.00	1.00	1.00	1.00	15,428	15,975
2700	Intermediate Clerk	5.50	5.25	5.50	5.25	83,791	86,768
	Sub-Total	43.75	43.50	46.00	45.75	$ 877,221	$ 961,752
	ADJUSTMENTS:						
	County Contribution/Benefits					$ 238,330	$ 224,837
	Salary Settlement Costs					36,483	0
	Bilingual Compensation					6,512	7,029
	Overtime					6,051	6,634
	Worker's Comp and UIB					11,703	15,020
	Salary Savings					(22,796)	(25,465)
	TOTAL ADJUSTMENTS:					$ 276,283	$ 228,055
PROGRAM TOTALS:		43.75	43.50	46.00	45.75	$ 1,153,504	$1,189,807

PROGRAM: ELIGIBILITY REVIEW # 21004 MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B232

Authority: This program was developed to carry out the Social Security Act (Title 42, U.S. Code Sections 402-406; 7 Code of Federal Regulations (CFR) 270-283; 45 CFR 205; Civil Rights Act of 1964 (Title 42 U.S. Code, Subchapter VI); Welfare and Institutions Code, Sections 10809, 15200.4, 10950; and State Department of Social Service Eligibility and Assistance Standards (Divisions 15, 20 & 22) which mandate County administration of this program.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,965,529	$ 2,213,764	$ 2,700,228	$ 2,854,226	$ 2,908,102
Services & Supplies	159,947	153,735	209,235	257,620	280,024
TOTAL DIRECT COSTS	$ 2,125,476	$ 2,367,499	$ 2,909,463	$ 3,111,846	$ 3,188,126
					2.5%
FUNDING	(1,624,482)	(1,811,305)	(2,217,778)	(2,347,481)	(2,426,775)
					3.4%
NET COUNTY COST	$ 500,994	$ 556,194	$ 691,685	$ 764,365	$ 761,351
					(.4%)
STAFF YEARS	62.00	65.75	70.50	79.00	82.00

PROGRAM DESCRIPTION:

The volume and complexity of the public assistance eligibility determination process creates a potential for error and fraud. The Eligibility Review program exists to identify and reduce program abuse and 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

1987-88 ACTUAL:

The FY 1987-88 actual Salary and Benefit expenditure was lower than budget due to vacancies resulting from unanticipated staff turnover.

1988-89 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 $155,000 per month in misspent dollars.
3. To identify for collection through overpayment specialist activity, an average of $430,000 each month in overpayments resulting from clients' failure to report income.
4. To implement 90% of the State hearing decisions within 30 days of receipt.
5. To discover $35,000 in overpayments each month through the Asset Match Program.
6. To save, through General Relief Fraud Prevention, $21,392 per month in misspent County dollars.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The enhancement of welfare fraud investigation activities in FY 88-89 will enable expanded investigation activities as noted below.

Overall staffing will increase by 3.00 staff years.

SUB-PROGRAM ACTIVITIES:

1. Quality Control (19.00 staff years; expenditures of $591,423; offset by revenue of $446,024; for a net County cost of $145,399). This activity is:
   - o A mandated program with a discretionary service level.
   - o 75% offset by State and Federal revenue.
   - o Remains at the same staffing level as FY 87-88.
   - o .50 SY Administrative Secretary I reclassified to Group Secretary by the Department of Human Resources.

SUB-PROGRAM ACTIVITIES: (continued)

2. Welfare Investigations (42.50 staff years; expenditures of $1,739,815; offset by revenue of $1,327,978; for a net County cost of $411,837). This activity is:

   o A mandated program with a discretionary service level.

   o 75% offset by State and Federal revenue.

   o Increased a total of 3.00 staff years as follows:

      - Increased 2.00 SY Field Investigator to continue General Relief fraud prevention activities pursuant with Board of Supervisors Action 1-12-88 (091).

      - Increased 1.00 SY Field Investigator to provide bilingual (Indochinese) investigative ability to the Kearny Mesa District Office.

   o 2.00 SY Intermediate Clerk reclassified to Intermediate Transcriber Typist by the Department of Human Resources.

3. Appeals (20.50 staff years; expenditures of $856,888; offset by revenue of $652,773; for a net County cost of $204,115). This activity is:

   o A mandated program with a mandated service level.

   o 75% offset by State and Federal revenue.

   o Remains at the same staffing level as FY 87-88.

   o .50 SY Administrative Secretary I reclassified to Group Secretary by the Department of Human Resources.

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

REVENUES BY SOURCE:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
State AFDC Administrative Reimbursement (25% of cost)	$ 663,097	$ 696,729	$ 732,763	$ 36,034
State CMS Administrative Reimbursement (100% of cost)	44,065	44,065	44,065	0
Federal AFDC Administrative Reimbursement (50% of cost)	1,326,194	1,438,594	1,465,525	26,931
State Food Stamp Reimbursement (25% of cost)	28,588	22,500	28,588	6,088
Federal Food Stamp Reimbursement (50% of cost)	57,176	45,000	57,176	12,176
State Medi-Cal Administrative Reimbursement (100% of cost)	98,658	100,593	98,658	(1,935)
TOTAL	$ 2,217,778	$ 2,347,481	$ 2,426,775	$ 79,294

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
AFDC Administration (25% of cost)	$ 663,097	$ 696,729	$ 732,763	$ 36,034
Food Stamp Administration (25% of cost)	28,588	22,500	28,588	6,088
Sub total:	$ 691,685	$ 719,229	$ 761,351	$ 42,122
Unfunded Salary Increases	0	45,136	0	(45,136)
TOTAL:	$ 691,685	$ 764,365	$ 761,351	$ (3,014)

EXPLANATION/COMMENTS: AFDC and Food Stamp Administration each require a 25% County match.

PERFORMANCE INDICATORS

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload (monthly)					
State/County hearing issues	597	658	708	705	770
Investigations completed (total)	681.2	760	698	692	758
Field investigations completed	48.3	56.25	60	72	90
Prevention investigations completed	601	658	601	674	632
Asset match investigations completed	32.5	46	37	40	36
Quality Control audits completed	182	160	173.4	190	192
General Relief Investigations Completed	N/A	N/A	88	N/A	176
Efficiency					
Appeal issues per staff year	606	650	607	565	660
Investigations per staff year	416.5	450	301	395	357
Field investigations per staff year	76	93	90	108	108
Prevention investigations per staff year	874	877	722	773	722
Asset match investigations per staff year	111	137	112	120	144
Quality Control audits per staff year	182	164.1	174.9	193	192
General Relief Investigations	N/A	N/A	N/A	N/A	1056
Effectiveness					
Percentage of Appeal issues resolved without hearing	64.9%	66.2%	83%	65%	75%
Dollars saved due to Fraud Prevention Program (monthly)	$157,059	$174,395	$155,493	$150,000	$155,000
Overpaid dollars identified for collection by overpayment specialist activity (monthly)	$410,174	$434,864	$489,030	$420,000	$430,000
Percentage of State hearing decisions implemented within 30 days of receipt	87.4%	77.2%	87%	90%	90%
Overpayments discovered by asset match (monthly)	$48,867	$73,349	$38,732	$50,000	$35,000
Dollars saved due to GR Fraud Prevention (monthly)	N/A	N/A	$10,696	N/A	$21,392

PROGRAM: ELIGIBILITY REVIEW DEPARTMENT: SOCIAL SERVICES

Discussion:

Appeals: The 1987-88 workload increased significantly due to implementation of the new Turner court requirements. Continued increases are anticipated in FY 88-89 as the result of implementation of new appeals processes for the Greater Avenues to Independence and Child Welfare Services funded programs.

Welfare Investigations: Delays in hiring lowered the overall monthly workload indicators for 1987-88, causing a decrease in efficiency. The decline in overpayments discovered by asset match is due primarily to the implementation of the Income Eligibility Verification System program, which identifies unreported assets at application, rather than through the asset match process after assistance has been provided.

The Department conducted a General Relief fraud prevention pilot project during FY 87-88. The project used the existing investigations staff. This resulted in fewer completed prevention investigations than planned.

STAFFING SCHEDULE

PROGRAM: ELIGIBILITY REVIEW

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
Quality Control							
5296	Soc Svcs Admin IV	.25	.25	.25	.25	$ 11,357	$ 11,882
5288	Soc Svcs Admin II	.50	.50	.50	.50	17,080	19,256
5287	Soc Svcs Admin I	1.00	1.00	1.00	1.00	34,160	37,071
5233	Elig Control Supv	1.00	1.00	1.00	1.00	26,085	27,016
2757	Admin Secretary II	.25	.25	.25	.25	5,097	5,638
2756	Admin Secretary I	.50	.50	.00	.00	8,582	0
2761	Group Secretary	.00	.00	.50	.50	0	8,604
5225	Elig Control Wkr	12.00	12.00	12.00	12.00	264,768	273,203
2493	Inter Account Clk	1.00	1.00	1.00	1.00	17,165	17,792
2730	Senior Clerk	.50	.50	.50	.50	9,194	9,586
2700	Intermediate Clerk	2.00	2.00	2.00	2.00	31,920	33,054
	Sub-Total	19.00	19.00	19.00	19.00	$ 425,408	$ 443,102
Welfare Investigations							
5288	Soc Svcs Admin II	1.00	1.00	1.00	1.00	$ 36,990	$ 38,513
5287	Soc Svcs Admin I	1.00	1.00	1.00	1.00	34,160	37,072
5717	Sr Field Invest	4.00	4.00	4.00	4.00	131,118	140,756
5719	Field Investigator	22.50	22.50	25.50	25.50	679,045	782,049
5221	Eligibility Technician	1.00	1.00	1.00	1.00	19,962	20,707
2730	Senior Clerk	1.00	1.00	1.00	1.00	18,387	19,173
2756	Admin Secretary I	1.00	1.00	1.00	1.00	17,163	18,204
2714	Inter Transcriber Typist	0.00	0.00	2.00	2.00	0	29,192
2700	Intermediate Clerk	8.00	8.00	6.00	6.00	127,683	99,163
	Sub-Total	39.50	39.50	42.50	42.50	$ 1,064,508	$ 1,184,829
Appeals							
5288	Soc Svcs Admin II	.50	.50	.50	.50	$ 17,080	$ 19,257
5287	Soc Svcs Admin I	2.00	2.00	2.00	2.00	68,320	74,143
5248	Program Assistant	14.00	14.00	14.00	14.00	446,908	468,474
2756	Admin Secretary I	.50	.50	.00	.00	8,581	0
2761	Group Secretary	.00	.00	.50	.50	0	8,467
2730	Senior Clerk	.50	.50	.50	.50	9,193	9,586
2700	Intermediate Clerk	3.00	3.00	3.00	3.00	47,880	49,581
	Sub-Total	20.50	20.50	20.50	20.50	$ 597,962	$ 629,508
	TOTAL	79.00	79.00	82.00	82.00	$ 2,087,878	$ 2,257,439

STAFFING SCHEDULE

PROGRAM: ELIGIBILITY REVIEW (Page 2) DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	ADJUSTMENTS:						
	County Contribution/Benefits					$ 705,020	$ 679,128
	Salary Settlement Costs					90,272	0
	Bilingual Compensation					3,671	2,687
	Overtime					2,537	2,537
	Worker's Comp and UIB					21,255	25,660
	Salary Savings					(56,407)	(59,349)
	TOTAL ADJUSTMENTS:					$ 766,348	$ 650,663
PROGRAM TOTALS:		79.00	79.00	82.00	82.00	$ 2,854,226	$ 2,908,102

PROGRAM: FOOD STAMP ADMINISTRATION # 24007 MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B240

Authority: This program carries out State and Federal laws which mandate County Administration of Food Stamps (Title 7, U.S. Code Section 2012 et seq.; 7 Code of Federal Regulations 271-283; Welfare & Institutions Code, Section 18900-18919; 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)

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,828,617	$ 2,996,450	$ 3,591,766	$ 3,035,260	$ 2,984,335
Services & Supplies	282,765	267,569	320,912	395,122	389,301
TOTAL DIRECT COSTS	$ 3,111,382	$ 3,264,019	$ 3,912,678	$ 3,430,382	$ 3,373,636 (1.7%)
FUNDING	(2,333,537)	(2,448,015)	(2,820,509)	(2,407,087)	(2,530,227) 5.1%
NET COUNTY COST	$ 777,845	$ 816,004	$ 1,092,169	$ 1,023,295	$ 843,409 (17.6%)
STAFF YEARS	114.00	119.50	136.50	114.00	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

1987-88 ACTUAL:

The FY 87-88 actual expenditure exceeded budget due to higher numbers of eligible clients than provided for in the adopted FY 87-88 budget. This increase in clients is reflective of the increased activity in the General Relief programs. Most General Relief clients are also eligible for Food Stamps.

PROGRAM: FOOD STAMP ADMINISTRATION DEPARTMENT: SOCIAL SERVICES

1988-89 OBJECTIVES:

1. To issue benefits for all clients eligible for expedited services within four days of application.

2. To make 80% of eligibility determinations within 20 days.

3. To operate the program with an eligibility accuracy rate of at least 95%.

1988-89 ADOPTED BUDGET:

Food Stamps (114.00 staff years; expenditures of $3,373,636; offset by revenues of $2,530,227, for a net County cost of $843,409). This program is:

- A mandated program with a mandated service level.
- Offset 75% by State and Federal revenue.
- Not changing in total staff years. However, the increase in cases per Eligibility Technician will result in some degradation of client services.

PROGRAM: FOOD STAMP ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

REVENUES BY SOURCE:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
State Administrative Reimbursement (25% of Cost)	$ 1,092,170	$ 833,596	$ 843,409	$ 9,813
Federal Administrative Reimbursement (50% of Cost)	1,842,339	1,573,491	1,686,818	113,327
TOTAL	$ 2,934,509	$ 2,407,087	$ 2,530,227	$ 123,140

EXPLANATION/COMMENTS: State and Federal Administrative Reimbursements are based on actual costs.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match (25% of Cost)	$ 1,092,169	$ 976,096	$ 843,409	$ (132,687)
Unfunded Salary Settlement Costs	0	47,199	0	(47,199)
TOTAL:	$ 1,092,169	$ 1,023,295	$ 843,409	$ (179,886)

PERFORMANCE INDICATORS

PROGRAM: FOOD STAMP ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
Preapplication (monthly)	2,911	3,160	3,473	3,273	3,588
Eligibility determination (monthly)	2,337	2,441	2,722	2,521	2,960
Cases supervised (monthly)	5,950	6,096	6,149	5,791	6,249
Efficiency					
Cases per Eligibility Technician	154.7	159.1	176.3	176.9	188.9
Effectiveness					
Percentage of eligibility determinations within 15 days of application *	90%	80%	92.1%	80%	80%
Percentage of expedited service determinations within 6 days of application	94.1	95%	100%	100%	100%
Percentage of benefits issued with no dollar errors	N/A	83%	89%	95%	95%

Discussion:

The number of preapplications and eligibility determinations increased due to the increase in General Relief cases. Most General Relief clients also receive Food Stamps. Program staff will be unable to achieve the projected efficiency and maintain current client service levels without the augmentation of staff contained in the Department's proposal.

* In order to increase services to clients, since FY 86-87, the program has been measuring the number of eligibility determinations made within 15 days of application. The 1985-86 Actual data reflects eligibility determinations made within 20 days of application.

STAFFING SCHEDULE

PROGRAM: FOOD STAMP ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	STAFF - YEARS 1987-88 Budget SY	STAFF - YEARS 1988-89 Adopted Positions	STAFF - YEARS 1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	SALARY AND BENEFITS COST 1988-89 Adopted
5296	Soc Svcs Admin IV	.25	.25	.25	.25	$ 11,357	$ 11,882
5289	Soc Svcs Admin III	1.25	1.25	1.25	1.25	51,095	53,874
5288	Soc Svcs Admin II	2.00	2.00	2.00	2.00	72,565	77,026
5287	Soc Svcs Admin I	.25	.25	.25	.25	8,540	9,268
5248	Program Assistant	2.25	2.25	2.25	2.25	71,825	75,290
5222	Eligibility Supv	8.25	8.25	8.25	8.25	197,844	208,098
2745	Supervising Clerk	1.00	1.00	1.00	1.00	22,388	23,385
5221	Eligibility Technician	67.75	67.75	67.75	67.75	1,352,404	1,402,926
2757	Admin Secretary II	.25	.25	.25	.25	5,096	5,638
2730	Senior Clerk	2.75	2.75	2.75	2.75	50,564	52,724
2756	Admin Secretary I	1.75	1.75	1.75	1.75	30,035	31,857
2650	Stock Clerk	1.50	1.50	1.50	1.50	23,142	23,963
2700	Intermediate Clerk	20.00	20.00	20.00	20.00	319,203	330,543
4911	Soc Svcs Aid II	8.00	4.00	8.00	4.00	69,436	70,935
9999	Extra Help	.75	.75	.75	.75	11,073	11,054
	Sub-Total	118.00	114.00	118.00	114.00	$ 2,296,567	$ 2,388,463
	ADJUSTMENTS:						
	County Contribution/Benefits					$ 640,553	$ 593,880
	Salary Settlement Costs					95,998	0
	Bilingual Compensation					16,232	14,005
	Overtime					15,224	13,220
	Worker's Comp and UIB					30,671	35,672
	Salary Savings					(59,985)	(60,905)
	TOTAL ADJUSTMENTS:					$ 738,693	$ 595,872
PROGRAM TOTALS:		118.00	114.00	118.00	114.00	$ 3,035,260	$ 2,984,335

PROGRAM: GENERAL RELIEF # 24004 MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B246

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 265 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."

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,370,887	$ 1,705,093	$ 2,247,648	$ 2,129,282	$ 2,419,798
Services & Supplies	134,241	124,396	216,937	267,103	313,260
Support & Care	4,333,335	9,482,645	11,349,314	10,623,053	16,122,017
TOTAL DIRECT COSTS	$ 5,838,463	$ 11,312,134	$ 13,813,899	$ 13,019,438	$ 18,855,075
					44.8%
FUNDING	(471,004)	(482,492)	(557,783)	(400,000)	(550,000)
					37.5%
NET COUNTY COST	$ 5,367,459	$ 10,829,642	$ 13,256,116	$ 12,619,438	$ 18,305,075
					45.1%
STAFF YEARS	55.25	68.00	85.50	82.25	93.75

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 five district offices: El Cajon, Logan Heights, Northeast, Oceanside, and South Bay.

PROGRAM: GENERAL RELIEF DEPARTMENT: SOCIAL SERVICES

SUPPORTING DOCUMENTATION

1987-88 ACTUAL:

The FY 87-88 actual expenditures exceed the budgeted amount due to higher numbers of eligible clients than anticipated in the FY 87-88 adopted budget. Caseloads have increased 16.25% over the FY 86-87 adopted budget, and 7.7% over the 1987-88 adopted budget. The higher caseloads are attributed to the increased Grant amount and efforts to assist the County's Homeless population.

1988-89 OBJECTIVES:

1. To schedule 90% of applicants for intake appointments within three working days.

2. To make 90% of the eligibility determinations within three working days.

1988-89 ADOPTED BUDGET:

General Relief (93.75 staff years; expenditures of $18,855,075; offset by revenue of $550,000; for a net County cost of $18,305,075.) This program is:

- A mandated program with a discretionary service level established by the Board of Supervisors.
- Minimally offset by revenue collected by the Department of Revenue and Recovery for repayment of grants.
- Increased 11.50 staff years as follows:
  - Decreased .25 SY Eligibility Supervisor.
  - Increased 7.75 SY Eligibility Technician for workload increases.
  - Increased 3.00 SY Intermediate Clerk to staff the increased workload.
  - Increased 1.00 SY Extra Help (Security Guard) to support the new 9th District Office.
- Increased a total of $5,543,095 in support and case costs due to a projected average caseload increase of 1,063 more cases each month, and increasing case costs. The case cost increase is due to the recent $50 per case increase, and a Cost of Living Adjustment for housing on July 1, 1988.
- Increased a total of $92,317 in services and supplies costs due to the additional cost of new staff.

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

REVENUES BY SOURCE:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Collection of Aid Payments	$ 557,783	$ 400,000	$ 550,000	$ 150,000

EXPLANATION/COMMENTS: This program is entirely funded by County funds except for repayment of grants collected by the Department of Revenue and Recovery.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Administration	$ 2,464,585	$ 2,329,041	$ 2,733,058	$ 404,017
Aid payments	10,791,531	10,223,053	15,572,017	5,348,964
Unfunded Salary Settlement Costs	0	67,344	0	(67,344)
TOTAL:	$ 13,256,116	$ 12,619,438	$ 18,305,075	$ 5,685,637

EXPLANATION/COMMENTS:

Six Hundred Thousands Dollar ($600,000) net cost was added by the Board 3/15/88 (34) to the 1987-88 Budget to fund the $50 increase in the housing portion of the General Relief Payment.

PERFORMANCE INDICATORS

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
Preapplication (monthly)	2,016	2,580	2,887	3,098	3,475
Eligibility determination (monthly)	1,066	1,641	2,096	1,681	3,196
Cases supervised (monthly)	2,165	3,632	4,138	3,734	4,948
Efficiency					
Cases per Eligibility Technician	176.7	195.1	174.6	162.9	193.7
Effectiveness					
Percentage of intake appointments within 5 days of application	85.2%	82%	64.5%	95%	90%
Percentage of eligibility determinations within 3 days of intake appointment	95%	82%	63.8%	95%	90%

Discussion:

The number of persons applying for aid has steadily risen during FY 87-88. An increase of $50 in the basic grant paid to General Relief recipients was approved by the Board of Supervisors effective April 15, 1988. FY 86-87 actual cases supervised has increased over FY 1985-86 actual by 68%. The caseload increases have led to a decrease in the percentage of clients who can be scheduled within 5 days of application.

STAFFING SCHEDULE

PROGRAM: GENERAL RELIEF

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
5289	Soc Svcs Admin III	.75	.75	.75	.75	$ 30,657	$ 32,324
5288	Soc Svcs Admin II	.25	.25	.25	.25	8,540	9,628
5287	Soc Svcs Admin I	.00	.00	.00	.00	0	0
5248	Program Assistant	1.00	1.00	1.00	1.00	31,922	33,462
5222	Eligibility Supv	6.25	6.25	6.00	6.00	149,882	151,344
2745	Supervising Clerk	.50	.50	.50	.50	11,194	11,692
5221	Eligibility Tech	52.25	52.25	60.00	60.00	1,042,998	1,242,444
2730	Senior Clerk	2.25	2.25	2.25	2.25	41,370	43,138
2756	Admin Secretary I	.50	.50	.50	.50	8,581	9,102
2650	Stock Clerk	1.00	1.00	1.00	1.00	15,428	15,975
2700	Intermediate Clerk	13.50	13.50	16.50	16.50	215,462	272,698
4911	Social Svcs Aid II	3.00	2.00	2.00	2.00	34,718	35,468
2709	Department Clerk	2.00	1.50	2.00	1.50	19,405	20,670
9999	Extra Help	.50	.50	1.50	1.50	7,382	22,108
	Sub-Total	83.75	82.25	94.25	93.75	$ 1,617,539	$ 1,900,053
	ADJUSTMENTS:						
	County Contribution/Benefits					$ 443,176	$ 513,692
	Salary Settlement Costs					67,344	0
	Bilingual Compensation					10,976	14,109
	Overtime					10,198	13,318
	Worker's Comp and UIB					22,129	32,935
	Salary Savings					(42,080)	(54,309)
	TOTAL ADJUSTMENTS:					$ 511,743	$ 519,745
PROGRAM TOTALS:		83.75	82.25	94.25	93.75	$ 2,129,282	$ 2,419,798

PROGRAM: MEDI-CAL ADMINISTRATION # 24009 MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B252

Authority: This program was developed to carry out the Social Security Act (Title 42 U.S. Code, Subchapters XVI and XIX), 42 Code of Federal Regulations 430-456, Calif. Admin. Code (Title 22, Sec. 5000-50955), W&I Code (Sections 12500 & 14000, 12200, 12201), Dept. of Health Services Medi-Cal Elig. Manual, and Dept. of Soc. Services Eligibility and Assistance Standards (Div. 46) and Title 22 Calif. Code of Regulations, Sec. 5000-50955, which mandate County administration of this program.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 6,234,123	$ 6,425,411	$ 7,017,176	$ 6,589,533	$ 7,106,611
Services & Supplies	622,652	597,336	673,275	828,967	941,665
Support & Care	69,320	108,175	93,728	150,000	150,000
TOTAL DIRECT COSTS	$ 6,926,095	$ 7,130,922	$ 7,784,179	$ 7,568,500	$ 8,198,276
					8.3%
FUNDING	(6,551,842)	(6,708,417)	(7,212,314)	(6,860,089)	(8,198,276)
					19.5%
NET COUNTY COST	$ 374,253	$ 422,505	$ 571,865	$ 708,411	$ 0
					N/A
STAFF YEARS	251.25	256.25	268.75	250.75	275.75

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 Countywide 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 Countywide, providing services at all eight district offices.

PROGRAM: MEDI-CAL ADMINISTRATION DEPARTMENT: SOCIAL SERVICES

PROGRAM DESCRIPTION: (continued page 2)

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

1987-88 ACTUAL:

The 1987-88 actual expenditure exceeded the budgeted amount due to caseload increases and implementation of the Independent Eligibility Verification System mid-year.

1988-89 OBJECTIVES:

1. To issue benefits for 100% of applicants in immediate need within five days.

2. To make 80% of eligibility determinations within 30 days.

3. To operate the program with an eligibility accuracy rate of at least 97%.

1988-89 ADOPTED BUDGET:

Medi-Cal Administration (275.75 staff years; expenditures of $8,198,276; offset by revenue of $8,198,276; for no net County cost). This program is:

- A mandated program with a mandated service level.
- 100% offset by revenue subject to sanctions established by the State for excessive denials of Medi-Cal applications. A sanction is not projected for this fiscal year.
- Increased a total of 25.00 staff years, described as follows:
  - Increased 24.00 staff years to support caseload increases and implementation of the mandatory Income Eligibility Verification System (2.00 SY Eligibility Supervisor; 18.00 SY Eligibility Technician; 4.00 SY Intermediate Clerk).
  - Increased 1.00 staff years to staff the new Ninth District Office (.25 SY Social Service Administrator II, .25 SY Supervising Clerk, .25 SY Administrative Secretary I, .25 SY Stock Clerk.)
- A total of $112,698 in services and supplies was added due to the costs associated with the additional staff.

PROGRAM: MEDI-CAL ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

REVENUES BY SOURCE:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
State Administrative Reimbursement	$ 6,673,827	$ 6,360,432	$ 7,563,472	$ 1,203,040
State Special Circumstances Reimbursement	92,874	150,000	150,000	0
State Reim for County Med Svcs Admin	445,613	349,657	484,804	135,147
TOTAL	$ 7,212,314	$ 6,860,089	$ 8,198,276	$ 1,338,187

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Denial rate sanction	$ 405,735	$ 500,000	$ 0	$ (500,000)
Unfunded Salary Settlement	166,130	208,411	0	(208,411)
TOTAL:	$ 571,865	$ 708,411	$ 0	$ (708,411)

EXPLANATION/COMMENTS:

The Medi-Cal Program is 100% revenue offset. County costs were incurred when the County was sanctioned for an excessive FY 86-87 denial rate. As a result of a change in State Law, denial rate sanctions can no longer be imposed. Salary Settlement costs are funded one year in arrears by the Governor's Budget Policy.

PERFORMANCE INDICATORS

PROGRAM: MEDI-CAL ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
Preapplication (monthly)	3,549	3,681	3,901	3,609	4,058
Eligibility determination (monthly)	4,526	4,545	4,520	4,346	4,672
Cases supervised (monthly)	19,662	19,921	20,071	19,907	20,902
Efficiency					
Cases per Eligibility Technician	177	173.5	170.3	182.9	170.1
Effectiveness					
Percentage of eligibility determinations within 30 days of application	72.4%	70%	70%	80%	80%
Percentage of benefits issued without dollar error	N/A	83%	83.3%(1)	97%	97%
Percentage of immediate need determinations made within 5 days	N/A	95%	100%	100%	100%

Discussion:

The Department operates a number of outstations in local hospitals. Clients who are hospitalized do not participate in the preapplication process. This resulted in more monthly eligibility determinations than preapplications, an inverse relationship when compared to workload measures in other benefit programs.

(1) This indicator is based on quality assurance reviews, an internal process. Results are reflective of administrative procedural errors, not necessarily benefit errors.

STAFFING SCHEDULE

PROGRAM: MEDI-CAL ADMINISTRATION DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
5296	Soc Svcs Admin IV	.50	.50	.50	.50	$ 22,715	$ 23,763
5289	Soc Svcs Admin III	1.50	1.50	1.50	1.50	61,315	64,649
5288	Soc Svcs Admin II	3.75	3.75	4.00	4.00	137,297	154,053
5287	Soc Svcs Admin I	.25	.25	.25	.25	8,540	9,268
5248	Program Assistant	3.25	3.25	3.25	3.25	103,747	108,753
5222	Eligibility Supv	19.00	19.00	21.00	21.00	455,640	529,705
2745	Supervising Clerk	1.75	1.75	2.00	2.00	39,179	46,769
5221	Eligibility Tech	166.75	156.25	184.75	174.25	3,119,013	3,608,264
2730	Senior Clerk	4.75	4.75	4.75	4.75	87,337	91,068
2756	Admin Secretary I	2.25	2.00	2.25	2.25	34,326	40,959
2650	Stock Clerk	2.25	2.25	2.50	2.50	34,713	39,939
2700	Intermediate Clerk	49.00	48.00	53.00	52.00	783,447	859,411
4911	Soc Svcs Aid II	6.00	6.00	6.00	6.00	86,795	106,403
9999	Extra Help	1.50	1.50	1.50	1.50	22,146	22,108
	Sub-Total	262.50	250.75	287.25	275.75	$ 4,996,210	$ 5,705,112
	ADJUSTMENTS:						
	County Contributions/Benefits					$ 1,380,356	$ 1,390,222
	Salary Settlement Costs					208,411	0
	Bilingual Compensation					34,823	36,021
	Overtime					32,497	34,002
	Worker's Comp and UIB					67,463	86,287
	Salary Savings					(130,227)	(145,033)
	TOTAL ADJUSTMENTS:					$ 1,593,323	$ 1,401,499
PROGRAM TOTALS:		262.50	250.75	287.25	275.75	$ 6,589,533	$ 7,106,611

PROGRAM: REFUGEE ASSISTANCE # 24008 MANAGER: C. E. REID

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B258

Authority: This program was developed to carry out the Refugee Assistance Acts, (Title 8 U.S. Code, Sec. 1521-1524); (Title 22 U.S. Code Sec. 2601); 45 Code of Federal Regulations Part 400 & 401; 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).

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 992,497	$ 802,397	$ 772,629	$ 977,066	$ 898,704
Services & Supplies	117,104	89,132	95,632	117,746	115,254
Support & Care	9,607,275	9,244,735	6,668,696	10,812,075	5,035,519
TOTAL DIRECT COSTS	$ 10,716,876	$ 10,136,264	$ 7,536,957	$11,906,887	$ 6,049,477 (49.2%)
FUNDING	(10,716,876)	(9,775,712)	(7,281,925)	(11,765,136)	(5,974,973) (49.2%)
NET COUNTY COST	$ 0	$ 360,552	$ 255,032	$ 141,751	$ 74,504 (47.4%)
STAFF YEARS	40.00	32.00	28.75	36.25	33.75

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, based upon Aid to Families with Dependent Children (AFDC) program entitlements, is provided to eligible families based upon the family size and income.

PROGRAM: REFUGEE ASSISTANCE DEPARTMENT: SOCIAL SERVICES

SUPPORTING DOCUMENTATION

1987-88 ACTUAL:

Federal Office of Refugee Service program revisions which reduced refugee eligibility from 31 months to 24 months from entrance were accomplished as a result of Federal Deficit Reduction Act funding cuts. These revisions reduced the number of clients in this program and Support and Care expenditures. Unfortunately, the clients remained AFDC eligible and are now receiving benefits in that program which mandates State and County match.

1988-89 OBJECTIVES:

1. To issue benefits for 100% of applicants in immediate need within one day of application.

2. To make 80% of eligibility determinations within 20 days of application.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

Refugee Assistance (33.75 staff years; expenditures of $6,049,477; offset by revenue of $5,974,973; for a net County cost of $74,504). This program is:

- A mandated program with a mandated service level.
- Offset 100% by revenue for refugees who have been in the U.S. less than 24 months.
- Decreased 2.50 SY Eligibility Technician due to a decrease in workload resulting from regulatory changes which decrease the length of individual eligibility and shifts clients to AFDC.
- Decreased a total of $5,776,556 in support and care costs due to a decrease in caseloads.

PROGRAM: REFUGEE ASSISTANCE

DEPARTMENT: SOCIAL SERVICES

REVENUES BY SOURCE:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Federal Administrative Reimbursement (100% of Cost)	$ 868,261	$ 1,076,760	$ 1,013,958	$ (62,802)
Federal Aid Payments Reimbursement (98.52% of Cost)	6,413,664	10,688,376	4,961,015	(5,727,361)
TOTAL	$ 7,281,925	$11,765,136	$ 5,974,973	$(5,790,163)

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Net County Cost of Aid Payments (1.48% of Cost)	$ 255,032	$ 123,699	$ 74,504	$ (49,195)
Unfunded Salary Settlement Costs	0	18,052	0	(18,052)
	$ 255,032	$ 141,751	$ 74,504	$ (67,247)

Explanation/Comments:

Federal program revisions reduced refugee eligibility for program benefits from 31 months to 24 months from their date of arrival in this Country. The decrease in aid payments are reflective of this reduction in eligibility of clients.

PERFORMANCE INDICATORS

PROGRAM: REFUGEE ASSISTANCE

DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
Preapplication (monthly)	216	221	222	280	228
Eligibility determination (monthly)	196	194	130	225	207
Cases supervised (monthly)	2,162	1,456	1,381	1,866	1,603
Efficiency					
Cases per Eligibility Technician	102.6	103.9	97.2	100	101.9
Effectiveness					
Percentage of immediate need determinations made within 1 day of application	N/A	100%	100%	100%	100%
Percentage of eligibility determinations made within 15 days of application	96.6% (1)	87%	88.6%	80%	80%

Discussion:

The 1987-88 actual workload is less than the 87-88 Budget due to regulatory changes. Effective February 1, 1988, revisions in program regulations reduced the duration of recipient eligibility from 31 to 24 months from the date of arrival in this Country. This reduction in length of eligibility has decreased in the number of cases supervised each month.

(1) Eligibility determinations made within 45 days of application.

STAFFING SCHEDULE

PROGRAM: REFUGEE ASSISTANCE

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
5296	Soc Svcs Admin IV	.25	.25	.25	.25	$ 11,357	$ 11,882
5289	Soc Svcs Admin III	.50	.50	.50	.50	20,438	21,550
5288	Soc Svcs Admin II	.25	.25	.25	.25	8,540	9,628
5287	Soc Svcs Admin I	.00	.00	.00	.00	0	0
5248	Program Assistant	1.00	1.00	1.00	1.00	31,922	33,462
5222	Eligibility Supv	2.75	2.75	2.75	2.75	65,948	69,366
2745	Supervising Clerk	.75	.75	.75	.75	16,791	17,539
5221	Eligibility Tech	22.50	22.50	20.00	20.00	449,138	414,148
2757	Admin Secretary II	.25	.25	.25	.25	5,096	5,638
2730	Senior Clerk	1.25	1.25	1.25	1.25	22,983	23,965
2756	Admin Secretary I	.50	.50	.50	.50	8,581	9,102
2650	Stock Clerk	1.00	1.00	1.00	1.00	15,428	15,975
2700	Intermediate Clerk	5.50	5.00	5.50	5.00	79,801	82,636
9999	Extra Help	.25	.25	.25	.25	3,691	3,685
	Sub-Total	36.75	36.25	34.25	33.75	$ 739,714	$ 718,576
	ADJUSTMENTS:						
	County Contribution/Benefits					$ 206,889	$ 179,871
	Salary Settlement Cost					30,902	0
	Bilingual Compensation					4,726	4,134
	Overtime					4,391	3,903
	Worker's Comp and UIB					9,753	10,561
	Salary Savings					(19,309)	(18,341)
	TOTAL ADJUSTMENTS:					$ 237,352	$ 180,128
PROGRAM TOTALS:		36.75	36.25	34.25	33.75	$ 977,066	$ 898,704

PROGRAM: MANAGEMENT SERVICES # 92101 MANAGER: R. FELLERS

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B263

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 5,028,039	$ 5,097,266	$ 6,322,149	$ 6,297,477	$ 6,661,896
Services & Supplies	911,429	599,866	886,593	827,761	907,408
Fixed Assets	304,185	124,925	616,782	995,356	290,982
TOTAL DIRECT COSTS	$ 6,243,653	$ 5,822,057	$ 7,825,524	$ 8,120,594	$ 7,860,286 (3.2%)
FUNDING	(4,797,476)	(4,621,461)	(6,339,322)	(6,655,573)	(6,391,782) (4%)
NET COUNTY COST	$ 1,446,177	$ 1,200,596	$ 1,486,202	$ 1,465,021	$ 1,468,504 .2%
STAFF YEARS	186.50	188.00	218.00	219.75	237.75

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 departmentwide to avoid duplication of effort and expenditures.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

Actuals for Salaries and Benefits and Services and Supplies were higher than budget as a result of mid-year unanticipated additional Children Services revenues.

1987-88 ACTUALS: (continued)

Fixed assets expenditures were less than budget as a result of equipment purchased in FY 87-88 which has not yet been delivered.

1988-89 OBJECTIVES:

1. To design and develop the automated intake system, automated intake enhancements, and preapplication design.

2. To implement the recipient phase of the Income Eligibility Verification System.

3. To provide 95% availability for all EDP devices in the DSS network.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Support Services (2.00 staff years; expenditures of $99,425; offset by revenue of $80,848; for a net County cost of $18,577.) Provides administrative guidance to the General Services and Word Processing sub-programs. Also it provides consolidated facility planning and management for the whole Department. This activity is:

   - o Mandated by State Law/the County exercises discretion on how the mandates are accomplished.
   - o Sharing in program revenues - 81% of costs are revenue offset.
   - o Continuing staffing at 1987-88 levels.

2. Word Processing (59.00 staff years; expenditures of $1,664,952; offset by revenue of $1,353,858; for a net County cost of $311,094.) Provides centralized word processing services at the Department's Mission Valley, Levant Street, Ruffin Road, and Escondido facilities. This activity is:

   - o Accomplishing a workload mandated by State law/the County exercises discretion in how the work is accomplished.
   - o Sharing in program revenues - 82% of costs are revenue offset.
   - o Increased by 15.00 SY including: 2.00 SY Word Processing Center Supervisors, 2.00 SY Sr. Word Processing Operators and 11.00 SY Word Processing Operators to provide additional word processing of Children Services court reports.

3. General Services (32.00 staff years; expenditures of $871,104; offset by revenue of $708,340; for a net County cost of $162,764.) Provides inactive case record storage, duplication services, supply requisition control, fixed asset inventory and repair controls for all departmental programs. This activity is:

   - o Accomplishing a workload mandated by State law/the County has discretion on how the mandate is met.

SUB-PROGRAM ACTIVITIES: (3. continued)

- o Sharing in program revenues - 82% of costs are revenue offset.
- o Reclassified 5.00 SY Intermediate Clerks to Intermediate Transcriber Typists and transferring to Word Processing.
- o Expected to process 625,000 case records.
- o Continued staffing at 1987-88 levels.

4. Fiscal Services (71.00 staff years; expenditures of $2,037,149; offset by revenue of $1,656,511; for a net County cost of $380,638.) Provides department-wide accounting services, manages conservation funds, accounts for Child Support collections, prepares assistance and administrative revenue claims and assembles and mails Food Stamp coupon packets. This activity is:

- o Accomplishing functions which are mandated by State law/the County has discretion on how the mandates are met.
- o Sharing in program revenues - 82% of costs are revenue offset.
- o Increased by 1.00 SY Sr. Account Clerk due to added accounting required from the Greater Avenues for Independence Program.
- o Processing 295,000 financial transactions and mail 490,000 Food Stamp packets.
- o Decreased 1.00 SY Sr. Accountant and 3.00 SY Associate Accountants due to transfer into Budget Management.

5. Public Inquiry/Volunteer Coordination (10.00 staff years; expenditures of $350,319; offset by revenue of $284,862; for a net County cost of $65,457.) Responds to inquiries from citizens, other counties, other states and the media; coordinates the departmentwide volunteer program. This activity is:

- o Discretionary/with a discretionary service level - the functions performed relieve managers and line staff of those duties which allow for more efficient management and better utilization of line staff.
- o Sharing in program revenue - 82% of costs are revenue offset.
- o Continued staffing at 1987-88 levels.
- o Responding to 150,000 public inquiries/requests.

PROGRAM: MANAGEMENT SERVICES DEPARTMENT: SOCIAL SERVICES

SUB-PROGRAM ACTIVITIES: (continued)

6. Personnel and Training (34.75 staff years; expenditures of $1,224,811; offset by revenue of $995,957; for a net County cost of $228,854.) Provides Departmentwide personnel and payroll services and training coordination. Provides in-house training for Eligibility Technicians and Social Worker staff. This activity is:

   - o Accomplishing functions which are mandated by State law/the County has discretion on how the mandates are accomplished.
   - o Sharing in program revenue - 82% are revenue offset.
   - o Increased 1.00 SY Departmental Personnel Officer II on January 5, 1988 (65) when additional State funding became available.
   - o Providing personnel, payroll and training services for an average of 3,000 employees.
   - o Continued staffing at 1987-88 levels.

7. Budget and Revenue (8.00 staff years; expenditures of $373,526; offset by revenue of $303,733; for a net County cost of $69,793.) Prepares and monitors the Department's Budget; prepares analysis of State and Federal Budgets; performs other fiscal analysis as required. This activity is:

   - o Performing functions mandated by State law/the County has discretion on how the mandates are met.
   - o Sharing in program revenues - 82% of costs are revenue offset.
   - o Increased 1.00 SY Sr. Accountant and 3.00 SY Associate Accountants due to a Departmental reorganization which moved revenue claiming functions to this Division from the Fiscal Section.
   - o Continued staffing at 1987-88 levels.

8. Evaluation and Contracting (5.00 staff years; expenditures of $226,937; offset by revenue of $184,534; for a net County cost of $42,403.) Evaluates the Department's programs, provides centralized contracting-out services, performs planning functions for Departmental programs. This activity is:

   - o Providing centralized contracting as mandated by the County Administrative Code. The other functions are discretionary but good management dictates that they be accomplished.
   - o Sharing in program revenues - 82% of costs are revenue offset.
   - o Continued staffing at 1987-88 levels.

PROGRAM: MANAGEMENT SERVICES DEPARTMENT: SOCIAL SERVICES

SUB-PROGRAM ACTIVITIES: (continued page 4)

9. Electronic Data Processing (16.00 staff years; expenditures of $725,844; offset by revenue of $590,221; for a net County cost of $135,623.) Develops, coordinates, and implements Departmental record automation efforts. This activity is:

   - o Performing functions mandated by State law/the County has discretion in how the mandates are met.
   - o Sharing in program revenue - 82% of costs are revenue offset.
   - o Increased by 1.00 SY Asso. Systems Analyst on January 5, 1988 (65), to support the automation systems of Children's Services.
   - o Processing over 10 million computer records.

REVENUE BY SOURCE:

Revenue:	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Foster Day Care Licensing Contract (100% of cost)	$ 61,605	$ 75,786	$ 57,072	$ (18,714)
Foster Home Lic. Contracts (100% of cost)	67,125	61,300	63,105	1,805
Adoptions Service Contract (100% of cost)	181,335	252,834	190,973	(61,861)
Emerg. Soc. Svc. Subvention (75% of cost)	272,227	292,557	256,666	(35,891)
Refugee Social Services (100% of cost)	16,845	31,891	20,104	(11,787)
Child Welfare Services ($ match required)	1,619,907	1,329,333	1,774,144	444,811
County Services Block Grant (75% of cost)	266,216	286,183	303,145	16,962
Short-Doyle (90% of cost)	91,822	98,829	88,372	(10,457)
Ref. Targeted Assistance (RTAP) (100% of cost)	57,611	33,466	35,355	1,889
RETC Contract Administration (100% of cost)	1,826	2,051	41,424	39,373
AFDC Administration (75% of cost)	1,677,207	1,667,000	1,727,065	60,065
Medi-Cal Prog. Administration (100% of allowable cost)	746,721	705,612	712,230	6,618
Food Stamp Program Administration (75% of cost)	906,132	565,884	550,289	(15,595)
Refugee Aid Administration (100% of cost)	83,792	139,288	87,905	(51,383)
Dept. of Education Contract Administration	10,050	9,667	2,276	(7,391)
Food Stamp Employment & Training	11,193	37,291	93,396	56,105
Job Clubs (100% of cost)	32,111	49,490	0	(49,490)
Greater Avenues to Independence (100% of cost)	235,597	1,017,111	373,419	(643,692)
Independent Living Skills Contract (100% of cost)	0	0	14,842	14,842
TOTAL	$6,339,322	$6,655,573	$6,391,782	$(263,791)

PROGRAM: MANAGEMENT SERVICES DEPARTMENT: SOCIAL SERVICES

EXPLANATION/COMMENTS: County cost match percentages are indicated below. Child Welfare Services and Emergency Assistance revenues require a SB14 dollar amount County match. Federal Emergency Assistance funds require a 25% County match when the amount contained in the State allocation letter is exceeded.

* Food Stamp Employment and Training consists of three funding sources: a 100% Federal Reimbursement and State and Federal matching funds. Costs exceeding the 100% reimbursement amount are shared 50% Federal, 25% State, and 25% County.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Emergency Social Services (25% of costs exceeds fixed amount)	$ 41,157	$ 97,519	$ 38,592	$ (58,927)
Child Welfare Services ($ match required)	266,975	443,111	260,896	(182,215)
County Services Block Grant (25% of cost)	88,739	95,394	101,048	5,654
Short-Doyle (10% of cost)	10,203	10,981	9,819	(1,162)
AFDC Administration (25% of cost)	559,069	642,832	678,912	36,080
Food Stamp Program (25% of cost)	302,042	93,586	294,686	201,100
Food Stamp Employment & Training *	5,597	37,291	25,489	(11,802)
Sub total:	$1,273,782	$1,420,714	$1,409,442	$ (11,272)
County Cost Program Support	212,420	0	59,062	59,062
Unfunded Salary Settlement Costs	0	44,307	0	(44,307)
TOTAL:	$1,486,202	$1,465,021	$1,468,504	$ 3,483

Fixed Assets:

Departmental fixed assets are frequently used by staff in several programs. For that reason, all departmental fixed assets (except Community Action Partnership, and those approved in the Children's, Adult and Employment Services, portion of the CAO's Budget Change Letter), are shown in this program.

Item	Quantity	New/ Replacement	Cost
EMI Maxi Screen System	17	N	$ 13,600
Disc Drives	17	N	$ 9,350
Photocopier	1	N	$ 20,000
Facsimile Transceiver	4	N	$ 14,000
Camcorder	1	N	$ 1,000
Typewriter, electric	74	N	$ 44,400
Two-way portable radio	2	N	$ 1,600
Printer	2	N	$ 4,000
Computer terminal	18	N	$ 15,300
Desks	130	N	$ 72,800
Computer work station	1	N	$ 600
Checkwriter machine	7	N	$ 8,988
Personal Computer Systems with Printer & Interface	32	N	$ 85,344
	306		$290,982

PERFORMANCE INDICATORS

PROGRAM: MANAGEMENT SERVICES DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
General Services					
Case records processed	450,000	587,000	600,000	600,000	625,000
Printing impressions	27 mil	24 mil	32 mil	26 mil	33 mil
Public Inquiry/Volunteer Coordination					
Volunteer hours donated	29,192	38,366	60,244	32,000	37,000
Value of donated time	$1,617,896*	$2,116,100	$2,823,182	$1,500,000	$2,099,150
Public inquiries and/or requests	125,028	133,977	135,000	130,000	150,000
Client complaints resolved avoiding appeal hearings	1,159	1,464	1,200	2,000	1,400
TV program hours (free)	180	227	180	180	180
Value if purchased	$144,000	$124,400	$180,000	$180,000	$180,000
Speaking requests filled/audience	127/7000	195/11,244	167/700	160/6000	150/8500
Personnel/Payroll					
Significant personnel activities	2,412	2,750	3,200	3,200	3,000
Training					
Hours of staff training provided	142,100	125,867	108,222	134,000	125,000
Fiscal Services					
Financial transactions	190,484	253,404	295,356	250,000	295,000
Food stamp packets assembled and mailed	413,012	432,656	469,381	424,000	490,000

PERFORMANCE INDICATORS

PROGRAM: MANAGEMENT SERVICES (continued Page 2) DEPARTMENT: SOCIAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Budget and Revenue					
Management reports prepared	16	16	16	16	16
Contracts and Evaluations					
Contracts negotiated	15	12	29	12	7
Program evaluations conducted	2	3	2	3	3
Systems studies conducted	12	12	4	15	15
Legislation analyzed, number of bills	-	-	135	-	200
Electronic Data Processing					
Computer documents processed	6,147,200	5,400,000	5,410,000	5,400,000	5,490,000
Input records processed	9,714,222	9,000,000	10,490,000	9,000,000	10,650,000
Output documents printed on mini-computers	7,021,053	8,210,000	9,670,000	8,400,000	9,800,000

Discussion:

Workload increases are due to caseload increases in the assistance programs, Children's Services, and the Greater Avenues to Independence Program and by new State mandated requirements.

STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
Support Services Division							
2369	Admin Svcs Mgr II	1	1.00	1	1.00	$ 44,317	$ 46,354
2412	Analyst II	1	1.00	1	1.00	32,094	33,957
	Sub-Total	2	2.00	2	2.00	$ 76,411	$ 80,311
Word Processing							
3010	Word Proc Ctr Supv	3	3.00	5	5.00	$ 71,724	$ 121,008
3008	Sr WP Operator	6	5.50	8	7.50	116,631	154,984
3009	Word Proc Operator	31	28.50	40	39.50	537,093	716,699
2724	Senior Transcriber Typist	1	1.00	1	1.00	19,341	20,462
2417	Intermediate Transcriber Typist	5	5.00	7	5.00	77,610	73,330
2700	Intermediate Clerk	3	1.00	1	1.00	16,720	14,596
	Sub-Total	49	44.00	62	59.00	$ 839,119	$1,101,079
General Services Section							
2304	Admin Asst I	1	1.00	1	1.00	$ 25,050	$ 26,041
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2730	Senior Clerk	4	4.00	4	4.00	78,984	75,458
3073	Sr Offset Equip Oper	1	1.00	1	1.00	20,479	21,426
3050	Offset Equip Oper	2	2.00	2	2.00	34,829	36,861
2650	Stock Clerk	1	1.00	1	1.00	15,936	18,567
2700	Intermediate Clerk	25	22.00	22	22.00	341,504	363,158
	Sub-Total	35	32.00	32	32.00	$ 539,711	$ 565,274
Fiscal Services Division							
2535	Soc Svcs Fin Ofcr	1	1.00	1	1.00	$ 44,290	$ 46,813
2505	Senior Accountant	2	2.00	1	1.00	36,795	38,901
2425	Assoc Accountant	4	4.00	1	1.00	30,328	32,050
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2500	Jr. Accountant	0	0.00	1	1.00	0	18,745
2403	Accounting Tech	6	6.00	6	6.00	127,180	135,131
2510	Sr Account Clerk	17	15.00	15	15.00	288,394	303,437
2493	Inter Account Clk	40	39.00	39	39.00	629,883	655,770
2700	Intermediate Clerk	6	6.00	6	6.00	100,320	103,980
	Sub-Total	77	74.00	71	71.00	$ 1,280,119	$1,358,590

STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES (continued page 2) DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	STAFF - YEARS 1987-88 Budget SY	STAFF - YEARS 1988-89 Adopted Positions	STAFF - YEARS 1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	SALARY AND BENEFITS COST 1988-89 Adopted
Public Inquiry/Volunteer Coordination							
5288	Soc Svcs Adm II	1	1.00	1	1.00	$ 34,731	$ 39,106
5248	Program Assistant	1	1.00	1	1.00	32,252	33,741
2337	Public Info Spec.	1	1.00	1	1.00	27,890	32,137
5222	Eligibility Supervisor	1	1.00	1	1.00	24,905	25,805
5221	Eligibility Technician	4	4.00	4	4.00	82,954	87,184
2730	Sr Clerk	1	1.00	1	1.00	19,746	20,462
2700	Intermediate Clerk	1	1.00	1	1.00	14,604	16,312
	Sub-Total	10	10.00	10	10.00	$ 237,082	$ 254,747
Personnel & Training Division							
2312	Dept Persnl Admin	1	1.00	1	1.00	$ 46,537	$ 48,674
2730	Sr Clerk	1	1.00	1	1.00	17,610	20,462
	Sub-Total	2	2.00	2	2.00	$ 64,147	$ 69,136
Personnel & Payroll Section							
2328	Dept. Personnel Officer II	3	3.00	4	4.00	$ 105,120	$ 151,233
2306	Admin. Trainee	1	1.00	1	1.00	24,091	25,160
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2511	Sr Payroll Clerk	5	5.00	5	5.00	102,947	107,130
2494	Payroll Clerk	4	4.00	4	4.00	69,840	70,220
2760	Stenographer	1	1.00	1	1.00	16,746	17,330
2700	Intermediate Clerk	1	1.00	1	1.00	16,720	17,330
9999	Temporary Extra Help	1	.25	1	.25	8,000	8,000
	Sub-Total	17	16.25	18	17.25	$ 366,393	$ 420,166
Training Section							
2308	Dept Trng Admin	1	1.00	1	1.00	$ 37,367	$ 39,106
2365	Staff Devel. Spec.	1	.50	1	.50	16,252	17,785
5263	Sr Soc Work Supv	2	2.00	2	2.00	68,244	72,558
4925	Instructor	1	1.00	1	1.00	24,938	22,688
5226	Elig Trng Spec	7	7.00	8	7.00	175,058	184,330
2730	Sr Clerk	1	1.00	1	1.00	17,526	18,799
2700	Intermediate Clerk	3	3.00	3	3.00	44,057	48,131
	Sub-Total	16	15.50	17	15.50	$ 383,442	$ 403,397

STAFFING SCHEDULE

PROGRAM: MANAGEMENT SERVICES (continued page 3) DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
Budget and Revenue Division							
2369	Admin Svcs Mgr II	1	1.00	1	1.00	$ 43,249	$ 45,269
2413	Analyst III	3	3.00	3	3.00	109,196	116,749
2505	Senior Accountant	0	0.00	1	1.00	0	38,901
2425	Assoc Accountant	0	0.00	3	3.00	0	96,150
	Sub-Total	4	4.00	8	8.00	$ 152,445	$ 297,069
Evaluation and Contracting Division							
2414	Analyst IV	1	1.00	1	1.00	$ 43,249	$ 45,269
2413	Analyst III	2	2.00	2	2.00	74,734	78,212
2412	Analyst II	1	1.00	1	1.00	33,870	35,433
2757	Admin Sec II	1	1.00	1	1.00	19,010	20,236
	Sub-Total	5	5.00	5	5.00	$ 170,863	$ 179,150
Electr Data Processing Division							
2471	EDP Systems Manager	1	1.00	1	1.00	$ 52,578	$ 54,977
2499	Prin Systems Analyst	1	1.00	1	1.00	47,696	49,902
2525	Sr Syst Analyst	2	2.00	2	2.00	80,394	89,850
2487	EDP Dist. Network Coordinator	1	1.00	1	1.00	40,197	42,055
2427	Assoc Syst Analyst	5	5.00	6	6.00	177,291	236,121
2303	Admin Asst II	1	1.00	1	1.00	28,572	26,536
2756	Admin Secretary I	1	1.00	1	1.00	18,844	19,524
2700	Intermediate Clerk	2	2.00	2	2.00	33,440	32,336
2485	Dist Network Tech II	1	1.00	1	1.00	25,000	21,628
	Sub-Total	15	15.00	16	16.00	$ 504,012	$ 572,929
	TOTAL	232	219.75	242	237.75	$4,741,523	$5,301,848
	ADJUSTMENTS:						
	County Contribution/Benefits					$1,394,245	$1,398,953
	Salary Settlement Cost					196,011	0
	Overtime					0	0
	Bilingual Pay					36,260	35,000
	Worker's Comp and UIB					50,879	60,792
	Salary Savings					(121,441)	(135,957)
	TOTAL ADJUSTMENTS:					$1,555,954	$1,360,048
PROGRAM TOTALS:		232	219.75	242	237.75	$6,297,477	$6,661,896

PROGRAM: DEPARTMENT ADMINISTRATION # 93101 MANAGER: R. JACOBSEN

Department: SOCIAL SERVICES # 3900 Ref: 1988-89 Proposed Budget - Pg: B281

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 869,779	$ 893,591	$ 999,583	$ 933,660	$ 937,006
Services & Supplies	22,734	20,676	16,864	20,764	17,454
TOTAL DIRECT COSTS	$ 892,513	$ 914,267	$ 1,016,447	$ 954,424	$ 954,460 0%
FUNDING	(689,091)	(725,731)	(785,244)	(742,228)	(760,274) 2.4%
NET COUNTY COST	$ 203,422	$ 188,536	$ 231,203	$ 212,196	$ 194,186 (8.5%)
STAFF YEARS	17.00	17.00	18.75	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

1987-88 ACTUAL:

Salaries and Benefits were over budget due to hiring temporary clerical staff during high workload periods.

PROGRAM: DEPARTMENT ADMINISTRATION DEPARTMENT: SOCIAL SERVICES

1988-89 OBJECTIVES:

1. Achieve adequate funding for mandated services so that services can be at a quality level.
2. Develop new, and improve existing, automated system.
3. Simplify paperwork and streamline the system.
4. Recognize quality performance.
5. Provide good working conditions for staff.
6. Encourage ideas for improvement from staff and the community.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

Department Administration (17.00 staff years; expenditures of $954,460; offset by revenue of $760,274; for a net County cost of $194,186). This program administers the Department's other programs.

This program continues at FY 87-88 budget levels.

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Foster Day Care Licensing Contract (100% of cost)	$ 8,002	$ 8,348	$ 6,935	$ (1,413)
Foster Home Lic. Contracts (100% of cost)	8,719	6,752	7,668	916
Adoptions Service Contract (100% of cost)	23,553	16,835	23,206	6,371
Emerg. Soc. Svcs. Subvention (75% of cost)	35,359	32,226	30,600	(1,626)
Refugee Social Services (100% of cost)	2,188	3,279	2,443	(836)
Child Welfare Services ($ match required)	172,976	146,427	215,588	69,161
County Services Block Grant (75% of cost)	34,429	31,523	36,837	5,314
Short-Doyle (90% of cost)	11,927	10,886	10,739	(147)
Ref. Employment Services (no match required)	2,774	3,686	4,296	610
RETC Contract Administration (100% of cost)	237	226	5,034	4,808
AFDC Administration (75% of cost)	244,051	197,983	209,867	11,884
Medi-Cal Program Administration (100% of allow. cost)	110,235	82,429	94,126	11,697
Food Stamp Program Administration (75% of cost)	71,520	65,837	43,189	(22,648)
Refugee Aid Administration (100% of cost)	10,884	12,897	10,682	(2,215)
Department of Education ($ maint. of effort required)	1,305	1,065	277	(788)
Non-Medical Care (no match required)	399	235	257	22
Food Stamp Empl. & Training*	2,366	4,108	11,349	7,241
Job Clubs (100% of cost)	3,146	5,451	0	(5,451)
Greater Avenues to Independence (GAIN) (100% of cost)	41,174	112,035	45,377	(66,658)
Independent Living Grant (100% of cost)	0	0	1,804	1,804
TOTAL	$ 785,244	$ 742,228	$ 760,274	$ 18,046

EXPLANATION/COMMENTS: The 1987-88 actual was higher than budget due to higher than anticipated caseloads in entitlement programs and additional State revenue as approved by the Board.

*Food Stamp Employment and Training consists of three funding sources; a 100% Federal reimbursement and State and Federal matching funds. Costs exceeding the 100% reimbursement amount are shared 50% Federal, 25% State, and 25% County.

COUNTY COST DETAIL:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Revenue Match:				
Emergency Social Svcs. (25% of cost)	$ 5,346	$ 10,742	$ 4,690	$ (6,052)
Child Welfare Services (SB 14 $ match)	34,677	48,809	31,703	(17,106)
County Services Block Grants (25% of cost)	11,526	10,507	12,279	1,772
Short-Doyle (10% of cost)	1,325	1,210	1,193	(17)
AFDC Administration (25% of cost)	81,350	61,877	82,499	20,622
Food Stamp Admin. (25% of cost)	23,840	21,946	30,913	8,967
Food Stamp Empl. & Training*	1,183	4,108	3,097	(1,011)
Sub Total:	$ 159,247	$ 159,199	$ 166,374	$ 7,175
County Cost Program Support	71,956	23,468	27,812	4,344
Unfunded Salary Settlement Cost	0	29,529	0	(29,529)
TOTAL:	$ 231,203	$ 212,196	$ 194,186	$ (18,010)

STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION

DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
DSS Director's Office							
2121	Director, Soc Svcs	1	1.00	1	1.00	$ 79,429	$ 88,868
2225	Asst Dir, Soc Svcs	1	1.00	1	1.00	69,065	71,992
2414	Analyst IV	1	1.00	1	1.00	43,249	45,269
2759	Admin Secretary IV	1	1.00	1	1.00	26,546	28,043
2758	Admin Secretary III	1	1.00	1	1.00	24,645	26,056
	Sub-Total	5	5.00	5	5.00	$ 242,934	$ 260,228
Income Maintenance Bureau							
2294	Dep Dir, Soc Svcs	1	1.00	1	1.00	$ 55,191	$ 58,046
2302	Admin Assistant III	1	1.00	1	1.00	37,767	39,106
2758	Admin Secretary III	1	1.00	1	1.00	24,645	23,960
	Sub-Total	3	3.00	3	3.00	$ 117,603	$ 121,112
Childrens Services Bureau							
2294	Dep Dir, Soc Svcs	1	1.00	1	1.00	$ 55,191	$ 58,046
2302	Admin Assistant III	1	1.00	1	1.00	37,367	39,106
2303	Admin Assistant II	1	1.00	1	1.00	33,870	35,433
2758	Admin Secretary III	1	1.00	1	1.00	21,560	22,728
	Sub-Total	4	4.00	4	4.00	$ 147,988	$ 155,313
Employment Services Bureau							
2294	Dep Dir, Soc Svcs	1	1.00	1	1.00	$ 55,191	$ 58,046
2302	Admin Assistant III	1	1.00	1	1.00	37,367	39,106
2758	Admin Secretary III	1	1.00	1	1.00	24,645	26,056
	Sub-Total	3	3.00	3	3.00	$ 117,203	$ 123,208
Management Services Bureau							
2294	Dep Dir, Soc Svcs	1	1.00	1	1.00	$ 55,191	$ 58,046
2700	Intermediate Clerk	1	1.00	1	1.00	16,720	14,596
	Sub-Total	2	2.00	2	2.00	$ 71,911	$ 72,642
	TOTAL	17	17.00	17	17.00	$ 697,639	$ 732,503

STAFFING SCHEDULE

PROGRAM: DEPARTMENT ADMINISTRATION (continued page 2) DEPARTMENT: SOCIAL SERVICES

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
	ADJUSTMENTS:						
	County Contribution and Benefits					$ 218,298	$ 216,416
	Salary Settlement Costs					29,529	0
	Worker's Comp and UIB					6,646	7,210
	Salary Savings					(18,452)	(19,123)
	TOTAL ADJUSTMENTS:					$ 236,021	$ 204,503
PROGRAM TOTALS:		17	17.00	17	17.00	$ 933,660	$ 937,006

COMMUNITY SERVICES

AGRICULTURE WEIGHTS & MEASURES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Agriculture/Weights & Measures	$2,803,032	$2,852,478	$3,072,062	$3,321,302	$3,417,692	$96,390	2.9%
*Watershed Resources Management	121,089	112,078	117,216	168,080	173,131	$5,051	3.0%
Department Overhead	323,575	320,763	413,915	453,703	444,177	($9,526)	-2.1%
Total Direct Costs	$3,247,696	$3,285,319	$3,603,193	$3,943,085	$4,035,000	$91,915	2.3%
Funding	($1,772,310)	($1,859,607)	($1,847,323)	($1,772,879)	($1,877,116)	($104,237)	5.9%
Net County Costs (Without Externals)	$1,475,386	$1,425,712	$1,755,870	$2,170,206	$2,157,884	($12,322)	-0.6%
Staff Years	91.89	94.57	96.30	104.75	107.50	2.75	2.6%

GRAZING LANDS

Total Direct Costs	$0	$0	$0	$101,000	$101,000	$0	0.0%
Funding	($101,000)	($101,000)	($101,000)	($101,000)	($101,000)	$0	0.0%
Net Program Costs	($101,000)	($101,000)	($101,000)	$0	$0	$0	0.0%

* Programs are consolidated with Grazing Lands in Fund 120000.

AGRICULTURE/ WEIGHTS AND MEASURES

OFFICE OF
AGRICULTURAL COMMISSIONER/
SEALER OF WEIGHTS & MEASURES
6 POSITIONS 6 STAFF YEARS

AGRICULTURE/WEIGHTS & MEASURES
AGRICULTURE INSPECTION
APIARY/SEED LAW
CONSUMER PROTECTION
EGG QUALITY CONTROL
FRUIT/NUT/VEGETABLE,
STANDARDIZATION
PESTICIDE USE,
WORKER HEALTH & SAFETY
PEST PREVENTION
STRUCTURAL PEST CONTROL ENFORCEMENT
WEIGHTS & MEASURES INSPECTION (2)
53 POSITIONS 53 STAFF YEARS

AGRICULTURAL SERVICES
ANIMAL DAMAGE CONTROL
ENTOMOLOGY/IPM
PEST CONTROL (1)
PEST DETECTION (4)
PEST ERADICATION
PESTICIDE INFORMATION
PLANT PATHOLOGY/NEMATOLOGY
STATISTICS/ENVIRONMENTAL PROTECTION
WATERSHED MANAGEMENT
WEED ABATEMENT (3)
47 POSITIONS 47 STAFF YEARS
70 POSITIONS 1.5 S.Y. EXTRA HELP

(1) Full year funding of pest control in County facilities.
(2) Addition of one staff year transfered from Weed Abatement for required additional device inspection; revenue offset.
(3) Program responsibility transfered to Pest Control with no additional personnel.
(4) Addition of one staff year for required frequency and distribution changes in Pest Detection Program for Oriental Fruit Fly; revenue offset.

PROGRAM: Agriculture/Weights & Measures # 32001,#32022 MANAGER: KATHLEEN A. THUNER

Department: Agriculture/Weights & Measures # 4855 Ref: 1988-89 Proposed Budget Vol 2 - Pg: C 3

Authority: The Agriculture portion of this program was developed to carry out the mandates of the State Food & Agricultural Code, Sections 1-2281; 11401-12121; 27501-29735; 42501-53564; 67500-67740; and appropriate sections of the California Code of Regulations - Title 3 Agriculture.

The Weights and Measures portion enforces Division 5, California Business and Professions Code, and Chapter 8, Title 4 of the California Code of Regulations pertaining to weights and measures, and any other State or Federal laws, rules and regulations pertaining to weights and measures standards, specifications and tolerances.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	
COSTS						
Salaries & Benefits	$2,476,579	$2,544,773	$2,760,997	$2,992,983	$3,046,888	
Services & Supplies	$299,342	$271,282	$285,720	$327,119	$338,804	
Other Charges	$0	$0	$0	$0	$0	
Fixed Assets	$14,544	$36,107	$9,654	$1,200	$32,000	
Operating Transfers	$12,567	$316	$15,691	$0	$0	
Less Reimbursements	$0	$0	$0	$0	$0	
TOTAL DIRECT COSTS	$2,803,032	$2,852,478	$3,072,062	$3,321,302	$3,417,692	2.9%
FUNDING	($1,697,897)	($1,814,117)	($1,772,116)	($1,680,709)	($1,758,516)	4.6%
NET COUNTY COSTS	$1,105,135	$1,038,361	$1,299,946	$1,640,593	$1,659,176	1.1%
STAFF YEARS	79.09	82.48	83.13	91.25	94.00	

PROGRAM DESCRIPTION:

The Agriculture industry in San Diego County produces food and flower crops valued at $564 million (1987). 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 licensed 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, Honey, and Vegetable Standards; 4) Enforcing Egg Standards; 5) Enforcing Nursery Laws; 6) Enforcing Apiary Laws; 7) Enforcing Seed Laws; 8) Compiling Agricultural Statistics.

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. 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 and Measures.

1987-88 ACTUALS:

Estimated actuals in salary were lower because a provision to fill Agricultural/Standards Inspector II positions did not occur because of recruiting problems until mid year.
Estimated actuals in service and supplies were lower than budgeted level because required expenditures in purchase of pesticides and other chemicals were deleted because of mid-year reallocation to fund critical EDP hardware and software.

1988-89 OBJECTIVES:

Continue to develop the Pesticide Use Enforcement section of this program.

Develop a method to test water meters on site at the C.O.C. facility. Consolidate Weights and Measures calibration laboratory.

Complete construction of Pesticide Storage and Mixing Facility.

Expand the Integrated Pest Management Program, thus lowering the use of restricted pesticides and mitigating conflict with urbanizing areas of San Diego County and Agriculture.

1988-89 ADOPTED BUDGET: SUB PROGRAM ACTIVITIES:	SY- 94	E-$3,417,692	R-$1,758,516
1.Technical/Clerical/Indirect Support	12	$790,344	
- Mandated/Discretionary Service Level			
- Agriculture Enforcement/Services	12	$419,540	
- Services and Supplies		$338,804	
- Fixed Assets		$32,000	
2.Agriculture Enforcement	70	$2,183,003	$1,557,517
- Mandated/Mandatory Service Level			
- Pest Exclusion	16	$509,441	$44,500
- Pesticide Use Enforcement/Worker Health and Safety	15	$479,474	$379,374
- Seed, Nursery, Apiary Inspection	6	$149,835	$49,920
- Fruit, Nuts, Honey/Egg Vegetable Standards	6	$179,802	$80,330
- Detection/Eradication/IPM	19	$594,747	$659,869
- Pest Control/Structural Pest Control	8	$269,704	$220,900
Unrefunded Gas Tax Subvention allocated to the above activities			$122,624
3.Weights and Measures			
- Mandated/Mandated Service Level			
- Device Inspection/Consumer Protection	12	$444,345	$200,999
TOTAL PROGRAM ACTIVITIES	94	$3,417,692	$1,758,516

REVENUE BY SOURCE:

AGRICULTURE ENFORCEMENT

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Business License	$8,870	$6,000	$5,380	($620)
Certified Producers	$0	$0	$2,500	$2,500
Farmers Market	$0	$0	$120	$120
Other Licenses	$56,941	$44,500	$44,500	$0
AB 2187 Inventory Haz/Materials	$15,225	$105,837	$61,237	($44,600)
State Nursery Contract	$38,490	$49,920	$35,366	($14,554)
Gas Tax Subvention	$230,265	$122,624	$122,624	$0
I P M Contract	$21,156	$24,010	$24,010	$0
Pesticide Dealers Tax	$760	$780	$760	($20)
Road Fund (Plant Pest)	$154,308	$100,000	$140,000	$40,000
Airport Enterprise	$21,742	$20,000	$20,000	$0
Flood Control/and Other Services	$5,900	$5,900	$8,000	$2,100
Special Districts	$10,600	$10,000	$10,000	$0
Pesticide Enf. Mill Subvention	$173,610	$173,610	$173,610	$0
State Egg Quality Cont. Contract	$26,739	$32,075	$32,715	$640
Border Contract	$42,127	$45,635	$45,910	$275
AB 3765 - Pesticide Control	$81,573	$108,652	$111,050	$2,398
Detection Contract (Medfly, etc.)	$571,003	$610,000	$635,859	$25,859
Vertebrate Bait Sales	$112,668	$79,000	$85,000	$6,000
Miscellaneous(Fines&Forfet/Other)	$21,685	$0	$0	$0
TOTAL	1,593,662	1,538,543	1,558,641	$20,098

Comments/Explanation - The Detection Contract will increase 3%, approaching the 88/89 Department requested amounts.

WEIGHTS & MEASURES

Audit Kosher Food Records	$0	$7,200	$0	($7,200)
Device registration	$165,660	$120,000	$164,805	$44,805
Recovered Expenditures (Q.C. Verification Program)	$12,790	$13,166	$12,042	($1,124)
Petroleum Products Inspection	$0	$0	$23,028	$23,028
Other Miscellaneous	$4	$1,800	$0	($1,800)
TOTAL	$178,454	$142,166	$199,875	$57,709

Comments/Explanation - Expansion of the Device Registration Program is expected to realize department requested revenue levels and will require the addition of staff to perform mandated inspections. The department is implementing additional State funding for petroleum quality inspection.

County Cost Detail

There is no required match nor over match in this mandated program. However, present law authorizes the Director of Food and Agriculture to allocate to County Agricultural Commissioners/and Sealers up to one-third of a county's cost for various inspection programs.

FIXED ASSETS:

Item	Quantity	Total Cost
Bell Type Meter Prover	1	$26,000
Pagers	20	$6,000
		$32,000

VEHICLES/COMMUNICATIONS EQUIPMENT:

Item	Quantity	Total Cost
None		

PERFORMANCE INDICATORS

PROGRAM: Agriculture/Weights & Measures

DEPARTMENT: Agriculture/Weights & Measures

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
pted STAFF YEARS	SALARY AND BENEFIT COSTS				
ACTIVITY A: Exclusion/Pest Detection/Eradication					
% OF RESOURCES	72%	71%	70%	70%	70%
WORKLOAD					
Terminal Inspections	51,598	56,758	66,853	66,000	70,000
Detection Servicings	260,058	216,800	280,206	250,000	250,000

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

% OF RESOURCES	16%	18%	20%	20%	20%
WORKLOAD					
Pre-Application Site Inspection	360	564	400	480	500
Field Worker Safety Inspection	100	140	400	450	500

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

% OF RESOURCES	6%	6%	6%	6%	6%
WORKLOAD					
Inspections	1,791	1,970	2,000	1,985	2,000

EFFICIENCY

The efficiency is determined by dividing actual inspections completed by the mandated inspections total.

EFFECTIVENESS

The number of non-compliances issued, reinspections completed and total pest infestations noted on pest reports determines the effectiveness.

ACTIVITY D: Various

% OF RESOURCES	6%	5%	4%	4%	4%
Seed Lots Inspected	807	888	850	800	800
Apiary Colonies Registered	16,438	17,259	18,004	18,000	12,500

PROGRAM: Agriculture/Weights & Measures

DEPARTMENT: Agriculture/Weights & Measures

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Weighing & Measuring Devices					
% OF RESOURCES	55%	55%	50%	50%	50%
WORKLOAD					
Weighing & measuring devices inspected	15,068	34,300	18,000	20,000	20,000
EFFICIENCY					
Unit cost of inspection	N/A	N/A	N/A	N/A	N/A
EFFECTIVENESS					
Retail scales % Defective	16%	17%	15%	17%	15%
Gasoline pumps % Defective	23%	20%	10%	20%	10%
ACTIVITY B: Quantity Control/Weighmaster/Petroleum					
% OF RESOURCES	22%	22%	25%	25%	25%
WORKLOAD					
Establishments visited to determine compliance with regulations: Quantity control, weighmaster, petroleum.	1,987	2,100	2,200	2,200	3,000
EFFICIENCY					
Unit cost of inspection	N/A	N/A	N/A	N/A	N/A
EFFECTIVENESS					
Notices of violation issued	111	150	300	175	300
Packages taken off sale	4,461	6,000	12,000	7,500	15,000
Judgments obtained	$ 15,330	$ 8,900	$40,000	$10,000	$10,000
Complaints (criminal)	10	20	30	20	30
ACTIVITY C: Enforcing Fruit, Nut, Vegetable and Egg Standards.					
% OF RESOURCES	23%	23%	25%	25%	25%
WORKLOAD					
Containers inspected	12,630,440	15,970,000	12,000,000	12,950,000	13,500,000
Dozens inspected	787,250	850,000	840,000	840,000	850,000

EFFICIENCY

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: Agriculture/Weights & Measures

DEPARTMENT: Agriculture/Weights & Measures

Class	Title	STAFF YEARS 1987-88 Budget Positions	STAFF YEARS 1987-88 Budget SY	STAFF YEARS 1988-89 Adopted Positions	STAFF YEARS 1988-89 Adopted SY	SALARY AND BENEFIT COSTS 1987-88 Budget	SALARY AND BENEFIT COSTS 1988-89 Adopted
2200	Assistant Agricultural Commissioner	1	1.00	1	1.00	$47,348	$0
5420	Plant Pathologist/Nematologist	1	1.00	1	1.00	$31,897	$36,207
5421	Entomologist	1	1.00	1	1.00	$34,180	$31,863
5406	Chief, Agriculture Services	0	0.00	0	0.00	$0	$42,033
5408	Dep. Agricultural Commissioner/Sealer	10	10.00	9	9.00	$306,689	$319,694
5409	Chief, Deputy Commissioner/Sealer	0	0.00	1	1.00	$0	$42,033
5390	Agricultural Standards Inspectors II	4	4.00	5	5.00	$99,009	$129,087
5385	Agricultural Standards Inspector III	34	34.00	34	34.00	$873,928	$901,124
5380	Agricultural Standards Inspector IV	4	4.00	4	4.00	$109,977	$119,350
5397	Senior Agricultural Technician	4	4.00	4	4.00	$94,538	$101,132
5398	Agricultural Technician	13	12.25	13	13.00	$258,109	$282,744
5399	Agricultural Technician Aid	11	11.00	12	12.00	$186,817	$216,738
2730	Senior Clerk	7	7.00	7	7.00	$135,780	$141,973
2700	Intermediate Clerk	1	1.00	1	1.00	$16,720	$17,330
3019	Computer Operator Trainee	1	1.00	1	1.00	$14,958	$16,588
	Totals	92	91.25	94	94.00	$2,209,950	$2,397,896
	Adjustments:						
	County Contribution and Benefits					$651,288	$652,383
	Salary Settlement Costs					$157,818	$0
	Special Payments					$0	$0
	Overtime Premium					$4,000	$15,760
	Bilingual Expense					$0	$0
	Unemployment Expense					$2,702	$2,943
	Employee Compensation					$34,890	$45,571
	Salary Adjustments					$0	$0
	Salary Savings					($67,665)	($67,665)
	Total Adjustments					$783,033	$648,992
Program Totals		92	91.25	94	94.00	2,992,983	3,046,888

PROGRAM: Watershed Resources Management/Grazing Land **#** 31522, 75803 **MANAGER:** GARY REECE

Department: Agriculture/Weights & Measures **#** 4854, 4450 **REF:** 1987-88 Proposed Budget Vol. 2 - Pg. C11

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 Countywide 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. The grazing land part of this program was developed for the purpose of carrying out Public Resources Code Section 8557.5 which provides for the reimbursement to the lessees of Federal land, and the fees collected for the improvement of that land.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	
COSTS						
Salaries & Benefits	$108,352	$95,563	$79,326	107,260	111,783	
Services & Supplies	$12,737	$16,515	$37,890	$60,820	$59,348	
Other Charges	$0	$0	$0	$0	$0	
Fixed Assets	$0	$0	$0	$0	$2,000	
Operating Transfers	$0	$0	$0	$0	$0	
Less Reimbursements	$0	$0	$0	$0	$0	
TOTAL DIRECT COSTS	$121,089	$112,078	$117,216	$168,080	$173,131	3.0%
FUNDING	($67,007)	($38,889)	($68,307)	($85,570)	($112,000)	30.9%
NET COUNTY COSTS	$54,082	$73,189	$48,909	$82,510	$61,131	-25.9%
STAFF YEARS	3.86	3.27	3.19	3.00	3.00	

PROGRAM DESCRIPTION:

San Diego County's watersheds continue to represent an enormous potential fire hazard and a significant ongoing and costly liability. Unless man reintroduces the proper function of fire 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, Animal Damage Control program in resolving predation problems on a countywide basis.

There are 27 lessees 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 $1.54 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. Grazing land typically budgets available fund balance and all anticipated revenues as an operating transfer in Fund 120000.

1987-88 ACTUALS:

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 1988-89. Due to Federal budget constraints the Animal Damage Control Program implementation was delayed to January 1987. Due to the ongoing Board review and Countywide critical funding gap analysis the Watershed Manager position was not filled. This continues to impact the efficiency and effectiveness of the program and its revenue realization.

1988-89 OBJECTIVES:

1. The primary objective will be to fill the Watershed Manager Position.

2. Re-evaluate the prescribed burning program to determine additional funding sources and participating agencies.

3. Reallocate the Weed Abatement Program to the Pest Management Program.

4. Review the Animal Damage Control Program to identify regulatory changes required to identify full cost recovery.

1988-89 PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES:	SY- 3	E-$173,121	R-$112,000
- Watershed Management	3	$111,783	$102,430
- Animal Damage Control	0	$28,710	$9,570
- Services and Supplies	0	$30,638	$0
- Fixed Assets	0	$2,000	$0
	==	========	========
TOTAL	3	173,131	112,000

PROGRAM: Watershed Resources Management/Grazing Land **MANAGER:** GARY REECE

REVENUE BY SOURCE:

WATERSHED RESOURCES MANAGEMENT

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Department of Interior	$45,075	$54,000	$22,430	($31,570)
Department of the Navy	$9,940	$11,000	$11,000	$0
Department of Justice	$5,902	$6,000	$6,000	$0
Small contracts and equip. rental	$1,422	$5,000	$5,000	$0
Grazing Land Fund	$5,918	$9,570	$9,570	$0
Miscellaneous (Reforestation-Fed)	$50	$0	$58,000	$58,000
TOTAL	$68,307	$85,570	$112,000	$26,430

Explanation/Comments

The Federal contracts, with Interior has been reduced due to Federal budgetary constraints. The California Department of Forestry and Fire Protection (CDFFP) conducts programs on private lands at only 10% of full cost; County operations would require full cost recovery. CDFFP does not perform fire prevention/mitigation on Federal lands; the County is the only provider on Federal and Indian lands. The $58,000 is a one time program inclusive of the Palomar fire area.

County Cost Detail

There is no required match nor over match in this discetionary program. The program operates using purchase orders from agencies requesting the service, each of which has different operating budgetary requirements and restrictions.

GRAZING LAND

Revenue and Fund Balance	$101,000	$101,000	$101,000	$101,000

FIXED ASSETS:

Item	Quantity	Total Cost
Fertilizer Applicator	1	$2,000

VEHICLES/COMMUNICTIONS EQUIPMENT:

Item	Quantity	Total Cost
None		

PERFORMANCE INDICATORS

PROGRAM: Watershed Resources Management

DEPARTMENT: Agriculture/Weights & Measures

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Watershed Resources Management					
% OF RESOURCES	100%	100%	100%	100%	100%
WORKLOAD					
Acres Managed	56,450	56,400	56,450	56,450	56,450
Acres Treated (Reforested)	2,700	2,700	2,700	3,700	4,000
Weed Abatement Complaints	200	250	400	300	400
Animal Damage Complaints	N/A	N/A	3,000	1,200	3,000
EFFICIENCY	N/A	N/A	N/A	N/A	N/A
EFFECTIVENESS	N/A	N/A	N/A	N/A	N/A
ACTIVITY B: Grazing Land					
% OF RESOURCES					
WORKLOAD					
Acres Grazed	N/A	103,000	72,000	72,000	72,000
$/Animal Unit Months	N/A	$1.35	$1.35	$1.35	$1.54
Animal Unit Months	N/A	3,650	3,650	3,650	3,650

STAFFING SCHEDULE

PROGRAM: Watershed Resources Management/Grazing Land DEPARTMENT: Agriculture/Weights & Measures

Class	Title	STAFF YEARS 1987-88 Budget Positions	SY	STAFF YEARS 1988-89 Adopted Positions	SY	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
5453	Watershed Manager	1	1.00	1	1.00	$31,865	$33,970
5390	Agricultural/Standards Inspector II	2	2.00	2	2.00	$44,972	$48,168
	TOTAL	3	3.00	3	3.00	$76,837	$82,138
	Adjustments:						
	County Contribution and Benefits					$23,523	$21,780
	Salary Settlement Costs					$5,570	$0
	Special Payments					$0	$0
	Overtime Premium					$0	$0
	Billingual Expense					$0	$0
	Unemployment Expense					$89	$94
	Employee Compensation					$1,241	$1,673
	Salary Adjustments					$0	$6,098
	Salary Savings					$0	$0
	Total Adjustments					$30,423	$29,645
Program Totals		3	3.00	3	3.00	$107,260	$111,783

PROGRAM: DEPARTMENT OVERHEAD # 92101 MANAGER: KATHLEEN A. THUNER

Department: Agriculture/Weights & Measures # 4851 Ref: 1987-88 Proposed Budget Vol. 2 - Pg. C16

Authority: This program was developed for the purposes 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. Sections 176.1, 176.2, 176.3 and 176.4 of the San Diego County Administrative Code.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	
COSTS						
Salaries & Benefits	$282,560	$285,647	$370,118	$429,103	$401,262	
Services & Supplies	$30,985	$29,027	43,116	$24,600	$39,915	
Other Charges	$0	$0	$0	$0	$0	
Fixed Assets	$10,030	$6,089	$681	$0	$3,000	
Operating Transfers	$0	$0	$0	$0	$0	
Less Reimbursements	$0	$0	$0	$0	$0	
TOTAL DIRECT COSTS	$323,575	$320,763	$413,915	453,703	$444,177	-2.1%
FUNDING	($7,406)	($6,601)	($6,900)	($6,600)	($6,600)	0.0%
NET COUNTY COSTS	$316,169	$314,162	$407,015	$447,103	$437,577	-2.1%
STAFF YEARS	8.94	8.82	9.98	10.50	10.50	

PROGRAM DESCRIPTION:

The management and operation of two County programs (Agriculture/Weights and 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).

1987-88 ACTUALS:

Estimiated actuals are lower relative to budgeted salaries due to spreading FY 1987-88 budgeted extra-help to other programs. The Assistant Commissioner/Sealer position was finally filled in August after a 14 month outside recruitment effort, resulting in further salary savings. An additional $7,500 was allocated for relocation costs for this position.

PROGRAM: DEPARTMENT OVERHEAD **MANAGER:** KATHLEEN A. THUNER

1988-89 OBJECTIVES:

In response to the State of California audit program evaluation and assessment, this department has been directed to implement a computerized restricted materials permit system. This will be the primary objective for the administration. A secondary objective is to provide computer access from each District Office for Pesticide Use Enforcement activity. This department, in cooperation with the Department of Health Services, will interface an inventory program for fertilizers and pesticides on a countywide basis as per AB2187 (Statutes of 1986). In conjunction with the expected on line construction of the pesticide and bait mixing facility, a computerized inventory and procurement program is being developed.

1988-89 CAO PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES: SY-10.50 E-$444,177 R- $6,600

The activities of this program are summarized as follows:

1.Adminstrative Services - Mandated/Mandated Service Level - Department Management - Budget and Finance - Secretarial Services	4.0	$245,916
2.Clerical Services - Mandated/Discretionary Service Level - Payroll - Purchasing - Word Processing	5.0	$115,346
3.Extra Help - Mandated/Discretionary Service Level - Watershed - Clerical - Agriculture/Weights and Measures	1.5	$40,000
4.Services & Supplies - Mandated/Discretionary Service Level		$39,915
5.Fixed Assets		$3,000
TOTAL	10.50	$444,177

Significant Items are a provision of $6,000 to support the Office Automation; mandated travel allowance of $10,500 for the Commissioner/Sealer; $4,280 mileage allowance.

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Commissioner Reimbursememt	$6,600	$6,600	$6,600	$0
Other Revenue	$300	$0	$0	
	$6,900	$6,600	$6,600	$0

County Cost Detail

There is no required match nor over match in this mandated program. The State, persuent to FAC sections 2221 through 2224, participates in the payment of salaries of County Agricultural Commissioners who are under the direct supervision of the Director of the Department of Food and Agriculture.

FIXED ASSETS:

Item	Quantity	Total Cost
Computer Equipment (Terminals)	2	$3,000

VEHICLES/COMMUNICTIONS EQUIPMENT:

Item	Quantity	Total Cost
None		

STAFFING SCHEDULE

PROGRAM: Overhead

DEPARTMENT: Agriculture/Weights & Measures

Class	Title	STAFF YEARS 1987-88 Budget		STAFF YEARS 1988-89 Adopted		SALARY AND BENEFIT COSTS 1987-88 Budget	SALARY AND BENEFIT COSTS 1988-89 Adopted
	Sealer Weights & Measures	1	1	1	1	$57,374	$65,562
2235	Ass't Agricultural Commissioner/ Sealer of Weights & Measures	1	1.00	1	1.00	$49,145	$53,077
2302	Administrative Assistant III	1	1.00	0	0.00	$37,367	$0
2369	Adminstrative Services Manager I	0	0.00	1	1.00	$0	$46,354
2758	Administrative Secretary III	1	1.00	1	1.00	$24,645	$26,056
2511	Senior Payroll Clerk	1	1.00	1	1.00	$20,693	$21,426
2510	Senior Account Clerk	1	1.00	1	1.00	$19,746	$20,462
2700	Intermediate Clerk	3	3.00	3	3.00	$49,214	$49,540
9999	Extra Help	0	1.50	0	1.50	$60,210	$40,000
	TOTAL	9	10.50	9	10.50	$318,394	$322,477
	Adjustments:						
	County Contribution and Benefits					$91,258	$72,091
	Salary Settlement Costs					$22,280	$0
	Special Payments					$0	$0
	Overtime Premium					$0	$0
	Billingual Expense					$2,520	$2,520
	Unemployment Expense					$266	$282
	Employee Compensation					$3,926	$4,777
	Salary Adjustments					($9,541)	($885)
	Salary Savings					$0	$0
	Total Adjustments					$110,709	$78,785
Program Totals		9	10.50	9	10.50	$429,103	$401,262

AIR POLLUTION CONTROL

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Air Pollution Control	$ 810,552	$ 810,552	$ 366,152	$ 366,152	$ 40,178	$(325,974)	(89)%
Total Direct Costs	$ 810,552	$ 810,552	$ 366,152	366,152	$ 40,178	$(325,974)	(89)%
Less Funding	0	0	0	0	0	0	0%
Net Program Cost	$ 810,552	$ 810,552	$ 366,152	$ 366,152	$ 40,178	$(325,974)	(89)%
Staff Years	0	0	0	0	0	0	0

PROGRAM: AIR POLLUTION CONTROL # 41010 MANAGER: R. J. SOMMERVILLE

Department: AIR POLLUTION CONTROL # 6710 REF: 1988-89 Proposed Budget - Pg: C-21

Authority: Mandated program to protect public health. Authority and responsibilities are contained in the California Health and Safety Code and Federal Clean Air Act.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Services & Supplies	0	0	0	0	0
Fixed Assets	0	0	0	0	0
General Fund Contribution to APCD	810,552	810,552	366,152	366,152	40,178
TOTAL DIRECT COSTS	$ 810,552	$ 810,552	$ 366,152	$ 366,152	$ 40,178 (89%)
FUNDING	$ 0	0	0	$ 0	$ 0
NET COUNTY COSTS	$ 810,552	$ 810,552	$ 366,152	$ 366,152	$ 40,178 (89%)
STAFF YEARS	0	0	0	0	0

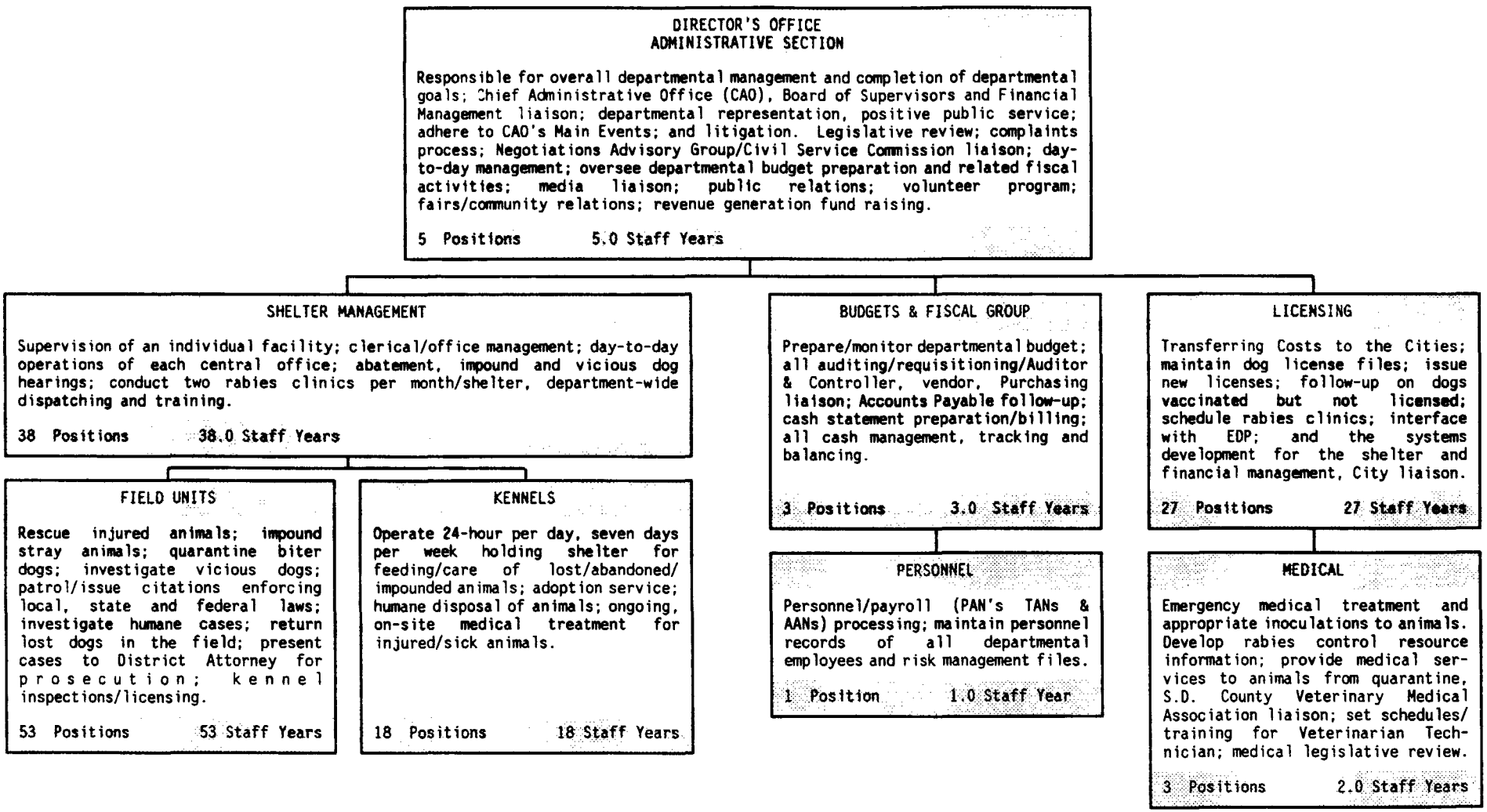
PROGRAM DESCRIPTION:

This budget unit reflects the General Fund mandated cost associated with the Air Pollution Control District.

ANIMAL CONTROL

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Animal Health and Regulation	$ 2,784,964	$ 3,120,308	$ 3,463,976	$ 3,479,269	$ 4,146,030	$ 666,761	19%
Total Direct Costs	$ 2,784,964	$ 3,120,308	$ 3,463,976	$ 3,479,269	$ 4,146,030	$ 666,761	19%
Funding	(1,683,304)	(1,765,658)	(3,059,779)	(2,702,829)	(3,608,382)	(905,553)	33%
Net Program Cost	$ 1,101,660	$ 1,354,650	$ 404,197	$ 776,440	$ 537,648	$ (238,792)	(30%)
Staff Years	99.79	109.98	117.55	117.00	147.00	30.00	

DEPARTMENT OF ANIMAL CONTROL



Note: 30.0 staff years were added to this program: 25.0 permanent, and 5 extra help. They are itemized in the sub-program activities.

PROGRAM: ANIMAL HEALTH & REGULATION # 31523 MANAGER: Sally B. Hazzard, Director

Department: ANIMAL CONTROL # 4300 REF: 1988-89 Proposed Budget Pg: C-23

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 allows for a 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,512,371	$ 2,869,711	$ 3,208,686	$ 3,221,790	$ 3,803,121
Services & Supplies	270,544	235,568	225,979	217,579	251,309
Other Charges	0	2,093	1,087	0	2,000
Fixed Assets	2,049	12,936	28,224	39,900	51,400
Vehicles/Comm. Equip	0	0	0	0	38,200
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 2,784,964	$ 3,120,308	$ 3,463,976	$ 3,479,269	$ 4,146,030
					19%
FUNDING	(1,683,304)	(1,765,658)	$(3,059,779)	$ (2,702,829)	$(3,608,382)
					33%
NET COUNTY COSTS	$ 1,101,660	$ 1,354,650	$ 404,197	$ 776,440	$ 537,648
					(30)%
STAFF YEARS	99.79	109.98	117.55	117.00	147.00

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 ten contract cities: San Diego, Poway, Del Mar, Lemon Grove, Santee, San Marcos, Vista, Carlsbad, Encinitas and Solana Beach.

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
- Control of vicious dogs
- Surveillance for rabies and quarantine of biting animals
- Investigate violations and enforce local and state animal control and anti-cruelty laws; initiate prosecution as required.
- Owner notification of found licensed dogs
- Licensing of dogs
- Rabies control activities and rabies clinics in conjunction with the Veterinary Medical Association

PROGRAM: ANIMAL HEALTH & REGULATION # 31523 MANAGER: Sally B. Hazzard, Director

PROGRAM DESCRIPTION: (continued)

- 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

1987-88 ACTUALS:

The most significant difference between budgeted and actual amounts is in the revenues. The $406,950 in additional earned revenues was a result of City contract billings and a special license canvassing program.

1988-89 OBJECTIVES:

1. Expand and revise our currently successful spay/neuter program. Our goal is to increase compliance with animals adopted from our shelters.

2. Increase license revenues and rabies control compliance in the community by increasing rabies clinics in the county and our ten contract cities.

3. Address vicious dog problems by designing and initiating additional procedures including expanded hearings; follow-up inspections; special licensing provisions and an identification system.

1988-89 ADOPTED BUDGET - SUB PROGRAM ACTIVITIES:

There are some minor changes to the sub-program activity to clearly reflect actual department activity. The "Operations" section has been deleted and merged with Shelter Operations and Administration.

The following outlines our major activities, staff years (SY), expenditures (E) and revenues (R):

1. FIELD OPERATIONS (39 SY; E-$1,106,020; R-$383,814)

   - Mandated/Discretionary Service Level
   - Rescuing injured animals
   - Quarantining biter dogs
   - Investigating humane cases
   - Impounding stray animals
   - Patrolling and issuing citations enforcing local, state and federal laws
   - Returning lost dogs in the field
   - Presenting cases to District Attorney for prosecution for animal-related violations
   - Kennel Inspection/Licensing
   - Vicious dog investigations
   - Vicious dog hearings
   - Registration and tracking of vicious and/or public nuisance
   - Animal inspection of declared vicious dog owner property

The changes to this component are: The addition of 5 ACO II's - Patrol; 3 ACO II's and 1 ACO IV for the Vicious Dog Task Force.

PROGRAM: ANIMAL HEALTH & REGULATION # 31523 MANAGER: Sally B. Hazzard, Director

1988-89 PROPOSED BUDGET: (Continued)

2. KENNEL OPERATIONS (18 SY; E-$426,317; R - $0)

- Mandated/Discretionary Service Level
- Operating 24 hours per day, seven days per week, holding shelters for lost/abandoned/impounded animals
- Humane euthanasia of animals
- Assisting Veterinarian in medical treatment and follow-up
- Sanitizing of kennel
- Feeding and care of animals
- Adoption screening

The change to this component is the addition of 2 ACO I's.

3. MEDICAL SERVICES (2 SY; E-$102,413; R-$35,365)

- Mandated/Discretionary Service Level
- Provides emergency medical treatment
- Appropriate inoculations to animals under supervision

There is no change to this component.

4. LICENSING/TRANSFERRING OF COST TO CITIES (27 SY; E-$617,449; R-$2,960,644)

- Mandated/Mandated Service Level
- Data collection for city contract billing
- Quarterly billing
- Bad check and fee collection
- Processing all dog license applications
- Maintain license informational records
- Staffing and schedule coordination of rabies clinics
- Enforcement of all licensing laws
- License canvassing program
- Interface with EDP
- City contract liaison
- Monitoring services provided to the cities

The changes to this compoment are: The addition of 3 ACO II's; 4 ACO I's; 5 Extra-help positions; 1 Intermediate Account Clerk, and; 1 District Manager

5. CONTRACT SERVICES (14 SY; E-$191,959; R-$191,959)

- Discretionary/Mandated Service Level (contract requirements)

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 the beach patrol program for the City of San Diego and special enforcement program for the Port Authority. All positions and related supplies are revenue offset.

There is no change to this component.

PROGRAM: ANIMAL HEALTH & REGULATION # 31523 MANAGER: Sally B. Hazzard, Director

1988-89 PROPOSED BUDGET: (Continued)

6. SHELTER MANAGEMENT (38 SY; E-$951,176; R-$36,600)

The shelters are open to the public 5.5 days per week at three locations.

- Mandated/Discretionary Service Level
- All counter service to public
- 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
- Department-wide Dispatching
- Interface to all law enforcement
- 24-hour emergency line operation
- Fee processing and AMIS input
- Liaison to District Attorney and Courts
- Job and Safety Training

The changes to this component are: The addition of 1 Supervising Clerk; 2 Intermediate Account Clerks, and 1 Intermediate Clerk Typist.

7. ADMINISTRATION (9 SY; $407,787; R - $0)

- Mandated/Discretionary Service Level
- Providing department-wide budgeting, accounting, personnel, payroll, supplies, inventory, workers compensation and liability services
- Providing public education/information
- Managing fixed assets and services and supplies
- Serving as liaison to Chief Administrative Office/Board of Supervisors and nine contract city councils
- Directing public relations and volunteer program
- Vehicle equipment operation/management
- Capital improvements planning and coordination
- Standardization of department policies and procedures
- Department-wide coordination of work schedules

There is no change to this component.

PROGRAM: ANIMAL HEALTH & REGULATION # 31523 MANAGER: Sally B. Hazzard, Director

DEPARTMENT-WIDE - SERVICES & SUPPLIES ($253,309)

The increase to this component is due to an increase in medical costs and services and supplies related to the additional positions.

SOURCE OF REVENUES:

Program Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Animal Licenses	$ 1,238,070	$ 1,101,000	$ 1,500,000	$ 399,000
Kennel Licenses	8,830	10,600	10,600	0
Animal Shelter & Board Fees	278,112	322,920	329,314	6,394
Rabies Vaccinations	18,323	12,730	24,365	11,635
Veterinarian Services	12,237	9,991	11,000	1,009
Adoption Fees	28,070	29,957	31,880	1,923
Quarantine Fees	36,589	30,000	36,971	6,971
Contract Cities	1,254,332	948,745	1,420,234	471,489
City of S.D. & Port Authority	138,173	183,101	191,959	8,858
Court Fines and Other	$ 47,043	53,785	52,059	(1,726)
	$ 3,059,779	$ 2,702,829	$ 3,608,382	$ 905,553

The only substantial change to Source of Revenues is in Animal Licenses/ Animal Shelter and City Contract Revenues, where adjustments have been made based on projected actuals and workload.

COUNTY COST DETAIL:

This department receives no revenue match. All our revenues are received from fees for services, city contracts, and licensing of dogs.

FIXED ASSETS:

Item	Quantity	Total Cost
Computer Equipment	1 lot	$ 19,000
Tranquilizer Equipment	1	9,000
Desks	2	1,000
Credenza	1	500
Medical Equipment	1 lot	6,000
Conference Table	1	500
Identification Machine	1	2,649
Camera	4	1,276
Caging	1 lot	3,500
Animal Control Equipment	1 lot	4,475
Typewriters	4	3,500

PROGRAM: ANIMAL HEALTH & REGULATION # 31523 MANAGER: Sally B. Hazzard, Director

VEHICLE/COMMUNICATIONS EQUIPMENT:

Item	Quantity	Total Cost
Communication Equipment	1 lot	$ 4,800
Walkie Talkies	8	6,000
Vehicles	2	12,000
Vehicles	2	15,400

PERFORMANCE INDICATORS

Program: Animal Health & Reguation

Department: Animal Control

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Animal Health & Regualtion					
% of Resources					
100%					
Workload					
Dispositions:					
Claimed	6,794	6,244	6,474	9,000	6,500
Adopted	6,124	5,761	5,818	7,000	5,800
Misc.	1,073	820	576	927	570
Destroyed	29,536	25,115	23,162	28,000	24,000
Service Requests:	39,306	43,520	40,144	45,000	40,144
Efficiency					
Total Animal Shelter Population	47,000	47,000	49,738	49,000	49,738
Field Officer Service Requests	1:1,350	1:1,280	1:1,216	1:1,364	1:1,216
Field Officer/Population Served Ratio	1:48,484	1:50,391	1:54,087	1:51,248	1:48,900
Effectiveness					
Licenses Sold	70,332	79,742	88,524	95,000	90,000
Miles Driven	442,471	442,471	446,471	446,471	446,471
Kennel Inspections	200	200	220	220	220
Vicious Dog Investiagtions	158	158	178	178	178
Court Appearances	179	179	189	189	189
Volunteer Hours	14,000	15,000	15,500	15,500	15,500

STAFFING SCHEDULE

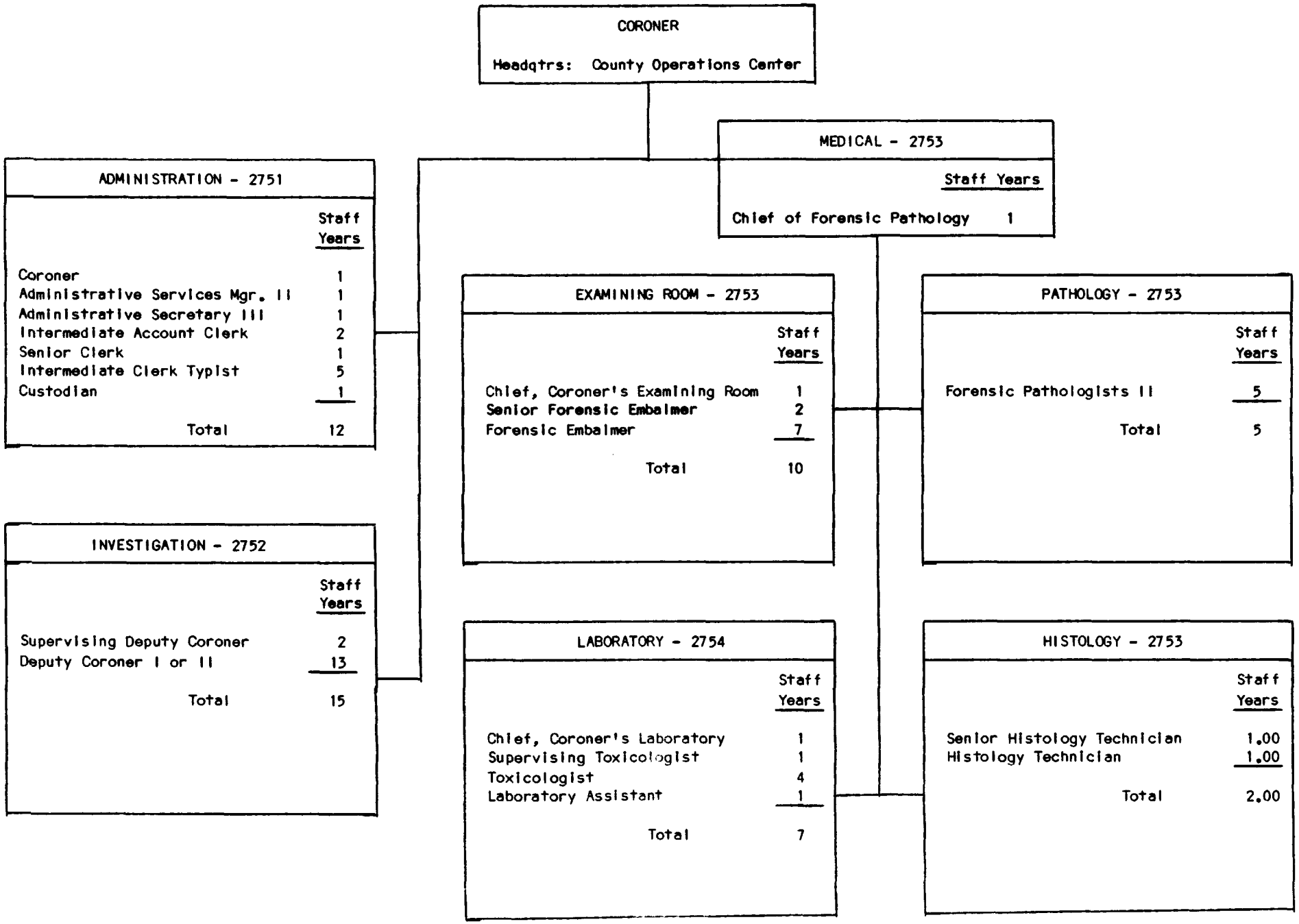
Program: Animal Health and Regulation

Department: Animal Control

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2112	Director of Animal Control	1	1.00	1	1.00	$ 60,832	$ 64,938
3042	Asst. Director, Animal Control	1	1.00	1	1.00	52,884	55,436
2368	Administrative Services Mgr.	1	1.00	1	1.00	37,367	44,160
2303	Administrative Assistant II	1	1.00	1	1.00	26,316	35,433
2403	Accounting Technician	2	2.00	2	2.00	43,530	45,815
2493	Intermediate Account Clerk	4	4.00	8	8.00	65,648	127,590
2510	Senior Account Clerk	2	2.00	2	2.00	34,001	35,749
2511	Senior Payroll Clerk	1	1.00	1	1.00	20,693	21,426
2700	Intermediate Clerk Typist	7	7.00	8	8.00	109,810	129,422
2730	Senior Clerk	3	3.00	3	3.00	56,212	58,254
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
2778	Animal Control Dispatcher	8	8.00	8	8.00	138,040	141,738
2779	Sr. Animal Control Dispatcher	1	1.00	1	1.00	19,892	20,402
3007	Junior Word Processor	1	1.00	1	1.00	16,191	17,070
4225	Veterinarian	3	2.00	3	2.00	75,283	80,132
5699	Animal Control District Mgr.	3	3.00	4	4.00	89,655	121,891
5703	Animal Control Officer II	24	24.00	35	35.00	466,948	695,298
5704	Animal Control Officer I	18	18.00	24	24.00	270,618	394,676
5705	Animal Control Officer III	13	13.00	11	11.00	299,645	256,653
5708	Chief, Animal Control Oper.	1	1.00	1	1.00	35,581	37,751
5709	Animal Control Officer IV	5	5.00	8	8.00	124,919	202,179
5910	Animal Health Technician	3	3.00	3	3.00	56,577	66,242
6346	Coordinator, Volunteer Prog.	1	1.00	1	1.00	25,515	31,150
9999	Extra Help	12	12.00	17	17.00	133,300	185,542
5710	Animal Licensing Supv.	1	1.00	1	1.00	23,968	23,968
2745	Supervising Clerk	0	0.00	1	1.00	0	20,035
	Total	118	117.00	148	147.00	$2,308,070	$2,939,006
	Adjustments:						
	County Contributions and Benefits					$ 606,591	$ 710,645
	Salary Settlement Costs					100,960	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					29,898	44,898
	Unemployment					3,080	4,071
	Workers Compensation					87,448	116,846
	Salary Savings					(85,737)	(83,952)
	Salary & Benefit Increase					104,613	1,440
	Uniform Allowance					19,800	23,100
	Total Adjustments					$ 913,720	$ 864,115
PROGRAM TOTALS:		118	117.00	148	147.00	$3,221,790	$3,803,121

CORONER

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Decedent Investigation	$ 2,283,044	$ 2,493,896	$ 2,985,656	$ 2,867,324	$ 3,072,447	$ 205,123	7.2%
Total Direct Costs	$ 2,283,044	$ 2,493,896	$ 2,985,656	$ 2,867,324	$ 3,072,447	$ 205,123	7.2%
Less Funding	(184,626)	(224,075)	(182,260)	(187,500)	(195,000)	(7,500)	4.0%
Net Program Costs (Without Externals)	$ 2,098,418	$ 2,269,821	$ 2,803,396	$ 2,679,824	$ 2,877,447	$ 197,623	7.4%
Staff Years	47.00	50.00	51.35	52.50	53.00	.50	1.0%


CORONER
Headqtrs: County Operations Center
MEDICAL - 2753
Staff Years
Chief of Forensic Pathology 1
ADMINISTRATION - 2751
Staff Years
Coroner 1
Administrative Services Mgr. II 1
Administrative Secretary III 1
Intermediate Account Clerk 2
Senior Clerk 1
Intermediate Clerk Typist 5
Custodian 1
Total 12
EXAMINING ROOM - 2753
Staff Years
Chief, Coroner's Examining Room 1
Senior Forensic Embalmer 2
Forensic Embalmer 7
Total 10
PATHOLOGY - 2753
Staff Years
Forensic Pathologists II 5
Total 5
INVESTIGATION - 2752
Staff Years
Supervising Deputy Coroner 2
Deputy Coroner I or II 13
Total 15
LABORATORY - 2754
Staff Years
Chief, Coroner's Laboratory 1
Supervising Toxicologist 1
Toxicologist 4
Laboratory Assistant 1
Total 7
HISTOLOGY - 2753
Staff Years
Senior Histology Technician 1.00
Histology Technician 1.00
Total 2.00

PROGRAM: Decedent Investigation # 19001 MANAGER: David J. Stark

Department: Coroner # 2750 REF: 1987-88 Proposed Budget - Pg: 31

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,988,729	$ 2,191,125	$ 2,590,409	$ 2,539,120	$ 2,606,043
Services & Supplies	248,999	267,611	353,809	324,127	350,227
Other	0	3,171	5,436	4,077	54,077
Fixed Assets	0	31,989	36,002	0	62,100
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 2,283,044	$ 2,493,896	$ 2,985,656	$ 2,867,324	$ 3,072,447
FUNDING	(184,626)	(224,075)	(182,260)	(187,500)	(195,000)
NET COUNTY COSTS	$ 2,098,418	$ 2,269,821	$ 2,803,396	$ 2,679,824	$ 2,877,447
STAFF YEARS	47.00	50.00	52.87	52.50	53.00

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 counseling of the next of kin. The second phase of investigation is conducted by the Coroner's medical staff. The pathologists perform the various medical examinations and forensic autopsies necessary to determine the exact cause of death. The third phase of the investigatory process is accomplished in the laboratory. Toxicologists conduct a multiplicity of chemical analyses in order to test for the presence of various toxic substances.

1987-88 BUDGET:

Salaries & Benefits: Expenditure will exceed budget for two reasons. First, the recruitment during this fiscal year to fill five forensic pathologist positions proved to be more costly than anticipated. Second, the salary savings applied to this department was over stated during the formulation of the 1987-88 budget.

Services & Supplies: Expenditures will exceed budget due to underfunding of: autopsy transcription services and hazardous waste disposal fees; improved personal protection supplies for employees handling suspected infections of decedents and/or tissues; and increased quantities of laboratory supplies for improved medical evaluation procedures implemented by the newly hired Chief of Forensic Pathology.

PROGRAM: Decedent Investigation # 19001 MANAGER: David J. Stark

1987-88 BUDGET: (continued)

Fixed Assets: Fixed assets purchases were approved mid-year due to unanticipated revenue from the Trauma System Trust Fund.

Funding: This department will come very close to realizing budgeted revenue. However, revenue from decedent embalming has been declining due to popularity of direct cremation and increased actual cost for these services.

Staff Years: The apparent underutilization of staff years is misleading. One staff year belongs to an employee who has filed a workers compensation claim against the county. His tasks are being partially completed by full time temporary help. A staff year is also vacant in the Forensic Pathology classification. The pathology workload is presently completed by temporary forensic pathologists. The final vacancy is the partial staff year for history technician. The position has been filled.

1988-89 OBJECTIVES:

1. Establish a cause of death and issue a final death certificate within 30 days of the initial investigation in at least 75% of the cases.

2. Maintain an average weekly toxicology case backlog no greater than 65 cases.

1988-89 PROPOSED BUDGET: SUB PROGRAM ACTIVITIES:

1. Administrative Services (11.00 SY; E-$387,005; R-$18,500) provides payroll, personnel, accounting, property transfer, death certificate preparation, etc. and is:

   - Mandated/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-$775,025; R-$0) provides on scene death investigation, follow-up investigation, initial property protection, and next-of-kin notification and is:

   - Mandated/Discretionary Service Level.
   - Anticipating a 10% workload increase with no staff increases for the 14th consecutive year.
   - Implementing automation of reports with direct input to a departmental data base for report preparation. This will provide more current information for families, attorneys, law enforcement agencies, and the media.

3. Medical Services (27.00 SY; E-$1,910,417; R-$176,500) provides decedent handling, autopsy services, evidence documentation, embalming, histology, and toxicology and is:

   - Mandated/Discretionary Service Level.
   - Finalizing a reorganization of staff pathologists versus previous method of fee-for service autopsies.
   - In the process of establishing a coordinated training program with University Hospital.
   - Expanding the use of the new Gas Chromatograph Mass Spectrometer (GCMS) to sustain the toxicology case turnaround and provide more specific analysis data to the pathologists.

PROGRAM: Decedent Investigation # 19001 MANAGER: David J. Stark

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Transportation Fees	$ 108,176	$ 118,000	$ 121,000	$ 3,000
Embalming Fees	50,336	49,000	51,000	2,000
Copies of Reports	19,873	18,500	21,000	2,500
Other Miscellaneous	3,875	2,000	2,000	-0-
TOTAL	$ 182,260	$ 187,500	$ 195,000	$ 7,500

Comment: Revenue from all sources is expected to increase slightly due to projected case load increases. All revenue for this department comes from fees. There is no revenue with matching requirements.

FIXED ASSETS:

Item	Quantity	New/Replacement	Cost	Revenue
Centrifuge	1	R	$ 9,500	$ 0
Floor Scale	1	R	4,000	0
Dictation System	1	R	3,300	0
Microtome	1	N	6,300	0
Rack System with Lift	1	N	7,000	0
Computer Systems	8	N	18,000	0
Gas Chromatograph	1	R	14,000	0

1. The existing 22 year old centrifuge has been tagged as unsafe during an environmental health inspection. all centrifuges used to process hazardous materials must be designed to contain any aerosol produced in the event a tube breaks during the spinning process. The existing centrifuge cannot be altered to meet this requirement and the daily use of this equipment places current employees at risk of exposure to tuberculosis, hepatitis, AIDS, etc.

2. The decedents body weight and method of measurement is routinely part of court testimony. The existing floor scale was installed twenty years ago and is no longer capable of maintaining calibration. Techonological advances in this industry make it cheaper to replace the existing unit rather than repair it. This is the only scale available to document and certify the weight of each body as it arrives at the Coroner's Office.

3. Currently, each pathologist dictates the autopsy report while standing at the autopsy table. unfortunately, routine examination room noises obscure dictation, causing the transcriptionist to guess at a word or return the report for clarification. A more appropriate microphone system would allow the use of existing recorders and eliminate any possible audio interference that might result in erroneous data in an autopsy report.

4. The additional histology technician authorized in mid 1987-88 will be fully trained by July 1988. At that time, an additional instrument (microtome) to cut tissue for microscopic evaluation will be necessary. Without it, the new employee cannot be productive and adequately process the near 100% increase in workload experienced in the last few years.

PROGRAM: Decedent Investigation # 19001 MANAGER: David J. Stark

FIXED ASSETS: (continued)

5. Body rack system with lift is required to properly utilize the new refrigerated space scheduled for completion in August 1988. This system eliminates risk and liability of lifting injuries and provides storage of five bodies in the same floor space now occupied by one body on a gurney.

6. Computer terminals for death investigation report input. In July 1988, the Deputy Coroners moved into the newly constructed office area. The cubicle work stations designed for this function require one input terminal for each two deputies plus one for each supervisor's office. This department was only able to purchase four of the required ten this year. This lack of terminals results in deputy coroners having to wait for an available work station before entering a report. Frequently, this delay results in staff overtime.

7. This gas chromatograph would replace a 15 year old instrument. The new versions of Benzodiazipine (Valium, etc.) require a special type of gas chromatography not possible with our existing equipment. As a result, the option is to send samples to outside labs but the required increase in services and supplies would be approximately $26,00 (105 cases at $250 per case).

PERFORMANCE INDICATORS

Program: Decedent Investigation — Department: Coroner

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Decedent Investigation					
% of Resources					
100%					
Workload					
Annual Case Load	7,655	7,893	8,380	7,900	8,500
Efficiency					
Cases Per Staff Year	163	158	163	150	160
Toxicology Case Backlog	12 weeks	10 weeks	6 weeks	3 weeks	8 weeks
Effectiveness					
Percentage of time the cause of death is established and a final death certificate is issued within 30 days of the death.	79%	78%	79%	94%	75%

STAFFING SCHEDULE

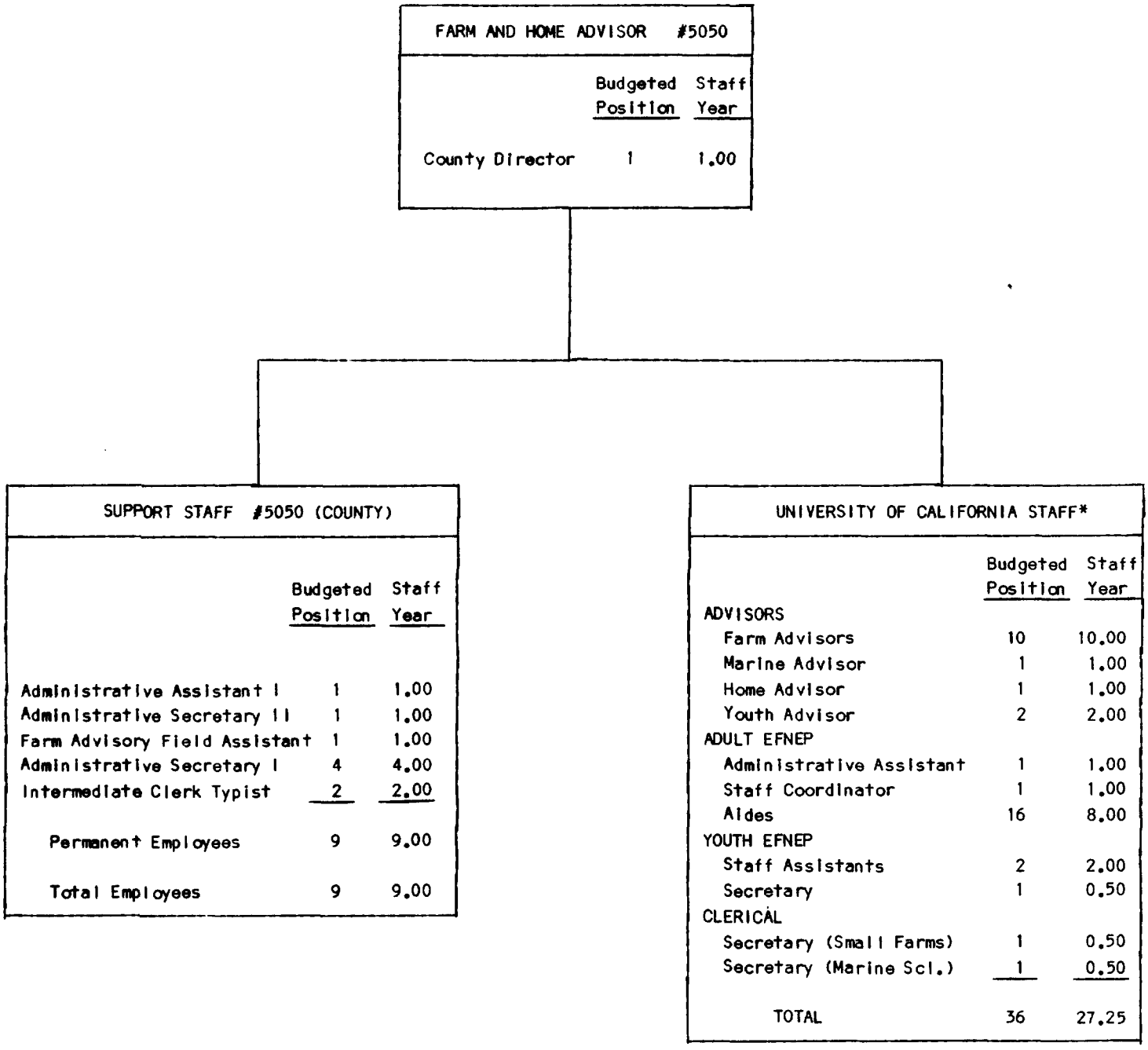
Program: Decedent Investigation

Department: Coroner

Class	Title	STAFF YEARS 1987-88 Budget Positions	1987-88 Budget S.Y.	1988-89 Adopted Positions	1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2111	Coroner	1	1.00	1	1.00	$ 57,347	$ 63,058
4157	Chief, Forensic Pathology	1	1.00	1	1.00	90,878	99,756
4159	Forensic Pathologist	5	5.00	5	5.00	393,470	432,448
4316	Chief, Coroner's Laboratory	1	1.00	1	1.00	48,868	51,132
4306	Supervising Toxicologist	1	1.00	1	1.00	44,790	45,518
2302	Administrative Assistant III	1	1.00	0	0.00	37,367	0
2369	Administrative Services Manager II	0	0.00	1	1.00	0	41,054
5792	Supervising Deputy Coroner	2	2.00	2	2.00	81,062	82,388
4305	Toxicologist	4	5.00	4	4.00	153,155	157,460
4800	Chief, Coroner's Examining Room	1	1.00	1	1.00	40,546	41,194
5740	Deputy Coroner II	20	13.00	20	13.00	411,711	425,663
4819	Senior Forensic Embalmer	2	2.00	2	2.00	63,950	65,394
4820	Forensic Embalmer	7	7.00	7	7.00	203,105	206,367
4318	Histology Technician	2	1.50	1	1.00	37,119	21,652
4319	Senior Histology Technician	0	0.00	1	1.00	0	28,376
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
2730	Senior Clerk	1	1.00	1	1.00	19,746	20,462
2493	Intermediate Account Clerk	2	2.00	2	2.00	34,330	35,584
2700	Intermediate Clerk Typist	5	5.00	5	5.00	79,588	85,178
4330	Laboratory Assistant	1	1.00	1	1.00	18,840	17,194
7031	Custodian	1	1.00	1	1.00	15,641	16,349
9999	Temporary Extra Help	1	1.00	1	1.00	8,000	8,000
	Total	60	52.50	60	53.00	$1,864,158	$ 1,970,283
Adjustments:							
	County Contributions and Benefits					$ 573,811	$ 537,872
	Salary Settlement Costs					118,827	N/A
Special Payments:							
	Shift Premium					9,950	10,450
	Standby					15,000	46,000
	Overtime					40,000	40,000
	Salary Adjustments					(30,988)	1,438
	Salary Savings					(51,638)	0
Total Adjustments						$ 674,962	$ 635,760
PROGRAM TOTALS:		60	52.50	60	53.00	$ 2,539,120	$2,606,043

FARM AND HOME ADVISOR

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Farm and Home Education	$ 184,852	$ 214,808	$ 217,801	$ 240,612	$ 235,474	$ (5,138)	(2%)
Total Direct Costs	$ 184,852	$ 214,808	$ 217,801	$ 240,612	$ 235,474	$ (5,138)	(2%)
Funding	0	0	0	0	0	0	0
Net Program Costs	$ 184,852	$ 214,808	$ 217,801	$ 240,612	$ 235,474	$ (5,138)	(2%)
Staff Years	6.9	9.00	9.00	9.00	9.00	0	0



* University of California Employees

PROGRAM: Farm and Home Advisor Education Support # 45801 MANAGER: B. Diane Wallace

Department: Farm & Home Advisor # 5050 REF: 1988-89 Proposed Budget Pg: C-44

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

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 158,537	$ 187,896	$ 194,564	$ 222,815	$ 215,677
Services & Supplies	26,315	25,126	23,238	17,797	19,797
Fixed Assets	0	1,784	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 184,852	$ 214,808	$ 217,802	$ 240,612	$ 235,474 (2%)
FUNDING	0	0	0	0	0
NET COUNTY COSTS	$ 184,852	$ 214,808	$ 217,802	$ 240,612	$ 235,474 (2%)
STAFF YEARS	6.90	9.00	8.33	9.00	9.00

PROGRAM DESCRIPTION:

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. University advisors extract from research the useful, practical information on a wide range of subjects and extend it to farmers, businessman, homemakers, consumers, educators, and other researchers.

1987-88 BUDGET:

The estimated expenditures for 1986-87 are consistent with the expected costs of administering the program.

PROGRAM: Farm and Home Advisor Education Support #45801 Manager: B. Diane Wallace

1988-89 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. Programming for "latchey" youth will be a program priority this year.

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 horiculture, agriculture, marine science, youth development, water and agriculture Public Policy.

7. Information on nutrition and food buying to 2,200 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 speciality crops suited to San Diego climate to aid in diversification of San Diego Agri-Business.

1988-89 ADOPTED BUDGET:

The 1988-88 Proposed Budget supports the three-level cooperation agreement between Federal, State and County Government. This permits access to the University of California Cooperative Extension program and Federal research information/resources while maintaining not only the independence of County programs but the prerogative of identifying and addressing local County needs.

Administrative Services (9.00 SY; R-$0) including accounting, budgeting, payroll and personnel, is:

- Discretionary/Discretionary Service Level
- Able to provide support and maintenance of the University of California Cooperative Extension (UC-CE) Program of Agriculture and Home Economics.

There is no change to this activity.

PROGRAM REVENUES BY SOURCE:

None

FIXED ASSETS:

None

PERFORMANCE INDICATORS

Program: Farm and Home Advisor Educational Support — Department: Farm Advisor

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Farm and Home Advisor Educational Support					
% of Resources	100%	100%	100%	100%	100%
Workload					
Publications Distributed	394,200	396,000	398,400	397,200	399,200
Letters and Phone Consultations	71,150	73,540	74,300	74,100	74,900
Other (including Teletip responses)	20,560	22,900	23,150	23,000	24,050

STAFFING SCHEDULE

PROGRAM: Farm and Home Advisor
Education Support

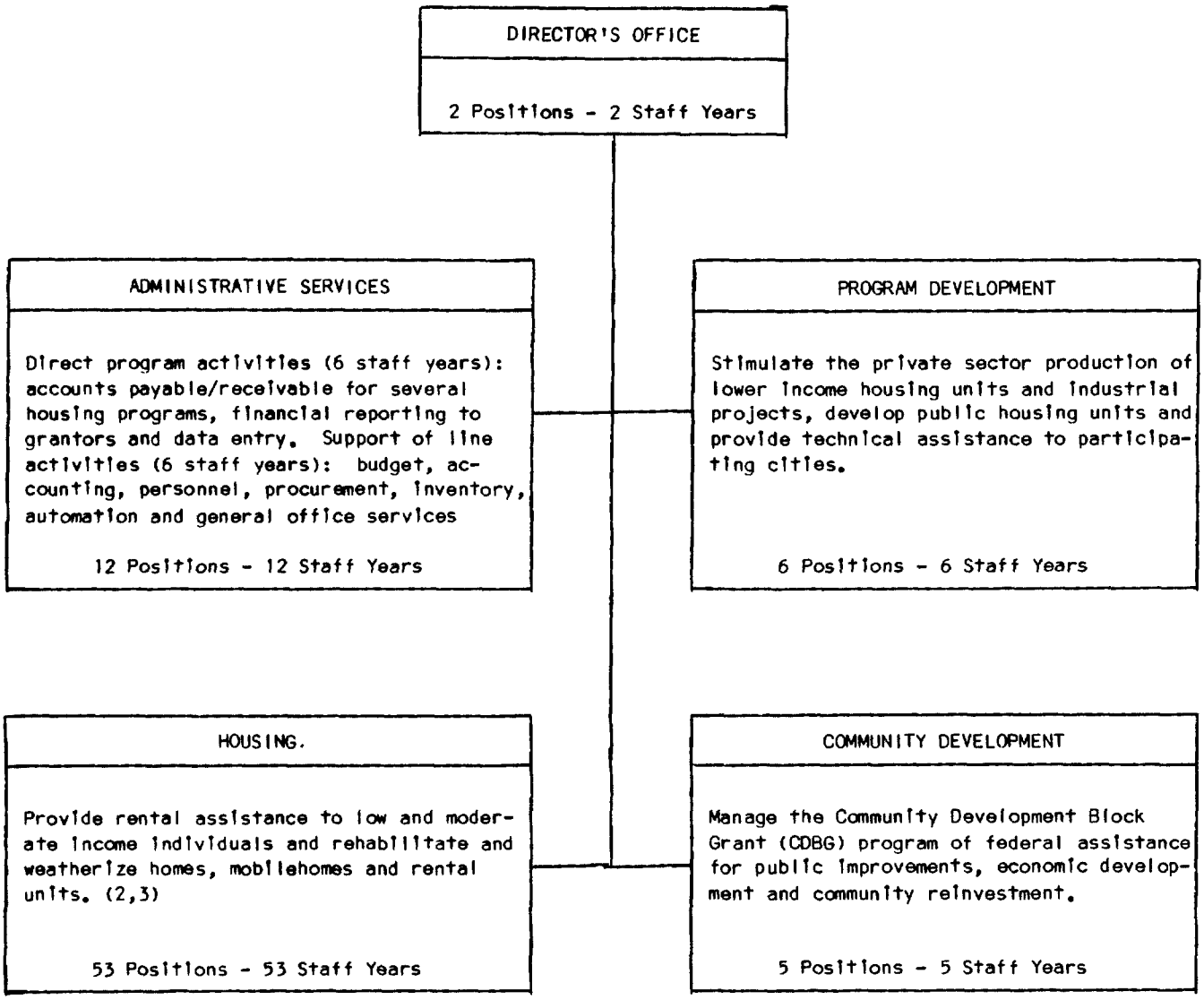
DEPARTMENT: Farm Advisor

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2306	Administrative Assistant I	1	1.00	1	1.00	$ 24,086	$ 25,160
2757	Administrative Secretary II	1	1.00	1	1.00	21,761	22,550
2756	Administrative Secretary I	4	4.00	4	4.00	70,262	70,530
2700	Intermediate Clerk	2	2.00	2	2.00	31,489	32,599
7510	Farm Advisor Field Assistant	1	1.00	1	1.00	19,335	20,046
	TOTAL	9	9.00	9	9.00	$ 166,933	$ 170,885
	Adjustments:						
	County contributions and Benefits					$ 47,390	$ 45,911
	Employee Compensation					345	756
	Unemployement expense					281	303
	Salary Adjustments					7,901	0
	Salary Savings					(35)	(2,178)
	Total Adjustments					$ 55,882	$ 44,792
PROGRAM TOTALS:		9	9.00	9	9.00	$ 222,815	$ 215,677

HOUSING AND COMMUNITY DEVELOPMENT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Housing and Community Development	$ 5,843,667	$ 7,035,494	$ 6,312,096	$ 10,863,116	$ 9,927,865	$ (643,880)	(6.0%
Total Direct Costs	$ 5,843,667	$ 7,035,494	$ 6,312,096	$ 10,863,116	$ 9,927,865	$ (643,880)	(6.0%
Funding	(6,782,705)	(7,112,410)	(7,759,798)	(11,245,981)	(10,310,730)	(643,880)	(5.8%)
Net County Costs	$ (939,038)	$ (76,916)	$(1,447,702)	$ (382,865)	$ (382,865)	$ 0	0.0%
Staff Years	68.50	68.04	79.71	72.00	78.00	6.00	8.3%

HOUSING AND COMMUNITY DEVELOPMENT



NOTES ON PROPOSED STAFFING CHANGES

1. One Intermediate Clerk Typist was added during Fiscal Year 1987-88 to accomplish workload increases (offset by revenue).

2. One Housing Specialist II, one Housing Specialist I and two Housing Aids were added during Fiscal Year 1987-88 to accomplish additional workload (offset by revenue) for the Rental Assistance portion of the Housing Division.

3. Add one Housing Specialist II (offset by revenue) in the Residential Rehabilitation portion of the Housing Division to accomplish workload from the additional $374,000 in Rental Rehabilitation funding from U.S. Department of Housing and Urban Development (HUD).

PROGRAM: HOUSING AND COMMUNITY DEVELOPMENT # 39001 MANAGER: GABRIEL G. RODRIGUEZ

Department: HOUSING AND COMMUNITY DEVELOPMENT # 5630 REF: 1988-89 Proposed Budget - Pg. C-73

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,155,986	$ 2,186,666	$ 2,550,162	$ 2,617,990	$ 2,727,038
Services & Supplies	2,453,322	3,158,803	2,792,545	6,363,459	6,017,581
Other Charges (CDBG City Contracts)	1,234,359	1,690,025	969,389	1,881,667	1,183,246
TOTAL DIRECT COSTS	$ 5,843,667	$ 7,035,494	$ 6,312,096	$10,863,116	$ 9,927,865 (8.6%)
FUNDING	$(6,782,705)	(7,112,410)	(7,759,798)	(11,245,981)	(10,310,730) (8.3%)
NET COUNTY COSTS	$ (939,038)	$ (76,916)	$(1,447,712)	$ (382,865)	$ (382,865) 0%
STAFF YEARS	68.50	68.04	79.71	72.00	78.00 8.3%

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 Chula Vista, Coronado, Del Mar, El Cajon, Encinitas, Escondido, Imperial Beach, La Mesa, Lemon Grove, Oceanside, Poway, San Marcos, Santee, Solana Beach 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, 5,000 households receive monthly rental assistance through the Section 8 Rental Assistance Program. These resources enable lower income persons to live in affordable, decent, safe and sanitary housing.

1987-88 BUDGET:

Various CDBG activities, including certain public works projects, the Contingency Reserve and the Housing Development Fund, are multi-year elements and will be rebudgeted in Fiscal Year 1988-89.

PROGRAM: HOUSING AND COMMUNITY DEVELOPMENT # 39001 MANAGER: GABRIEL G. RODRIGUEZ

1988-89 OBJECTIVES:

Rental Assistance

- Assist 5,000 low income households tolive in affordable, decent, safe and sanitary housing through the Department's Rental Assistance Programs.

Residential Rehabilitation

1. Rehabilitate 100 mobilehomes.
2. Rehabilitate 275 single/multifamily residences.
3. Identify and utilize an additional revenue source for Residential Rehabilitation.

Program Development

1. Provide Mobilehome Occupant Assistance Program equity loans to facilitate conversion of three mobilehome parks to homeownership.

2. Work cooperatively with the private sector to provide low income housing opportunities within two developments in conjunction with local, State or Federal housing programs.

3. Create low income housing opportunities by contracting with developers of three housing developments throughdensity bonus programs.

Community Development

- Expend 82% of the total CDBG entitlement by July 1989.

1988-89 PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES:

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. This 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.)

1. Rental Assistance (52.4 SY; $2,016,577 General Fund, $30 million (estimate) Special Fund)

   During Fiscal Year 1988-89, the Rental Assistance Unit will:

   - Provide rental assistance to 5,000 low-income households
   - Lease 97% of authorized rental assistance units
   - Assume contractual obligation for the Section 8 Moderate Rehabilitation, Rental Rehabilitation Section 312, and Rental Rehabilitation Demonstration Programs as units are rehabilitated
   - Certify eligible participants for density bonus developments and participating city programs
   - Oversee private management company operations of Public Housing developments
   - Include a Housing Specialist II position, a Housing Specialist I, an Intermediate Clerk Typist and two Housing Aids to accomplish additional workload (offset by additional revenue) added for Fiscal Year 1987-88 on 10/20/87 (64).

1988-89 PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

2. Residential Rehabilitation (12.2 SY; $1,021,665 General Fund, $2.5 million (estimate) Special Fund)

During Fiscal Year 1988-89, the Residential Rehabilitation Unit will:

- Rehabilitate 390 dwelling units
- Add a Housing Specialist II to accomplish workload from an additional $374,000 in HUD Rental Rehabilitation Funding.

3. Program Development (7.3 SY; $2,340,627 General Fund), $3.0 million (estimated) Special Fund)

During Fiscal Year 1988-89, the Housing Development Unit will:

- Stimulate private sector production or rehabilitation of lower-income housing units through 1986 Revenue Act/Internal Revenue Service financing (e.g. tax exempt mortgage revenue bond financing, tax credits)
- 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 Density Bonus programs
- Develop affordable housing through available Federal (HUD) and State Housing and Community Development Department resources
- Monitor twenty-one density bonus developments, five bond financings and ten mobilehome park conversions for contract compliance
- Provide lead staff support and technical assistance to the Board of Supervisors' created Mobil Home Task Force

4. Community Development (6.1 SY; $4,931,861 General Fund)

During Fiscal Year 1988-89, the Community Development Unit will:

- Monitor the progress and performance of 174 active CDBG projects
- Plan and develop the Fifteenth-Year CDBG Application in cooperation with the Housing and Program Development Units, 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

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.

PROGRAM: HOUSING AND COMMUNITY DEVELOPMENT # 39001 MANAGER: GABRIEL G. RODRIGUEZ

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Housing Authority Special Fund	$ 2,213,734	$ 2,022,720	$ 2,016,577	$ (6,143)
Community Development Block Grant	5,248,053	9,180,761	8,294,158	(886,608)
Miscellaneous	298,011	42,500	0	(42,500)
TOTAL	$ 7,759,798	$11,245,981	$10,310,730	$(935,251)

COUNTY COST DETAIL:

Within the programs of this Department, there are no net costs to the County General Fund.

FIXED ASSETS:

Housing and Community Development has no fixed assets budgeted for Fiscal Year 1988-89.

PERFORMANCE INDICATORS

Program: Housing and Community Development

Department: Housing and Community Development

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Rental Assistance					
% of Resources					
70%					
Workload					
Households Receiving Housing Assistance	3,328	3,946	4,300	4,200	5,000
Efficiency					
Households Assisted per Staff Year	78	88	83	88	95
Effectiveness					
Percent Authorized Units Under Lease	97%	86%	97%	97%	97%
ACTIVITY B: Residential Rehabilitation					
% of Resources					
6%					
Workload					
Units Rehabilitated	356	345	320	315	375
Efficiency					
Cost Per Unit Rehabilitated	$1,281	$ 1,109	$ 1,398	$ 1,520	$ 1,417
Effectiveness					
Total Dollars of Rehab Work Generated (millions)	$1.9	$2.6	$2.1	$2.0	$2.2
ACTIVITY C: Program Development					
% of Resources					
13%					
Workload					
Low and Moderate Units In Process	3,642	2,719	2,435	2,967	2,245
Efficiency					
Cost per Low/Moderate Unit In Process	$ 94	$ 106	$ 139	$ 128	$ 169
Effectiveness					
Low/Moderate Units Approved/Under Construction	2,097	1,026	1,027	1,160	863

PERFORMANCE INDICATORS

Program: Housing and Community Development

Department: Housing and Community Development

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY D: Community Development					
% of Resources					
12%					
Workload					
CDBG Projects In Process	351	346	347	347	351
Efficiency					
Cost Per CDBG Project In Process	$ 1,051	$ 1,233	$ 1,092	$ 1,094	$ 1,172
Effectiveness					
Cummulative CDBG Entitlement Expended	82%	80%	82%	80%	82%

STAFFING SCHEDULE

Program: Housing and Community Development

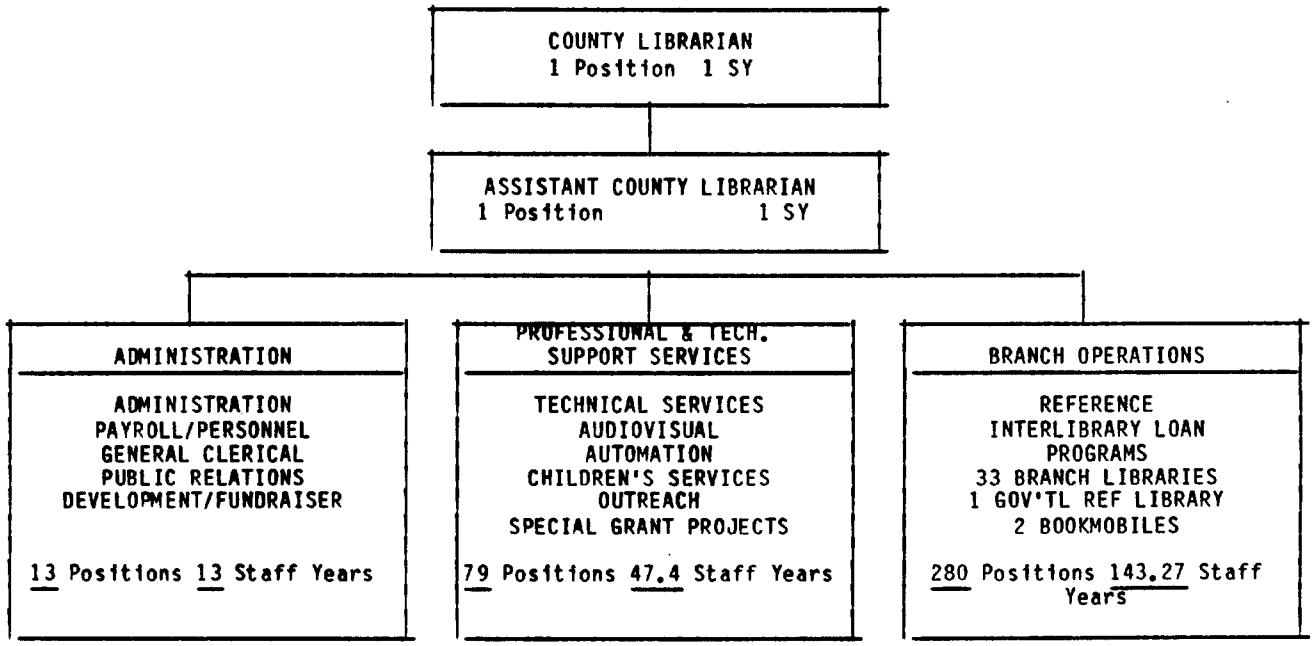
Department: Housing and Community Development

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2278	Director, Housing and Community Development	1	1.00	1	1.00	$ 61,136	$ 75,296
3524	Housing Program Manager	1	1.00	1	1.00	48,876	51,132
3530	Community Development Manager	1	1.00	1	1.00	48,876	51,132
3519	Chief, Housing Development	1	1.00	0	0.00	42,194	51,132
2305	Chief, Administrative Services	1	1.00	1	1.00	44,317	0
2369	Administrative Services Manager II	0	0.00	1	1.00	0	46,354
3517	Chief, Housing Rehabilitation	1	1.00	1	1.00	42,194	44,160
3526	Chief, Housing Rental Assistance	1	1.00	1	1.00	42,194	44,160
2427	Associate Systems Analyst	1	1.00	1	1.00	40,037	42,055
2413	Analyst III	3	3.00	3	3.00	112,101	117,318
3548	Housing Program Analyst II	4	4.00	4	4.00	154,641	158,403
2412	Analyst II	1	1.00	1	1.00	33,870	35,433
3832	Housing Specialist III	8	8.00	8	8.00	243,487	252,098
6010	Planner Estimator III	1	1.00	1	1.00	31,127	27,873
3831	Housing Specialist II	14	14.00	16	16.00	365,202	424,133
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
3830	Housing Specialist I	9	9.00	10	10.00	197,538	234,418
2403	Accounting Technician	1	1.00	1	1.00	21,765	23,012
2757	Administrative Secretary II	2	2.00	2	2.00	40,771	39,344
2515	Senior Payroll Clerk	1	1.00	1	1.00	17,955	18,676
2730	Senior Clerk	1	1.00	1	1.00	18,520	17,858
3829	Housing Aid	7	7.00	9	9.00	123,613	172,555
2493	Intermediate Account Clerk	5	5.00	5	5.00	80,378	80,898
2700	Intermediate Clerk Typist	6	6.00	7	7.00	96,959	113,986
	Total	72	72.00	78	78.00	$1,932,396	$2,147,482
	Adjustments:						
	County Contributions and Benefits					$ 567,108	$ 579,556
	Salary Adjustments					$ 118,436	$ 0
	Total Adjustments					$ 685,594	$ 579,556
	PROGRAM TOTALS:	72	72.00	78	78.00	$2,617,990	$2,727,038

COUNTY LIBRARY

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Library Services	$6,851,051	$7,919,998	$7,743,079	$8,722,241	$8,738,131	$ 15,890	0.2%
Total Direct Cost	$6,851,051	$7,919,998	$7,743,079	$8,722,241	$8,738,131	$ 15,890	0.2%
Funding	(6,851,051)	(7,919,998)	(7,743,079)	(8,722,241)	(8,738,131)	$ 15,890	0.2%
Net County Cost	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	0.0%
Staff Years	185.69	189.83	194.96	201.67	205.67	4.0	2.0%

COUNTY LIBRARY



NOTES ON STAFFING CHANGES:

Increases:

(2) One Librarian I position (1.0 SY) in anticipation of grant extension for Project CLIMB.
(3) One Librarian I position (1.0 SY) for Children's Services and Reference work at the Vista Library.
(2) Three Library Technician II positions - Indian Services (1.5 SY) 9 months - in anticipation of grant extension.
(2) Increase (0.75 SY) Library Technician II (9 months) in anticipation of grant extension for Project CLIMB.
(3) Increase (0.25 SY) to Library Technician I to cover expanded duties at the Alpine Library.
(3) Increase (0.25 SY) to Library Page at the Bonita Library to cover increased circulation.

Decreases:

(2) Two Librarian II positions (0.25 SY) due to change in grant requirements for Project CLIMB.
(2) One Library Technician II (0.25 SY); One Intermediate Clerk Typist (0.25 SY); One Library Technician I (0.50 SY); Total (1 SY 0 POS) due to decreased funding for the Adult Literacy Services grant.

Reclasses:

(1) One Administrative Assistant III position to Administrative Services Manager II position (1 POS and 1.0 SY). This class is more suited to the duties.
(1) One Senior Clerk position (1 POS 1.0 SY) to Word Processor position. This change better meets the needs of the department.

Footnote to Staffing Changes:
(1) = Administration; (2) = Professional & Technical Support Services; (3) = Branch Operations

PROGRAM: Library Service #45803 MANAGER: Catherine Lucas

Department: County Library #4950 Ref: 1988-89 Proposed Budget-Pg: C60

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$4,021,494	$4,381,017	$4,879,960	$5,084,376	$5,103,667
Service & Supplies	2,575,897	2,805,213	2,753,096	3,430,921	3,437,314
Other Charges	62,740	66,483	33,276	133,300	33,300
Fixed Assets	42,959	35,727	48,170	47,624	100,250
Operating Transfers	147,961	631,558	28,577	26,020	63,600
Less Reimbursements	0	0	0	0	
TOTAL DIRECT COSTS	$6,851,051	$7,919,998	$7,743,079	$8,722,241	$8,738,131
FUNDING	(6,851,051)	(7,919,998)	(7,743,079)	(8,722,241)	(8,738,131)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
STAFF YEARS	185.59	189.83	194.96	201.67	205.67

PROGRAM DESCRIPTION:

The County Library provides comprehensive library resources and services to facilitate and encourage the public pursuit of information and knowledge. In 1988-89, the Library will serve 823,536 (an increase of 23,986 over 1987-88) residents and visitors of the unincorporated area of the County and the cities of Solana Beach, Encinitas, Del Mar, El Cajon, Imperial Beach, La Mesa, Lemon Grove, Poway, San Marcos, Santee, Vista and two branches in the City of Chula Vista.

To accomplish this mission, the Library operates thirty-three branches and two bookmobiles providing a wide geographic representation. Mail, delivery and telephone services link these branches and supplement small rural branches with access to larger collections.

A support and administrative headquarters is located at the County Operation Center. The Governmental Reference Library, located in the County Administration Center, provides specialized government and public administration related resources for County employees 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 and machines for the visually disabled
- Spanish, Vietnamese and other foreign language books and magazines
- social service and community agency referrals
- stock and investment manuals
- children's story hours, puppet show and summer reading programs
- literacy coordination and networking

1987-88 ACTUALS:

The actual cost for salaries and benefits was $204,416 lower than the budget for 1987-88 as a result of delays in filling positions. Services and Supplies were $677,825 less than budget due to savings in service contracts, utility costs, and because $259,311 of the Library Book Budget was encumbered but not spent when the 1987-88 Budget cycle closed. These books will be prior year expenditures in 1988-89. A $100,000 budgeted in Other Charges is being rebudgeted in Services and Supplies and Operating Transfers for FY 1988-89 and was not expended in FY 1987-88. This will help provide for temporary relocation of the El Cajon Library as required by the new library's construction schedule.

1988-89 OBJECTIVES:

1. Complete the architectural planning for the El Cajon Branch Library, accept federal grant, work with the City of El Cajon and adhere to time-line for construction of the facility.

2. Carry out the goals and recommendations of the Library's Long-Range Financing Task force, following Board of Supervisors approval. Implement proposed funding resolutions.

3. Develop a 5-year strategy with the City of San Diego in regard to the City-County automated circulation system, and its future enhancements.

4. Continue the phased in measurement of in-library use and reference use as workload and service indicators.

5. Continue the Library's Adult Literacy Services, and actively participate in the County-wide literacy campaign and be active in the Literacy Network. Explore ways to develop increased local funding and continue to seek State and Federal funding.

6. Monitor and evaluate continuing LSCA projects for effectiveness and incorporate into library program.

1988-89 CAO PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Administration (15.00 SY; E-$676,277; R-$676,277) 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.
   - Decrease of $5,551 in appropriations due to no fixed assets being requested.

2. Professional and Technical Support Services (47.40 SY; E-$2,039,218; R-$2,039,218) includes Technical Services, Audiovisual, Children's Services, Outreach, Automation, Acquisition and Grants for Adult Literacy, Project CLIMB and Indian Services. This activity is:

   - Discretionary/Discretionary Service Level.
   - Offset 100% by Program Revenue.
   - Increasing three Library Technician II's (1.50 SY, $32,421) in anticipation of the Indian Library Services grant being extended for a second year.
   - Increase of one Librarian I position (1.0 SY, $30,834) and a Librarian Technician II (0.75 SY, $16,210) in anticipation of a grant extension for Project CLIMB for a third year.

3. Branch Operations (143.27 SY; E-$6,022,636; R-$6,022,636) including Reference, Interlibrary Loans, Information Programs, operation of thirty-three branches and two bookmobiles for the unincorporated area, eleven cities and two branches in the City of Chula Vista. This activity is:

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   - Increase of a Librarian I (1.0 SY, $30,834) at the Vista Library for Children's Services and Reference work.
   - Increase hours for a Library Technician I (0.23 SY, $4,487) at the Alpine Library and a Library Page (0.25 SY, $3,295) at the Bonita Library to cover increased circulation.
   - Increase of $108,251 in Services and Supplies for Rents and Leases to cover the increased cost of two existing leases and to provide $75,000 for temporary relocation for the El Cajon Library in FY 1988-89, as required by the new library construction schedule.
   - Operating charges increased $37,580 to pay for Major Maintenance Projects required at Library Fund owned facilities and for Architectural Services for the new El Cajon Library.

PROGRAM: Library Service #45803 MANAGER: Catherine Lucas

Department: County Library #4950 Ref: 1988-89 Proposed Budget-Pg: C60

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Less Reimbursements	0	0	0	0	
TOTAL DIRECT COSTS	$6,851,051	$7,919,998	$7,743,079	$8,722,241	$8,738,131
FUNDING	(6,851,051)	(7,919,998)	(7,743,079)	(8,722,241)	(8,738,131)
NET COUNTY COST	$ 0	$ 0	$ 0	$ 0	$ 0
STAFF YEARS	185.59	189.83	194.96	201.67	205.67

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PROGRAM: Library Service #45803 MANAGER: Catherine Lucas

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PROGRAM: Library Services #45803 MANAGER: Catherine Lucas

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	CHANGE FROM 1987-88 Budget
Current Property Taxes (9000)	$5,231,010	$5,175,540	$5,686,000	$510,460
Taxes Other than Current Prop. (9100)	464,588	281,500	434,000	152,500
Special District Augmentation Fund	998,956	1,038,446	621,414	(417,032)
Use of Money and Property (9400)	115,887	73,000	75,000	2,000
Fund Balance (0750)	676,390	676,390	735,000	58,610
Public Library Fund	402,985	416,150	416,150	0
Aid from Other Gov't. Agencies (9500)	337,414	360,723	452,767	92,044
Charges for Current Svcs.-Fines	176,091	130,000	160,000	30,000
Other Revenue (9700)	662,963	355,700	85,800	(269,900)
Adj. from Libr. Contingency Res. (5170)	0	214,792	0	(214,792)
Las Patronas & Community Foundation	0	0	72,000	72,000
TOTAL	$9,066,284	$8,722,241	$8,738,131	$ 15,890

EXPLANATION/COMMENTS:

Property Tax and related revenue are budgeted in conformity with the five year growth trends for Library Funds. The FY 1987-88 Special District Augmentation Fund (SDAF) was $39,490 below budget because the total fund was less than originally estimated. Due to the continuing decrease in the Special District Augmentation Fund and a new allocation formula, the County Library is projecting $621,414 SDAF funding for FY 1988-89. The County Library fund balance is projected at $735,000 for FY 1988-89, an increase of $58,610 over the current fiscal year. The revenue from Grants (9500) was $23,309 less than 1987-88 budgeted amount because funding for a Children's Materials Grant was received in FY 1986-87 but expended this year. An increase in funding for the Indian Library Services Grant, Project CLIMB and new Children's and Senior's Materials grants accounts for the $92,044 increase in Aid from Other Government Agencies (9500) for FY 1988-89. The final insurance settlement payments were received for replacement of the Fallbrook Library in FY 1987-88. This overrealized Other Revenue (9700) in FY 1987-88 offset the underrealized Insurance Proceeds in FY 1985-86 and FY 1986-87. No Insurance Proceeds are projected for FY 1988-89 so Other Revenue (9700) is projected to decrease by $269,900. The County Library has been named a Major Beneficiary of the Las Patronas Jewel Ball ($62,000) and has also received notification from the Community Foundation of a $10,000 contribution both which will be used to fund an East County Bookmobile in FY 1988-89.

COUNTY COST DETAIL:

N/A (The Library Services Program has no Net County Cost and no required match of its Library Fund revenues).

FIXED ASSETS:

ITEM	QUANTITY	NEW OR REPLACEMENT	COST	REVENUE
1) Bookmobile	1	R	$ 84,000	$ 72,000
2) Electric Typewriters	4	3R,1N	2,000	0
3) Fiche-Film Reader Printer	2	2R	10,000	0
4) Video-Camera	1	N	1,700	0
5) Film Projector	2	2N	2,200	1,100
6) Micro Fiche Reader-Portable	1	R	350	0
TOTAL			$100,250	$ 73,100

PROGRAM: Library Services #45803 **MANAGER:** Catherine Lucas

PERFORMANCE INDICATORS:

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Library Services					
% of Resources					
100%					
Workload					
Population	756,803	771,935	799,550	780,044	823,536
Information Units					
Circulation	2,643,385	2,809,903	2,894,409	2,913,842	3,188,974
Reference Questions	482,005	493,782	543,526	484,523	552,692
Film/Video-Audience	598,421	640,965	558,236	576,029	537,332
Program Audience	65,167	80,606	92,586	72,827	82,361
TOTAL:	3,788,978	4,025,256	4,088,757	4,047,221	4,361,359
Number of Volumes	836,280	813,166	874,274	850,945	859,018
Number of Titles	187,860	189,312	187,013	196,041	196,505
Efficiency					
Information Units Per Staff Year	20,416	21,204	20,972	20,069	21,206
Effectiveness					
Circulation per Capita	3.49	3.64	3.62	3.73	3.87
Volumes per Capita	1.11	1.05	1.09	1.09	1.04

PROGRAM: Library Services #45803 MANAGER: Catherine Lucas

STAFFING SCHEDULE:

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2115	County Librarian	1	1.00	1	1.00	$ 61,136	$ 65,250
2205	Asst. County Librarian	1	1.00	1	1.00	52,670	51,489
4047	Development Officer	1	1.00	1	1.00	44,317	46,354
2369	Admin. Services Mgr. II	0	0.00	1	1.00	0	43,091
2302	Administrative Asst. III	1	1.00	0	0.00	37,367	0
4048	Principal Librarian	4	4.00	4	4.00	135,216	148,323
4044	Coordinator, Adult Literacy	1	1.00	1	1.00	26,598	33,763
8800	Coordinator, Indian Services	1	0.75	0	0.00	19,897	0
4023	Librarian III	13	12.00	14	13.00	349,691	402,144
5905	Carpenter	1	1.00	1	1.00	23,817	25,885
4024	Librarian II	16	13.75	14	13.00	361,642	367,095
2725	Principal Clerk	1	1.00	1	1.00	25,957	26,917
4025	Librarian I	14	9.50	16	11.50	222,534	292,595
4021	Library Technician IV	4	4.00	4	4.00	89,564	88,499
2758	Admin. Secretary III	1	1.00	1	1.00	24,645	26,056
3817	Graphic Artist	1	1.00	1	1.00	23,837	26,206
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2320	Personnel Aid	1	1.00	1	1.00	22,368	23,386
2511	Senior Payroll Clerk	1	1.00	1	1.00	18,170	21,426
4005	Bookmobile Driver	2	2.00	2	2.00	40,030	41,470
2510	Senior Account Clerk	1	1.00	1	1.00	19,746	20,462
4020	Library Technician III	22	20.67	22	20.67	397,372	419,787
7516	Delivery Vehicle Driver	3	3.00	3	3.00	54,270	56,244
2493	Int. Account Clerk	1	1.00	1	1.00	17,165	17,792
2730	Senior Clerk	1	1.00	0	0.00	19,485	0
3009	Word Processor Operator	1	1.00	2	2.00	17,782	34,832
4015	Library Technician II	49	41.33	53	43.83	671,301	741,293
8801	Library Assistant	1	0.50	0	0.00	7,821	0
2700	Int. Clerk Typist	8	7.25	9	7.75	117,304	130,870
4016	Library Technician I	58	43.25	58	43.00	592,243	614,507
2709	Department Clerk	2	2.00	2	2.00	25,283	27,585
2710	Junior Clerk Typist	2	2.00	2	2.00	24,198	24,968
4037	Library Substitute	100	4.50	100	4.50	53,915	55,871
4035	Library Page	30	14.17	30	14.42	154,826	163,207
9999	Extra Help	25	1.00	25	1.00	17,500	17,500
	TOTAL	370	201.67	374	205.67	$3,792,596	$4,078,630
Adjustments:							
	County Contributions and Benefits					$1,117,496	$1,077,035
	Salary Settlement Costs					214,792	0
Special Payments:							
	Bilingual Pay					15,200	15,200
Salary Adjustments						22,792	0
Salary Savings						(78,500)	(67,198)
	TOTAL ADJUSTMENTS					$1,291,780	$1,025,037
PROGRAMS TOTALS:		370	201.67	374	205.67	$5,084,376	$5,103,667

036:STAFF.88:04-22-88

PROGRAM: LIBRARY SERVICE -- CONTINGENCY RESERVE # 45803 Manager: Catherine Lucas

Department: COUNTY LIBRARY CONTINGENCY RESERVE # 5170 Ref: 1988-89 Proposed Budget - Pg: C70

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 CAO-Proposed
COST					
Reserves	$ 0	$ 0	$ 0	$ 385,208	$ 300,000
TOTAL DIRECT COSTS	$ 0	$ 0	$ 0	$ 385,208	$ 300,000
FUNDING	$ 0	$ 0	$ 0	$(385,208)	$(300,000)
NET COUNTY COST	$ 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 $300,000 were budgeted for FY 1987-88 as a result of the destruction by fire of the Fallbrook Branch Library on April 1, 1985. The remaining $85,208 was budgeted for unanticipated expenditures in the Library Services operating budget.

The County Library is budgeting $300,000 in the FY 1988-89 Contingency Reserve for unanticipated expenditures in the Library Services operating budget.

Funding for 1988-89 is estimated as follows: Property Taxes, $150,000; State Aid, $150,000.

PROGRAM: LIBRARY SERVICE -- CONTINGENCY RESERVE # 45803 Manager: Catherine Lucas

Department: COUNTY LIBRARY CONTINGENCY RESERVE # 5170 Ref: 1988-89 Proposed Budget - Pg: C70

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 CAO-Proposed
COST					
Reserves	$ 0	$ 0	$ 0	$ 385,208	$ 300,000
TOTAL DIRECT COSTS	$ 0	$ 0	$ 0	$ 385,208	$ 300,000
FUNDING	$ 0	$ 0	$ 0	$(385,208)	$(300,000)
NET COUNTY COST	$ 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.

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The County Library is budgeting $300,000 in the FY 1988-89 Contingency Reserve for unanticipated expenditures in the Library Services operating budget.

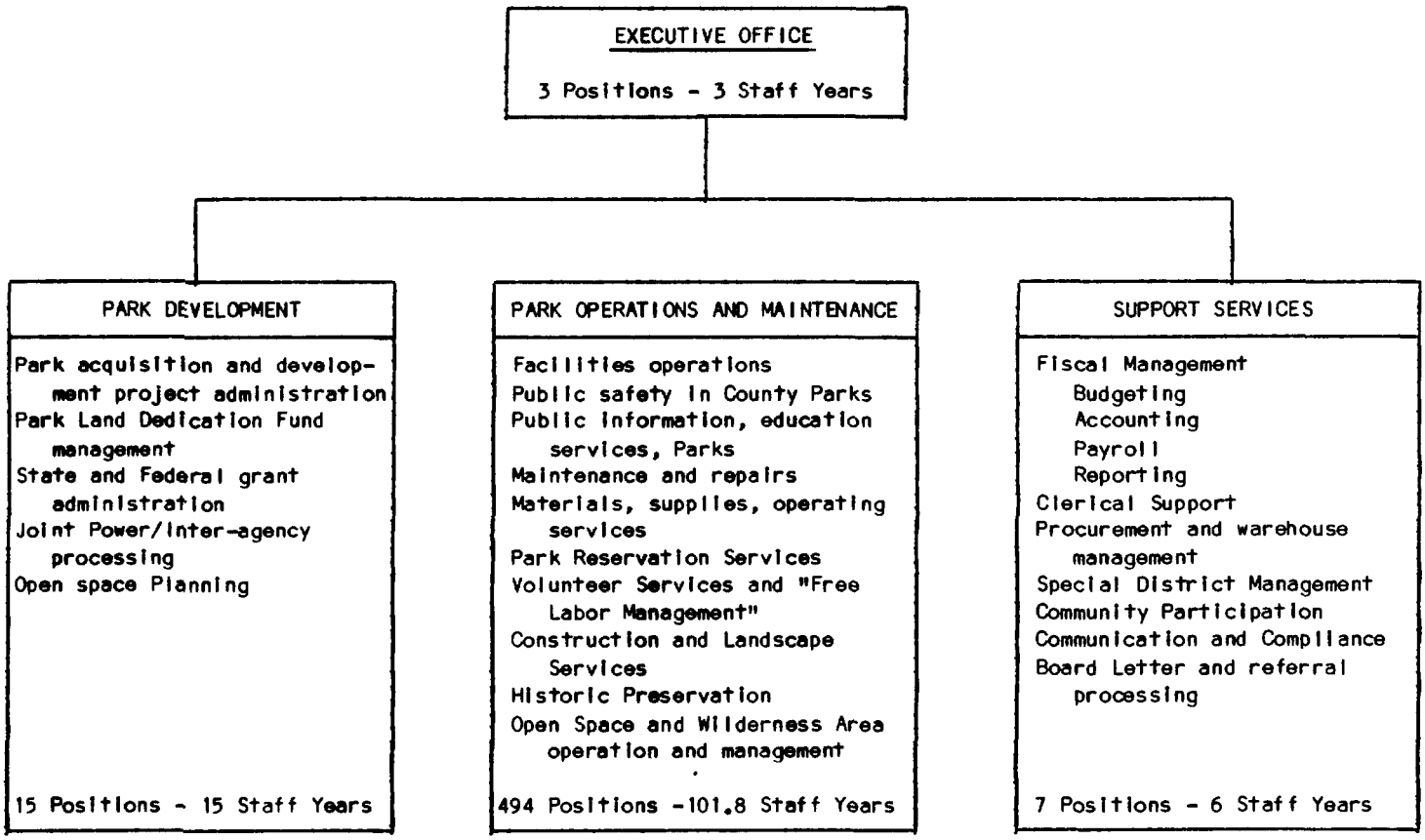
Funding for 1988-89 is estimated as follows: Property Taxes, $150,000; State Aid, $150,000.

PARKS AND RECREATION

	1985-86 Actual	1986-87 Actual	1987-88 Budget	1988-89 Adopted	Change from 1987-88 Budget	% Change
Parks & Recreation	$4,159,280	$4,535,644	$4,899,045	$5,262,382	$ 363,337	7.4%
Holmwood Canyon Debt Service				221,990	221,990	100%
Total Direct Costs	$4,159,280	$4,535,644	$4,899,045	$5,484,372	$ 585,327	11.9%
Funding	(2,009,380)	(2,144,377)	(2,147,138)	(2,249,147)	102,009	4.8%
Net Program Cost (without Externals)	$2,149,900	$2,391,267	$2,751,907	$3,235,225	483,318	17.6%
Staff Years	122.3	125.0	117.3	125.8	8.5	7.2%
Park Land Dedication Ordinance						
Total Direct Cost	$1,212,035	$1,032,113	$5,153,693	$6,973,270	$1,819,577	35.3%
Total Funding	$5,028,773	$5,386,772	$5,153,693	$6,973,270	$1,819,577	35.3%

PARKS AND RECREATION DEPARTMENT

SUMMARY CHART



NOTE: Volunteers and other non-paid staff, 351 positions, will provide an estimated 90.00 staff-years of labor, not included in the above staff-year totals.

PROGRAM: County Parks & Recreation # 45308 MANAGER: Robert R. Copper

Department: Parks and Recreation # 5100 REF: 1988-89 Proprosed Budget: Page C-73

Authority: County Administrative Code 430

This Program is:
__ Mandated/Mandated Service Level
__ Mandated/Discretionary Service Level
X Discretionary/Mandated Service Level
_ Discretionary/Discretionary Service Level

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted Budget
COSTS					
Salaries & Benefits	$3,590,140	$3,911,986	$4,016,575	$4,091,511	$4,386,983
Services & Supplies	474,400	495,310	403,552	460,577	501,609
Other Charges	0	33,137	247,532	332,977	318,790
Trans. Fees & Reimb.	(43)	0	(2,312)	0	0
Fixed Assets	33,783	34,211	21,167	13,980	55,000
Vehicles/Comm.Equip.	0	0	0	0	0
Operating Transfer	61,000	61,000	0	0	0
TOTAL DIRECT COSTS	$4,159,280	$4,535,644	$4,686,514	$4,899,045	$5,262,382
REVENUE	(2,009,380)	(2,144,377)	(2,372,308)	(2,147,138)	(2,249,147)
NET COUNTY COSTS	$2,149,900	$2,391,267	$2,314,206	$2,751,907	$3,608,043
STAFF YEARS	122.3	125.0	117.3	117.3	125.8

PROGRAM DESCRIPTION:

County Parks and Recreation is a comprehensive program of maintenance, operation, acquisition and development of County recreation facilities including regional parks, local parks, fishing lakes, community centers, special use facilities and ecological reserves 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.

1987-88 Actual:

The significant variances between 1987-88 budget and actual expenditures are as follows:

Salaries and Benefits, Services and Supplies: Directed cost saving measures and related service reductiond caused the FY 88-87 actual expenditures to be less than the budgeted appropriations.The Parks and Recreation Department ended the year with available approporiations in both salaries and benefits and sevices and supplies.

Other Charges: A total of $332,977 was budgeted for lease purchase payments ($14,187) and grant support activities ($318,790). The lease purchase funds were used to make the final payment on computer equipment; the grant support funds were used for open space park planning activities ($12,000) grant related services and supplies ($15,000) and contributions to various capital projects ($291,790). As required by internal accounting procedures, the contributions to capital projects will be transferred to the Capital Improvement Budget. A total of $13,000 of prior year payments were also reflected in the estimates for FY 1987-88.

Fixed Assets: The actual expenditures do not include the cost of items received in FY 87-88 and paid for in FY 88-89.

Revenue: User fees are less than anticipated due to poor weather conditions and a construction project delay caused by a bid forfeiture. Reimbursements from Capital Projects are more than budgeted due to mid-year hires authorized to handle increased workloads. Rent and Concession income is also above budgeted levels due to the expiration of rent credits, continued timely payments and a zero vacancy factor.

PROGRAM: County Parks and Recreation #45308 MANAGER: Robert R. Copper

1988-89 OBJECTIVES:

The objectives of the Department fall into two categories, operations and development.

In the area of operations the objectives are:

* Preserve the revenue base by maintaining facilities adequately and meeting stewardship responsibilities for public land entrusted to County care
* Maintain a credible level of direct service delivery and service support to other County programs
* Develop operation plans that provide the ability to respond flexibly to new opportunities
* Develop an approach to long range operations planning

In the area of development, the objectives are:

* Preserve revenue in hand. Avoid loss of pre-allocated grant funds, defaults on awarded grant projects now in progress ($9,105,177) and avoid refunding Park Land Dedication Ordinance (PLDO) fees (FY88-89 budget of $6,973,270.)
* Maintain a credible level of pursuit of competitive grants
* Develop an approach to community park planning
* Develop an approach to open space and regional facility planning
* Develop and begin to implement the land acquisition program authorized by Proposition 70

1988-89 ADOPTED BUDGET

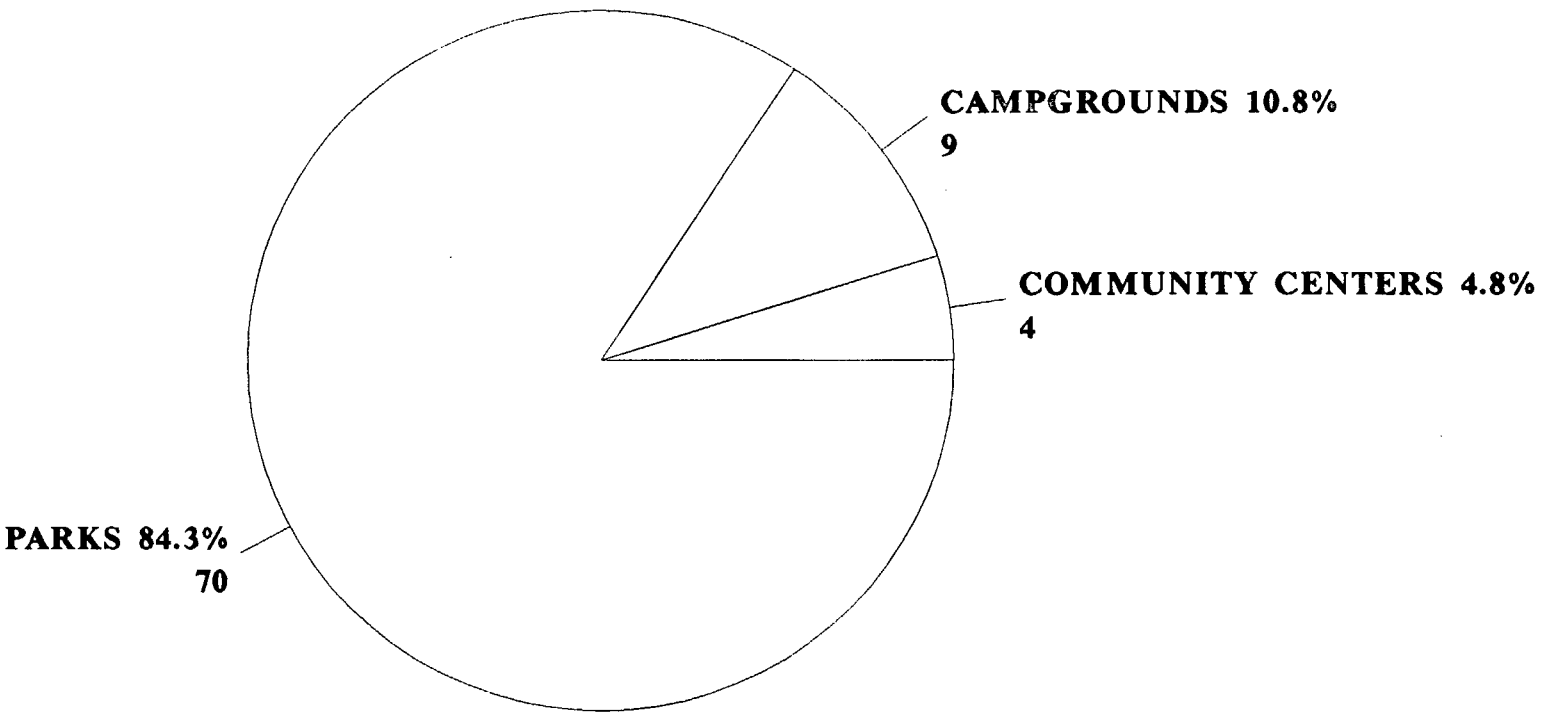
The 1988-89 adopted budget represents a commitment to the acquisition and stewardship of County park lands, open space and natural areas. Three additional Park Project Manager positions were added to the department plan and begin the implementation of a work program for Proposition 70, the California Wildlife, Coastal and Park Land Conservation Act of 1988. To follow-up this acquisition and development commitment, three additional Park Maintenance positions were added the operational forces to provide for the maintenance and operation of wilderness areas and natural parks. Existing services remained at FY87-88 levels.

PROGRAM: County Parks and Recreation #45308 MANAGER: Robert R. Copper

PERFORMANCE INDICATORS

	1985-86 Actual	1986-87 Actual	1987-88 Budget	1987-88 Actual	1988-89 Adopted
Park Services & Maintenance					
Parks	93	95	70	70	70
Campgrounds in Parks	9	9	9	9	9
Community Centers	4	4	4	4	4
Visitor Days, Parks	3,930,000	3,807,000	3,800,000	3,810,000	3,880,000
Visitor Days/Field Staff	50,835	46,145	46,005	46,126	45,116
User Fee Revenue Earned	999,279	1,096,218	1,204,218	1,130,872	1,179,634
User Fee/Ranger Staff	17,228	17,825	19,267	18,094	18,724
Free Labor SY Utilized	95.4	93.8	102.0	93.0	90.0
Park Development					
Developer Impacts Evaluated	40	45	40	45	45
PLDO Permits Processed	75	75	56	73	75
Active Projects	70	104	70	97	100
Number of Site Plans and Record Drawings Prepared	10	15	20	22	25
Active Projects/Planner Staff	14	19	14	18	20

PARKS & RECREATION
FACILITIES



FY 1988-89

PROGRAM: County Parks and Recreation #45308 MANAGER: Robert R. Copper

REVENUE BY SOURCE:

Source of Revenue	1987-88 Budgeted	1987-88 Actual	1988-89 Adopted	Change From 1987-88 Budget
User Fees	$1,204,218	$1,130,872	$1,179,634	$ (24,584)
Park Project/PLDO Reimbursement	319,900	365,944	421,909	102,009
PLDO Interest	350,000	350,000	350,000	0
Special District Reimbursement	8,000	10,218	8,000	0
Rents and Concessions	239,460	265,676	264,044	24,584
Employee Maintenance	25,560	26,278	25,560	0
State Grant		223,320		0
TOTAL	$2,147,139	$2,372,308	$2,249,147	$ 102,009

COUNTY COST DETAIL:

None of the program revenues listed above have specific match requirements. Of the total Park Project/PLDO Reimbursement approximately $300,000 will come from grant funds appropriated into various capital projects. These grant funds are associated with financial and operational commitments. A few grant funds have specific matching requirements. Examples of specific grant match requirements are SB174 State grants which require either a 25% or 30% grant match depending on the funding year. These specific match requirements are included in grant contracts and are specified at the time the grant application is approved by the Board of Supervisors. Most grant funds have impled match requirements. These requirements are expressed in term of what the granting agency will not pay, rather than in terms of what the County will be required to pay. Most State of California grants limit the reimbursement of costs other than those for construction of improvements or purchase of property. The limit is generally 20% of total project costs for both development and acquisition projects. Many State grants limit or prohibit the reimbursement of County in-direct costs. Costs that are not reimbursed due to restrictive grant provisions are, in practice, an implied match.

Requirements other than financial result from grant funding. The grant agreements and the related Board of Supervisors Resolutions include commitments on the use and maintenance of the acquired and/or developed park sites. The terms of the grant agreements require the County to maintain the acquired or developed sites for park purposes. While County funded park land can be abandoned or used for non-park purposes after compliance with the County Park Abandonment Law of 1959 and the Park Preservation Act of 1971, park land that is acquired or developed with State Bond grant funds carry an additional burden. To abandon or change the use of State grant funded park sites an act of the State legislature is required. Also, sites funded with the proceeds of Bond Acts can only be abandoned after voter approval even if there is no protest to the proposed abandonment filed with the County.

PROGRAM: County Parks and Recreation #45308 MANAGER: Robert R. Copper

FIXED ASSETS:

Item	Quantity	Cost
Ticket Machine	1	$ 1,500
Computer Equipment	Lot	15,500
Chainsaws	2	1,200
Log-Splitter	1	1,500
Rental Boats	8	4,500

Vehicles/Communication Equipment:

Item	Quantity	Cost
Multi-Band Radios	Lot	$ 2,800
Security System	1	6,000
Truck,w/Accessories	1	22,000

STAFFING SCHEDULE

PROGRAM: Parks and Recreation

Department: Parks and Recreation

Class	Title	STAFF - YEARS 1987-88 Budget S.Y.	Positions	1988-89 Adopted Budget S.Y.	Positions	SALARY AND BENEFIT COST 1987-88 Budget	1988-89 Adopted Budget
2131	Director Parks and Recreation	1.00	1	1.00	1	$ 61,136	$ 73,290
2215	Asst. Dir., Parks & Recreation	1.00	1	1.00	1	53,171	55,436
2303	Administrative Assistant II	1.00	1	1.00	1	29,946	32,882
2304	Administrative Assistant I	2.00	2	0	0	41,944	0
2497	Principal Accountant	1.00	1	1.00	1	41,197	44,160
2510	Senior Account Clerk	1.00	1	0	0	19,746	0
2511	Senior Payroll Clerk	1.00	2	1.00	2	20,693	21,426
2650	Stock Clerk	1.00	1	1.00	1	15,172	16,529
2655	Storekeeper III	1.00	1	1.00	1	24,020	23,441
2700	Intermediate Clerk Typist	5.00	5	6.00	6	80,142	97,428
2730	Senior Clerk	1.00	1	1.00	1	17,246	20,462
2758	Administrative Secretary III	1.00	1	1.00	1	22,258	23,432
3009	Word Processor Operator	1.00	1	1.00	1	18,605	17,709
3512	Assistant Park Proj. Mgr.	0	0	3.00	3	0	76,838
3525	Park Planner	5.00	5	0	0	155,803	0
8800	Park Project Mgr.	0	0	7.00	7	0	247,373
8801	Sr. Park Proj, Mgr	0	0	2.00	2	0	77,416
3528	Chief, Park Development	1.00	1	1.00	1	40,434	43,099
3801	Drafting Technician	1.00	1	1.00	1	20,628	23,085
4000	Historian	.50	1	.50	1	12,263	13,371
5422	Horticulturist	1.00	1	1.00	1	27,015	28,251
6304	Chief, Park Services & Maint.	1.00	1	1.00	1	42,185	43,099
6327	District Park Manager	5.00	5	5.00	5	160,102	169,108
6332	Park Ranger	32.00	32	32.00	32	742,912	783,676
6342	Senior Park Ranger	11.00	11	11.00	11	267,309	281,855
6343	Supervising Ranger	19.50	20	20.00	21	523,030	577,309
6345	Senior Park Maintenance Worker	1.00	1	1.00	1	24,056	25,160
6346	Coord., Vol. & Public Services	1.00	1	1.00	1	32,415	35,247
6347	Park Maintenance Worker	13.00	13	16.00	16	242,086	335,581
9999	Temporary Extra Help	6.60	51	6.60	29	94,967	99,578
0735	Park Attendant (Seasonal)	.67	19	.67	19	9,740	9,988
	TOTAL	117.3	182	125.8	169	$2,840,221	$3,296,229

STAFFING SCHEDULE

PROGRAM: Parks and Recreation — Department: Parks and Recreation

ADJUSTMENTS:						
County Contributions and Benefits					941,036	979,430
Salary Settlement Costs					185,799	0
Special Payments:						
Uniform Allowance					22,020	24,122
Salary Adjustments					24,170	3,163
Shift Differential (Night Duty)					92,576	98,131
Roving Ranger Pay					14,730	15,614
Holiday Overtime					21,785	23,093
Regular Overtime					21,232	22,485
Total Adjustments					$1,323,348	$1,166,038
Salary Savings					(72,058)	(75,284)
PROGRAM TOTALS:	117.3	182	125.8	169	$4,091,511	$4,386,983

PROGRAM: Park Land Dedication Ordinance #455x MANAGER: Wm. Noel Parr

Department: Park Land Dedication Ord. #4500 Ref: 1988-89 Proposed Budget Pg: C-85

Authority: County Code of Regulatory Ordinances (820.202).

	1985-86 Actual	1986-87 Actual	1987-88 Budget	1987-88 Actual	1988-89 Adopted
COSTS					
Contributions to Other Agencies	$ 366,098	$ 404,430	$4,407,193	$ 406,000	$6,183,270
Operating Transfers	845,937	627,683	746,500	1,475,263	790,000
TOTAL DIRECT COSTS	$1,212,035	$1,032,113	$5,153,693	$1,881,263	$6,973,270
FUNDING					
Revenue Adjustments	(117,950)				
Charges, Fees, etc.	1,036,691	1,038,774	725,590	1,729,598	1,729,598
Other Revenue	542,923	460,492	456,845	520,339	520,339
Fund Balance	3,567,109	3,887,506	3,971,258	4,354,659	4,723,333
TOTAL FUNDING	$5,028,773	$5,386,772	$5,153,693	$6,604,596	$6,973,270

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. A variable fee rate reflecting current land acquisition and construction costs and differing by the location of a project was established by the Board of Supervisors to begin 1/1/87. Fees are collected within 21 Local Park Planning Areas (LPPA's). The planning area boundaries were revised to more closely align to subregional areas and to follow assessor parcel map boundaries. Fees collected within a particular LPPA are also spent within the same LPPA. The program 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:

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 Improvement Program and County Parks and Recreation Budget.

PROGRAM: Holmwood Canyon Debt Service # 45308 MANAGER: Robert R. Copper

Department: Parks and Recreation # 5100 Ref: 1988-89 Proposed Budget: Page C-83

Authority: Board of Supervisors Actions
6/11/85 (26) 10/15/85 (45)

This Program is:
__ Mandated/Mandated Service Level
__ Mandated/Discretionary Service Level
_X_ Discretionary/Mandated Service Level
___ Discretionary/Discretionary Service Level

	1985-86 Actual	1986-87 Actual	1987-88 Budget	1987-88 Estimated Actual	1988-89 Adopted Budget
COSTS					
Other Charges	0	0	0	$221,990	$221,990
TOTAL DIRECT COSTS				$221,990	$221,990
REVENUE	0	0	0	221,990	0
USE OF DESIGNATION	0	0	0	0	0
TOTAL FUNDING	0	0	0	221,990	0
NET COUNTY COSTS	0	0	0	0	$221,990
STAFF YEARS	0	0	0	0	0

PROGRAM DESCRIPTION:

This program has been established in response to Board of Supervisors action to borrow $1,000,000 from the State Coastal Conservancy to be used to purchase parkland known as Holmwood Canyon adjacent to San Elijo Lagoon. This approximately 15.6 acre parcel was purchased in 1985 for $2,000,000 and other consideration. The $2,000,000 cash payment included the $1,000,000 loan, $950,000 of grant funds and $50,000 of citizen donations. This program records the service of the debt entered into for this purchase payment. The loan is repayable over six years beginning in FY1987-88, the total interest and principal due over that period is $1,331,940, at $221,990 per year.

1987-88 BUDGET

The loan payment for FY1987-88 was not budgeted. During the year Coastal Energy Block Grant funds were made available to the County. A portion of these funds was allocated to make the annual payment; the remainder of the block grant was allocated to other activities related to off-shore oil drilling impacts.

1988-89 BUDGET

With no block grant funds remaining unallocated, general funds are budgeted for the annual loan payment.

PERFORMANCE INDICATORS

There are no performance indicators for this program since the land purchased with the loaned funds has been in County ownership and the re-payment is the only remaining activity.

PLANNING AND LAND USE

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Codes	$ 3,366,341	$ 3,749,514	$ 4,321,379	$ 5,095,867	$ 5,608,689	$ 512,822	10
Regulatory Planning	1,991,413	2,078,693	2,310,502	2,619,483	3,011,078	391,595	15
General Planning	2,554,678	2,628,440	2,649,004	2,677,163	2,866,831	189,668	7
Administration	640,933	702,028	887,589	787,003	872,902	85,899	11
Total Direct Costs	$ 8,553,365	$ 9,158,675	$ 10,168,474	$11,179,516	$12,359,500	$ 1,179,984	11
Funding	$(8,011,502)	$(7,443,090)	$(10,497,540)	$(8,255,000)	$(9,979,000)	$(1,724,000)	21
Net County Costs	$ 541,863	$ 1,715,585	$ (329,066)	$ 2,924,516	$ 2,380,500	$ (544,016)	-19
Staff Years	211.67	215.48	225.61	223.50	246.00	22.50	10
Fish and Game Fund	$ 25,443	$ 11,444	$ 11,033	$ 30,000	$ 30,000	$ 0	0
Total Direct Costs	$ 25,443	$ 11,444	$ 11,033	$ 30,000	$ 30,000	$ 0	0
Funding	$ (25,372)	$ (19,661)	$ (16,009)	$ (30,000)	$ (30,000)	$ 0	0
Net Fund Costs	$ 71	$ (8,217)	$ (4,976)	$ 0	$ 0	$ 0	0
Staff Years	0	0	0	0	0	0	0

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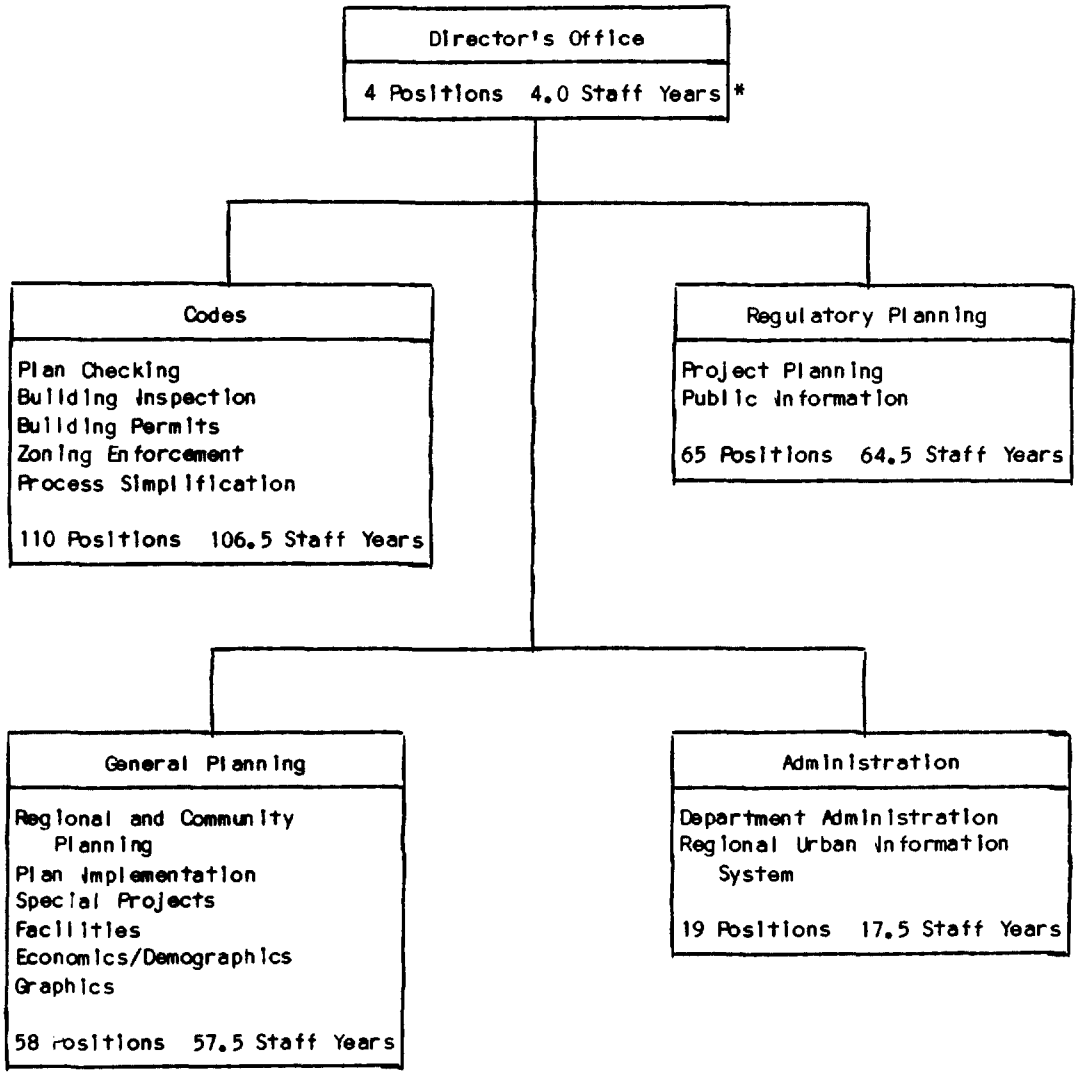
PLANNING AND LAND USE

FISCAL YEAR 1988-89



* Director's office is a part of the Administration Program.

8889BUDGET;ORG/CHART;10-21-88;cl

PROGRAM: Codes # 5669 MANAGER: Randall L. Hurlburt

Department: Planning and Land Use # 5650 Ref: 1988-89 Proposed Budget - Pg: C-88

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 Electrical 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.

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."

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,938,164	$ 3,012,972	$ 3,659,295	$ 4,145,664	$ 4,355,769
Services & Supplies	$ 386,632	667,107	642,403	851,853	844,120
Other Charges	0	6,609	0	3,800	3,800
Fixed Assets	41,545	62,826	12,331	94,550	405,000
Operating Transfers	0	0	7,350	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 3,366,341	$ 3,749,514	$ 4,321,379	$ 5,095,867	$ 5,608,689 (10%)
Funding	$ (6,419,681)	$ (5,867,685)	$(8,060,890)	$(6,740,000)	$(7,240,000) (7%)
NET COUNTY COSTS	$ (3,053,340)	$ (2,118,171)	$(3,739,511)	$(1,644,133)	$(1,631,311) (-1%)
STAFF YEARS	82.62	86.10	97.56	98.50	106.50

PROGRAM DESCRIPTION:

The Codes program provides citizens of 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. All work is performed by County staff upon request by citizens, builders, or other customers. Major activities include:

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-- 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.

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

Salaries and benefits actual expenditures were less than budgeted because of vacant positions held vacant.

Services and supplies actual expenditures were less than budgeted due to items budgeted in the Codes Division but purchased in the Administration Division. Also, purchases were made late in the fiscal year and were encumbered but not expended. These will be reflected as prior year activity in FY 88-89.

Fixed assets actual expenditures were less than budgeted due to purchases late in the fiscal year which were encumbered but not expended. These will be reflected as prior year activity in FY 88-89. Additionally, portions of the unencumbered amount were rebudgeted in FY 88-89.

Revenue was overrealized due to actual workload being higher than budgeted workload.

Actual staff years were less than budgeted due to vacant positions held vacant.

1988-89 OBJECTIVES

Plan Check:

1. To process initial plan checks within an average of 2 weeks for residential plans, 3 weeks for complex plans.
2. To complete establishment of quality standards for plan check and building inspection activities.
3. To maintain a productivity level of 382 equivalent single-family units (ESU's) per line engineer per year.
4. To complete an update of policies, forms and handouts.
5. To complete the SB 547 study of unreinforced masonry buildings (earthquake hazards).

Building Inspection:

1. To maintain a productivity level of 8.4 calls per line inspector per day.
2. To maintain current one-day response time on inspection requests.
3. To implement the updated disaster preparedness plan.
4. To maintain use of computerized building inspection tracking system.

Building Permits:

1. To maintain use of computerized permit processing system.
2. To maintain average waiting time of customers at building counter at less than 10 minutes.
3. To maintain a counter productivity level of 13.0 customers per line technician per day.
4. To maintain an overall Codes Division productivity level of 300 permits per staff year (9.9 SY Building Permit Staff per 1,000 building permits).
5. To provide support to RUIS Building Permit Inspection System.

8889FINAL;CODES/PRG.1;10-24-88;cl

PROGRAM: Codes # 5669 MANAGER: Randall L. Hurlburt

Zoning Enforcement:

1. To maintain an average initial response time of one week.
2. To establish a measured 90-day resolution rate of at least 67%.
3. To establish an appropriate productivity standard and initiate regular monitoring of productivity.
4. To initiate computerization of enforcement records.
5. To implement a new productivity monitoring system.

Process Simplification:

1. To complete Regulatory Work Standards Study.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The Codes Program is comprised of five sub-program activities: Plan Checking, Building Inspection, Building Permits, Zoning Enforcement and Process Simplification. These activities assure and enforce compliance with applicable codes for the public health and safety of County residents. Important changes from the 1987-88 Budget are included below.

1. Plan Check (21.5 SY; E - $1,514,929; R - $1,954,800)

   Reviews new and altered structures and associated grading to assure compliance with applicable codes. This activity is:

   - Mandated/Discretionary Service Level.
   - 100% offset by activity revenue.
   - Processing 5,200 equivalent single-family units per year.
   - Adding 2.0 SY Plans Examiner to rotate among counter, plan check and field work.

2. Building Inspection (30.5 SY; E - $1,912,805; R - $2,389,200)

   Inspects structures during construction to assure compliance with approved plans and cited codes. This activity is:

   - Mandated/Discretionary Service Level.
   - 100% offset by activity revenue.
   - Making 52,000 inspection calls per year with a 97% next day inspection response time; and driving 411,500 miles per year for inspection service.
   - Adding 2.0 SY Supervising Building Inspector to reduce span of control from 12 to 6, thereby increasing training, field supervision and audits, standardization, and performance evaluations.

3. Building Permits (33.0 SY; E - $1,421,947; R - $1,882,400)

   Accepts plans for review and issues approved plans, building permits, street names and addresses. This activity is:

   - Mandated/Discretionary Service Level.
   - 100% offset by activity revenue.
   - Servicing 49,000 customers per year and issuing 38,000 permits per year.
   - Adding 1.0 SY Departmental EDP Coordinator for support to RUIS Building Permit Inspection System.
   - Adding 1.0 SY Land Use Technician II to operate information booth.

8889FINAL;CODES/PRG.2;10-24-88;cl

4. Zoning Enforcement (13.0 SY; E - $626,215; R - $868,800)

Investigates citizen complaints alleging zoning, building, use permit or sign code violations, and provides follow-up action where necessary to obtain compliance. This activity is:

- o Mandated/Discretionary Service Level.
- o 100% offset by program revenue.
- o Handling 2,000 to 3,000 cases per year.
- o Adding 1.0 SY Supervising Enforcement Investigator to assist Zoning Enforcement Officer, reduce span of control, and enhance resolution of enforcement cases.
- o Adding 1.0 SY Intermediate Clerk.

5. Process Simplification (2.50 SY; E - $132,793; R - $144,800)

Studies and simplifies procedures, conducts special studies, establishes staff and procedure guidelines. This activity is:

- o Mandated/Discretionary Service Level.
- o 100% offset by program revenue.
- o Transferring 1.0 SY Associate Planner to this activity from Codes Division Management.

NOTE: The management portion of the staff years (6.0) has not been allocated to the subprogram activities, but the expenditures have been included.

REVENUE BY SOURCE:

Source Of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Fees	$ 8,060,890	$ 6,740,000	$ 7,240,000	$ 500,000
Total	$ 8,060,890	$ 6,740,000	$ 7,240,000	$ 500,000

Explanation/Comments: Actual revenue for 1987-88 is more than budgeted due to actual workload being higher than budgeted workload. 1988-89 budgeted revenue is more than 1987-88 budgeted revenue based on increased workload and increased fees being in place for the full year.

FIXED ASSETS:

Item	Quantity	Total Cost
Automobiles	7	$ 98,000
Office Furniture	Lot	54,000
Electric Typewriter	1	2,000
Office Automation Equipment	Lot	250,000
Telephone Sequencer	1	1,000
		$ 405,000

8889FINAL;CODES/PRG.3;10-24-88;cl

PERFORMANCE INDICATORS

Program: Codes — Department: Planning and Land Use

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: PLAN CHECK					
% of Resources: 27%					
Workload:					
Equivalent Single-Family Units (ESU'S) Per Year	5,834	5,290	5,197(a)	4,550(b)	5,200
Efficiency:					
Average ESU Per Line Engineer (Per Year)	561(c)	445	452(a)	382(d)	382
Effectiveness:					
Turnaround Rate (Average Backlog in Weeks)	3.6(c)	3.7	2.7(a)	2.0(e)	2.0
ACTIVITY B: BUILDING INSPECTION					
% of Resources: 34%					
Workload:					
Calls Per Year	48,569	52,162	52,891	41,317(f)	52,000

(a) Higher than estimated workload resulted in turnaround times that averaged 3.0 weeks for residential plans during the first half of the year. New management techniques associated with implementation of the plan check RFP kept turnaround to 2.0 weeks for the second half of the year but the "efficiency" number reflects staff burnout and reduced quality.

(b) Adopted budget, corrected for loss of Encinitas and Solana Beach, identical to Plan Check RFP requirement.

(c) Plan check workload standard was 500 equivalent single-family units (ESU's) per line engineer per year. In FY 85-86, unbudgeted workload resulted in an unacceptable plan check turnaround time of 3.6 weeks, compared to the standard of 2.0 weeks.

(d) Reduced "efficiency" is a tradeoff for increased "effectiveness." This is the productivity level necessary to achieve the turnaround times required in the RFP.

(e) Reflects RFP requirement for 10 working days on initial submittal of residential plans. Standard is 14 days for initial check of commercial plans.

(f) Adopted budget, corrected for loss of Encinitas and Solana Beach (52,300 calls in proposed budget less 21% = 41,317 calls).

(g) The building inspection workload standard was 8.8 calls per inspector per day.

8889FINAL;CODES/PI.0;10-24-88;cl

PERFORMANCE INDICATORS

Program: Codes — Department: Planning and Land Use

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY B: BUILDING INSPECTION (CONTINUED)					
Efficiency:					
Daily Calls Per Line Inspector	8.9(g)	9.8	9.7(h)	7.5(h)	8.4(h)
Effectiveness:					
Response Time (% Of Cases With Next Day Inspection)	97%	97%	97%	97%	97%
ACTIVITY C: BUILDING PERMITS					
% of Resources: 26%					
Workload:					
Customers Per Year	40,500	50,329	48,374(i)	39,500(j)	49,000
Number Of Total Permits Issued Per Year	38,363	36,294	27,338	30,020	31,000
Number of Building Permits Issued Per Year (m)	10,340	9,624	8,692	8,169	8,650
Efficiency:					
Customers Per Line Technician Per Day	21(k)	16	20.4(l)	13.1(j)	13.0(l)
Effectiveness:					
Average Waiting Time Per Customer (In Minutes)	10.5'	24.0'	16'(l)	10'(j)	10'

(h) This "efficiency," which was an outgrowth of the budget process and expected loss of Encinitas and Solana Beach workload was artificially low. The comparative study done by DPLU in 1987 and reflected in the DPLU budget change proposal suggests a productivity of 8.0. The 87-88 Actual is too high and reflects deteriorated service. Assuming addition of two new supervising building inspector positions (one contributing to productivity and one to quality), Department management recommends a productivity standard of 8.4.

(i) Higher than expected workload resulted in improved "efficiency" and deteriorated "effectiveness." An "average" waiting time of 16 minutes means that "peaks" of two hour waiting times sometimes occurred. A ten minute standard is better for the "average."

(j) Workload, Efficiency, and Effectiveness are adjusted to reflect FY 87-88 Budget and 21% expected loss of workload from Solana Beach and Encinitas, with corresponding reduced "efficiency" and improved "effectiveness."

(k) The building permit workload objective was 16 customers per technician per day.

(l) DPLU Comparative Study in 1987 as reflected in the DPLU budget change proposal suggested a productivity ("efficiency") standard of 12.0 customers per technician per day. Management experience leads us to believe that an efficiency of 13.0 is sufficient to achieve the ten minute average waiting time standard now that the BPIS computer system is fully on line (i.e., productivity reduction due to BPIS is less than it was last year).

(m) This is a new workload indicator added this year to correlate with comparative study of other jurisdictions.

8889FINAL;CODES/PI.1;10-24-88;cl

PERFORMANCE INDICATORS

Program: Codes

Department: Planning and Land Use

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY D: ZONING ENFORCEMENT					
% of Resources: 11%					
Workload:					
Cases Per Year	2,600	(n)	(n)	(n)	(n)
Efficiency:					
Cases Per Line Investigator Per Year	578	(n)	(n)	(n)	(n)
Effectiveness:					
Average Response Time (In Weeks)	2.5	(n)	1.0	1.8	1.0
Resolution Rate (% Resolved Within 90 Days)	57%	67%	(n)	(n)	(n)
ACTIVITY E: PROCESS SIMPLIFICATION					
% of Resources: 2%					
Number of Professional Staff Years	2	1.5	1.5	1.5	1.5
Workload: N/A					
Efficiency: N/A					
Effectiveness: N/A					

(n) Workload, Efficiency and Resolution Rate data are not available for 86-87, 87-88 or 88-89. Prior year data were estimates, not based on consistent monitoring. No corrections were made in the FY 87-88 Budget to account for the loss of Encinitas and Solana Beach. A new workload and productivity monitoring system will be designed and implemented in calendar 1988 which will provide reliable data for future budgets.

8889FINAL;CODES/PI.2;10-24-88;cl

STAFFING SCHEDULE

Program: Codes

Department: Planning and Land Use

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2351	Deputy Director, Planning and Land Use	1	1.00	1	1.00	$ 52,578	$ 57,986
3527	Chief, Codes Division	4	4.00	4	4.00	194,742	223,670
3735	Senior Structural Engineer	4	4.00	4	4.00	178,985	203,844
3643	Associate Mechanical Engineer	1	1.00	1	1.00	36,019	42,531
3650	Associate Structural Engineer	12	12.00	12	12.00	441,432	494,688
3550	Senior Planner	2	2.00	2	2.00	74,758	77,643
3585	Zoning Enforcement Officer	1	1.00	1	1.00	28,974	33,558
3673	Chief Electrical Inspector	1	1.00	1	1.00	35,135	36,564
3671	Chief Fire Inspector	1	1.00	1	1.00	35,135	36,564
3674	Chief Plumbing Inspector	1	1.00	1	1.00	35,135	36,564
3715	Supervising Building Inspector	2	2.00	4	4.00	72,294	138,772
3508	Associate Planner	4	4.00	4	4.00	125,591	133,135
3661	Building Inspector II	22	22.00	22	22.00	696,407	742,607
3663	Fire Inspector	1	1.00	1	1.00	28,820	33,135
2412	Analyst II	1	1.00	1	1.00	29,999	33,250
3838	Permit Process Coordinator	1	1.00	1	1.00	40,348	40,501
3834	Land Use Technician Supervisor	2	2.00	2	2.00	59,508	63,508
3835	Land Use Technician II	14	12.00	15	13.00	297,462	336,077
2758	Administrative Secretary III	1	1.00	2	1.00	24,645	26,056
2403	Accounting Technician	1	1.00	1	1.00	19,801	24,165
3837	Land Use Aid II	2	2.00	2	2.00	34,850	36,706
3009	Word Processor Operator	1	1.00	1	1.00	20,364	20,295
2730	Senior Clerk	1	1.00	1	1.00	19,746	20,462
2430	Cashier	2	2.00	2	2.00	35,765	37,979
2700	Intermediate Clerk Typist	10	9.50	11	10.50	143,629	176,404
3588	Codes Enforcement Inspector	8	8.00	8	8.00	222,946	217,242
2469	Departmental EDP Coordinator	0	0.00	1	1.00	0	32,743
8803	Plans Examiner	0	0.00	2	2.00	0	65,148
8804	Supervising Enforcement Inspector	0	0.00	1	1.00	0	32,676
9999	Extra Help	0	0.00	0	0.00	75,000	75,000
	Total	101	98.50	110	106.50	$ 3,060,068	$ 3,529,473
	Adjustments:						
	County Contributions and Benefits					$ 889,510	$ 874,795
	Salary Settlement Costs					176,108	
	Special Payments:						
	Overtime (Regular)					70,000	70,000
	Bilingual Pay						
	Boards and Commissions						
	Salary Adjustments						37,742
	Salary Savings					(50,022)	(156,241)
	Total Adjustments					$ 1,085,596	$ 826,296
PROGRAM TOTALS:		101	98.50	110	106.50	$ 4,145,664	$ 4,355,769

8889FINAL;CODES/STAFF;10-24-88;cl

PROGRAM: Regulatory Planning # 5668 MANAGER: Gerald Hermanson

Department: Planning and Land Use # 5650 Ref: 1988-89 Proposed Budget - Pg: C-98

Authority: This program was developed to ensure professional review, investigation and recommendations to the Planning Commission, the Board of Supervisors, and other hearing bodies as well as staff decisions on land development proposals in accordance with sections of the Government Code, Zoning Ordinance, Subdivision Ordinance, and Local Policies and State and National Environmental Quality Acts.

Board of Supervisors Policies B-29 and B-30 establish the responsibilities for full cost recovery, including indirect costs, in the establishment and collection of fees.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,705,095	$ 1,739,764	$ 1,984,428	$ 2,207,033	$ 2,463,978
Services & Supplies	286,318	334,649	309,843	381,800	502,600
Other Charges	0	0	0	3,300	3,300
Fixed Assets	0	4,280	16,231	27,350	41,200
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,991,413	$ 2,078,693	$ 2,310,502	$ 2,619,483	$ 3,011,078 (15%)
Funding	$(1,463,249)	$(1,409,116)	$(2,170,533)	(1,440,000)	$(2,295,000) (59%)
NET COUNTY COSTS	$ 528,164	$ 669,577	$ 139,969	$ 1,179,483	$ 716,078 (-39%)
STAFF YEARS	54.88	60.69	56.09	56.50	64.50

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.

8889FINAL;REG/PRG;10-24-88;cl

PROGRAM: Regulatory Planning # 5668 MANAGER: Gerald Hermanson

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

Salaries and benefits actual expenditures were less than budgeted due to modified positions and time delays in filling vacant positions.

Services and supplies actual expenditures were less than budgeted due to purchases late in the fiscal year which were encumbered but not expended. These will be reflected as prior year activity in FY 88-89.

Fixed assets actual expenditures were less than budgeted due to purchases late in the fiscal year which were encumbered but not expended. These will be reflected as prior year activity in FY 88-89. Additionally, portions of the unencumbered amount were rebudgeted in FY 88-89.

Revenue was overrealized due to actual workload being higher than budgeted.

Actual Staff years were less than budgeted due to time delays in filling vacant positions.

1988-89 OBJECTIVES:

1. To continue to implement past objectives and the ongoing service improvements for the Zoning Information Counter including computerization of zoning information, case tracking, and word processing.

2. To distribute complete agendas for the PERB, Planning Commission and Board of Supervisors hearings to Planning/Sponsor Groups and the Commission a minimum of one (1) week prior to the hearing.

3. To maintain one hundred percent (100%) efficiency in processing all applications within the statutory limits mandated by State law.

4. To maintain one hundred percent (100%) efficiency in carrying out County ordinances and policies which require expanded notification procedures exceeding State law requirements.

5. To continue to have a planner and an environmental management specialist available at all times to assist Counter staff.

6. To maintain interdepartmental cooperation through regularly scheduled monthly PAPP coordination meetings.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

This program is comprised of two sub-program activities: Project Planning and Public Information. Important changes from the 1987-88 Budget are included below.

1. Project Planning (53.0 SY; E - $2,630,792; R - $2,295,000)

   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. This activity is:

   - Mandated/Mandated Service Level.
   - 87% offset by activity revenue.
   - Adding 6.0 SY Regional Planner positions to provide increased interaction and coordination between Community Planning/Sponsor Groups and the Department.

8889FINAL;REG/PRG.1;10-24-88;cl

PROGRAM: Regulatory Planning # 5668 MANAGER: Gerald Hermanson

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

Salaries and benefits actual expenditures were less than budgeted due to modified positions and time delays in filling vacant positions.

Services and supplies actual expenditures were less than budgeted due to purchases late in the fiscal year which were encumbered but not expended. These will be reflected as prior year activity in FY 88-89.

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4. To maintain one hundred percent (100%) efficiency in carrying out County ordinances and policies which require expanded notification procedures exceeding State law requirements.

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   - 87% offset by activity revenue.
   - Adding 6.0 SY Regional Planner positions to provide increased interaction and coordination between Community Planning/Sponsor Groups and the Department.

8889FINAL;REG/PRG.1;10-24-88;cl

- Adding $91,200 to Services and Supplies to reflect its share of RUIS costs.
- Adding 1.0 SY Associate Planner for subdivision processing.
- Adding 1.0 SY Word Processing Operator for preparation of reports and hearing items.
- Deleting 1.0 SY Senior Urban Design Planner and adding 1.0 SY Senior Planner due to result of classification study in 1987-88.

2. Public Information (8.5 SY: E - $380,316; R - $ 0)

Provides information to the general public on all aspects of project processing, application processing and land usage. This activity is:

- Mandated/Mandated Service Level.
- Not a revenue producing activity.

NOTE: The management portion of the staff years (3.0) has not been allocated to the sub-program activities, but the expenditures have been included.

REVENUE BY SOURCE:

Source Of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Fees	$ 2,170,533	$ 1,440,000	$ 2,295,000	$ 855,000
Total	$ 2,170,533	$ 1,440,000	$ 2,295,000	855,000

Explanation/Comments: Actual revenue for 1987-88 was is more than budgeted due to actual workload being higher than budgeted workload.

FIXED ASSETS:

Item	Quantity	Total Cost
Freight	Lot	600
Graphics Color Camera System	Lot	20,500
Projectors	5	2,600
Facsimile Transmission Machines	5	10,000
Videotape Player	3	900
TV Monitor	3	900
Office Furniture	Lot	5,500
Tape Copying Machine	1	200
Total		$ 41,200

8889FINAL;REG/PRG.2;10-24-88;cl

PERFORMANCE INDICATORS

Program: Regulatory Planning — Department: Planning and Land Use

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: PROJECT PLANNING					
% of Resources: 87%					
Workload:					
(Workload Is Weighted By Labor Hours)					
Major Use Permits/Rezones	19,808	16,002	13,727	*	14,000
Zoning Administration	24,138	19,305	15,915	*	16,400
Subdivisions	26,916	27,432	30,102	*	30,800
Boundary Adjustments/ Certificates of Compliance	9,242	6,217	7,636	*	7,800
Counter	883	577	596	*	700
Environmental Analysis	29,901	27,180	29,156	*	35,500
Efficiency:					
Permits Weighted/Staff Years	2,020	1,932	1,732	2,000*	2,100
Effectiveness:					
% Of Minor Subdivisions Processed Within 50-Day Statutory Time Limit	100%	100%	100%	100%	100%
Average Processing Time For Uncomplicated Major Subdivisions (Calendar Days)	51	51	51	51	51
Maximum Number Of Work Days For Case Distribution	2	2	2	2	2

*A new workload monitoring system was developed and implemented during 1987-88. Budgeted workload for 1987-88 is not directly comparable. Workload is now calculated using number of permits in various categories weighted by labor hours.

8889FINAL;REG/PI.0;10-24-88;cl

PERFORMANCE INDICATORS

Program: Regulatory Planning — Department: Planning and Land Use

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY B: PUBLIC INFORMATION					
% of Resources: 13%					
Workload:					
Number Of Telephone Calls At The Phone Center	63,000	61,000	92,000	72,500	92,000
Number Of Telephone Calls At The Zoning Counter	60,000	44,700	35,000	50,300	35,000
Number Of Walk-In Clients At The Phone Center	10,400	19,500	15,600	12,000	15,600
Number Of Walk-In Clients At The Zoning Counter	15,000	15,400	15,800	15,200	15,800
Efficiency:					
Number Of Calls Per Phone Center Staff Years	21,000	20,300	20,400	24,200	20,400
Number Of Calls Per Zoning Counter Staff Years	20,000	14,900	11,700	16,800	11,700
Number Of Walk-In Clients Per Phone Center Staff Years	3,500	6,500	3,500	4,000	3,500
Number Of Walk-In Clients Per Zoning Counter Staff Years	6,700	7,700	7,900	7,600	7,900
Effectiveness (Per Public Relations Survey):					
Percentage Of Telephone Customers Satisfied At Phone Center	82%	60%	*	*	*
Percentage Of Telephone Customers Satisfied At Zoning Counter	82%	77%	*	*	*
Percentage Of Walk-In Customers Satisfied At Phone Center	92%	56%	*	*	*
Percentage Of Walk-In Customers Satisfied At Zoning Counter	85%	74%	*	*	*

* This data is not currently available. A contract is currently being negotiated with SANDAG to conduct an annual survey through their Local Technical Assistance Program.

8889FINAL;REG/PI.1;10-24-88;cl

STAFFING SCHEDULE

Program: Regulatory Planning — Department: Planning and Land Use

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2351	Deputy Director, Planning and Land Use	1	1.00	1	1.00	$ 52,578	$ 57,986
3520	Chief, Planning Division	2	2.00	2	2.00	97,752	102,264
3551	Regional Planner	0	0.00	6	6.00	0	270,774
3711	Acoustical Engineer	1	1.00	1	1.00	37,317	41,444
3514	Environmental Management Specialist III	3	3.00	3	3.00	112,137	117,318
3550	Senior Planner	5	5.00	6	6.00	179,579	228,965
8802	Senior Urban Design Planner	1	1.00	0	0.00	31,440	0
3508	Associate Planner	8	8.00	9	9.00	248,758	293,591
3515	Environmental Management Specialist II	5	5.00	5	5.00	157,599	164,864
3504	Landscape Architect	1	1.00	1	1.00	28,414	31,236
3817	Graphic Artist	1	1.00	1	1.00	22,086	25,860
3834	Land Use Technician Supervisor	2	2.00	2	2.00	61,182	63,684
3507	Assistant Planner	1	1.00	1	1.00	27,866	28,740
3835	Land Use Technician II	8	8.00	8	8.00	197,728	206,111
2769	Commission Secretary	1	1.00	1	1.00	25,268	26,685
2725	Principal Clerk	1	1.00	1	1.00	25,617	26,917
3008	Senior Word Processor Operator	1	1.00	1	1.00	21,957	21,880
2754	Board Secretary	2	2.00	2	2.00	42,267	47,563
2757	Administrative Secretary II	1	1.00	1	1.00	21,761	22,550
3009	Word Processor Operator	2	2.00	3	3.00	40,462	58,106
2730	Senior Clerk	2	2.00	2	2.00	36,353	39,663
2700	Intermediate Clerk Typist	8	7.50	8	7.50	120,961	127,633
9008	Planning Commission and Board of Planning and Zoning Appeals	0	0.00	0	0.00	43,300	43,300
9999	Extra Help	0	0.00	0	0.00	25,000	25,000
	Total	57	56.50	65	64.50	$ 1,657,382	$ 2,072,134
	Adjustments:						
	County Contributions and Benefits					$ 490,171	$ 515,928
	Salary Settlement Costs					100,062	
	Special Payments:						
	Overtime						
	Bilingual Pay						
	Boards and Commissions						
	Salary Adjustments						
	Salary Savings					(40,582)	(124,084)
	Total Adjustments					$ 549,651	$ 391,844
PROGRAM TOTALS:		57	56.50	65	64.50	$ 2,207,033	$ 2,463,978

8889FINAL;REG/STAFF;10-24-88;cl

PROGRAM: General Planning # 5671 MANAGER: W. T. Healy

Department: Planning and Land Use # 5650 Ref: 1988-89 Proposed Budget - Pg: C-105

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 2,171,335	$ 2,144,537	$ 2,322,370	$ 2,292,513	$ 2,529,331
Services & Supplies	382,821	480,985	324,910	371,300	318,500
Other Charges	522	2,918	0	4,000	4,000
Fixed Assets	0	0	1,724	9,350	15,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 2,554,678	$ 2,628,440	$ 2,649,004	$ 2,677,163	$ 2,866,831 (7%)
Funding	$ (128,372)	$ (166,274)	$ (266,117)	$ (75,000)	$ (444,000) (492%)
NET COUNTY COSTS	$ 2,426,306	$ 2,462,166	$ 2,382,887	$ 2,602,163	$ 2,422,831 (-7%)
STAFF YEARS	59.96	53.31	56.56	52.50	57.50

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.

8889FINAL;GENPRG/PRO.0;10-24-88;cl

PROGRAM: General Planning # 5671 MANAGER: W. T. Healy

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

Salaries and benefits actual expenditures were overexpended by $29,857 due to negotiated salary and benefit increases and the use of student workers for Community Plan Updates.

Services and supplies actual expenditures were less than budgeted due to purchases late in the fiscal year which were encumbered but not expended. These will be reflected as prior year activity in FY 88-89.

Fixed assets actual expenditures were less than budgeted due to purchases late in the fiscal year which were encumbered but not expended. These will be reflected as prior year activity in FY 88-89.

Revenue was overrealized due to revenue-generating workload being higher than expected.

Actual Staff years were higher than budgeted due to the use of student workers for community plan updates.

1988-89 OBJECTIVES:

Regional and Community Planning:

Adjustments have been made to the total program to reduce the number of community/subregional plan updates with consequent impacts to the workload within this Activity Area. Three updates will be completed in the first half of this fiscal year and two updates will be initiated in the second half. Overall, workload in this activity area is directly proportional to the planning projects and programs approved in the Work Program.

The Transportation Planning Section will be working on the Community Plan Updates for Crest-Dehesa and the Alpine Community Plan Updates. In addition, there will be a substantial effort on the Camino Ruiz/SF 728 analysis with the City of San Diego and the Caltrans SR125 environmental and route location project study.

Plan Implementation:

Continue implementation and support of Regional Community Plan policies, including the Community Design Review Program; Housing Element implementation and support of housing programs; zoning and subdivision ordinance maintenance and revisions. Workload is expected to be constant with previous years activity.

Special Projects:

The Special Projects Section typically handles larger projects of regional significance, including: growth management (Regional Growth and Planning Review Task Force, funded by Community Development Block Grants); several river projects (Upper San Diego River Improvement Project: a 500-acre redevelopment and Specific Plan project funded jointly by property owners and the County; Santa Fe Valley: a 3,500-acre Specific Plan project funded by property owners); feasibility studies for potential development along the U.S. - Mexico border area (23,000 acres United Enterprises, Inc., funded by property owner, 5,000-acre East Otay Mesa, funded by property owners and the County); freeway corridor planning (I-15 Corridor: 20 miles, 12,600-acre study, funded by the County); and endangered species protection (Least Bell Vireo habitat conservation plan for the County, funded by the County and other jurisdictions).

Facilities:

Facilities Planning is primarily concerned with working with the County's 100 special districts to ensure that facilities are available when development occurs. During FY 88-89 emphasis will be placed on coordinating the facilities planning needs with the implementation of growth measures and/or the recommendations of the Regional Growth and Planning Review task force as they relate to facilities standards/planning/financing. In addition, this unit is involved with government structure analyses, property tax negotiations, general plan conformance review of County and special districts' capital projects, water conservation program development, and representing the County's positions on offshore oil development.

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Economic/Demographics:

This activity provides economic and demographic analysis of land use proposals as they impact landowners, developers government and society. Major economics projects during FY 1988-89 include commercial/industrial land use analysis for both the community plan update process and privately initiated general plan amendments and preparation of the Commercial Land Sourcebook. Staff will continue to publish the Monthly Economics Indicators and the annual Land Use Information System (LUIS) report (and related special request reports), and will arrange the January, 1989 Economic Roundtable. Major demographics projects include the State mandated population estimates which are used to determine State subvention allocations, preparation for the 1990 Census, population and housing related background data for the community plan update process, and liaison with SANDAG staff regarding long and short range population forecasting/estimating issues.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The General Planning Program is comprised of six sub-program activities: Regional and Community Planning, Plan Implementation, Special Projects, Facilities, Economic/Demographics, and Graphics. Important changes from the 1987-88 Budget are included below.

1. Regional and Community Planning (23.00 SY; E-$1,196,785; R-$75,000)

   Provides regional and community plan updates and conducts special studies. This activity is:

   - Mandated/Discretionary Service Level
   - 6% offset by activity revenue
   - Adding $50,000 in revenue from the Road Fund for a Transportation Planner
   - Maintaining 23.0 total staff years
   - Reclassifying 1.0 staff year Associate Planner to Regional Planner
   - Deleting 2.0 staff years Associate Planner
   - Adding 1.0 staff year Word Processor Operator
   - Adding 1.0 staff year Board Secretary

2. Plan Implementation (10.00 SY; E-$510,695; R-$35,000)

   Provides zoning implementation, ordinance amendments and regional plan implementation. This activity is:

   - Mandated/Discretionary Service Level
   - 7% offset by activity revenue
   - Adding $35,000 in revenue frm CDBG funds for Housing Programs
   - Maintaining 10.00 staff years

3. Special Projects (7.00 SY; E-$393,376; R-$258,000)

   Includes special projects such as Growth Management, Otay Mesa Plan, Otay Ranch, San Diego River Plan, Hazardous Waste Management Plan, and Growth Control Ballot Measure Implementation. This activity is:

   - Mandated/Discretionary Service Level
   - 66% offset by activity revenue
   - Adding $223,000 in revenue: $130,000 from CDBG funds for Growth Management, $30,000 from San Dieguito CSA, $21,000 from full cost recovery in this activity, and $42,000 in State funding if available for the Hazardous Waste Management Plan
   - Adding 3.0 staff years Associate Planner

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4. Facilities (9.00 SY; E-$447,983; R-$76,000)

Is primarily concerned with working with the County's special districts to ensure facilities are available when development occurs. This activity is:

- o Mandated/Discretionary Service Level
- o 17% offset by activity revenue
- o Adding $61,000 in revenue: $20,000 from Development Agreements, $20,000 from the Outer Continental Shelf grant, and $21,000 from full cost recovery for Development Agreements
- o Adding 1.0 staff year Associate Planner

5. Economic/Demographics (3.50 SY; E-$201,079; R-$0)

Provides economic and demographic analysis of planning decisions on landowners, developers, government and society. This activity is:

- o Mandated/Discretionary Service Level
- o Not a revenue producing activity
- o Maintaining 3.5 staff years

6. Graphics (3.00 SY; E-$116,913; R-$0)

Provides graphic work for the Department and Board of Supervisors, and coordinates with the Department of Public Works for cartographic services. This activity is:

- o Mandated/Discretionary Service Level
- o Not a revenue producing activity
- o Adding 1.0 staff year Graphic Artist

NOTE: The management portion of staff years (2.0) has not been allocated to the sub-program activities, but the expenditures have been included.

PROGRAM: General Planning # 5671 MANAGER: W. T. Healy

REVENUE BY SOURCE:

Source Of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Fees	$ 230,000	$ 75,000	$ 167,000	$ 92,000
Community Development Block Grant for Growth Management and Housing Programs (No Match Required)	$ 0	$ 0	$ 165,000	$ 165,000
Outer Continental Shelf Grant (No Match Required)	$ 20,000	$ 0	$ 20,000	$ 20,000
Road Fund	$ 0	$ 0	$ 50,000	$ 50,000
State Funds for Hazardous Waste (No Match Required)	$ 0	$ 0	$ 42,000	$ 42,000
Total	$ 250,000	$ 75,000	$ 444,000	$ 369,000

Explanation/Comments: Actual revenue for 1987-88 is more than budgeted due to revenue-generating workload being higher than expected.

FIXED ASSETS:

Item	Quantity	Total Cost
Word Processing System	Lot	$ 12,000
Office Furniture	Lot	$ 3,000
		$ 15,000

8889FINAL;GENREV/PRO;10-24-88;cl

PERFORMANCE INDICATORS

Program: General Planning — Department: Planning and Land Use

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: REGIONAL AND COMMUNITY PLANNING					
% of Resources: 41%					
Section Management				0.0	1.0
Community Plan Updates				4.5	3.0
Board of Supervisor and CAO Referrals				1.5	1.0
General Plan Public Information				1.0	1.0
General Plan Amendments				2.5	2.0
Community Planning Group Liaison				0.5	0.0
BLM Land Review				0.1	0.0
Legislation Review				0.2	0.0
Regional Coordination				0.5	0.5
Environmental Analysis				3.0	3.0
PERB Participation				0.2	0.0
Traffic and Route Studies				2.7	2.5
PLU Advisory Board				0.3	0.3
Safety/Seismic Safety Element				0.0	1.0
Total Staff Years				17.00	15.3
ACTIVITY B: PLAN IMPLEMENTATION					
% of Resources: 18%					
Section Management				0.0	1.0
PERB Participation				0.0	0.2
Board of Supervisor and CAO Referrals				1.0	1.0
Ordinance Amendments				2.0	2.0
Housing Programs				1.0	1.0
Local Coastal Program				0.2	0.0
Energy and Telecommunications				0.3	0.0
Zoning Ordinance Review				0.5	0.0
Regional/Community Plan Implementation				2.0	0.5
Design Guidelines Preparation				0.5	0.3
Community Planning Group Liaison				1.5	1.0
Total Staff Years				9.0	7.0

8889FINAL;GENPI/PRO.0;10-24-88;cl

PERFORMANCE INDICATORS

Program: General Planning — Department: Planning and Land Use

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY C: SPECIAL PROJECTS					
% of Resources: 14%					
Section Management				0.0	1.0
San Diego River Plan				0.5	0.5
Otay Mesa Plan and Development				1.0	0.3
Otay Ranch (United Enterprises)				1.5	1.0
I-15 Corridor Plan				0.5	0.3
Board of Supervisor and CAO Referrals				0.8	0.6
Growth Management Program				1.0	3.0
Energy and Telecommunications				0.0	0.1
Growth Control Ballot Measure Implementation				0.0	1.0
Hazardous Waste Management Plan				0.0	1.0
San Dieguito Valley Specific Plan				0.2	0.2
Total Staff Years				5.5	9.0
ACTIVITY D: FACILITIES					
% of Resources: 16%					
Section Management				0.0	1.0
65402 Review				0.5	0.5
Government Structures				1.0	1.0
Groundwater Program				1.0	1.0
Property Tax Transfers				0.7	0.7
Offshore Oil Drilling				0.3	0.3
Sphere Studies				0.2	0.5
Water Conservation Study				0.3	1.0
Special District Liaison				1.5	1.0
Public Benefit/Development Agreements				0.0	1.0
Board of Supervisors and CAO Referrals				0.0	0.5
Sensitive Lands Ballot Measure Implementation				0.0	1.0
Total Staff Years				5.5	8.5

8889FINAL;GENPI/PRO.1;10-24-88;cl

Program: General Planning

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY E: ECONOMIC/DEMOGRAPHICS					
% of Resources: 7%					
Section Management				0.0	0.5
Economic Analysis				2.5	1.5
Demographic Analysis				1.0	1.0
Ballot Measure Implementation				0.0	0.5
Total Staff Years				3.5	3.5
ACTIVITY F: GRAPHICS					
% of Resources: 4%					
Graphics				2.0	3.0
Total Staff Years				2.0	3.0

8889FINAL;GENPI/PRO.2;10-24-88;cl

STAFFING SCHEDULE

Program: General Planning

Department: Planning and Land Use

Class	Title	STAFF - YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2351	Deputy Director, Planning and Land Use	1	1.00	1	1.00	$ 52,578	$ 57,986
3708	Principal Transportation Specialist	1	1.00	1	1.00	51,313	53,662
2414	Analyst IV	1	1.00	1	1.00	35,719	45,269
3520	Chief, Planning Division	4	4.00	4	4.00	195,504	204,528
3690	Groundwater Geologist	1	1.00	1	1.00	46,850	49,005
3655	Associate Transportation Specialist	2	2.00	2	2.00	80,022	84,274
3551	Regional Planner	0	0.00	1	1.00	0	45,129
3550	Senior Planner	9	9.00	9	9.00	324,654	349,678
3514	Environmental Management Specialist III	1	1.00	1	1.00	37,379	39,106
3508	Associate Planner	13	13.00	14	14.00	340,626	458,717
3515	Environmental Management Specialist II	3	3.00	3	3.00	96,966	101,406
2412	Analyst II	5	4.50	5	4.50	147,506	155,993
3507	Assistant Planner	3	3.00	3	3.00	77,981	77,299
3818	Graphic Supervisor	1	1.00	1	1.00	27,669	28,850
3817	Graphic Artist	1	1.00	2	2.00	24,613	51,432
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
2754	Board Secretary	0	0.00	1	1.00	0	22,734
2757	Administrative Secretary II	1	1.00	1	1.00	21,761	22,550
3009	Word Processor Operator	1	1.00	2	2.00	19,987	39,351
2760	Stenographer	1	1.00	1	1.00	18,844	19,524
2700	Intermediate Clerk Typist	2	2.00	2	2.00	30,730	33,581
3008	Senior Word Processor Operator	1	1.00	1	1.00	18,531	20,529
9999	Extra Help	0	0.00	0	0.00	20,000	20,000
	Total	53	52.50	58	57.50	$ 1,693,878	$ 2,006,659
	Adjustments:						
	County Contributions and Benefits					$ 555,857	$ 591,756
	Salary Settlement Costs					96,059	
	Special Payments:						
	Overtime (Specify Type)						
	Bilingual Pay						
	Boards and Commissions						
	Salary Adjustments						(9,000)
	Salary Savings					(53,281)	(60,084)
	Total Adjustments					$ 598,635	$ 522,672
PROGRAM TOTALS:		53	52.50	58	57.50	$ 2,292,513	$ 2,529,331

8889FINAL;GENSTF/PRO;10-24-88;cl

PROGRAM: Administration # 5651 MANAGER: Phil Steed

Department: Planning and Land Use # 5650 Ref: 1988-89 Proposed Budget - Pg: C-112

Authority: This program was developed to provide administrative support and management for the Department of Planning and Land Use.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 452,920	$ 505,408	$ 695,734	$ 662,503	$ 744,202
Services & Supplies	161,406	171,665	178,819	86,800	90,500
Other Charges	17,582	0	0	37,700	37,700
Fixed Assets	9,025	24,955	13,036	0	500
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 640,933	$ 702,028	$ 887,589	$ 787,003	$ 872,902 (11%)
Funding	$ (200)	$ (15)	$ 0	$ 0	0 (0%)
NET COUNTY COSTS	$ 640,733	$ 702,013	$ 887,589	$ 787,003	$ 872,902 (11%)
STAFF YEARS	14.20	15.38	15.40	16.00	17.50

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 administrative unit provides management for the overall policy, direction and operation of the Department as well as administrative and clerical services and coordination with the Department of Information Systems Services (ISS).

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 Department of Planning and Land Use is budgeted in the Planning and Land Use Administration Program at 0.5 staff year and in the Codes Program at 1.0 staff year. Department of Planning and Land Use funding for the contract with the City of San Diego and the San Diego Data Processing Corporation is budgeted in the Codes and Regulatory Planning Programs under services and supplies at $434,500.

8889FINAL;ADMIN/PRG.0;10-24-88;cl

PROGRAM: Administration # 5651 MANAGER: Phil Steed

SUPPORTING DOCUMENTATION

1987-88 ACTUALS:

Salaries and benefits actual expenditures were more than budgeted due to higher than expected salaries and benefits for the Director and a retirement payoff for the Departmental EDP Coordinator.

Services and supplies actual expenditures were more than budgeted due to items budgeted in other divisions but purchased in the Administration Division.

Fixed assets actual expenditures were more than budgeted due to a prior year expenditure.

1988-89 OBJECTIVES:

1. To monitor revenues, expenditures and workloads on a weekly basis through the Department's Management Information System.

2. To provide research and analysis for the Department's special projects and prepare the Department budget.

3. To provide personnel services (payroll, employee services information, hiring, etc.) for Department employees.

4. To provide managerial support for Civil Service Commission investigations, disciplinary actions and grievance handling.

5. To provide internal and external training to meet the technical, non-technical and career development training requirements of the Department.

6. To provide Department purchasing services support, and to maintain and control expenditure records.

7. To provide building and equipment maintenance coordination and service.

8. To design and begin implementation of the Regional Urban Information System (RUIS) Land Development Module, Road Information Module and Interim Zoning Module.

9. To complete implementation of Phase I and begin implementation of Phase 2 of the Department Office Automation Plan.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

This program includes two sub-program activities, Department Administration and Regional Urban Information System (RUIS). Important changes from the 1987-88 Budget are included below.

1. Department Administration (17.00 SY; E - $838,584; R - $ 0)

   Includes program management, budgeting, accounting, personnel, payroll and procurement of services and supplies. This activity is:

   - o Discretionary/Discretionary Service Level.
   - o Not a revenue producing activity.
   - o Adding a Deputy Director, Planning and Land Use (1.0 SY).
   - o Transferring 1.0 SY Departmental EDP Coordinator from RUIS activity.
   - o Transferring 0.5 SY Assistant Systems Analyst from RUIS activity.
   - o Annualizing an Analyst III (0.5 SY) to support budget activities.
   - o Deleting 1.0 SY Analyst IV and adding 1.0 SY Administrative Services Manager II due to a reclassification during 1987-88.

8889FINAL;ADMIN/PRG.1;10-24-88;cl

2. Regional Urban Information System (RUIS) (0.50 SY; E - $34,318; R - $ 0)

Manages an annual work program which is approved by the RUIS Policy and Budget Committee. This activity is:

- o Discretionary/Discretionary Service Level.
- o Not a revenue producing activity.
- o Deleting 1.0 SY Assistant Planner and adding 0.5 SY Assistant Systems Analyst due to reclassification during 1987-88 (other 0.5 SY are in Department Administration).
- o Transferring 1.0 SY Departmental EDP Coordinator from RUIS to Department Administration; RUIS is supported by 1.0 SY Departmental EDP Coordinator in the Codes Program and $434,500 in expenditures in the Codes and Regulatory Planning Programs.

REVENUE BY SOURCE:

Source Of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
None	$ 0	$ 0	$ 0	$ 0
Total	$ 0	$ 0	$ 0	$ 0

FIXED ASSETS:

Item	Quantity	Total Cost
Office Furniture	Lot	$ 500
Total		$ 500

8889FINAL;ADMIN/PRG.2;10-24-88;cl

PERFORMANCE INDICATORS

Program: Administration

Department: Planning and Land Use

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: DEPARTMENT ADMINISTRATION					
% of Resources: 96%					
Workload: N/A					
Efficiency:					
Analyst Staff/ Department Staff Ratio	1:36	1:40	1:38	1:38	1:41
% Administration Direct Cost/ Department Total	7%	8%	9%	7%	7%
Effectiveness: N/A					
ACTIVITY B: REGIONAL URBAN INFORMATION SYSTEM					
% of Resources: 4%					
Workload:					
Professional Staff Years	2.0	2.0	2.0	2.0	0.5
Efficiency: N/A					
Effectiveness: N/A					

8889FINAL;ADMIN/PI.0;10-24-88;cl

STAFFING SCHEDULE

Program: Administration

Department: Planning and Land Use

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2137	Director, Planning and Land Use	1	1.00	1	1.00	$ 69,942	$ 80,325
2268	Assistant Director	1	1.00	1	1.00	65,500	73,036
2351	Deputy Director, Planning and Land Use	0	0.00	1	1.00	0	53,917
2369	Administrative Services Manager II	0	0.00	1	1.00	0	43,091
2414	Analyst IV	1	1.00	0	0.00	43,249	0
2413	Analyst III	3	2.00	3	2.50	74,734	98,288
2469	Departmental EDP Coordinator	1	1.00	1	1.00	37,101	38,795
2303	Administrative Assistant II	2	1.50	2	1.50	50,934	50,516
2412	Analyst II	1	1.00	1	1.00	27,494	31,257
2426	Assistant Systems Analyst	0	0.00	1	1.00	0	33,250
3507	Assistant Planner	1	1.00	0	0.00	25,671	0
4024	Librarian II	1	0.50	1	0.50	13,408	14,304
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
3008	Senior Word Processor Operator	1	1.00	1	1.00	21,957	21,880
2511	Senior Payroll Clerk	1	1.00	1	1.00	20,693	21,426
2493	Intermediate Account Clerk	2	2.00	2	2.00	32,467	34,444
2700	Intermediate Clerk/Typist	1	1.00	1	1.00	15,717	15,281
	Total	18	16.00	19	17.50	$ 523,512	$ 635,866
	Adjustments:						
	County Contributions and Benefits					$ 145,067	$ 145,351
	Salary Settlement Costs					28,017	
	Special Payments:						
	Overtime (Specify Type)						
	Bilingual Pay						
	Boards and Commissions						
	Salary Adjustments						(8,391)
	Salary Savings					(34,093)	(28,624)
	Total Adjustments					$ 138,991	$ 108,336
PROGRAM TOTALS:		18	16.00	19	17.50	$ 662,503	$ 744,202

8889FINAL;ADMIN/STAFF.0;10-24-88;cl

PROGRAM: Fish and Wildlife Advisory Commission # 75802 MANAGER: Nancy Nieto

Department: Parks and Recreation # 4800 Ref: 1988-89 Proposed Budget - Pg: C-118

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, and to advise the Board of Supervisors regarding fish and wildlife matters.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Services & Supplies	25,444	1,224	33	3,000	3,000
Other Charges (1)	0	10,220	11,000	27,000	27,000
Fixed Assets	0	0	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
TOTAL DIRECT COSTS	$ 25,444	$ 11,444	$ 11,033	$ 30,000	$ 30,000 (0%)
FUNDING (2)	$ (25,372)	$ (19,661)	$ (16,009)	$ (30,000)	$ (30,000) (0%)
NET FUND COSTS	$ 72	$ (8,217)	$ (4,976)	$ 0	$ 0 (0%)
STAFF YEARS	0	0	0	0	0

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.

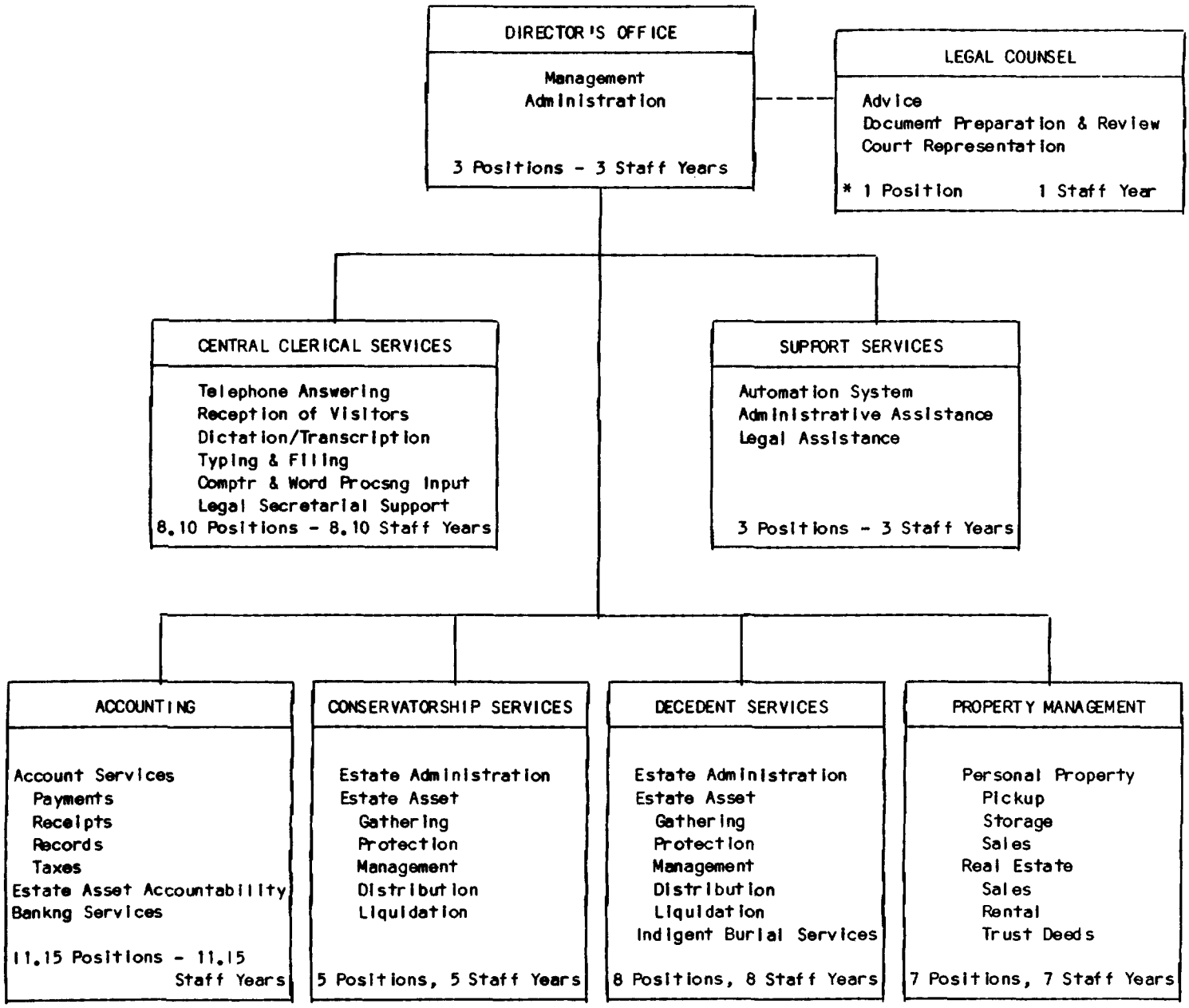
Fines are being credited to the special fund at a projected annual rate of $16,400 during FY 87-88. $30,000 revenue is projected for FY 88-89 because violations of the Fish and Game laws are unpredictable and the amount of fines to be levied is totally subject to the discretion of the courts.

(1) Auditor's instructions direct use of this account for FY 86-87 and subsequent years.
(2) Current year funding consists of: Fines - $16,400; and Fund Balance Carryover - $17,270 in FY 87-88
Proposed funding consists of: Fines - $26,330; and Fund Balance Carryover - $ 3,670 in FY 88-89

8889FINAL;FW/PRG;10-25-88;cl

PUBLIC ADMINISTRATOR

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Fiduciary Services	$ 1,238,802	$ 1,490,654	$ 1,724,526	$ 1,733,742	$ 1,680,700	$ (53,042)	(3.1)
Total Direct Costs	$ 1,238,802	$ 1,490,654	$ 1,724,526	$ 1,733,742	$ 1,680,700	$ (53,042)	(3.1)
Funding	$(1,248,452)	$(1,506,835)	$(1,593,468)	$(1,589,165)	$(1,680,700)	$ (91,535)	5.8
Net County Costs (Without Externals)	$ (9,650)	$ (16,181)	$ 131,058	$ 144,577	$ 0	$ (144,577)	(100.0)
Staff Years	39.04	41.80	44.95	44.75	45.25	.50	1.1



* Position (Deputy County Counsel) and staff year assigned to County Counsel.

PROGRAM: FIDUCIARY SERVICES # 19004 MANAGER: JEANNE MCBRIDE

Department: PUBLIC ADMINISTRATOR # 2050 REF: 1988-89 Proposed Budget - Pg: C-119

Authority: California Probate Code; 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,160,617	$ 1,265,196	$ 1,425,362	$ 1,438,789	$ 1,471,486
Services & Supplies	31,155	99,276	91,047	95,030	89,214
Other Charges -					
Indigent Burials	33,931	43,030	43,964	40,000	40,000
Automation System	0	79,961	159,923	159,923	80,000
Fixed Assets	13,099	3,191	4,231	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,238,802	$ 1,490,654	$ 1,724,526	$ 1,733,742	$ 1,680,700
FUNDING	$(1,248,452)	$ (1,506,835)	$(1,593,468)	$(1,589,165)	$(1,680,700)
NET COUNTY COSTS	$ (9,650)	$ (16,181)	$ 131,058	$ 144,577	$ 0
STAFF YEARS	39.04	41.80	44.95	44.75	45.25

PROGRAM DESCRIPTION:

The Public Administrator (PA): (1) takes charge and safeguards the property of persons who have died in the County when the property is uncared for or being wasted; (2) settles the estates of deceased persons when there are no qualified persons to act or qualified persons choose not to act; (3) 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 (4) 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, the PA files a petition with the Court for authority to do so. Upon appointment, the PA 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 to act. If the PA decides to act, the PA must file a petition with the Court for authority to do so. Upon appointment, the Public Administrator arranges to provide for the daily needs of the conservatee, applies for benefits due the conservatee, pays debts, and gathers and manages estate assets.

A 28,000 square foot warehouse is used to store and sell estate property. A walk-in vault is used to safeguard jewelry, stocks, bonds, and other small size, high value property. Usually, all estate assets including real estate, businesses, and vehicles are converted to cash and distributed to heirs. Fiscal management also includes investment of excess funds into interest bearing accounts, time certificates of deposit, stocks, and municipal bonds. Annual estate liability is over $20 million.

PROGRAM: FIDUCIARY SERVICES # 19004 MANAGER: JEANNE MCBRIDE

1987-88 ACTUALS:

Extensive temporary extra help was needed and utilized during 1987-88 to supplement a shortage of permanent staff in accomplishing mission related functions. A total of .55 staff year of contract extra help was used during the year.

1988-89 OBJECTIVES:

1. To reduce (direct) net County cost by at least $80,000.
2. To hold three or more real estate sales.
3. To maintain the average value of monthly estate property sales at $35,000 to $40,000.
4. To accomplish annual accountings on all conservatorship cases over one year old.
5. To accomplish final accountings and close decedent cases within five to six weeks after the estate is settled.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The Department's workload is continuing to increase steadily. The decedent caseload is projected to increase in Fiscal Year 1988-89 primarily because of the growing number of older persons moving into the County who do not have next of kin residing in the State who would be eligible and/or willing to administer their estates. While the conservator of the estate caseload is expected to remain relatively stable during the year, those cases as well as decedent cases are becoming 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, the Court is ordering a greater number of large, complex cases, often involving will contests, family disputes, allegations of fraud, or other problems, into the care of the Public Administrator.

Fiscal Year 1988-89 will be the second full year of operation for the Department's new automation system. This budget contains the final purchase payment ($79,962) for the system. While maximum benefits have not yet been derived, the new automation system has demonstrated the potential to improve significantly the efficiency and effectiveness of the estate administration process. By enabling the Department to invest pooled estate funds with the County Treasurer, the system has also increased interest revenue to the General Fund.

The two major activities of this Department are summarized below:

1. Decedent Services (29.41 staff years; E-$1,092,455; R-$1,092,455) including administrative, legal, accounting, and property management support personnel, is:

   - Mandated/Mandated Service Level
   - Offset 100% by program revenue
   - Expected to expend approximately $5,860 more than 1987-88 Budget
   - Increasing its caseload and expected to handle 2,803 cases in Fiscal Year 1988-89, up 188 from 1987-88 Budget.

PROGRAM: FIDUCIARY SERVICES # 19004 MANAGER: JEANNE MCBRIDE

1988-89 PROPOSED BUDGET: SUB- PROGRAM ACTIVITIES: (continued)

2. Conservatorship Services (15.84 staff years; E-$588,245; R-$588,245) including administrative, legal, accounting, and property management support personnel, is:

- Discretionary/Discretionary Service Level: The Public Administrator is the only public agency available to administer the estates of persons who require management of their financial affairs to meet their daily needs and to protect their assets. The provision of this service helps keep people off the welfare rolls, increases revenue to the County (the Public Administrator paid the Department of Revenue and Recovery over $65,000 during the past year for the care of conservatees at Edgemoor) and is a humane service for the public good.
- Offset 100% by program revenue
- Expected to expend approximately $3,156 more than 1987-88 Budget.

REVENUE BY SOURCE:

SOURCE OF REVENUE (no match required)	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Estate Administration	$ 629,254	$ 851,338	$ 656,700	$ (194,638)
Investment & Deposit Interest	492,513	263,827	517,000	253,173
Indigent Burial Cost Recovery	7,358	12,000	7,000	(5,000)
Legal Services*	464,343	462,000	500,000	38,000
TOTAL	$1,593,468	$1,589,165	$ 1,680,700	$ 91,535

* These revenues are contained in the Line Item Budget for County Counsel.

PROGRAM: FIDUCIARY SERVICES # 19004 MANAGER: JEANNE MCBRIDE

Explanation/Comments:

Revenue in this program is very difficult to predict because of the uncertainty as to:

(1) the number of persons who may die in any one year where there is a need to protect estate assets and administer those estates; (2) the number of persons who may require Conservator of the Estate Services in any one year; (3) the size of the estates which the Department may be called upon to administer. (4) the degree to which the Court will approve estraordinary charges; (5) interest rates; and (6) the effect which legislative changes may have on the program.

The projections for Fiscal Year 1988-89 are based on the amount of revenue the Department has earned in the past under a given set of circumstances; the premise that new legislation will not significantly affect the Department's ability to earn revenue; and expectations of a continuing workload/caseload increase, continuing approval by the Court of extraordinary charges, the administration of some high value estates, and the sustenance of reasonably high pooled interest rates.

The significant reduction for estate administration revenue between 1987-88 Actual and 1987-88 Budgeted is attributed primarily to several changes in the law which now enable more beneficiaries to handle estates without the need for formal administration. Revenue from this source is expected to turn upward again in 1988-89 as a result of the continuing population increase in the County.

The reduction in estate administration revenue is expected to be offset by much higher revenue earnings in 1987-88 and 1988-89 from pooled investment & deposit interest now that the Department has an automated accounting system which permits estate funds to be deposited with the County Treasurer vice private sector banking institutions.

Revenue for legal services is projected to increase in 1988-89 because of higher statutory fees for certain types of cases.

COUNTY COST DETAIL:

Not applicable (No match required for sources of revenue in this program).

FIXED ASSETS:

None

PERFORMANCE INDICATORS

Program: FIDUCIARY SERVICES

Department: PUBLIC ADMINISTRATOR

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Decedent Services					
% of Resources	64	65	65	65	65
Workload					
Total Cases	2,498	2,670	2,698	2,615	2,803
Efficiency					
Unit Costs: Dollar Cost Per Case Year	317	363	417	416	392
Productivity: Number of Cases per Staff Year	100	99	93	93	95
Effectiveness					
Average Open Time per Case in Months	13.8	13.8	13.8	13.1	13.8
ACTIVITY B: Conservatorship Services					
% of Resources	36	35	35	35	35
Workload					
Total Cases	642	648	642	652	648
Efficiency					
Unit Costs: Dollar Cost Per Case Year	694	805	944	898	914
Productivity: Number of Cases per Staff Year	46	43	41	43	41
Effectiveness					
Average Open Time per Case in Months	60	58	58	56	58

STAFFING SCHEDULE

Program: Fiduciary Services

Department: Public Administrator

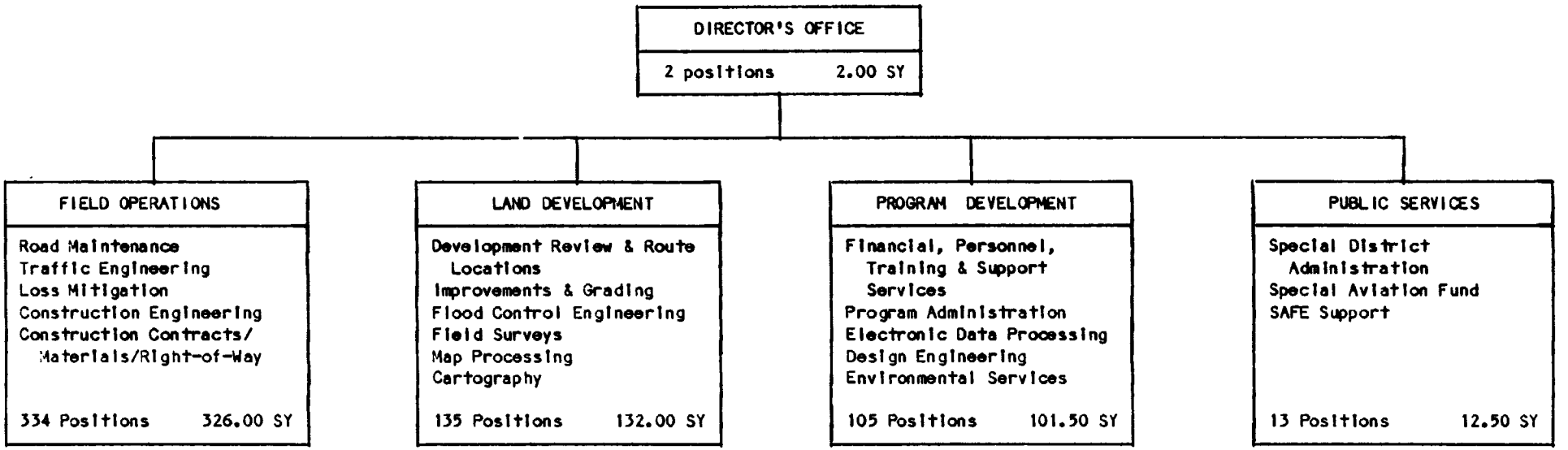
Class	Title	STAFF YEARS 1987-88 Budget Positions	1987-88 Budget S.Y.	1988-89 Adopted Positions	1988-89 Adopted S.Y.	SALARY AND BENEFITS COSTS 1987-88 Budget	1988-89 Adopted
2158	Public Administrator	1	1.00	1	1.00	$ 57,374	$ 64,539
2232	Assistant Public Administrator	1	1.00	1	1.00	47,160	47,374
2302	Administrative Assistant III	0	0.00	0	0.00	0	0
2505	Senior Accountant	1	1.00	1	1.00	36,795	38,901
2425	Associate Accountant	1	0.75	1	1.00	18,564	27,956
5605	Estate Property Manager	1	1.00	1	1.00	29,741	31,110
3637	Supervising Deputy Public Administrator/Guardian	3	3.00	3	3.00	83,095	93,330
5600	Deputy Public Administrator/ Guardian	11	11.00	11	11.00	290,396	302,094
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
2645	Senior Estate Mover	2	2.00	2	2.00	44,978	46,602
3935	Legal Assistant	1	1.00	1	1.00	19,948	22,528
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,072
2762	Legal Secretary I	2	2.00	2	2.00	43,698	42,897
2403	Accounting Technician	1	1.00	1	1.00	20,921	23,012
2671	Estate Mover	4	4.00	4	4.00	71,426	76,685
2510	Senior Account Clerk	4	3.75	4	4.00	71,232	80,147
2760	Stenographer	2	2.00	2	2.00	35,847	32,658
2493	Intermediate Account Clerk	5	5.00	5	5.00	79,980	84,183
2700	Intermediate Clerk Typist	3	3.00	3	3.00	46,534	50,015
	Temporary Extra Help	.25	0.25	.25	0.25	6,000	6,000
	TOTAL	45.25	44.75	45.25	45.25	$1,051,263	$1,119,159
	Adjustments:						
	County Contributions and Benefits					$ 327,654	$ 325,538
	Employee Compensation Insurance					7,935	16,236
	Unemployment Expense					1,342	1,465
	Special Payments:						
	Overtime (time and one-half cash)					2,000	2,000
	Premium Pay					1,880	1,880
	Vacation and Sick Leave Payoff					25,082	26,833
	Salary Adjustments					62,058	783
	Salary Savings					(40,425)	(22,408)
	Total Adjustments					$ 325,468	$ 352,327
PROGRAM TOTALS:		45.25	44.75	45.25	45.25	$1,438,789	$1,471,486

DEPARTMENT OF PUBLIC WORKS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Field Operations	$ 30,187,824	$ 32,259,243	$ 31,679,570	$ 36,000,125	$ 47,700,515	$ 11,700,390	32
Land Development	5,766 075	5,801,054	6,484,701	7,082,491	7,306,631	224,140	3
Program Development	7,066,515	10,333,338	9,401,575	10,224,910	8,973,646	(1,251,264)	(12)
Public Services	723 496	597,500	892,267	1,189,966	1,191,682	1,716	0
Department Overhead	101,342	111,425	164,063	159,726	172,796	13,070	8
TOTAL DIRECT COSTS	$ 43,845,252	$ 49,102,560	$ 48,622,176	$ 54,657,218	$ 65,345,270	$ 10,688,052	20
Funding	(42,898,064)	(48,375,207)	(47,756,558)	(53,745,445)	(64,680,270)	(10,934,825)	20
NET COUNTY COSTS	$ 947,188	$ 727,353	$ 865,618	$ 911,773	$ 665,000	$ (246,773)	(27)
STAFF YEARS	550.00	550.25	540.25	566.00	574.00	8.00	1

1988-89 ADOPTED COUNTY FAMILY OF FUNDS PROGRAM BUDGETS *

ADMINISTERED BY THE DEPARTMENT OF PUBLIC WORKS



NOTES ON ADOPTED STAFFING CHANGES

The change in staff years in these programs from 1987-88 Budget to 1988-89 Budget is a net increase of 8.00 staff years. Net program changes include the following:

1. Field Operations Program has a net decrease of 3.00 staff years. However, Construction Engineering is increasing 9.00 staff years for inspection and materials testing for Transportation Sales Tax projects. Traffic Engineering is increasing 2.00 staff years for traffic investigations and for support to the Traffic Advisory Committee. Road Maintenance is decreasing 16.00 staff years through road station consolidations and Fleet Operations is increasing 2.00 staff years for equipment maintenance.

2. Land Development Program has a net increase of 7.00 staff years. Surveying and Mapping is increasing 2.00 staff years for RUIS, 1.00 staff year for Transportation Sales Tax project surveying and 1.00 temporary staff year for Survey Records. In addition, 3.00 staff years are added for private project review and support.

3. Program Development Program has a net increase of 5.00 staff years. Program Administration is increasing 2.00 staff years for Transit Contracts and monitoring, Design Engineering is increasing 2.00 staff years for Transportation Sales Tax projects, and Support Services is increasing 1.00 staff year for Special Studies and Special Project administration.

4. Public Services Program has a net decrease of 1.00 staff year.

* The County Family of Funds includes the Road Fund, Survey Remonumentation Fund, Special Aviation Fund, and General Fund. Seven additional program budgets administered by the Department of Public Works are in the Special Districts and Enterprise Funds Proposed Program Budget Book for 1988-89 and include Airports, Liquid Waste, Solid Waste, County Service Districts, Flood Control, Sanitation Districts and Transit. Staff year changes for the Enterprise Funds (Airports, Liquid Waste and Solid Waste) are shown in their corresponding budgets, and are administered through the Public Services Program.

PW/ORGCHARTS - 88-89/FUNDS.0-1
10/13/88

PROGRAM: Field Operations # 10000 MANAGER: H. E. Sorlie

Department: Public Works # 5750, 5850 Ref: 1988-89 Proposed Budget - Pg: C129-C136

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, 1332, 1622 and 2101; County Charter Section 706; and County Administrative Code, Section 455.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 11,905,590	$ 12,208,450	$ 12,346,386	$ 12,720,372	$ 12,776,543
Services & Supplies	17,929,196	19,961,534	18,070,178	20,483,685	31,153,743
Other Charges	180,749	4,944	1,132,580	2,586,925	2,987,043
Fixed Assets	67,987	47,602	29,172	70,440	86,725
Operating Transfers	104,302	36,713	101,254	138,703	696,461
TOTAL DIRECT COSTS	$ 30,187,824	$ 32,259,243	$ 31,679,570	$ 36,000,125	47,700,515 32%
Funding	(30,138,284)	(32,175,121)	(31,604,176)	(35,828,797)	(47,602,175) 33%
NET COUNTY COSTS	$ 49,540	$ 84,122	$ 75,394	$ 171,328	$ 98,340 (43%)
STAFF YEARS	327.75	325.50	319.50	329.00	326.00

PROGRAM DESCRIPTION:

The Field Operations Program budgets the annual road maintenance and rehabilitation projects planned for the 3,800 lane miles in the County Maintained Road System. This program is a spending plan for funds that are available, however it does not meet all road needs. The degenerative effects of heat, cold, earth-movement, moisture, high volumes of automobile and heavy truck traffic are combined with structural road integrity data into a Five Year Maintenance Management Program which selectively schedules maintenance and needed rehabilitation road sites.

The road rehabilitation program utilizes four basic types of pavement treatments in maintaining the County road system. Asphalt concrete surfacing is used only on pavements that are no longer structurally adequate. Roads which are structurally adequate receive either a chip seal or, depending on the existing road surface, a sand seal or latex emulsion seal.

The Field Operations Program also schedules the construction and/or installation of traffic signals, bridges, culverts and reconstruction projects based on reviews of citizen requests, accident histories, safety and increased capacity needs.

A total of $5,999,360 in first-time Transportation Sales Tax revenues are budgeted for road projects in FY 1988-89. These revenues will be combined with other road funds on an annual basis, for inclusion in a five-year expenditure plan of road projects. Projects submitted to the San Diego Association of Governments (SANDAG) for the first two years of the plan, focus on those that have already been designed and can be constructed quickly. The entire program of projects with various revenue sources is included in the annual Roads Detailed Work Program.

The priority of projects for roads continues to be based on long established Board of Supervisors' criteria regarding the expenditures of Road Funds. First priority is given to the maintenance of primary roads with secondary emphasis on local access streets. Second priority is the elimination of traffic hazards and the rehabilitation of roads. Third priority is given to new lane width or length, to increase traffic capacity.

PROGRAM: Field Operations # 10000 MANAGER: H.E. Sorlie

1987-88 ACTUALS:

Year-end expenditures for FY 1987-88 are under by 12% of budgeted amounts. Consolidation and redistribution of field maintenance functions allowed the division to reduce staff by not filling vacant positions. "Other charges" reflects salary transfers that were budgeted in this program but spread in other programs. Also, mid-year appropriations reduced the appropriation for Field Operations to $1,880,146. Fixed assets have been encumbered, but not yet expended. Major maintenance projects budgeted under operating transfers were not all completed, but rebudgeted in FY 1988-89.

1988-89 OBJECTIVES:

1. Begin implementation of Road Network Consultant recommendations on road station consolidations and equipment/land surplusing.
2. Perform routine maintenance functions on County maintained roads per adopted consultant recommendations of road reallocations by division.
3. Begin Transportation Sales Tax Five-Year Expenditure Plan of local road projects.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Road Maintenance (224.50 SY; E - $19,419,294; R - $19,419,294) includes borrow site operations, routine maintenance activities and scheduled special maintenance activities. This activity is:

   - Mandated/Discretionary Service Level (MDSL).
   - Increasing by approximately $1.48 million in routine maintenance activities largely for the purchase, construction and rehabilitation of road stations per private consultant adopted recommendations and for chip seals contract work.
   - Offset 100% by revenue.
   - Decreasing by 14.50 staff years. A total of 16.50 staff years have been deleted from field maintenance activities and 2.00 staff years have been added for equipment maintenance.
   - Able to seal coat 600 lane miles of road in the County maintained system, an increase of 150 lane miles from the current FY budget.
   - Increasing routine maintenance functions which impact public and traffic safety, to offset tort liability potential.
   - Increasing $591,500 for capital purchases related to consultant recommendations for road station network restructuring.

   There is no Net County Cost in this activity.

2. Construction Contracts/Materials/Right-of-Way (0.00 SY; E - $21,870,668; R - $21,870,668) includes contracts for road services and right-of-way costs in the Roads Detailed Work Program. This activity is:

   - Mandated/Discretionary Service Level (MDSL).
   - Offset 100% by revenue.
   - Increasing by approximately $6 million as a result of passage of the Transportation Sales Tax measure.

   There is no Net County Cost in this activity.

3. Construction Engineering (58.50 SY; E - $3,049,655; R - $2,951,315) includes the inspection of improvement plans, road permits, bridge and other construction projects. County Grading Ordinance enforcement is also in Construction Engineering and represents the only General Fund cost in this program. This activity is:

   - Mandated/Discretionary Service Level (MDSL) with respect to inspection of improvement plans and construction projects.
   - Discretionary/Discretionary Service Level (DDSL) with respect to Grading Ordinance enforcement.
   - Increasing by 9.50 staff years and by $309,679 in total expenditures.

   There is a Net County Cost of $98,340 in this activity, a decrease of $72,988 from the $171,328 budgeted in 1987-88, due to the decrease of 0.50 staff years in the Grading Enforcement activity. Supervisory needs in this activity have declined with the increasing efficiency of codes enforcement procedures.

4. Traffic Engineering and Loss Mitigation (43.00 SY; E - $3,360,898; R - $3,360,898) Includes traffic signal maintenance and operation; safety and loss mitigation; drainage investigation; and Road Maintenance adminstrative support. This activity is:

   - Mandated/Discretionary Service level (MDSL).
   - Offset 100% by revenue.
   - Maintaining same level of service towards Traffic Operations activities and Safety and Loss Mitigation activities to decrease the potential for public liability. The County's responsibility for public liability may be diminshed if our road review efforts are increased. This preventative measure may help reduce court-awarded payments in litigation cases.
   - Increasing 2.00 staff years to provide increased traffic safety advisory support.

   There is no Net County Cost in this activity.

PROGRAM REVENUE BY SOURCE:

Source of Revenue *	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Gas Tax (2104)	$21,054,094	$20,110,000	$21,756,234	$ 1,646,234
Gas Tax (2106)	1,923,341	2,240,000	2,160,000	(80,000)
Transportation Sales Tax	N/A	N/A	5,999,360	5,999,360
In Lieu Highway Land Rental Tax	127,009	130,000	130,000	0
Grants:				
Federal Aid Highway Admin. (FHWA BR)	251,606	1,620,837	1,209,438	(411,399)
Federal Aid Secondary Sys. (FAS)	8,601	682,285	701,810	19,525
Federal Aid Urban Highway (FAU)	1,775,101	870,745	1,925,153	1,054,408
Federal Forest Reserve	27,430	25,000	25,000	0
CDBG/HUD	663,670	2,345,959	1,330,700	(1,015,259)
Transportation Development Act (TDA)	0	556,348	651,509	95,161
Other Grants	567,021	14,000	15,000	1,000
Services to Property Owners	927,613	1,078,460	1,327,734	249,274
Charges for Current Services-Interfund:				
Public Works General Fund	89,188	173,096	111,340	(61,756)
Other County Departments & Funds	2,728,084	3,075,660	3,342,120	266,460
Enterprise Funds	288,100	383,537	545,769	162,232
Current Services to Other Governments	1,039,974	1,863,140	5,881,008	4,017,868
Other Revenues	133,344	659,730	494,000	(165,730)
PROGRAM TOTALS:	$31,604,176	$35,828,797	$47,602,175	$11,773,378

* No County match required for any revenue source.

Explanation/Comments:

Total 1987-88 actual revenues were $4 million lower than 1987-88 budgeted amounts. This is due to: 1) grant monies (FHWA, FAS, CDBG, TDA) that will not be realized until FY 1988-89 because contracts and projects were awarded late in the year; 2) requests for services to property owners, County Departments and Other Governments not being as high as anticipated.

In FY 1988-89, there is $5,999,360 in first time revenue from the Transportation Sales Tax. These funds will be used for specific local road projects approved by the Board of Supervisors. The Current Servies to Other Governments will be increasing by $4 million dollars which is from the State for the Otay Mesa Road project.

PROGRAM: Field Operations **#** 10000 **MANAGER:** H.E. Sorlie

FIXED ASSETS:

Item	Quantity	Total Cost
Vibrator Plate Compactor	3	2,925
Microfiche Reader/Printer	1	2,500
Traffic Counters, Mechanical	22	25,500
Radar Unit (Auto Speed Monitor)	1	1,800
Battery/Charger, Portable	1	400
Jack Hammer-Drill/Compactor	2	7,000
Metal Nibbler	1	1,000
Seismograph Signal Enhancer	1	6,500
Laboratory Equipment	10	1,500
Lot Fixed Assets	Lot	25,000
Back-Pack Blowers	2	600
Microcomputer	2	7,000
Printer and Hardware	1	1,000
Printer/Plotter	1	3,500
Digitizer Tablet	1	500
PROGRAM TOTALS:		$86,725

PERFORMANCE INDICATORS

Program: Field Operations — Department: Public Works

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ROAD MAINTENANCE (Includes Construction Contracts)					
% of Resources			83%	83%	88%
Workload					
Lane miles of road seal coated	709	600	319	450	600
Shoulder grading (miles)	980	436	594	440	450
Grading DG roads (miles)	562	564	694	560	575
Pavement markings (miles of striping)	1,395	3,164	1,696	3,160	1,700
Number of signs installed	16,885	11,415	27,223	25,138	23,000
Number of legends painted	4,332	3,851	3,208	3,850	3,850
Efficiency					
Lane miles of road seal/staff hours	.02	.02	.03	.02	.02
Miles striped/staff hour	.10	.12	.12	.12	.12
Effectiveness					
% Paved lane miles of road seal coated	.18	15.5	7.1	12.8	15.8
CONSTRUCTION ENGINEERING					
% of Resources			8%	8%	6%
Public Works Projects:					
Workload					
Ave. no. of projects under construction	N/A	31	31	30	35
Ave. value of projects under construction	N/A	11,231,010	11,383,099	10,500,000	17,300,000
Number of projects completed	N/A	41	35	50	57
Value of projects completed	N/A	12,537,721	12,008,193	15,500,000	22,000,000
Private Projects:					
Workload					
Number of active subdivisions	N/A	222	238	200	200
Number of active permits	N/A	4,840	6,513	4,500	5,200
Number of subdivisions completed	N/A	25	48	25	30
Number of permits completed	N/A	1,730	2,668	1,800	2,000
Codes Enforcement:					
Workload					
Grading complaints investigated	N/A	330	321	330	330
Average response time in days	N/A	4	2.7	3.5	3.4
Watercourse complaints investigated	N/A	117	167	120	120
Average response time in days	N/A	4.5	2.6	3.5	2.8

PERFORMANCE INDICATORS

Program: Field Operations — Department: Public Works

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
FIELD ENGINEERING & ADMINISTRATION					
% of Resources			9%	9%	7%
Workload					
No. of traffic signals inst/modified	11	16	10	10	11
No. of traffic inquiries received	3,400	3,500	2,963	3,500	3,500
Drainage complaints investigated	75	40	272	60	75
No. of accident reports reviewed	3,000	5,000	4,506	5,000	5,000
No. of serious injury/fatal accidents investigated		150	177	150	150
No. of responses to claims	N/A	90	60	90	90
No. of responses to litigation interrogatories/production/admissions	N/A	90	131	90	100
Efficiency					
No. of traffic studies conducted	900	1,200	1,200	1,200	1,200
Staff hours/accident report reviewed	N/A	0.1	0.1	0.1	0.1
Staff hrs/serious injury/fatal accidents investigated	N/A	8	8	8	8
Staff hours/response to claims	N/A	5	5	5	5
Effectiveness					
% of accident reports reviewed within time goals	N/A	100%	100%	100%	100%
% of serious injury/fatal accidents investigated within time goal	N/A	97%	100%	97%	100%
% of response to claims prepared within time goals of County Counsel	N/A	90%	80%	90%	80%
% of responses to interrogatories/ admission/productions within time goals of County Counsel	N/A	90%	95%	90%	90%

STAFFING SCHEDULE

Program: Field Operations — Department: Public Works

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2211	Assistant Director, Dept. Public Works	1	1.00	1	1.00	$ 70,901	$ 71,992
0390	Deputy County Engineer	1	1.00	1	1.00	55,187	65,001
3700	Principal Civil Engineer	3	3.00	2	2.00	153,928	107,324
3720	Senior Civil Engineer	7	7.00	7	7.00	335,988	351,512
6005	Division Road Superintendent	3	3.00	3	3.00	136,262	142,578
6102	Chief, Fleet Operations	1	1.00	1	1.00	45,421	47,526
5999	Assistant Division Road Superintendent	3	3.00	3	3.00	126,575	128,369
3795	Construction Technician	5	5.00	5	5.00	203,417	212,775
3635	Associate Civil Engineer	10	10.00	11	11.00	406,621	461,187
2477	Associate Systems Analyst	0	0	1	1.00	0	35,468
3930	Litigation Investigator	1	1.00	1	1.00	39,174	40,588
5761	Traffic Safety Investigator	1	1.00	1	1.00	39,174	35,477
3615	Assistant Civil Engineer	13	13.00	14	14.00	457,762	500,055
3780	Assistant Land Surveyor	1	1.00	1	1.00	35,212	36,835
2381	Traffic Safety Specialist	1	1.00	1	1.00	33,179	36,018
2303	Administrative Assistant II	1	1.00	1	1.00	33,872	35,433
2412	Analyst II	3	3.00	3	3.00	101,615	106,299
6019	Road Crew Supervisor II	6	6.00	5	5.00	203,101	175,390
6028	Bridge Construction Supervisor	1	1.00	1	1.00	29,576	31,738
6130	Equipment Shop Supervisor	3	3.00	3	3.00	100,358	102,972
3812	Engineering Technician III	11	11.00	16	16.00	352,521	499,596
6164	Traffic Signal Technician III	1	1.00	1	1.00	31,859	33,326
3695	Junior Civil Engineer	6	6.00	6	6.00	166,530	178,704
6020	Road Crew Supervisor I	21	21.00	20	20.00	643,953	630,605
6027	Bridge Construction Worker III	1	1.00	1	1.00	30,642	27,686
6108	Senior Equipment Mechanic	3	3.00	3	3.00	91,240	93,648
6026	Bridge Construction Worker II	4	4.00	4	4.00	116,787	121,008
6030	Equipment Operator III	7	7.00	6	6.00	201,739	179,148
6110	Equipment Mechanic	14	14.00	16	16.00	405,543	489,520
5920	Electrician	2	2.00	1	1.00	57,011	29,256
6180	Welder	3	3.00	3	3.00	85,267	87,507
3813	Engineering Technician II	6	6.00	9	9.00	165,750	246,474
7073	Water Treatment Plant Operator	1	1.00	0	0	27,898	0
6031	Equipment Operator II	41	41.00	38	38.00	1,126,619	1,068,650
5970	Sign Painter	1	1.00	1	1.00	27,038	27,748
5884	Building Maintenance Engineer	0	0	1	1.00	0	23,010
5940	Painter	3	3.00	3	3.00	77,028	79,047
2758	Administrative Secretary III	1	1.00	1	1.00	24,670	23,373
6032	Equipment Operator I	98	98.00	89	89.00	2,438,239	2,284,356
3814	Engineering Technician I	5	5.00	6	6.00	122,302	144,441
2306	Administrative Trainee	1	1.00	1	1.00	21,012	21,948
2745	Supervising Clerk	1	1.00	1	1.00	22,930	23,763
2403	Accounting Technician	0	0	1	1.00	0	19,411
3810	Engineering Aid	1	1.00	1	1.00	21,107	22,069
2658	Storekeeper II	1	1.00	1	1.00	18,107	18,745
2730	Senior Clerk	7	7.00	7	7.00	127,678	132,728
7539	Construction and Services Worker III	2	2.00	1	1.00	39,195	20,295
2660	Storekeeper I	3	3.00	3	3.00	56,529	56,081
2756	Administrative Secretary I	2	2.00	2	2.00	31,793	36,584
7540	Construction and Services Worker II	3	3.00	3	3.00	49,034	50,416
7541	Construction and Services Worker I	1	1.00	1	1.00	15,719	15,512

STAFFING SCHEDULE

Program: Field Operations — Department: Public Works

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2700	Intermediate Clerk Typist	5	5.00	5	5.00	$ 83,629	$ 81,367
9999	Extra Help	16	8.00	16	8.00	116,643	115,936
	TOTAL	337	329.00	334	326.00	$9,403,335	$ 9,606,495
	Adjustments:						
	County Contribution & Benefits					$ 3,282,551	$ 3,283,117
	Special Payments:						
	Premium Pay					195,000	150,000
	Call-back Overtime					0	0
	Bilingual Pay					0	0
	Salary Adjustment					98,725	0
	Salary Savings					(259,239)	(263,069)
	Total Adjustments					$ 3,317,037	$ 3,170,048
PROGRAM TOTALS:		337	329.00	334	326.00	$12,720,372	$ 12,776,543

PROGRAM: Land Development # 20000 MANAGER: John S. Burke

Department: Public Works # 5750, 5820, 5850 Ref: 1988-89 Proposed Budget - Pg: C137-C144

Authority: This program was developed to carry out the provisions of the following California statutes and authorities: Business & Professions Code §8700 et seq. (Professional Land Surveyors Act); Government Code §25680 et seq. (Streams and Flood Waters), §27551 et seq. (County Surveyor), §27584 (Survey Monument Preservation Fund), §65300 et seq. (County General Plan), §66410 et seq. (Subdivision Map Act); Streets and Highways Code §1460 (Permits Within County Highways), §5700 (County Engineer); Public Resources Code §8801 et seq. (California Coordinate System), §21000 et seq. (Environmental Quality Act); Water Code §8100 et seq. (Flood Control in Counties), §8325 (Cooperation in the National Flood Insurance Program), §8400 et seq. (Flood Plain Management Act), §12800 (The Flood Control Law of 1946); Water - Uncodified Acts, Act 6914a (San Diego County Flood Control District Act); San Diego County Administrative Code §455 et seq. (Functions of the Department of Public Works); San Diego County Code of Regulatory County Ordinances, Title 5 (Buildings and Building Regulations), Title 7 (Highways and Traffic), Title 8 (Zoning and Land Use Regulations); San Diego County Zoning Ordinance; and Board of Supervisors Policy, Section I (Planning and Land Use Controls), Section J (Roads, Streets and Highways).

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 4,423,436	$ 4,666,888	$ 5,145,049	$ 5,420,500	$ 5,749,636
Services & Supplies	1,127,347	964,561	1,087,848	1,036,792	1,087,599
Other Costs	0	6,041	17,590	213,005	156,183
Fixed Assets	74,175	26,348	72,241	125,480	45,700
Operating Transfers	141,117	137,216	161,973	286,714	267,513
TOTAL DIRECT COSTS	$ 5,766,075	$ 5,801,054	$ 6,484,701	$ 7,082,491	$ 7,306,631 3%
Funding	(5,197,304)	(5,489,908)	(5,993,227)	(6,566,911)	(6,854,320) 4%
NET COUNTY COSTS	$ 568,771	$ 311,146	$ 491,474	$ 515,580	$ 452,311 (12%)
STAFF YEARS	112.75	115.75	118.75	125.00	132.00

PROGRAM DESCRIPTION:

The Land Development Program provides for four primary functions in the adopted budget for FY 1988-89: Development Review and Route Locations; Improvements and Grading; Flood Control Engineering; and Surveying and Mapping. These functions provide for processing and review of land development and land use projects; staff support to various reviewing boards concerned with land development; engineering and management support to the Flood Control District; carrying out the duties of the County Surveyor; and mapping and graphics support services.

This program is operated by County staff primarily for developers and the general public in the unincorporated areas of the County. However, Surveying and Mapping activities benefit all County departments or the public County-wide.

There are two distinct parts to this program. The largest part totalling $6,739,349 (92%) consists of Department plan check and review, and support services to: Special Districts, Enterprise Funds, Survey Remonumentation Fund, other County Departments, Funds and agencies, and to developers and the general public. This work is 100% offset by revenue from charges to other County Departments and Funds, other governmental entities, developer deposits, interest earned from Developer Trust Accounts, and charges to the general public.

The second part totalling $567,282 (8%) is for General Fund services, budgeted in the Department of Public Works. These services include field surveys; County base map maintenance and preparation; maps and mapping/graphics to the public and all County departments; staffing and support for RUIS to develop the base map module and land coordinates; and General Fund replacement fixed assets. This work is 20% offset by revenue from the sale of maps and booklets to the general public and other County departments, leaving a Net County Cost of $452,311.

PROGRAM: Land Development # 20000 MANAGER: John S. Burke

1987-88 ACTUALS:

FY 1987-88 actual expenditures were approximately 8% below budget. This was due in large part to the high vacancy rate and new positions which have not yet been classified by OES. Salary and Benefits were 5% under budget along with Staff Years. Services and Supplies were 5% over budget due to prior year expenditures. Operating Transfers were 92% under budget primarily due to costs in the Survey Remonumentation Fund which have not been contracted out in this Fiscal Year.

1988-89 OBJECTIVES:

1. To cross train "counter" and plan check personnel before year-end so that all are familiar with the entire permit and review process.
2. To provide staffing and training for the information booth in a joint effort with DPLU.
3. To increase the efficiency in the processing of various land development projects.
4. To reduce the number of days/initial plan check from 15 days to 14 days.
5. To reduce the number of days/final map check from 20 days to 19 days.
6. To increase the Survey Monument Network by 5%.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

This program provides services primarily to developers in the private sector. Workload is dependent on general economic fluctuations which impact the land development, construction and housing industries. Important changes include the net increase of 7.00 staff years. Sub-program activities include the following:

1. Development Review and Route Locations (23.50 SY; E - $1,406,965; R - $1,406,965) including review and conditioning of discretionary and non-discretionary permits; representing of the Department of Public Works and reviewing items scheduled before various reviewing boards; review and conditioning of proposed land development actions to protect road corridors from development encroachment and to protect public and private property from flood hazards; and provide traffic forecast and various other traffic-related studies. This activity is:

   - Mandated/Discretionary Service Level (MDSL).
   - Offset 100% by revenue.
   - Unchanged with respect to staff years.
   - Able to condition 140 TMs, condition 280 TPMs, review Environmental Impact Reports (EIRs) for 80 circulation element roads, complete 5 Route Location Studies, complete 150 Special Studies, record 6 Official Centerline Studies, and review 3,950 Building Permits.

   There is no Net County Cost in this activity.

2. Improvements and Grading (26.50 SY; E - $1,202,457; R - $1,202,457) including engineering plan checks of road and flood control items on TMs, TPMs and various grading permits; review conditions of and issue permits for work within the County right-of-way; perform field reviews to determine necessary street improvements and flood control easements; issue Watercourse Permits; perform Flood Control Building Permit reviews; and provide Flood Hazard letters. This activity is:

   - Mandated/Discretionary Service Level (MDSL).
   - Offset 100% by revenue.
   - Unchanged with respect to staffing.
   - Able to review 65 TM Improvement Plans, Review 115 TPM Improvement Plans, Review 120 Curb Grade Improvement Plans, Review 130 Major Grading Plans, review 180 Minor Grading Plans, Issue 3,000 Road Permits, and process 160 Centerline Projects.

There is no Net County Cost in this activity.

3. Flood Control Engineering (12.50 SY; E - $714,361; R - $703,161) including Flood Plain Management; administration of the National Flood Insurance Program; review of Federal Emergency Management Agency (FEMA) floodplain and alluvial fan map studies; maintenance and hydrographic data collection from rain and stream gauges for publication of official hydrology and storm reports; maintenance and operation of the County's ALERT Storm/Data System; perform drainage design and review of flood hazards to land development; and provide staff support to the San Diego County Flood Control District Advisory Commission for management and project coordination and administration. This activity is:

- Mandated/Discretionary Service Level (MDSL) with respect to Flood Control District Advisory Commission staff support, Flood Plain Management Program and the National Flood Insurance Program, drainage design and operation of the ALERT Storm/Data System.
- Discretionary/Discretionary Service Level (DDSL) with respect to replacement fixed assets for the ALERT Storm/Data System.
- Offset 98% by revenue.
- Unchanged with respect to staffing.
- Able to perform 70 Bridge/Drainage Design Plan reviews, maintain and operate 56 ALERT Storm/Data Stations, operate and maintain 89 rain and stream level gauges, administer seven major construction projects and administer four consultant studies.

There is a Net County Cost of $11,200 in this activity, an increase of $7,700 from the $3,500 budgeted in FY 1987-88. This increase is due to the need for replacement fixed assets for the ALERT Storm/Data System that have been rebudgeted from FY 1987-88.

4. Surveying and Mapping (69.50 SY; E - $3,982,848; R - $3,541,737) including map processing, review, checking for conformance and recording various land development maps; perform all field, design, contruction, photogrammetric, property, as-built and remonumentation surveys; maintain the County's vertical control network (benchmarks) and horizontal control network (California Coordinate System); provide staffing and support to RUIS; provide multi-purpose mapping, graphics, typesetting, photo-reproduction and blueline support services to the public and all County Departments; maintain the County base map system; and provide mandatory support to the Department of Planning and Land Use. This activity is:

- Mandated/Discretionary Service Level (MDSL) with respect to Field Surveys, Base Map Maintenance, Survey Remonumentation, Support to the Department of Planning and Land Use, and Mapping Support to the Public.
- Discretionary/Discretionary Service Level (DDSL) with respect to RUIS.
- Offset 87% by revenue.
- Increasing 7.00 staff years for: RUIS (2.50 SY), Transportation Sales Tax project surveying (1.00 SY), Survey Records (1.00 temporary SY) and private project review (2.50 SY).
- Able to process 70 Final Subdivisions Maps, process 200 Final Parcel Maps, examine 500 Records of Survey, complete 10,000 Base Map Changes, complete 14,000 Mapping and Graphics Requests, establish 600 Survey Monuments, process 100 Regulatory Cases, and complete 300 Photogrammetric Models.

There is a Net County Cost of $441,111 in this activity, a decrease of $70,969 from the $512,080 budgeted in FY 1987-88. This decrease is a result of the elimination of a replacement fixed asset from FY 1987-88 and a decrease to Base Map Maintenance as a result of increasing costs to RUIS.

PROGRAM: Land Development # 20000 MANAGER: John S. Burke

PROGRAM REVENUE BY SOURCE:

Source of Revenue *	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Fines & Forfeitures	$ 200,000	$ 250,000	$ 250,000	$ 0
Gas Tax (2104)	0	0	33,766	33,766
Services to Property Owners	1,874,106	2,201,121	2,300,023	98,902
Interest Earned from Developer Deposits	1,217,128	1,027,675	1,000,000	(27,675)
Charges for Current Services — Interfund:				
Public Works General Fund	522,068	500,150	438,581	(61,569)
Other County Departments and Funds	1,767,701	1,991,920	2,154,823	162,903
Enterprise Funds	166,056	162,825	216,073	53,248
Survey Remonumentation Fund	135,666	251,714	257,513	5,799
Services to Other Governments	73,646	72,303	77,541	5,238
Other Revenues	36,856	109,203	126,000	16,797
PROGRAM TOTALS:	$ 5,993,227	$ 6,566,911	$ 6,854,320	$ 287,409

* No County match required of any revenue source.

Explanation/Comments:

Program revenue will increase 4% for FY 1988-89. Approximately 48% of the revenue in this program is from Services to Property Owners and Interest Earned from Developer Deposits. As in past years, developer interest is used to offset program costs. In adopting this budget, the Board of Supervisors ratifies and approves the use of developer interest revenue for such purpose. Additionally, 38% of the program revenue is from interfund charges to other County departments and funds, including the Survey Remonumentation Fund, while 6% of program revenue is from the DPW General Fund. The remaining 8% of revenue is from Services to Other Governmental Agencies, the sale of maps, booklets and graphics to the general public, and Fines and Forfeitures. FY 1987-88 Actual revenue was within 8% of budget.

FIXED ASSETS:

Item	Quantity	Total Cost
Microcomputer	1	$ 3,500
Printer	1	500
Digitizer Tablet	2	2,000
Microcomputer	1	3,000
Printer	1	500
Microcomputer	1	5,000
High Resolution CRT	1	1,000
Microfilm Reader/Viewer	1	300
Digital Planimeter	2	1,800
Typewriter	2	1,800
Video Color Character Generator	1	3,000
Map Storage Cabinet	3	9,450
Drafting Table	2	1,400
Desk	1	700
Isolation Regulator	1	550
ALERT Storm/Data Radio Station	4	11,200
PROGRAM TOTALS:		$ 45,700

PERFORMANCE INDICATORS

Program: Land Development — Department: Public Works

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
DEVELOPMENT REVIEW & ROUTE LOCATIONS					
% of Resources	15	18	18	20	19
Workload					
TMs Conditioned	119	121	170	90	140
TPMs Conditioned	293	248	308	290	280
Traffic EIR Reviewed	86	80	85	80	80
Route Location Studies Completed	5	0	0	4	5
Special Studies Completed	148	142	141	150	150
Recorded Official Centerline Studies	16	6	6	20	6
Building Permits Reviewed	3,272	3,575	3,741	3,500	3,950
Efficiency					
Cost/TM	729	713	731	750	750
Cost/TPM	441	494	475	500	500
IMPROVEMENTS & GRADING					
% of Resources	15	15	16	17	16
Workload					
TM Improvement Plans Reviewed	69	71	60	75	65
TPM Improvement Plans Reviewed	93	117	111	100	115
Curb Grade Improvement Plans Reviewed	116	110	91	124	120
Major Grading Plans Reviewed	106	118	99	90	130
Minor Grading Plans Reviewed	121	116	165	120	180
Road Permits Issued	2,512	2,786	2,892	2,700	3,000
Centerline Projects Processed	286	222	146	175	160
Efficiency					
Days/Initial Plan Check	14	15	12	15	15
FLOOD CONTROL ENGINEERING					
% of Resources	13	11	11	10	10
Workload					
Bridge/Drainage Design Plans Reviewed	62	59	64	60	70
ALERT Storm/Data Stations Operated	46	48	52	52	56
USGS Water Level Gauges Maintained	18	18	17	18	17
Other Rain/Stream Gauges Maintained	71	72	72	71	72
Major Construction Projects Administered	4	1	5	7	7
Consultant Studies Administered	3	0	4	2	4
Efficiency					
% of Gauges (rain and water level) Maintained On-Line At All Times	96	97	98	98	98

PERFORMANCE INDICATORS

Program: Land Development — Department: Public Works

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
SURVEYING & MAPPING					
% of Resources	57	57	55	52	55
Workload					
Final Subdivision Maps Processed	59	71	69	70	70
Final Parcel Maps Processed	220	214	182	200	200
Records of Survey Examined	516	523	573	550	500
Cartographic Map Changes Completed	8,849	4,415	10,043	10,000	10,000
Mapping & Graphic Requests Completed	13,803	14,665	15,472	13,750	14,000
Survey Monuments Established	508	678	1,104	550	600
Regulatory Cases Processed (DPLU)	279	167	80	250	100
Photogrammetric Models Completed	200	350	232	240	300
Efficiency					
Cost/Final Subdivision Map	2,030	3,964	4,419	3,000	4,000
Cost/Final Parcel Map	927	1,390	950	1,000	1,400
Cost/Base Map Change	34	40	22	35	35
Cost/Monument Established	443	443	250	450	450
Effectiveness					
Days/Final Map Check	20	20	23	20	20
% Increase - Survey Monument Network	9	5	6	5	5
Days to Process Regulatory Case Work	3	3	3	3	3

STAFFING SCHEDULE

Program: Land Development — Department: Public Works

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2210	Deputy Director, Public Works	1	1.00	1	1.00	$ 70,901	$ 69,571
0390	Deputy County Engineer	1	1.00	1	1.00	55,187	65,001
3700	Principal Civil Engineer	4	4.00	4	4.00	205,239	212,597
3705	Principal Land Surveyor	1	1.00	1	1.00	51,310	53,662
3720	Senior Civil Engineer	5	5.00	5	5.00	239,912	251,080
3728	Senior Land Surveyor	2	2.00	3	3.00	95,996	167,964
2424	Public Works Program Coordinator	1	1.00	1	1.00	45,000	46,173
3586	Chief, Mapping Section	1	1.00	1	1.00	41,207	43,099
3635	Associate Civil Engineer	10	10.00	10	10.00	406,621	419,279
3785	Associate Land Surveyor	5	5.00	5	5.00	203,310	212,655
3655	Associate Transportation Specialist	1	1.00	1	1.00	33,974	36,749
3518	Cartographer	1	1.00	1	1.00	39,238	41,049
3615	Assistant Civil Engineer	11	11.00	11	11.00	387,336	414,871
3780	Assistant Land Surveyor	9	9.00	10	10.00	316,910	365,219
3811	Land Development Process Supervisor	1	1.00	1	1.00	35,213	38,461
2303	Administrative Assistant II	2	2.00	3	3.00	67,744	92,806
2412	Analyst II	1	1.00	1	1.00	33,872	30,908
3819	Mapping Supervisor	2	2.00	2	2.00	64,141	67,072
3803	Hydrographic Instrument Technician	2	2.00	2	2.00	64,095	67,024
3812	Engineering Technician III	4	4.00	4	4.00	124,528	125,506
3695	Junior Civil Engineer	2	2.00	1	1.00	60,868	30,967
3779	Junior Land Surveyor	7	7.00	8	8.00	213,036	244,550
2359	Audio Visual Specialist	1	1.00	1	1.00	28,275	30,276
3800	Drafting Technician III	4	4.00	4	4.00	110,499	111,893
3813	Engineering Technician II	5	5.00	7	7.00	138,124	188,780
3817	Graphic Artist	2	2.00	2	2.00	52,399	54,834
2769	Commission Secretary	1	1.00	1	1.00	25,277	26,635
3801	Drafting Technician II	8	8.00	8	8.00	183,347	183,347
3805	Cartographic Reproduction Technician	2	2.00	2	2.00	48,919	51,156
3814	Engineering Technician I	7	7.00	8	8.00	171,223	196,696
2757	Administrative Secretary II	1	1.00	1	1.00	21,757	22,550
3802	Drafting Technician I	6	6.00	6	6.00	118,894	125,079
3810	Engineering Aid	5	5.00	5	5.00	105,536	106,654
2730	Senior Clerk	1	1.00	1	1.00	18,943	17,330
3009	Word Processing Operator	1	1.00	1	1.00	20,364	20,295
2700	Intermediate Clerk Typist	4	4.00	4	4.00	66,903	67,433
9999	Extra Help	6	3.00	7	4.00	58,506	62,085
	TOTAL	128	125.00	135	132.00	$4,024,604	$4,361,306
	Adjustments:						
	County Contribution & Benefits					$1,447,565	$1,507,398
	Special Payments:						
	Premium Pay					0	0
	Call-back Overtime					0	0
	Bilingual Pay					0	0
	Salary Adjustment					57,688	0
	Salary Savings					(109,357)	(119,068)
	Total Adjustments					$ 1,395,896	$1,388,330
PROGRAM TOTALS:		128	125.00	135	132.00	$ 5,420,500	$5,749,636

PROGRAM: Program Development # 30000 MANAGER: Sharon Jasek Reid

Department: Public Works # 5750, 5850 Ref: 1988-89 Proposed Budget - Pg: C145-C152

Authority: On August 12, 1980, (12) the Board of Supervisors established the Department of Public Works. Activities within this program provide necessary management, administrative, logistical support, comprehensive project tracking and coordinated mid and long range planning to the Department. The Design Section within this Program assists in carrying out the provisions of California Vehicle Code, Section 21351; California Streets and Highways Code Sections 1331 and 1332; and County Charter Section 706.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 4,198,111	$ 4,019,634	$ 3,810,964	$ 4,227,704	$ 4,583,464
Services & Supplies	2,652,688	6,104,237	5,429,210	5,778,376	4,274,882
Other Charges	82,485	189,970	90,692	75,630	61,500
Fixed Assets	133,231	19,497	15,895	6,500	53,800
Operating Transfers	0	0	54,814	136,700	0
TOTAL DIRECT COSTS	$ 7,066,515	$ 10,333,338	$ 9,401,575	$ 10,224,910	$ 8,973,646 (12%)
Funding	(6,892,021)	(10,082,531)	(9,304,815)	(10,091,589)	(8,935,800) (11%)
NET COUNTY COSTS	$ 174,494	$ 250,807	$ 96,760	$ 133,321	$ 37,846 (72%)
STAFF YEARS	99.50	99.25	87.25	96.50	101.50

PROGRAM DESCRIPTION:

The Program Development Program includes engineering design, environmental services, program administration, long range planning, legislative analysis, transit services, computer services and department-wide support services. Support services encompass personnel, payroll, supply functions, budget preparation and fiscal analysis. These Department-wide support services are provided to the Flood Control District, Sanitation Districts, County Service Areas and Department Enterprise Funds in addition to the other Road Fund programs. The Enterprise Funds pay their allocated share of these support services which shows as program revenue.

1987-88 ACTUALS:

The actual total expenditures for FY 1987-88 were 8% below budget. Salaries & Benefits were 10% ($416,740) below budget due to staff vacancies. Services & Supplies were 6% ($349,166) below budget due to external support costs bills being lower than anticipated. Other Charges were 20% ($15,062) above budget due to appropriation increases causing expenditures to increase. Fixed Assets were 44% ($9,395) above budget due to the transfer of equipment between the Internal Service Fund and the Road Fund. Operating Transfers were 60% ($81,886) below budget due to the completion of fewer Major Maintenance projects than budgeted.

1988-89 OBJECTIVES:

1. Provide training to 45% of Department staff, using both County and Department resources.
2. Recruit and coordinate the utilization of 45,000 volunteer staff hours.
3. Meet Affirmative Action hiring goals approved by the Equal Opportunity Management Office and the Chief Administrative Officer.
4. Provide the necessary coordination and technical assistance to purchase, install and begin use of 12 micro-computers.
5. Develop analytical skills of Financial Services staff.
6. Increase overall County Transit System ridership by 5%.

PROGRAM: Program Development # 30000 MANAGER: Sharon Jasek Reid

1988-89 OBJECTIVES: (continued)

7. Increase Rural Bus ridership by 10%.
8. Bring on line project management and long range planning functions.
9. Construct Escondido Transit Center.
10. Coordinate East Line Trolley Access Plan for start up July 1989.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Administration and Support Services (37.50 SY; E - $4,994,878; R - $4,994,878) is responsible for departmental budget preparation, fiscal analysis, expenditure and revenue control, cost accounting, payroll, personnel services, central files, departmental policies and procedures, inventories, supply requirements, personnel management, Affirmative Action Program, and administrative reports and projects and coordination with other County staff; makes direct cash payments from the Road Fund to General Fund Departments included in the A-87 Cost Allocation Plan. This activity is:

   - Discretionary/Discretionary Service Level (DDSL), funded 100% by service specific funds generated by services supported by this activity and provided by the Department's other Road Fund programs and Enterprise Funds.
   - Experiencing no significant change in other costs or fixed asset expenditures.
   - Offset 100% by revenue.
   - Increasing 1.00 staff year.
   - Decreasing a net total of $1,389,726 in services and supply areas which includes a decrease of $1,506,852 for payments to General Fund departments under the Cost Allocation Plan.
   - Responsible for Cost Allocation Plan payments to General Fund Departments as follows:

	1986-87 Actual	1987-88 Budget	1988-89 Adopted
County Counsel (Liability Insurance)	$ 520,268	$ 530,270	$ 505,928
County Counsel (Legal Services)	316,318	414,300	658,805
Liability Reserve	1,220,817	887,182	0
Auditor and Controller	422,392	514,439	582,816
General Services	138,200	325,786	746,482
Office of Employee Services	131,432	172,151	180,319
Purchasing	91,642	111,484	99,567
Electronic Data Processing	107,798	317,421	278,471
Equal Opportunity Management	15,620	20,833	16,194
Civil Service Commission	15,253	16,269	13,138
CAO	76,115	100,188	89,860
Treasurer/Tax Collector	29,298	26,156	25,337
A-87 Roll Forward Adjustment	955,296	1,053,024	(214,265)
PROGRAM TOTALS:	$4,040,449	$4,489,504	$2,982,652

   A-87 Cost Allocation Plan expenditures also include $310,000 utility costs budgeted in the Field Operations Program.

   There is no Net County Cost in this activity.

2. Program Administration (19.00 SY; E - $1,404,499; R - $1,366,653) develops and monitors long range plans for roads, bridges, flood control, solid waste, liquid waste, airports, bikeways, transit systems, and transit centers; prepares County Element of Regional Transportation Improvement Program and Capital Improvement Program; performs legislative analyses; provides grant management, intergovernmental coordination, and environmental services; manages transit operations and contracts for incorporated cities and unincorporated areas; develops and implements multi-modal transit centers throughout the County; performs special studies that are unique to the department; and developed and coordinated the five-year Transportation Sales Tax expenditure plan. This activity is:

- Discretionary/Discretionary Service Level (DDSL) with respect to Vanpool operations and Transportation Services.
- Mandated/Discretionary Service Level (MDSL) with respect to all other activities.
- Offset 97% by revenue.
- Increasing by 2.00 staff years for the monitoring of contracts and the preparation of Transit contracts.
- Increasing by $16,617 in total expenditures.

There is a Net County Cost of $37,846 in this activity, a decrease of $95,475 from the $133,321 budgeted in 1987-88.

3. Computer Services (19.50 SY; E - $1,255,993; R - $1,255,993) are provided by the Department's centralized EDP section in the following major direct service areas: 1) Systems Development and Maintenance - develop and maintain EDP systems used by the various sections and groups within the Department; 2) Operations - prepare the input data and execute on computers, various programs and systems, as requested by the users of computer services; and 3) EDP Support Services - provides coordination and technical support to the users of various EDP systems, including the County's Fleet Management Information System (FMIS); provides the Department with word processing and office automation capabilities and training; provides support and training for the users of microcomputers; performs various interdepartment and intergovernmental coordination activities. This activity is:

- Mandated/Discretionary Service Level (MDSL).
- Offset 100% by revenue.
- Unchanged with respect to staff years.
- Increasing by $83,152 in total expenditures.

There is no Net County Cost in this activity.

4. Design Engineering (25.50 SY; E - $1,318,276; R - $1,318,276) performs general engineering design for all roads, bridges and County construction projects, including design projects which resulted from the Transportation Sales Tax (Proposition A) Plan; maintains regional standard drawings; provides engineering and consulting assistance to other County Departments; and solicits, negotiates and administers consultant construction and service contracts. The Contracting Section aggressively searches for new minority-owned and women-owned firms, provides certification assistance and promotes their participation by contacting eligible minority/women-owned firms on each project. The Contracting Section insures that participation of minority-owned, women-owned and small businesses in Public Works contracts either meets or exceeds the County's overall goals. This Section also assists non-minority firms in locating minority business enterprises, women business enterprises and small businesses. This activity is:

- Mandated/Discretionary Service Level (MDSL).
- Offset 100% by revenue.
- Increasing by 2.00 staff years for the contracts section.
- Increasing by $134,614 in total expenditures.

There is no Net County Cost in this activity.

PROGRAM: Program Development # 30000 MANAGER: Sharon Jasek Reid

PROGRAM REVENUE BY SOURCE:

Source of Revenue *	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Fines & Forfeitures	$ 670,415	$ 900,500	$ 910,600	$ 10,100
Use of Money & Property	855,500	918,243	978,000	59,757
Contingency/Fund Balance	2,636,837	2,039,178	2,000,000	(39,178)
Grants:				
Transportation Development Act (TDA)	164,283	266,348	310,993	44,645
Services to Property Owners	275,932	154,298	202,240	47,942
Charges for Current Service - Interfund:				
Public Works General Fund	221,638	169,904	52,345	(117,559)
Other County Departments & Funds	1,034,771	985,856	1,362,314	376,458
Enterprise Funds	801,592	1,160,941	1,553,581	392,640
Engineering Services to Other Governments	2,363,411	3,225,785	1,415,927	(1,809,858)
Other Revenue	280,436	270,536	149,800	(120,736)
PROGRAM TOTALS:	$9,304,815	$10,091,589	$8,935,800	$(1,155,789)

* No County match required for any revenue source.

Explanations/Comments:

FY 1987-88 actual revenues were down approximately 8% from 1987-88 budgeted revenues. Revenues vary depending on the amount of work requested for the budget year.

Revenues for FY 1988-89 are down 13% due to a decrease in services to other Governments by $1,809,858. This is primarily the Otay Mesa State Prison Road project. Revenues from the Enterprise Funds increased by $392,640 due to the Solid Waste Interior Zone and the collection of support costs from these funds. Revenues from other County Departments and funds has increased $376,458.

FIXED ASSETS:

Item	Quantity	Total Cost
Executive Wooden Desk	3	$3,000
Wooden Credenza	2	1,600
Metal Desks	3	1,800
Conference Tables, Wooden	4	4,000
Microcomputers	5	18,600
Optical Scanner	1	3,500
Tape Back-Up Unit	2	1,800
Digitizer Tablet	7	3,500
Dot Matrix Printer	4	2,500
Plotter/Printer	1	3,500
Tape Drive	1	10,000
PROGRAM TOTALS:		$ 53,800

PERFORMANCE INDICATORS

Program: Program Development — Department: Public Works

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
PROGRAM ADMINISTRATION					
% of Resources					16%
Workload					
Transportation studies	9	8	8	8	8
Bus contracts managed	24	21	20	20	21
Efficiency					
Staff years per transportation study	.08	.05	.25	.13	.25
Cost per transportation study	7,034	10,148	15,000	11,493	15,000
Passengers per revenue mile	.60	.58	.57	.58	.60
Operating cost per passenger	2.82	3.19	3.43	3.65	3.60
Effectiveness					
Number of studies completed	6	8	6	8	8
Operating cost per revenue mile	1.68	1.86	1.93	2.13	2.02
DESIGN ENGINEERING					
% of Resources					15%
Workload					
Number of bridges or major culverts	13	13	9	12	12
Number of traffic signals	11	15	9	13	14
Efficiency					
% Design cost to construction cost	10	6	6	6	6

STAFFING SCHEDULE

Program: Program Development

Department: Public Works

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2210	Deputy Director, Public Works	1	1.00	1	1.00	$ 70,901	$ 63,099
3676	Deputy County Engineer	1	1.00	1	1.00	55,187	57,732
3700	Principal Civil Engineer	2	2.00	2	2.00	102,618	107,324
2370	Administrative Services Manager III	1	1.00	1	1.00	48,879	51,132
3720	Senior Civil Engineer	2	2.00	4	4.00	95,995	181,356
3740	Senior Transportation Specialist	1	1.00	2	2.00	47,998	92,555
6003	Right-of-Way/Utility Coordinator	1	1.00	1	1.00	47,998	45,339
2499	Principal Systems Analyst	1	1.00	1	1.00	47,704	49,902
2369	Administrative Services Manager II	1	1.00	0	0	43,308	0
2312	Dept. Personel & Training Admin.	0	0	1	1.00	0	41,035
2424	Public Works Program Coordinator	2	2.00	2	2.00	90,000	100,052
2525	Senior Systems Analyst	2	2.00	2	2.00	88,618	92,708
5585	Supervising Real Property Agent	1	1.00	1	1.00	44,937	45,892
2414	Analyst IV	1	1.00	1	1.00	43,280	45,269
3635	Associate Civil Engineer	6	6.00	6	6.00	243,972	255,186
3655	Associate Transportation Specialist	3	3.00	3	3.00	121,986	126,411
2427	Associate Systems Analyst	7	7.00	7	7.00	266,100	260,926
2302	Administrative Assistant III	1	1.00	1	1.00	37,371	50,487
2413	Analyst III	5	5.00	5	5.00	186,855	195,530
3514	Environmental Management Spec. III	1	1.00	1	1.00	37,392	39,106
3615	Assistant Civil Engineer	5	5.00	5	5.00	176,061	183,431
3654	Assistant Transportation Specialist	1	1.00	1	1.00	35,212	31,226
2373	Associate Personnel Analyst	0	0	1	1.00	0	29,881
2303	Administrative Assistant II	4	4.00	4	4.00	135,485	120,134
2412	Analyst II	4	4.00	4	4.00	129,800	131,655
2426	Assistant Systems Analyst	1	1.00	2	2.00	23,445	55,661
3515	Environmental Management Spec. II	3	2.50	3	2.50	80,800	83,126
3812	Engineering Technician III	2	2.00	1	1.00	64,095	33,512
2337	Public Information Specialist	0	0	1	1.00	0	29,155
3695	Junior Civil Engineer	2	2.00	2	2.00	60,867	63,508
2425	Associate Accountant	1	1.00	1	1.00	30,328	27,956
3800	Drafting Technician III	1	1.00	1	1.00	27,624	28,899
2405	Assistant Accountant	1	1.00	1	1.00	21,765	23,012
2725	Principal Clerk	1	1.00	1	1.00	25,969	26,917
3018	Computer Operations Specialist	1	1.00	1	1.00	25,549	26,726
3801	Drafting Technician II	1	1.00	1	1.00	24,460	25,578
3814	Engineering Technician I	1	1.00	1	1.00	24,460	25,578
2306	Administrative Trainee	1	1.00	1	1.00	24,061	24,110
2485	Distributed Network Tech II	0	0	1	1.00	0	20,443
3072	Senior Computer Operator	1	1.00	1	1.00	23,180	24,239
2745	Supervising Clerk	1	1.00	1	1.00	20,042	17,330
2320	Personnel Aid	1	1.00	1	1.00	22,364	17,330
2757	Administrative Secretary II	2	2.00	2	2.00	43,512	45,100
2761	Group Secretary	1	1.00	1	1.00	21,756	19,672
2658	Storekeeper II	1	1.00	1	1.00	20,729	21,484
2511	Senior Payroll Clerk	2	2.00	2	2.00	38,787	33,822
3073	Senior Offset Equipment Operator	1	1.00	1	1.00	20,478	21,426
2510	Senior Account Clerk	2	2.00	2	2.00	32,230	36,355
2730	Senior Clerk	2	2.00	2	2.00	37,356	38,436
3009	Word Processing Operator	2	2.00	2	2.00	40,747	40,590
2756	Administrative Secretary I	1	1.00	1	1.00	18,843	19,524

STAFFING SCHEDULE

Program: Program Development — Department: Public Works

Class	Title	STAFF - YEARS 1987-88 Budgeted Positions	1987-88 Budgeted SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
3050	Offset Equipment Operator	1	1.00	1	1.00	$ 18,592	$ 19,442
2494	Payroll Clerk	1	1.00	1	1.00	16,246	16,991
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,725	17,107
2650	Stock Clerk	2	2.00	2	2.00	33,160	32,172
3030	Data Entry Operator	2	2.00	1	1.00	33,157	17,330
9999	Extra Help	6	3.00	6	3.00	66,797	49,980
	TOTAL	100	96.50	105	101.50	$ 3,155,781	$ 3,379,879
	Adjustments:						
	County Contribution & Benefits					$ 1,032,887	$ 1,301,023
	Special Payments:						
	Premium Pay					0	0
	Call-back Overtime					0	0
	Bilingual Pay					0	0
	Salary Adjustments					127,940	0
	Salary Savings					(88,904)	(97,438)
	Total Adjustments					$ 1,071,923	$ 1,203,585
PROGRAM TOTALS:		100	96.50	105	101.50	$ 4,227,704	$ 4,583,464

PROGRAM: Public Services # 40000 MANAGER: Roger F. Walsh

Department: Public Works # 5750, 5850, 5950 Ref: 1988-89 Proposed Budget - Pg: C153-C157

Authority: California Government Code Section 25210.1 et seq. provides for establishment of County Service Areas and the types of services they can offer. Public Utilities Code Section 15501 et. seq. provides for the formation of Underground Utility Districts. County Administrative Code Section 455 provides that the Department of Public Works shall operate and administer special districts such as County Service Areas, County Maintenance Districts, Landscape and Lighting Districts, Underground Utility Districts and Improvement Act Assessment Districts; and make application for and manage Federal and State grants for airport and aviation purposes (Special Aviation Fund). Streets and Highways Code Section 2550 authorizes establishment of a Service Authority for Freeway Emergencies (SAFE) by the Board of Supervisors and a majority of the cities. By contract, the Department of Public Works provides staffing services to the SAFE Board. Public Utility Code Section 21684 requires that any public agency must have established a Special Aviation Fund in order to receive payments for aviation purposes.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 362,552	$ 349,830	$ 577,802	$ 615,122	$ 585,561
Services & Supplies	286,948	247,670	164,929	162,000	176,250
Other Charges	35,644	0	149,530	3,600	0
Fixed Assets	0	0	0	2,700	3,000
Operating Transfers	38,352	0	0	406,544	426,871
TOTAL DIRECT COSTS	$ 723,496	$ 597,500	$ 892,267	$ 1,189,966	$ 1,191,682 0%
Funding	(569,113)	(516,222)	(690,277)	(1,098,422)	(1,115,179) 2%
NET COUNTY COSTS	$ 154,383	$ 81,278	$ 201,990	$ 91,544	$ 76,503 (16%)
STAFF YEARS	9.00	9.00	12.75	13.50	12.50

PROGRAM DESCRIPTION:

This program covers the administration and operation of special districts, staff support to the Service Authority for Freeway Emergencies (SAFE) and the Special Aviation Fund.

Special districts provide higher service levels than are available from property taxes to groups of property owners who assess themselves for road improvements and maintenance, landscaping, street lighting, fire protection or water service. There are 75 County Service Areas and one Lighting District administered by County staff. The cost of administration and operation is reimbursed to the County by the districts.

The process of special districts formation and the operation of underground utility districts are not reimbursed and are net county costs in the General Fund.

SAFE contracts with the County to provide staff services to implement and maintain a call-box system on San Diego freeways. This program covers the SAFE Project Manager whose costs are reimbursed.

The Special Aviation Fund is a State-Mandated accounting mechanism to accept and hold State grants for County operated airports. These funds are dispersed, as needed, to pay for the projects for which they were granted.

1987-88 ACTUALS:

The actual expenditures for 1987-88 showed an overall reduction of $297,699. Salaries and Benefits reflected salary savings of $37,320 due to partly vacated and some underfilled positions. Other charges actuals included a $149,530 transfer of funds from the County General Fund Contingency Reserve to the Special Districts Revolving Fund. This will enable the Special Districts to borrow money from the revolving fund to finance the Otay Mesa East and Bonita sewer projects. The fixed asset budgeted amount of $2,700 was unexpended in 1987-88 as a result of utilizing some available old office equipment from other sections. Operating transfers variance of $406,544 represented the estimated amount of work for the Special Aviation Fund. The transfer of charges will be accomplished upon estimated completion date of eligible grant projects by March 1989.

1988-89 OBJECTIVES:

1. Complete initial investigations on 90% of all special district formation inquiries within 15 work days.
2. Repair 80% of overhead street light problems within five work days.
3. Evaluate urban area call-box proposals and make recommendation on selected bidder to SAFE board.
4. Negotiate lease purchase agreement for financing of call-box system.
5. Complete installation of urban area call-box system.
6. Begin operation and maintenance of call-box system request per proposals.
7. Prepare specifications for east county call-box system.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Public Services (12.50 SY; E - $756,218; R - $679,715) includes formation and management of County Service Areas (CSAs), 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. It includes the management staff for the Service Authority for Freeway Emergencies (SAFE). This activity is:

   - Mandated/Discretionary Service Level (MDSL).
   - Offset 90% by revenue.
   - Decreasing 1.00 staff year.
   - Decreasing $18,611 in total expenditures and decreasing $3,570 in total revenues.
   - Able to process 4 Assessment Districts; process 30 formations; respond to 170 citizen's requests; administer 78 Special Districts; review 400 improvement projects; respond to 600 street lights reported out; and to provide project management to SAFE.

   There is a Net County Cost of $76,503 in this activity. This is a decrease of $15,041 from the $91,544 budgeted in 1987-88.

2. Special Aviation Fund (0.00 SY; E - $435,464; R - $435,464) 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.
   - Increasing by $20,327 in total expenditures and also increasing by $20,327 in total revenues.
   - Affected by changes in availability of State Funds and Grants.

   There is no Net County Cost in this activity.

PROGRAM: Public Services #40000 MANAGER: Roger F. Walsh

PROGRAM REVENUE BY SOURCE:

Source of Revenue *	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Service to Property Owners	$ 26,373	$ 35,585	$ 34,801	$ (784)
Charges for Current Service - Interfund:				
Public Works General Fund	121,876	134,992	115,199	(19,793)
Other County Departments & Funds	263,894	236,723	303,422	66,699
Enterprise Funds	156,667	159,667	105,343	(54,324)
Service to Other Governments	105,775	116,318	120,950	4,632
Special Aviation Fund	15,692	415,137	435,464	20,327
PROGRAM TOTALS:	$ 690,277	$ 1,098,422	$ 1,115,179	$ 16,757

* No County match required of any revenue source.

Explanation/Comments:

The 1987-88 actual revenues decreased by $408,145 from budget primarily due to the decrease in Special Aviation Fund revenues. These revenues will be received in FY 1988-89.

The 1988-89 adopted revenues are up $16,757 or 2%. There is virtually no change in service level activity in this program from FY 1987-88.

FIXED ASSETS:

Item	Quantity	Total Cost
Microcomputer	1	$3,000

PERFORMANCE INDICATORS

Program: Public Services — Department: Public Works

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
SPECIAL DISTRICTS					
% of Resources			95%	95%	96%
Workload					
Assessment Districts in process	2	4	3	3	4
Formations in process	26	31	19	31	30
Special Districts administered	86	87	76	80	78
Citizens' requests	220	240	235	240	170
Improvement projects received	567	315	598	600	500
Street lights reported out	1,184	786	717	1,000	600
Efficiency					
Staff years per formation in process	.03	.03	.02	.02	.02
Staff years per Assessment District in process	.05	.03	.05	.17	.03
Staff years per Special Dist. administered	.05	.05	.04	.04	.04
Street lights responded to within 10 days	612	786	682	1,000	600
Effectiveness					
Special Districts formed/terminated	7/6	4/13	2/1	5/3	4/3
Response to citizen's requests	220	240	235	240	160
Special Districts with annual workload accomplished	102	103	103	103	103
Assessment Districts formed/terminated	0/1	0/1	0/0	1/0	2/0
Improvement projects processed	532	373	550	600	500
Street lights repaired	1,126	786	717	1,000	600

STAFFING SCHEDULE

Program: Public Services

Department: Public Works

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2210	Deputy Director, Public Works	1	1.00	1	1.00	$ 70,901	$ 69,571
3555	Chief, Special District Admin.	1	1.00	1	1.00	48,879	51,132
3740	Senior Transportation Specialist	1	1.00	1	1.00	47,998	50,216
3635	Associate Civil Engineer	1	1.00	1	1.00	40,662	42,531
2302	Administrative Assistant III	1	1.00	1	1.00	37,371	37,613
2303	Administrative Assistant II	0	0	1	1.00	0	29,881
3812	Engineering Technician III	1	1.00	1	1.00	32,048	33,512
5920	Electrician	1	1.00	1	1.00	25,852	28,451
3813	Engineering Technician II	1	1.00	1	1.00	27,625	28,740
3814	Engineering Technician I	2	2.00	0	0	48,922	0
2306	Administrative Trainee	1	1.00	1	1.00	24,062	25,160
2730	Senior Clerk	1	1.00	1	1.00	19,745	20,462
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,404	16,689
9999	Extra Help	1	0.50	1	0.50	9,677	8,496
	TOTAL	14	13.50	13	12.50	$ 449,146	$ 442,454
	Adjustments:						
	County Contribution & Benefits					$ 140,578	$ 155,306
	Special Payments:						
	Premium Pay					0	0
	Call-back Overtime					0	0
	Bilingual Pay					0	0
	Salary Adjustments					37,592	0
	Salary Savings					(12,194)	(12,199)
	Total Adjustments					$ 165,976	$ 143,107
PROGRAM TOTALS:		14	13.50	13	12.50	$ 615,122	$ 585,561

PROGRAM: Department Overhead # 60000 MANAGER: Granville M. Bowman

Department: Public Works # 5750 Ref: 1988-89 Proposed Budget - Pg: C158-C159

Authority: On August 12, 1980, (12) the Board of Supervisors established the Department of Public Works. This program provides for the Director of the Department of Public Works, County Engineer, Road Commissioner and County Surveyor as authorized in the County Charter §706 and County Administrative Code §451.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 101,342	$ 103,100	$ 150,291	$ 145,251	$ 154,019
Services & Supplies	0	8,325	13,769	14,475	18,777
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	0
Operating Transfers	0	0	0	0	0
TOTAL DIRECT COSTS	$ 101,342	$ 111,425	$ 164,060	$ 159,726	$ 172,796
					8%
Funding	(101,342)	(111,425)	(164,060)	(159,726)	(172,796)
					8%
NET COUNTY COSTS	$ 0	$ 0	$ 0	$ 0	$ 0
					0%
STAFF YEARS	1.00	1.00	2.00	2.00	2.00

PROGRAM DESCRIPTION:

This program provides direction to the Department of Public Works and leadership to its four major divisions: Public Services, Field Operations, Program Development and Land Development through the Director. The program includes clerical support to the Director and required supplies.

1987-88 ACTUALS:

FY 1987-88 actual expenditures for Salary and Benefit costs were 3% above budget. Services and supplies costs were 5% below budget.

1988-89 OBJECTIVES:

The objectives are shown in the direct programs.

1988-89 ADOPTED BUDGET: (2.00 SY; E - $172,796; R - $172,796)

This program provides leadership and direction for the Department. The Director leads a team of four Deputies who manage the four major Divisions within the Department. There is no Net County Cost in this activity.

PROGRAM REVENUE BY SOURCE:

Costs of this program are offset by revenues allocated from the four direct service programs.

Source of Revenue *	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Services to Property Owners	$ 75,000	$ 75,000	$ 75,000	$ 0
Gas Tax	50,000	50,000	50,000	0
Charges for Current Service - Interfund:				
Other County Departments & Funds	14,726	14,726	22,796	8,070
Enterprise Funds	24,334	20,000	25,000	5,000
PROGRAM TOTALS:	$ 164,060	$ 159,726	$ 172,796	$ 13,070

* No County match required for any revenue source.

STAFFING SCHEDULE

Program: Department Overhead

Department: Public Works

Class	Title	STAFF - YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
2113	Director, Department of Public Works	1	1.00	1	1.00	$ 82,923	$ 86,485
2759	Administrative Secretary IV	0	0	1	1.00	0	23,648
2758	Administrative Secretary III	1	1.00	0	0	24,670	0
	TOTAL	2	2.00	2	2.00	$ 107,593	$ 110,133
	Adjustments:						
	County Contribution & Benefits					$ 37,658	$ 43,886
	Special Payments:						
	Premium Pay					0	0
	Call-back Overtime					0	0
	Bilingual Pay					0	0
	Salary Adjustments					0	0
	Salary Savings					0	0
	Total Adjustments					$ 37,658	$ 43,886
PROGRAM TOTALS:		2	2.00	2	2.00	$ 145,251	$ 154,019

REGISTRAR OF VOTERS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Registration	$ 817,505	$ 827,508	$ 934,470	$ 997,644	$ 1,099,271	$ 101,627	102%
Elections	3,933,472	2,626,505	2,984,927	3,873,334	2,795,677	(1,077,657)	(27.8%)
Department Overhead	339,447	218,826	236,831	259,878	250,065	(9,813)	(3.8%)
Total Direct Costs	$ 5,090,424	$ 3,672,839	$4,156,228	$ 5,130,856	$ 4,145,013	$ (985,843)	(19.4%)
Funding	(2,127,921)	(821,430)	(2,399,265)	(2,124,000)	(827,000)	(1,297,000)	(61%)
Net Program Cost (Without Externals)	$ 2,962,503	$ 2,962,503	$1,756,963	$ 3,006,856	$ 3,318,013	$ 311,157	10.4%
Staff Years	89.62	82.88	85.05	105.70	93.15	(12.55)	(11.9%)

PROGRAM: Registration # 04101 MANAGER: Jerry Mann

Department: Registrar of Voters # 4230 Ref: 1988-89 Proposed Budget - Pg. C-162

Authority: The Registration program is authorized by the U.S. Constitution, the California State Constitution, the California Election Code and other California Statutes.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 538,098	$ 528,777	$ 673,656	$ 740,597	$ 725,111
Services & Supplies	270,480	298,731	260,814	251,712	269,300
Other Charges	7,901	0	0	5,335	10,955
Fixed Assets	1,028	0	0	0	93,905
Vehicle/Comm. Equipment	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 817,507	$ 827,508	$ 934,470	$ 997,644	$ 1,099,271
FUNDING	$ (32,626)	$ (169,566)	$ (58,273)	$ (168,500)	$ (157,000)
NET COUNTY COSTS	$ 784,881	$ 657,942	$ 876,197	$ 829,144	$ 942,271
STAFF YEARS	24.20	18.65	27.20	30.70	36.85

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 petitioning and elections.

The Registration 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.

1987-88 ACTUALS:

The important difference between the 1987-88 budget amounts and 1987-88 Actuals for the Registration Program is due to less funding being received from two SB 90 claims than was budgeted. This is partially offset by greater labor efficiency in the salary and benefit portion of the program. In one case, the State lowered a formula reimbursement. The Registrar of Voters continues to work to change the formula and provide more equity to San Diego County.

PROGRAM Registration # 04101 MANAGER: Jerry Mann

1988-89 OBJECTIVES:

1. Increase voter registration from 1,090,000 to 1,250,000 through voter outreach activities to reach eligible citizens.

1988-89 CAO PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES:

The year round registration program summarized below reflects an increased cost in services and supplies due to the department assuming a workload that was formerly done by EDP Services. The decrease in Salaries and Benefits is due to the department plan to leave positions unfilled after the summer, early fall registration/major workload for the Presidential election is past. The major activities of the registration program are summarized below:

1. Registration of Eligible Population and Community Development (2.84 SY; E-$ 84,643; R-$20,500) including distribution and receipt of affidavits, is:

   * Mandated/Mandated Service Level
   * Offset 27% by program revenue,
   * Able to distribute 860,000 and receive 216,000 new affidavits of registration

2. Processing Affidavits (21.42 SY; E-$638,676; R-$115,000) 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, is:

   * Mandated/Mandated Service Level
   * Offset 18% by program revenue,
   * Able to process 216,000 new affidavits, contact non-voters after the November election and send registration cards to vacated addresses.

3. Signature Verification (9.44 SY; E-$281,413; R-$15,000) includes, verifying absentee ballot signatures and receiving and verifying petition signatures, is:

   * Mandated/Mandated Service Level
   * Offset 5% by program revenue,
   * Able to verify 110,000 absentee signatures; receive 1,000,000 petition signatures; and verify 375,000 petition signatures.

4. Public Record Activity (3.15 SY; E-$93,438; R-$6,500) including, providing registration and election telephone and counter information, and certified copies of registrations for citizenship proof, is:

   * Mandated/Discretionary Service Level
   * Offset 7% by program revenue, and
   * Able to respond to 120,000 public inquiries and provide 2,600 copies fo 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

SOURCE OF REVENUE	1987-88 Budget	1987-88 Actual	1988-89 Adopted	Change From 1987-88 Budget
Candidate Signatures Verification	$ 15,000	$ 0	$ 15,000	$ 0
Outreach & Community Development	19,500	19,237	20,500	1,000
Post-election Registration Verification	90,000	0	90,000	0
Recovered Postal Expenditures	28,500	33,461	25,000	(3,500)
Sale of Certified Copies of Affidavits of Registration	6,500	5,575	6,500	0
Revenue Applicable to Prior Year	9,000	0	0	(9,000)
TOTAL	$ 168,500	$ 58,273	$ 157,000	$ (11,500)

PERFORMANCE INDICATORS

Program: Registration

Department: Registrar of Voters

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Registration 04101					
% of Resources					
100%	100%	100%	100%	100%	100%
Standardized Data Base					
County Population	2,131,760	2,182,459	2,327,684	2,232,655	2,378,684*
Population Eligible to Vote	1,551,922	1,588,830	1,467,597	1,625,373	1,499,597**
Registered Voters	1,050,519	1,122,637	1,101,285	1,150,000	1,250,000
Workload					
New Affidavits Processed	207,281	186,480	272,895	215,000	160,000
Voter File Changes/Cancellations	205,790	236,806	233,733	212,000	216,000
Petition & Absentee Signature Verifications	329,435	228,489	334,009	375,800	465,000
Efficiency					
Average Unit Direct Cost					
• New Affidavits Processsed and Voter File Changes/Cancellations	$ 1.01	$ 1.19	$ 1.07	$ 1.35	$ 1.55
• Signature Verifications	.61	.58	.72	.68	.55
Productivity SY Required For:					
• New Affidavits Processed and Voter File Changes/Cancellations	12.4 SY	16.0 SY	15.8 SY	17.8 SY	21.1 SY
• Signature Verifications	5.9 SY	4.5 SY	7.0 SY	7.9 SY	9.3 SY
• SY/100,000 Registered Voters	2.30 SY	2.47 SY	2.5 SY	2.88 SY	2.9 SY
Effectiveness					
% of Eligible Voters Registered to Vote	67.7%	70.7%	75.0%	69.6%	70.8%

* January 1, 1988 State Department of Finance estimate

** Secretary of State estimated figures. These sources of estimates of eligible population will be used in all future performance indicators.

STAFFING SCHEDULE

Program: Registration #04101 Department: Registrar of Voters

Class	Title	1987-88 Budget Position	1987-88 Budget S.Y.	1988-89 Proposed Position	1988-89 Proposed S.Y.	SALARY/BENEFIT COST 1987-88 Budget	SALARY/BENEFIT COST 1988-89 Proposed
2163	Registrar of Voters	0.10	0.10	0.10	0.10	6,000	6,024
2233	Asst. Reg. of Voters	0.30	0.30	0.30	0.30	18,000	17,315
3100	Div. Chief Elect. Operations	0.30	0.30	0.30	0.30	11,210	11,732
2302	Admin. Assistant III	0.10	0.10	0.10	0.10	3,737	3,911
3101	Div. Chief Tech. Services	0.50	0.50	0.50	0.50	19,144	20,025
2427	Associate Systems Analyst	0.40	0.40	0.40	0.40	14,042	15,037
2337	Public Info. Specialist	0.30	0.30	0.30	0.30	9,221	9,049
2426	Assistant Systems Analyst	0.40	0.40	0.40	0.40	12,759	12,268
3106	Precinct Planning Tech. III	0.75	0.75	0.75	0.75	20,719	21,674
2425	Associate Accountant	0.10	0.10	0.10	0.10	2,746	2,907
2745	Supervising Clerk	1.10	1.10	1.60	1.60	25,170	35,038
2320	Personnel Aid	0.20	0.20	0.20	0.20	4,474	4,677
3802	Drafting Technician I	0.75	0.75	0.75	0.75	13,833	15,165
3801	Drafting Technician II	0.75	0.75	0.75	0.75	18,103	19,184
3105	Precinct Planning Tech. II	1.00	1.00	1.00	1.00	21,107	19,253
3020	Computer operator	0.30	0.30	0.60	0.60	5,148	11,120
3072	Sr. Computer Operator	0.30	0.30	0.30	0.30	5,959	6,500
2730	Senior Clerk	4.05	4.05	4.05	4.05	79,760	81,827
3104	Precinct Planning Tech. I	1.00	1.00	1.00	1.00	16,293	16,093
3050	Offset Equipment Operator	0.10	0.10	0.10	0.10	1,624	1,720
3072	Sr Offset Equipm Operator	0.00	0.00	0.10	0.10	0	1,868
2660	Storekeeper I	0.05	0.05	0.05	0.05	907	859
3030	Data Entry Operator	1.00	1.00	1.00	1.00	16,578	16,214
2494	Payroll Clerk	0.05	0.05	0.05	0.05	784	831
2700	Intermediate Clerk Typist	4.50	4.50	4.50	4.50	71,196	74,435
2650	Stock clerk	0.35	0.35	0.35	0.35	4,732	5,072
3035	Data Entry Supervisor	0.40	0.40	0.40	0.40	7,912	8,342
3021	Election Processing Super.	0.90	0.90	1.40	1.40	23,620	37,600
3102	Election Material Coord.	0.30	0.30	0.30	0.30	6,870	6,256
3103	Election Tech Coord.	0.30	0.30	0.30	0.30	9,185	9,735
9999	Non Permanent	10.05	10.05	14.80	14.80	119,443	113,415
	TOTAL	30.70	30.70	36.85	36.85	570,276	605,146
Adjustments							
	Add: Benefits - Permanent					142,352	134,668
	Add: Benefits - Temporary						8,772
	Overtime-Permanent					20,532	15,900
	Overtime-Temporary					33,769	0
	Less Salary Savings					15,339	39,375
	Salary Adjustments					10,993	
Total Adjustments						170,321	119,965
Program Totals		30.70	30.70	36.85	36.85	740,597	725,111

PROGRAM: Elections # 04102 MANAGER: Jerry Mann

Department: Registrar of Voters # 4230 Ref: 1988-89 Proposed Budget - Pg. C-166

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actuals	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,176,892	$ 1,152,763	$ 1,250,212	$ 1,553,610	$ 1,249,791
Services & Supplies	2,715,085	1,473,742	1,689,347	2,268,215	1,461,920
Other Charges	37,948	0	18,459	11,381	38,086
Fixed Assets	34,971	0	26,909	40,128	45,880
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 3,964,896	$ 2,626,505	$ 2,984,927	$ 3,873,334	$ 2,795,677
FUNDING	$ (2,095,295)	$ (651,864)	$(2,340,992)	$(1,885,500)	(670,000)
NET COUNTY COSTS	$ 1,869,601	$ 1,974,641	$ 643,935	$ 1,987,834	$ 2,125,677
STAFF YEARS	51.98	59.25	52.70	68.90	50.20

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.

PROGRAM: Elections # 04102 MANAGER: Jerry Mann

1987-88 ACTUALS:

The variance between 1987-88 budgeted amounts and 1987-88 actuals is a result of unanticipated work for several small and medium size elections and an unbudgeted County-wide election in November conducted for SANDAG. This additional workload has been offset by revenue, with a favorable net effect on County costs.

1988-89 OBJECTIVES:

1. Conduct a physical inventory of all San Diego County Polls which are new or changed for compliance with Federal and State handicapped access standards by November 8, 1988.

2. For the November 8, 1988 Presidential General election, improve the final semi-official results report to the Secretary of State by 30 minutes from the 1:00 a.m. report time in November 1986.

1988-89 CAO PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES:

The Elections Program summarized below reflects decreased costs over the current year due to one scheduled major election, rather than the three scheduled major elections in FY 1987-88. The major election program activities are:

1. Information to Candidates and Campaigns (13.85 SY; E $547,118; R $65,000) including update of district and precinct boundaries, provision for ballot access, and campaign and candidate financial filing and disclosure is:

   - Mandated/Mandated Service Level.
   - Offset 12% 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 (8.66 SY; E $651,909; R $140,000) including printing and mailing sample and official ballots for the election and providing polls location and absentee voting information to the public is:

   - Mandated/Mandated Service Level.
   - Offset 21% by program revenue.
   - Able to have printed and mailed 1,250,000 sample ballots and 110,000 absentee ballots to voters.

3. Conduct of Elections (27.69 SY; E $1,576,156; R $465,000) including provision of polls and polls officers; collecting, processing and counting ballots; and certifying the results of the election is:

   - Mandated/Mandated Service Level.
   - Offset 30% by program revenue.
   - Able to supply and staff 1,750 polls locations; collect, process and count 937,500 ballots; and canvass and certify the results of the election.

PROGRAM: Elections # 04102 MANAGER: Jerry Mann

REVENUE BY SOURCE:

There will be a major revenue decrease in FY 1988-89 in the Elections Program due to two factors: the decrease from three elections to one election; and the inability to recover full costs in the November election since three quarters of the ballot is taken by Federal, State and County items which are not reimbursable.

SOURCE OF REVENUE	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Election Services to other Gov't. Agencies	$ 1,894,552	$ 1,610,000	$ 475,000	$ (1,135,000)
Candidate Statements & Filing Fee	73,395	100,000	40,000	(60,000)
Non-Taxable Sales	9,867	11,500	10,000	(1,500)
Prior Year	26	1,000	0	(1,000)
Taxable Sales	27,820	15,000	15,000	0
Ballot Recount	0	500	0	(500)
Absentee Ballot Claim	283,154	130,800	120,000	(10,800)
Physically Handicapped Claim	29,401	16,200	10,000	(6,200)
Miscellaneous	22,777	500	0	(500)
TOTAL	$ 2,340,992	$ 1,885,500	$ 670,000	$ (1,215,500)

FIXED ASSETS

Current equipment takes over 20 minutes to print the twelve to fourteen page election results bulletin that is issued at Election Central. Then, it must be reduced in size, photo-copied, collated, and stapled for distribution to the public and media. These printed results are significantly behind results available on CRT's and results in public relation problems and criticism. Purchase of the items listed below is recommended to ensure high reliability through department controlled maintenance, and trained operating staff. In addition, the portable printer will be used during ther rest of the year for department word processing.

Item	Quantity	New/Replacement	Cost	Revenue
9600 Baud Modems	2	N	$ 2,200	$ 88
Laser Printer, Portable	1	N	2,500	$100

COMMUNICATION EQUIPMENT

On election day, even with fifty line phone bank, callers needing polls and voting assistance are not able to reach the Registrar's office. A sequencer will double the phone bank's capacity to provide assistance to the voter. The telephone headsets will provide better efficiency for the phone bank operators to use the terminals and microfiche viewers to research the information the public requests on election day.

Item	Quantity	New/Replacement	Cost	Revenue
Telephone Sequencer	1	N	2,500	$100
Telephone Operator Headsets	30	N	1,380	$ 55

PERFORMANCE INDICATORS

Program: Elections

Department: Registrar of Voters

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1987-88 Adopted
ACTIVITY A: Elections - 04102					
% of Resources					
100%	100%	100%	100%	100%	100%
Standardized Base Data					
Eligible Voter Population	1,551,922	1,588,830	1,467,597	1,625,373	1,499,597*
Number Registered to Vote	1,065,000	1,122,637	1,101,285	1,150,000	1,250,000
Workload					
Number of Major Elections	4	1	3	3	1
Ballots Counted	1,088,134	815,590	898,289	948,750	948,750
Sample Ballots Issued	2,460,030	2,456,063	2,463,486	2,012,500	2,012,500
Efficiency					
Net County Cost Per Registered Voter	$ 1.75	$ 1.76	$ .58	$ 1.70	$ 1.70
Number of SY's Required Per 100,000 Registered Voters	5.11 SY	5.28 SY	4.79 SY	5.99 SY	4.02 SY
Effectiveness					
Voter Turn-Out (All Elections Combined - % of Registered Voters Voting)	44.2%	33.2%	36.5%	47.1%	75.0%

* Secretary of State figures of eligible population will be used in all future estimates.

STAFFING SCHEDULE

Program: Elections # 04102 Department: Registrar of Voters

Class	Title	STAFF YEARS 1987-88 Budget Position	1987-88 Budget S.Y.	1988-89 Proposed Position	1988-89 Proposed S.Y.	SALARIES AND BENEFITS 1987-88 Budget	1988-89 Proposed
2163	Registrar of Voters	0.40	0.40	0.40	0.40	24,000	24,096
2233	Asst. Reg. of Voters	0.30	0.30	0.30	0.30	18,000	17,315
3100	Div. Chief Elect. Operations	0.70	0.70	0.70	0.70	26,157	27,374
2302	Admin. Assistant III	0.30	0.30	0.30	0.30	11,210	11,732
3101	Div. Chief Tech. Services	0.50	0.50	0.50	0.50	19,143	20,025
2427	Associate Systems Analyst	0.60	0.60	0.60	0.60	21,062	22,556
2337	Public Info. Specialist	0.50	0.50	0.50	0.50	15,369	15,081
2426	Assistant Systems Analyst	0.60	0.60	0.60	0.60	19,138	18,402
3106	Precinct Planning Tech. III	0.25	0.25	0.25	0.25	6,908	7,225
2425	Associate Accountant	0.40	0.40	0.40	0.40	10,984	11,630
2745	Supervising Clerk	1.60	1.60	2.10	2.10	36,582	45,988
3802	Drafting Technician I	0.25	0.25	0.25	0.25	4,611	5,055
3801	Drafting Technician II	0.25	0.25	0.25	0.25	6,035	6,395
3105	Precinct Planning Tech. II	1.00	1.00	1.00	1.00	21,107	19,253
2320	Personnel Aid	0.30	0.30	0.30	0.30	6,710	7,016
3020	Computer Operator	0.70	0.70	1.40	1.40	12,012	25,946
3032	Data Control Tech III	1.00	1.00	0.00	0.00	15,246	0
3072	Sr. Computer Operator	0.70	0.70	0.70	0.70	13,905	15,167
2730	Senior Clerk	7.70	7.70	7.70	7.70	151,681	155,571
3104	Precinct Planning Tech. I	1.00	1.00	1.00	1.00	16,293	16,093
3050	Offset Equipment Operator	0.85	0.85	0.85	0.85	13,803	14,617
3072	Sr Offset Equipm Operator	0.00	0.00	0.85	0.85	0	15,875
2660	Storekeeper I	0.45	0.45	0.45	0.45	8,167	7,732
3030	Data Entry Operator	1.00	1.00	1.00	1.00	16,578	16,214
2494	Payroll Clerk	0.75	0.75	0.75	0.75	11,760	12,469
2700	Intermediate Clerk Typist	7.10	7.10	7.10	7.10	112,219	117,441
2650	Stock Clerk	0.60	0.60	0.60	0.60	8,112	8,695
3035	Data Entry Supervisor	0.50	0.50	0.50	0.50	9,891	10,428
3021	Election Processing Sup.	1.80	1.80	2.30	2.30	47,237	61,772
3102	Election Material Coord.	0.60	0.60	0.60	0.60	13,741	12,512
3103	Election Tech Coord.	0.60	0.60	0.60	0.60	18,371	19,469
9999	Non Permanent	35.60	35.60	15.35	15.35	494,719	256,846
	Total	68.90	68.90	50.20	50.20	1,210,751	1,025,990
Adjustments							
	Add: Benefits - Permanaent					234,320	218,429
	Add: Benefits - Temporary					0	20,467
	Overtime-Permanent					41,221	37,100
	Overtime-Temporary					67,794	0
	Less Salary Savings					61,780	52,195
	Salary Adjustments					61,304	
Total Adjustments						342,859	223,801
Program Totals		68.90	68.90	50.20	50.20	1,553,610	1,249,791

PROGRAM: Overhead # 92101 MANAGER: Judy Nelson

Department: Registrar of Voters # 4230 Ref: 1988-89 Proposed Budget - Pg. C-171

Authority: San Diego County Charter and County Administrative Code provides for management services to direct programs, including the Registrar of Voters.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 CAO Proposed
COSTS					
Salaries & Benefits	$ 304,942	$ 197,263	$ 188,168	$ 226,381	$ 226,584
Services & Supplies	23,928	21,563	48,663	32,430	21,290
Other Charges	6,208	0	0	1,067	2,191
Fixed Assets	4,369	0	0	0	0
Vehicle/Comm. Equipment	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 339,447	$ 218,826	$ 236,831	$ 259,878	$ 250,065
FUNDING	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COSTS	$ 339,447	$ 218,826	$ 236,831	$ 259,878	$ 250,065
STAFF YEARS	13.44	4.98	5.15	6.10	6.10

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.

The Overhead program 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.

1986-87 ACTUALS:

There is no significant difference between the 1987-88 budgeted amount and the 1987-88 estimated actual amount in the Overhead program.

PROGRAM: Overhead # 92101 MANAGER: Judy Nelson

1988-89 OBJECTIVES:

1. Train at least one staff member in each section of the department in the use of the computer's spreadsheet program for keeping department statistics by March 1989.

2. Automate the election supplies and office supplies inventories by January 1989.

1988-89 CAO PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES:

The Overhead Program reflects a stabilization in services and supplies due to accurate assessment of actual office expenses and minor equipment requirements. Job related training and educational opportunities have been planned. The major activities of the Overhead Program for FY 1988-89 are summarized below:

1. Administration and Management of the Department (1.90 SY; E $77,770; R $0) including interpretation of Election Code Compliance, departmental direction and management is:

   - Mandated/Discretionary Service Level for the interpretation and departmental direction and management.
   - Not revenue offset.
   - Able to provide direction, management and Election Code interpretation to the department.

2. Support Service Activities (4.20 SY; E $172,295; 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, 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.

FIXED ASSETS*

These fixed assets are requested under the Overhead program because they impact all Registrar of Voters programs. The automatic letter opener is a replacement for an opener no longer economic to repair. The Disk Drive and "Memory" are requested to improve the efficiency of the Election Management System's computer. The increase in number of files and the addition of large file sorting, which the ZIP+4 application requires, has significantly slowed inquiry response time. A technical analysis of the problem indicated that the addition of these components will bring response time back to standard. The additional disk drives, PC cards and document scanner were added to the originally proposed budget to provide for automated signature retrival system innovation proposal.

Item*	Quantity	New/Replacement	Cost	Revenue
Letter Opener	1	R	$ 1,500	$0
600 MEG Disk Drive	1	N	$ 15,000	$0
Memory	8 units	N	$ 20,800	$0
Disc Drives	3	N	$ 55,685	$0
PC Circuit Board Cards	12	N	$ 9,600	$0
Document Scanner	1	N	$ 30,000	$0

* These fixed asset costs have been spread to the Registration and Elections programs.

STAFFING SCHEDULE

Program: Overhead # 92101 Department: Registrar of Voters

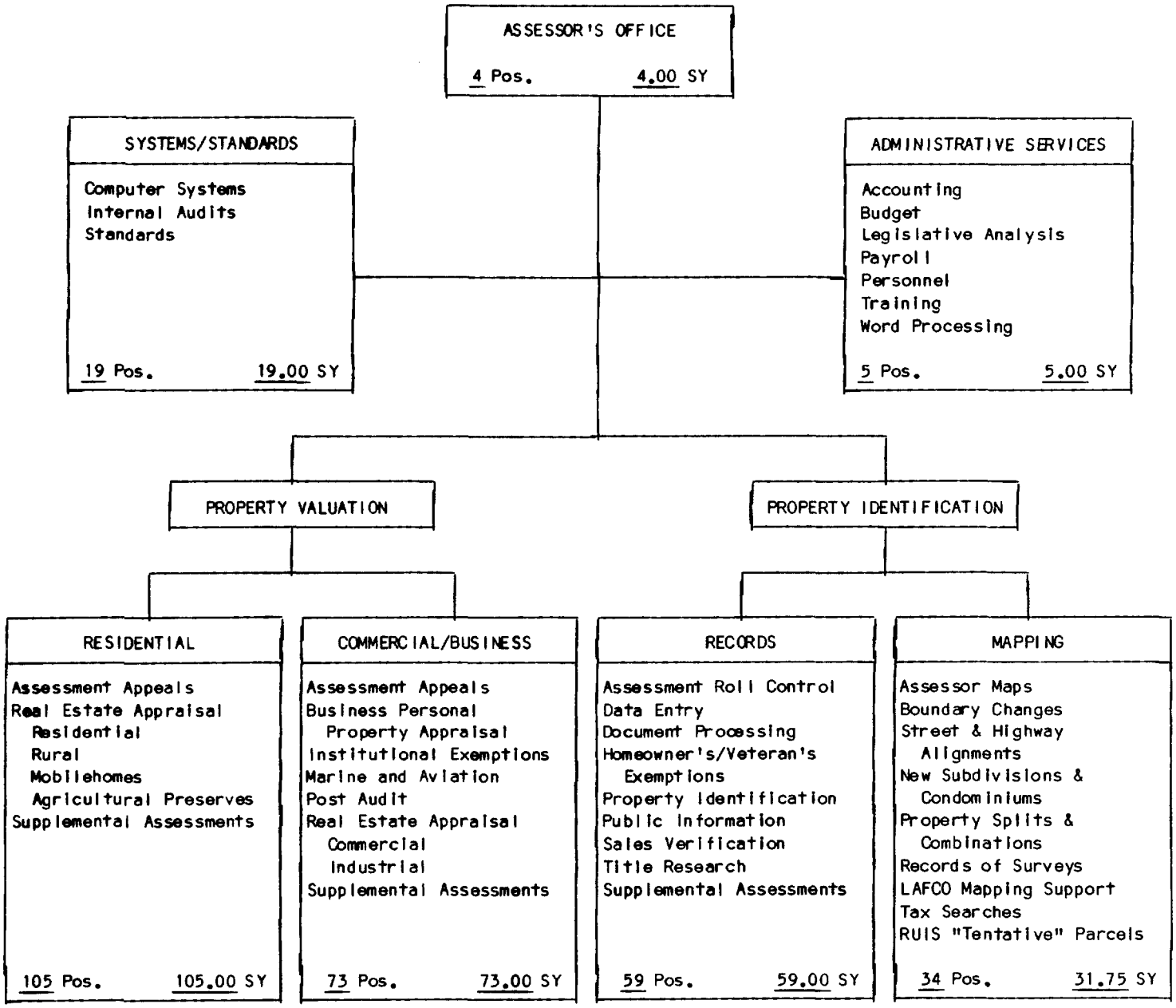
Class	Title	STAFF YEARS 1987-88 Budget Position	1987-88 Budget S.Y.	1988-89 Proposed Position	1988-89 Proposed S.Y.	SALARY/BENEFITS COST 1987-88 Budget	1988-89 Proposed
2163	Registrar of Voters	0.50	0.50	0.50	0.50	30,000	30,120
2233	Asst. Registrar of Voters	0.40	0.40	0.40	0.40	24,000	23,086
2302	Admin. Assistant III	0.60	0.60	0.60	0.60	22,420	23,464
2337	Public Info. Specialist	0.20	0.20	0.20	0.20	6,148	6,032
2425	Associate Accountant	0.50	0.50	0.50	0.50	13,729	14,537
2758	Admin. Secretary III	1.00	1.00	1.00	1.00	24,645	26,056
2745	Supervising Clerk	0.30	0.30	0.30	0.30	6,861	6,570
2320	Personnel Aid	0.50	0.50	0.50	0.50	11,184	11,693
2730	Senior Clerk	0.25	0.25	0.25	0.25	4,910	5,051
3050	Offset Equipment Operator	0.05	0.05	0.05	0.05	812	860
3072	Sr Offset Equipm Operator	0.00	0.00	0.05	0.05	0	934
2660	Storekeeper I	0.50	0.50	0.50	0.50	9,074	8,591
2494	Payroll Clerk	0.20	0.20	0.20	0.20	3,136	3,325
2700	Intermediate Clerk Typist	0.40	0.40	0.40	0.40	5,892	6,616
2650	Stock Clerk	0.05	0.05	0.05	0.05	676	725
3035	Data Entry Supervisor	0.10	0.10	0.10	0.10	1,978	2,086
3021	Election Processing Sup.	0.30	0.30	0.30	0.30	7,872	8,057
3102	Election Material Coord	0.10	0.10	0.10	0.10	2,290	2,085
3103	Election Tech Coord.	0.10	0.10	0.10	0.10	3,062	3,245
9999	Non-Permanent	0.05	0.05	0.00	0.00	572	0
	Total	6.10	6.10	6.10	6.10	179,261	183,133
Adjustments							
	Add: Benefits - Permanent					55,279	50,153
	Add: Benefits - Temporary						
	Overtime-Permanent					52	0
	Overtime-Temporary					107	0
	Less Salary Savings					4,624	6,702
	Salary Adjustments					3,624	
Total Adjustments						47,120	43,451
Program Totals		6.10	6.10	6.10	6.10	226,381	226,584

GENERAL GOVERNMENT

ASSESSOR

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-98 Adopted	Change From 1987-88 Budget	% Change
Property Valuation	$ 5,551,613	$ 6,025,597	$ 7,156,275	$ 7,303,813	$ 7,561,126	$ 257,313	3.53
Property Identification	2,232,524	2,604,451	3,065,349	3,024,020	3,015,856	(8,164)	(.27)
Department Overhead	416,281	394,850	453,237	447,646	330,913	(116,733)	(26.08)
Total Direct Costs	$ 8,200,418	$ 9,024,898	$10,663,861	$10,775,479	$10,907,895	$ 132,416	1.23
Funding	$ (91,229)	$ (733,254)	$(1,014,338)	$(1,166,830)	$(1,321,088)	$(154,258)	13.22
Net County Cost (Without Externals)	$ 8,109,189	$ 8,291,644	$ 9,649,523	$ 9,608,649	$ 9,586,807	$ (21,842)	(.23)
Staff Years	244.59	258.27	302.34	309.25	311.00	1.75	.6

ASSESSOR DEPARTMENT



Note: The above positions and staff years represent permanent staffing only. Refer to the Program Budget Staffing Schedule regarding temporary seasonal help: 76 positions and 14.25 staff years.

PROGRAM: PROPERTY VALUATION # 07104 MANAGER: ROBERT W. FRAZIER

Department: ASSESSOR # 1150 Ref: 1988-89 Adopted Budget, Pg. D-3

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 5,278,786	$ 5,654,073	$ 6,647,511	$ 6,878,153	$ 7,122,098
Services & Supplies	246,433	278,826	379,100	284,815	439,028
Other Charges	0	19,802	0	6,700	0
Fixed Assets	26,394	72,896	129,664	134,145	0
TOTAL DIRECT COSTS	$ 5,551,613	$ 6,025,597	$ 7,156,275	$ 7,303,813	$ 7,561,126 3.5%
FUNDING	$ (14,401)	$ (442,706)	$ (526,855)	$ (602,647)	$ (736,095) 22.2%
NET COUNTY COSTS	$ 5,537,212	$ 5,582,891	$ 6,629,420	$ 6,701,166	$ 6,825,031 1.9%
STAFF YEARS	155.10	160.85	188.92	195.50	197.00

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 taypayers' reporting on the property statement and levy an additional assessment if the audit illustrates failure to properly report taxable assets; and (4) A field canvass program to locate and identify all owners of taxable personal property and fixtures.

PROGRAM: PROPERTY VALUATION # 07104 MANAGER: ROBERT W. FRAZIER

1987-88 BUDGET:

1987-88 Estimated Actuals for Salaries and Benefits are lower than 1987-88 Budget as a result of: Unanticipated retirements and resignations; unusually high clerical turnover; unexpected delays in filling vacant positions. 1987-88 Estimated Actuals for Services and Supplies are higher than 1987-88 Budget as a result of unanticipated replacement of minor equipment and prior year expenditures for services and supplies. This program relies on temporary seasonal employees to meet peak workloads associated with the development of the annual assessment roll.

1988-89 OBJECTIVES:

RESIDENTIAL PROPERTY DIVISION

1. Continue computerizing property appraisals by completing data conversion of property characteristics, sales data and construction costs.

2. Computerize specialized annually required appraisals such as agricultural preserves and publicly owned properties.

3. Implement a system of aging all work in progress to insure all required appraisals are conducted on a first in, first out basis to insure timely and accurate supplemental assessments.

COMMERCIAL BUSINESS DIVISION

1. Computerize the processing of the 55,000+ annual Business Property Statements.

2. Expand the in-house audit program for Audit Appraiser staff to reduce travel time associated with completing smaller mandatory audits.

3. Computerize the appraisal of mobilehomes.

1988-89 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 $1.1 billion (est.) in property tax revenue in 1988-89. This revenue is distributed to 268 separate taxing jurisdictions Countywide.

The County of San Diego's share is approximately 25% and is estimated to be $275 million (est.) 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."

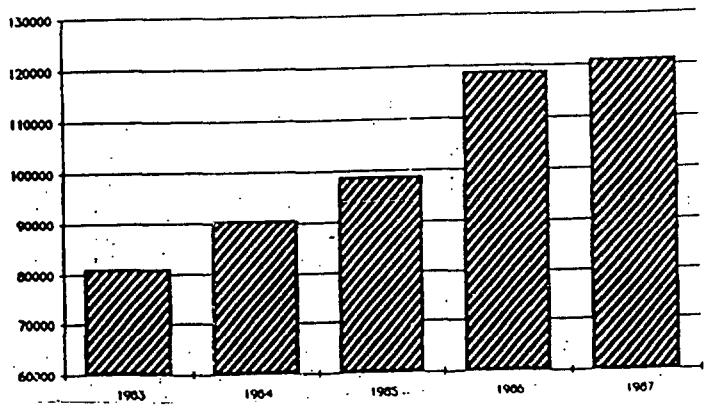
PROGRAM: PROPERTY VALUATION # 07104 MANAGER: ROBERT W. FRAZIER

1988-89 ADOPTED BUDGET: (continued)

DEEDS RECORDED 1983-1987

Month	1983	1984	1985	1986	1987
January	4,987	6,189	6,397	7,480	7,326
February	4,615	6,215	6,252	6,739	7,690
March	6,518	8,643	7,740	7,823	9,744
April	6,198	7,683	8,476	8,854	10,575
May	6,502	9,011	9,087	8,722	10,586
June	7,545	8,728	8,351	9,546	11,862
July	7,091	7,442	7,972	10,733	11,549
August	8,201	8,539	8,966	10,544	10,222
September	7,198	6,474	7,943	10,105	10,399
October	6,869	7,274	9,262	11,440	11,050
November	6,959	6,849	8,144	9,085	8,962
December	8,395	7,595	10,212	17,908	11,313
Total:	81,078	90,642	98,802	118,979	121,278

50%



Property Valuation (197.00 SY; E $7,561,126; R $736,095) including but not limited to real estate appraisal, business post audits, institutional exemptions, marine and aircraft appraisal, supplemental assessments and County representation before the Assessment Appeals Board is:

- Mandated/Mandated Service Level
- Offset 9.7% by program revenue.
- Adjusting various clerical classifications to partially address increased workloads as illustrated above.

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Witness Fees	$ 103	$ 200	$ 200	$ 0
Audit Fees from Other Government Agencies	1,826	1,300	1,300	0
Sale of Records	23,069	15,500	147,659	132,159
State Reimbursement (AB 2890)	501,857	585,647	586,936	1,289
Total	$ 526,855	$ 602,647	$ 736,095	$ 133,448

Explanation/Comments:

Differences in revenue are due to changes in AB 2890 State reimbursement for the administration of supplemental property taxes and revised fees.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

Program: Property Valuation

Department: Assessor

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: PROPERTY VALUATION					
% of Resources					
100%					
Workload					
Reappraisals of Transferred Properties	84,196	96,600	91,006	97,000	97,000
New Construction Appraisals	51,093	56,600	58,557	45,000	58,000
Business Accounts	97,963	98,797	113,000	95,000	108,000
Assessment Appeals Cases	1,892	1,575	2,003	2,100	2,200
Business Audits	534	434	650	650	650
Boat & Aircraft Accounts on Assessment Roll	24,102	28,020	35,000	33,000	45,000
Leasing Accounts	14,291	17,137	25,000	25,000	25,000
Mobilehomes	3,582	4,836	7,000	3,600	6,500
Total Additional Assessed Value From Audits	$120,000,000	$111,489,600	$175,000,000	$130,000,000	$150,000,000

STAFFING SCHEDULE

Program: Property Valuation

Department: Assessor

Class	Title	STAFF YEARS 1987-88 Budget Pos.	1987-88 Budget S.Y.	1988-89 Adopted Pos.	1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
5533	Asst. Assessor-Valuation	1	1.00	1	1.00	$ 53,837	$ 59,010
5514	Assessor Div. Chief II	2	2.00	2	2.00	97,686	107,324
5515*	Assessor Div. Chief I	2	2.50	2	2.50	110,725	121,685
2525	Sr. Systems Analyst	0	0.50	0	0.50	20,098	23,177
2427*	Associate Systems Analyst	0	0.50	2	2.50	17,552	86,437
2487*	EDP Dist. Network Coord.	0	0.50	0	0.50	16,954	21,027
5529	Supv. Audit - Appraiser	2	2.00	2	2.00	80,767	78,246
5513	Supervising Appraiser II	0	0.00	2	2.00	0	87,532
5512	Supervising Appraiser	13	13.00	11	11.00	506,968	464,635
2469*	Departmental EDP Coord.	2	2.00	0	0.00	73,453	0
5516	Assessor's Field Asst.	1	1.00	1	1.00	33,073	37,487
5502	Appraiser IV	0	0.00	10	10.00	0	318,458
5526	Audit Appraiser III	9	9.00	11	11.00	324,801	415,712
5503*	Appraiser III	22	22.00	26	26.00	774,972	936,538
5527	Audit Appraiser II	6	6.00	4	4.00	185,363	137,652
5504	Appraiser II	65	64.00	56	56.00	1,819,240	1,784,261
2530	Systems Analyst Trainee	0	0.50	0	0.50	11,483	13,387
2745	Supervising Clerk	3	3.00	3	3.00	64,706	69,041
3020*	Computer Operator	0	0.50	0	0.50	9,697	9,867
2508	Sr. Assessment Clerk	2	2.00	11	11.50	37,370	222,206
3031*	Data Control Tech. IV	0	0.00	0	0.00	0	0
2730*	Senior Clerk	11	11.50	2	2.00	214,853	40,924
5511	Appraiser Technician	18	18.00	13	13.00	310,136	252,478
2509	Assessment Clerk	8	8.00	25	25.00	133,399	418,470
2700	Intermediate Clerk	21	21.00	4	4.00	324,401	67,428
9999	Seasonal - Extra Help	26	5.00	27	5.50	33,000	47,400
	Total	214	195.50	215	197.00	$5,254,534	$5,820,382
	Adjustments:						
	County Contributions and Benefits					$1,649,117	$1,540,656
	Salary Settlement Costs					321,167	0
	Special Payments:						
	Overtime					43,900	13,100
	Bilingual Pay					6,000	4,800
	Salary Adjustments					(6,194)	
	Salary Savings					(390,371)	(256,840)
	Total Adjustments					$1,623,619	$1,301,716
PROGRAM TOTALS:		214	195.50	215	197.00	$6,878,153	$7,122,098

* 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: 1988-89 Adopted Budget, Pg. D-9

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Proposed
COSTS					
Salaries & Benefits	$ 2,074,946	$ 2,306,575	$ 2,644,762	$ 2,755,615	$ 2,847,744
Services & Supplies	148,189	178,619	278,279	152,805	168,112
Other Charges	0	0	0	0	0
Fixed Assets	9,389	119,257	131,308	115,600	0
TOTAL DIRECT COSTS	$ 2,232,524	$ 2,604,451	$ 3,054,349	$ 3,024,020	$ 3,015,856 (.3)%
FUNDING	$ (76,828)	$ (290,266)	$ (464,471)	$ (540,768)	$ (561,002) 3.8%
NET COUNTY COSTS	$ 2,155,696	$ 2,314,185	$ 2,589,878	$ 2,483,252	$ 2,454,854 (1.2)%
STAFF YEARS	81.51	90.12	104.60	104.75	105.00

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 $806,250 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 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).

PROGRAM: PROPERTY IDENTIFICATION # 07106 MANAGER: KAREN E. SIMMONS

1987-88 BUDGET:

1987-88 Estimated Costs for services and supplies and fixed assets are higher than 1987-88 Budget as a result of: higher than anticipated costs for services and supplies, minor equipment replacement, fixed assets; prior year expenditures for fixed assets. This program relies on temporary seasonal and contract help to meet peak workloads associated with the development of the annual assessment roll.

1988-89 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 $1.1 billion (est.) in property tax revenue in 1987-88. This revenue is distributed to 268 separate taxing jurisdictions Countywide.

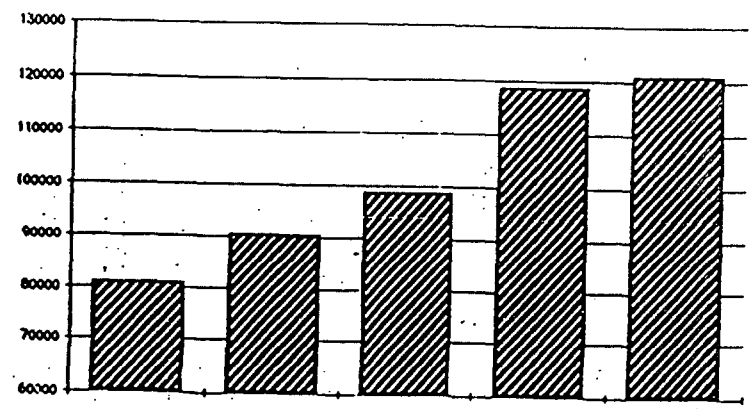
The County of San Diego's share is approximately 25% and is estimated to be $275 million (est.) and represents the most significant source and amount of discretionary funds available to the Board of Supervisors for General Fund Net County Cost Programs.

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."

DEEDS RECORDED 1983-1987

Month	1983	1984	1985	1986	1987
January	4,987	6,189	6,397	7,480	7,326
February	4,615	6,215	6,252	6,739	7,690
March	6,518	8,643	7,740	7,823	9,744
April	6,198	7,683	8,476	8,854	10,575
May	6,502	9,011	9,087	8,722	10,586
June	7,545	8,728	8,351	9,546	11,862
July	7,091	7,442	7,972	10,733	11,549
August	8,201	8,539	8,966	10,544	10,222
September	7,198	6,474	7,943	10,105	10,399
October	6,869	7,274	9,262	11,440	11,050
November	6,959	6,849	8,144	9,085	8,962
December	8,395	7,595	10,212	17,908	11,313
Total:	81,078	90,642	98,802	118,979	121,278



PROGRAM: PROPERTY IDENTIFICATION # 07106 MANAGER: KAREN E. SIMMONS

Property Identification (105.00 SY; E $3,016,574; R $561,002) including but not limited to mapping, property description, public information, document/records processing, homeowners/veterans exemptions, supplemental assessments, data entry and an allocated share of data processing is:

- Mandated/Mandated Service Level.
- Offset 18.6% by program revenue.
- Increasing by .25 SY (net) as a result of adding staff for RUIS data conversion.
- Adjusting various clerical classifications to partially address increasing workload as illustrated above.

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Sales of Maps and Records	$ 77,867	$ 155,500	$ 149,061	$ (6,439)
State Reimbursement (AB 2890)	359,741	385,268	411,941	26,673
Miscellaneous	26,863	0	0	0
Total	$ 464,471	$ 540,768	$ 561,002	$ 20,234

Explanation/Comments:

Differences in revenues are due to changes in AB 2890 State reimbursement for the administration of supplemental property taxes and revised fees.

FIXED ASSETS:

None

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

Program: Property Identification — Department: Assessor

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A:					
% of Resources					
100%					
Workload					
Documents Processed	91,325	125,039	123,064	113,000	120,000
Exemptions	336,951	350,773	365,319	345,000	360,000
Property Segregations, New Subs and Condos	24,579	26,052	26,365	25,300	25,500
Changes in Ownership to MPR	135,527	149,332	162,571	151,000	150,000
Total Taxable Parcels	679,236	699,166	720,167	705,000	730,000
TRA Boundary LAFCo and Board Reports	677	527	138	670	320
Homeowners' Claims Processed by Board Action in Lieu of Routine Processing	3,098	3,149	4,127	3,500	3,500
Property Boundary Research	19,641	19,935	22,628	20,000	21,000

STAFFING SCHEDULE

Program: Property Identification

Department: Assessor

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
5514	Assessor Div. Chief II	1	1.00	1	1.00	$ 48,843	$ 53,662
5515*	Assessor Div. Chief I	3	2.50	3	2.50	110,147	121,685
2525	Sr. Systems Analyst	1	0.50	1	0.50	20,099	23,177
2427*	Associate Systems Analyst	1	0.50	3	2.50	17,552	86,439
2487*	EDP Dist. Network Coord.	1	0.50	1	0.50	16,955	21,028
2469*	Departmental EDP Coord.	2	2.00	0	0.00	73,454	0
3602	Asst. Div. Chief, Assessor	1	1.00	1	1.00	28,554	36,477
3820	Cadastral Supervisor	4	4.00	4	4.00	123,070	133,412
2530	Systems Analyst Trainee	1	0.50	1	0.50	11,483	13,387
3800	Drafting Technician III	5	5.00	9	6.75	137,964	186,426
3801	Drafting Technician II	16	16.00	15	15.00	372,418	371,607
2745	Supervising Clerk	4	4.00	4	4.00	88,127	94,879
3020*	Computer Operator	1	0.50	1	0.50	9,697	9,868
3035	Data Entry Supervisor	1	1.00	1	1.00	19,718	20,856
2508	Sr. Assessment Clerk	6	6.00	13	12.50	116,121	245,251
2730*	Senior Clerk	7	6.50	0	0.00	118,717	0
3069	Sr. Data Entry Operator	2	2.00	2	2.00	35,654	37,376
2509	Assessment Clerk	19	19.00	36	36.00	315,202	619,551
3030	Data Entry Operator	6	6.00	6	6.00	92,346	103,019
2700	Intermediate Clerk	17	17.00	0	0.00	264,191	0
9999	Seasonal - Extra Help	50	9.25	49	8.75	66,000	80,400
	Total	149	104.75	151	105.00	$2,086,312	$2,258,500
	Adjustments:						
	County Contributions and Benefits					$ 646,015	$ 625,511
	Salary Settlement Costs					157,043	
	Special Payments:						
	Overtime Pay					0	32,000
	Bilingual Pay					3,000	3,000
	Salary Adjustments						
	Salary Savings					(136,755)	(71,267)
	Total Adjustments					$ 669,303	$ 589,244
PROGRAM TOTALS:		149	104.75	151	105.00	$2,755,615	$2,847,744

* 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: 1988-89 Adopted Budget Pg: D-15

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 387,651	$ 363,303	$ 418,971	$ 419,931	$ 304,498
Services & Supplies	28,630	30,547	32,547	26,415	26,415
Fixed Assets	0	1,000	1,719	1,300	0
TOTAL DIRECT COSTS	$ 416,281	$ 394,850	$ 453,237	$ 447,646	$ 330,913 (26.1%)
FUNDING	$ 0	$ (282)	$ (23,012)	$ (23,415)	$ (23,991) 2.5%
NET COUNTY COSTS	$ 416,281	$ 394,568	$ 430,225	$ 424,231	$ 306,922 (27.7%)
STAFF YEARS	7.98	7.30	8.82	9.00	9.00

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 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.
- Coordinate legislative analysis.
- Maintain training records associated with the State Board of Equalizations'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.

PROGRAM: OVERHEAD # 92101 MANAGER: ALLEN L. BOND

1987-88 BUDGET:

1987-88 Estimated Actuals are higher than 1987-88 Budget amounts as a result of: unexpected replacement of minor equipment; the higher cost of office "desk top" materials and supplies which are budgeted in this program for the whole department; prior year expenditures for fixed assets.

1988-89 OBJECTIVES:

1. Conduct various operational surveys to identify areas of cost savings and/or cost-avoidance.

1988-89 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 over $1.1 billion (est.) in property tax revenue in 1988-89. This revenue is distributed to 268 separate taxing jurisdictions Countywide.

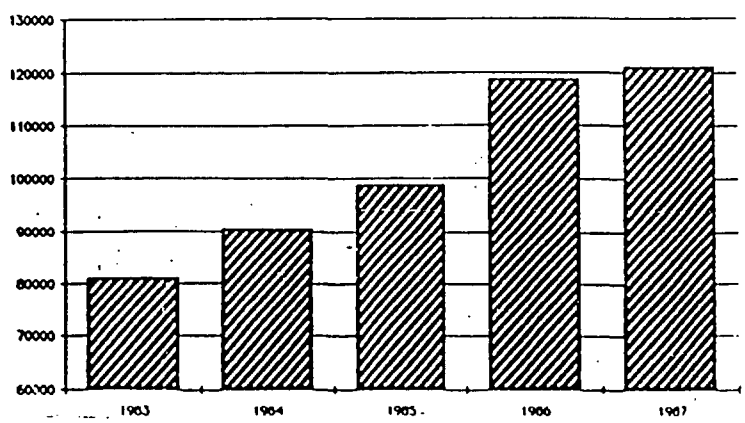
The County of San Diego's share is approximately 25% and is estimated to be $275 million (est.) and represents the most significant source and amount of discretionary funds available to the Board of Supervisors for General Fund Net County Cost Programs.

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."

DEEDS RECORDED 1983-1987

Month	1983	1984	1985	1986	1987
January	4,987	6,189	6,397	7,480	7,326
February	4,615	6,215	6,252	6,739	7,690
March	6,518	8,643	7,740	7,823	9,744
April	6,198	7,683	8,476	8,854	10,575
May	6,502	9,011	9,087	8,722	10,586
June	7,545	8,728	8,351	9,546	11,862
July	7,091	7,442	7,972	10,733	11,549
August	8,201	8,539	8,966	10,544	10,222
September	7,198	6,474	7,943	10,105	10,399
October	6,869	7,274	9,262	11,440	11,050
November	6,959	6,849	8,144	9,085	8,962
December	8,395	7,595	10,212	17,908	11,313
Total	81,078	90,642	98,802	118,979	121,278

50%



PROGRAM: OVERHEAD # 92101 MANAGER: ALLEN L. BOND

Administrative Management and Support (9.00 SY; E $330,913; R $23,991) including but not limited to policy, accounting, budgeting, payroll, personnel and secretarial support is:

- Mandated/Mandated Services Level
- Offset 7.3% by program revenue
- Adjusting several classifications, with no increase in staff, to accommodate the complexities of secretarial, payroll and accounting workloads:
  1) Add 1 Senior Payroll Clerk; Delete 1 Payroll Clerk.
  2) Add 1 Accounting Technician; Delete 1 Payroll Clerk.
  3) Add 1 Administrative Secretary III; Delete 1 Administrative Secretary II.
- Decreasing salaries by $91,818 in order to identify Financial Management's 1% reduction of the Assessor's three programs.

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Witness Fees	$ 144	$ 0	$ 0	$ 0
AB 2890	22,805	23,415	23,991	576
Sale of Records	13	0	0	0
Total	$ 23,012	$ 23,415	$ 23,991	$ 576

Explanation/Comments

There are no significant changes in program revenues.

FIXED ASSETS:

Item	Quantity	New/Replacement	Cost	Revenue
-0-	-0-	-0-	-0-	-0-

NEW VEHICLES AND COMMUNICATIONS EQUIPMENT

None.

PERFORMANCE INDICATORS

There are no performance indicators for this program.

STAFFING SCHEDULE

Program: Overhead

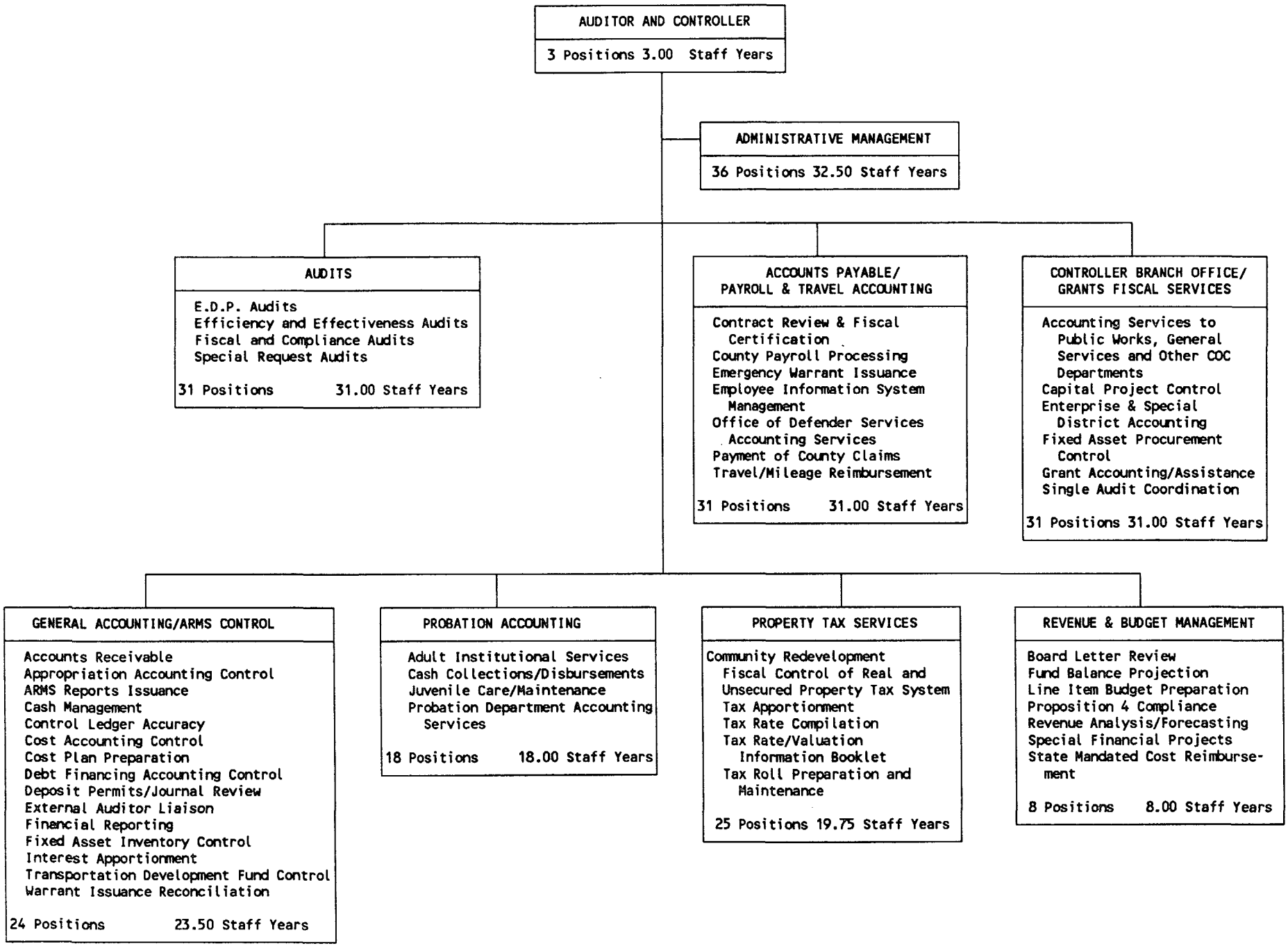
Department: Assessor

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0110	Assessor	1	1.00	1	1.00	$ 68,315	$ 76,275
0210	Chief Deputy Assessor	1	1.00	1	1.00	60,899	68,005
2369	Admin. Svcs. Mgr. II	1	1.00	1	1.00	43,262	46,354
2759	Admin. Secretary IV	1	1.00	1	1.00	26,546	28,043
2758	Admin. Secretary III	0	0.00	1	1.00	0	22,224
2757	Admin. Secretary II	1	1.00	0	0.00	20,960	0
2320	Personnel Aid	0	0.00	1	1.00	0	20,333
3009	Word Processor Operator	1	1.00	1	1.00	17,189	20,001
2511	Senior Payroll Clerk	1	1.00	1	1.00	20,693	17,330
2403	Accounting Technician	0	0.00	1	1.00	0	16,237
2494	Payroll Clerk	2	2.00	0	0.00	35,910	0
	Total	9	9.00	9	9.00	$ 293,774	$ 314,802
	Adjustments:						
	County Contributions and Benefits					$ 79,836	$ 80,674
	Salary Settlement Costs					45,481	0
	Special Payments:						
	Overtime						
	Shift Differential						
	Bilingual Pay					840	840
	Etc.						
	Salary Adjustments (Financial Management 1%)					0	(91,818)
	Salary Savings					0	0
	Total Adjustments					$ 126,157	$ (10,304)
PROGRAM TOTALS:		9	9.00	9	9.00	$ 419,931	$ 304,498

AUDITOR AND CONTROLLER

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Auditing	$1,072,229	$1,137,165	$1,239,423	$1,367,673	$1,346,618	($21,055)	-1.5%
Fiscal Control	3,776,601	3,845,803	4,218,501	4,592,449	4,420,802	($171,647)	-3.7%
Department Overhead	1,087,586	1,253,437	1,261,946	1,295,186	1,279,610	($15,576)	-1.2%
Total Direct Costs	$5,936,416	$6,236,405	$6,719,870	$7,255,308	$7,047,030	($208,278)	-2.9%
Funding	($1,198,026)	($1,377,988)	($1,648,488)	($1,646,046)	($1,409,861)	$236,185	-14.3%
Net County Costs	$4,738,390	$4,858,417	$5,071,382	$5,609,262	$5,637,169	$27,907	0.5%
Staff Years	183.50	184.00	190.50	195.50	197.75	2.25	1.2%

AUDITOR AND CONTROLLER



10/17/88

PROGRAM: AUDITING # 81802 MANAGER: ROD CALVAO

Department: AUDITOR AND CONTROLLER # 1050 Ref: 1988-89 Proposed Budget, Vol. II - Pg: D21

Authority: This program carries out Auditor responsibilities mandated in the Government Code (Sections 26883, 26900, 26909 and 26910) and County Charter (Section 801.1).

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$1,023,402	$1,085,685	$1,220,378	$1,343,132	$1,324,077
Services & Supplies	18,915	18,745	14,158	22,541	22,541
Other Charges	0	0	0	0	0
Fixed Assets	29,912	32,735	4,887	2,000	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$1,072,229	$1,137,165	$1,239,423	$1,367,673	$1,346,618
FUNDING	(83,776)	(77,138)	(85,617)	(87,690)	(101,373)
NET COUNTY COSTS	$988,453	$1,060,027	$1,153,806	$1,279,983	$1,245,245
STAFF YEARS	27.50	28.25	30.00	31.00	31.00

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 outside districts and 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.

1987-88 ACTUALS:

The 1987-88 Auditing Program net County cost was within budget. An Associate Accountant position for the Shared Property System audits was not filled, two EDP audit positions were vacant for an extended period of time due to an inability to fill them with qualified staff, plus other positions were underfilled. Revenues were less than budgeted due to the San Diego/Imperial County Health Systems Agency dissolving before audit costs could be reimbursed to the County.

1988-89 OBJECTIVES:

1. Provide County management and the Board of Supervisors with an objective appraisal of County departments and special districts operations 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 testing sample sizes.

4. Insure the system integrity of newly developed fiscal systems.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Audits (31.00 SY; E-$1,346,618; R-$101,373) This activity is:

   - Decreased $21,055 due to fixed asset elimination, reduced contributions to the retirement system and increased salary savings.

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88
Fees for Auditing Services	$82,566	$72,285	$42,023	($30,262)
Interfund Charges	5,186	15,405	59,350	$43,945
Prior Year Charges	(2,135)	0	0	$0
TOTAL	$85,617	$87,690	$101,373	$13,683

FIXED ASSETS:

Item	Quantity	Cost
No Fixed Assets Approved		$0
	TOTAL	$0

PERFORMANCE INDICATORS

PROGRAM: AUDITING

DEPARTMENT: AUDITOR AND CONTROLLER

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% OF RESOURCES					
100%					
WORKLOAD					
Number of Audits Scheduled	115	109	115	115	117

STAFFING SCHEDULE

PROGRAM: AUDITING

DEPARTMENT: AUDITOR AND CONTROLLER

Class	Title	STAFF YEARS 1987-88 Budget Positions	STAFF YEARS 1987-88 Budget SY	STAFF YEARS 1988-89 Adopted Positions	STAFF YEARS 1988-89 Adopted SY	SALARY AND BENEFIT COSTS 1987-88 Budget	SALARY AND BENEFIT COSTS 1988-89 Adopted
2498	Auditor and Controller Manager III	1	1.00	1	1.00	50,070	53,662
2496	Auditor and Controller Manager II	1	1.00	2	2.00	44,836	92,123
2495	Auditor and Controller Manager I	1	1.00	0	0.00	39,984	0
2507	EDP Audit Specialist II	2	2.00	2	2.00	93,644	100,033
2506	EDP Audit Specialist I	3	3.00	3	3.00	119,066	124,270
2501	Senior Auditor/Accountant	0	0.00	6	6.00	0	224,680
2512	Senior Auditor	6	6.00	0	0.00	216,119	0
2425	Associate Accountant	16	16.00	16	16.00	462,161	483,466
2700	Intermediate Clerk Typist	1	1.00	1	1.00	14,604	16,784
	Totals	31	31.00	31	31.00	$1,040,484	$1,095,018
	Adjustments:						
	County Contribution and Benefits					$258,429	$248,092
	Salary Settlement Costs					45,212	0
	Special Payments					18,900	18,900
	Salary Savings					(19,893)	(37,933)
	Total Adjustments					$302,648	$229,059
PROGRAM TOTALS:		31	31.00	31	31.00	$1,343,132	$1,324,077

PROGRAM: FISCAL CONTROL # 81801 MANAGER: ROD CALVAO

Department: AUDITOR AND CONTROLLER # 1050 Ref: 1988-89 Proposed Budget, Vol. II - Pg: D26

Authority: This program carries out Auditor and Controller budgetary, financial and accounting responsibilities that are mandated in the Government Code (Sections 26882 and 29704), Revenue and Taxation Code (Sections 2152 and 4701), and County Charter (Sections 800 and 801).

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$3,647,807	$3,754,003	$4,099,064	$4,285,939	$4,287,602
Services & Supplies	57,739	57,661	79,989	86,560	86,560
Other Charges	4,906	1,599	2,545	5,250	5,250
Fixed Assets	66,149	32,540	36,903	214,700	41,390
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$3,776,601	$3,845,803	$4,218,501	$4,592,449	$4,420,802
FUNDING	(1,114,250)	(1,300,850)	(1,562,871)	(1,558,356)	(1,308,488)
NET COUNTY COSTS	$2,662,351	$2,544,953	$2,655,630	$3,034,093	$3,112,314
STAFF YEARS	121.50	120.25	127.50	129.00	131.25

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 controls for all County departments, school and special districts, including revenues and expenditures totaling more than $18.4 billion annually. This system, implemented in 1974, is 14 years old.

2. The Accounts Payable System provides controls and payment generation for vendor payments of over $714 million annually. This system, implemented in 1977, is 12 years old.

PROGRAM DESCRIPTION: (Cont'd)

In addition to their primary accounting role, these and other Auditor and Controller systems are relied 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 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, and the Controller Branch Office.

1987-88 ACTUALS:

The Fiscal Control Program net County cost was below budget. This was primarily due to delayed filling of various vacant positions, normal turnover, and three long-term leaves of absence. Services and Supplies reflects expenditures for the equivalent of 3.50 staff years of contract temporary help which were used during peak or critical workload periods; no appropriation is shown in the 1987-88 budgeted column. The budgeted $175,000 mail machine was encumbered but is not reflected in the 1987-88 actuals (it will be shown as a 1988-89 actual in the 1989-90 budget), however, the revenue offset is included in the $1,562,871 actual revenue figure.

1988-89 OBJECTIVES:

1. Monitor expenditures and revenues 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. Provide monthly property tax revenue allocations to all taxing agencies for them to use in their own cash management processes.
7. Utilize computer technology where possible to improve fiscal information for decision makers.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Revenue and Budget Management (8.00 SY; E-$357,279; R-$0) includes preparation of the County's statutorily mandated line-item budget, administration of Board Policy B-29 and revenue management. This activity is:

   - Not changed; 1987-88 annualized salary increases are offset by decreased retirement system contributions and increased salary savings.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Cont'd)

2. Property Tax Services (19.75 SY; E-$711,654; R-$219,506) includes preparation of property tax bills and apportionment of tax revenues. This activity is:

   - Increased $26,718 for 0.50 SY Associate Accountant and 0.50 SY Accounting Technician to provide full-year funding for positions approved in the 1987-88 Budget.
   - Not changed in other salaries; 1987-88 annualized salary increases are offset by decreased retirement system contributions and increased salary savings.
   - Decreased $181,800 in fixed assets and associated revenues.

3. Controller Branch Office (31.00 SY; E-$924,178; R-$649,005) provides accounting services to several County departments, special districts and enterprise funds. This activity is:

   - Not changed; 1987-88 annualized salary increases are offset by decreased retirement system contributions and increased salary savings.
   - Offset 70% by program revenue.

4. Probation Accounting Division (18.00 SY; E-$483,475; R-$0) provides accounting services to the Probation Department. This activity is:

   - Not changed; 1987-88 annualized salary increases are offset by decreased retirement system contributions and increased salary savings.

5. Other Fiscal Control Subactivities (54.50 SY; E-$1,944,216; R-$439,977) includes General Accounting, Payroll and Travel Accounting and Accounts Payable. These activities are:

   - Increased $35,530 for .50 SY Associate Accountant and 1.00 SY Senior Account Clerk plus one desk to provide joint powers agreement accounting for $166 million and debit memo preparation, fixed asset transactions and warrant issues support which has increased on average 54% since 1984-85.
   - Not changed in other salaries; 1987-88 annualized salary increases are offset by decreased retirement system contributions and increased salary savings.
   - Decreasing $90,000 in revenue due to changes in overage warrant deposit procedures.
   - Offset 23% by program revenues.

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Fees--Various Accounting Services	$714,054	$741,594	$446,156	($295,438)
Interfund Charges	848,817	$816,762	$862,332	45,570
TOTAL	$1,562,871	$1,558,356	$1,308,488	($249,868)

FIXED ASSETS:

Item	Quantity		Cost
Computer Terminals--Assessors Link	3		$3,480
Computer Printer--Assessors Link	1		2,765
Converter Box	1		4,500
Desk	1		560
Printers	2		4,700
Computer Workstations	3		5,385
Mainframe CRT's	2		1,800
Photocopies	2		16,000
Typewriters	4		2,200
		TOTAL	$41,390

PERFORMANCE INDICATORS

PROGRAM: FISCAL CONTROL

DEPARTMENT: AUDITOR AND CONTROLLER

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% OF RESOURCES					
100%					
WORKLOAD					
Probation Account Transactions	141,803	205,864	285,604	242,950	264,100
General Claims	170,143	167,452	181,953	160,000	170,000
Deposit Permits	18,688	18,519	19,873	19,400	18,650
Fixed Asset Property Numbers Processed	24,554	28,124	29,460	32,000	35,000
Redevelopment Project Reports	25	28	36	34	34
Property Tax Services Transactions	1,608,123	1,654,738	1,764,060	1,651,400	1,766,687
Warrants Issued (County and School Districts)	2,756,896	2,866,549	3,017,747	2,950,000	3,050,000

STAFFING SCHEDULE

PROGRAM: FISCAL CONTROL

DEPARTMENT: AUDITOR AND CONTROLLER

Class	Title	STAFF YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2498	Auditor and Controller Manager III	2	2.00	2	2.00	100,140	107,324
2496	Auditor and Controller Manager II	2	2.00	4	4.00	90,858	185,668
2495	Auditor and Controller Manager I	2	2.00	0	0.00	82,394	0
2412	Analyst III	4	4.00	4	4.00	146,710	153,438
2525	Senior Systems Analyst	1	1.00	1	1.00	40,201	45,676
2335	Compensation/Systems Coordinator	2	2.00	2	2.00	76,350	81,813
2501	Senior Auditor/Accountant	0	0.00	11	10.25	0	402,321
2505	Senior Accountant	9	8.25	0	0.00	297,588	0
2512	Senior Auditor	2	2.00	0	0.00	73,590	0
2425	Associate Accountant	23	22.50	24	23.50	669,773	745,671
2403	Accounting Technician	18	17.75	18	18.00	371,166	407,140
2511	Senior Payroll Clerk	6	6.00	6	6.00	124,158	128,556
2510	Senior Account Clerk	23	23.00	24	24.00	445,992	470,072
2730	Senior Clerk	2	2.00	2	2.00	39,492	40,924
2494	Payroll Clerk	1	1.00	1	1.00	16,425	17,896
2760	Stenographer	1	1.00	1	1.00	18,844	19,236
2493	Intermediate Account Clerk	23	23.00	23	23.00	367,273	389,548
2700	Intermediate Clerk Typist	9	9.00	9	9.00	144,516	150,292
9999	Extra Help	5	0.50	5	0.50	12,600	12,600
	Totals	135	129.00	137	131.25	$3,118,070	$3,358,175
	Adjustments:						
	County Contribution and Benefits					1,039,987	1,018,487
	Salary Settlement Costs					153,909	0
	Special Payments					3,150	3,150
	Salary Savings					(29,177)	(92,210)
	Total Adjustments					$1,167,869	$929,427
PROGRAM TOTALS:		135	129.00	137	131.25	$4,285,939	$4,287,602

PROGRAM: DEPARTMENT OVERHEAD # 92101 MANAGER: ROD CALVAO

Department: AUDITOR AND CONTROLLER # 1050 Ref: 1988-89 Proposed Budget, Vol. II - Pg: D32

Authority: County Charter Section 801 designates the Auditor and Controller as the Chief Accounting Officer of the County. This program is required to fulfill that responsibility through the management of departmental programs and operations.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$879,263	$1,058,135	$1,068,615	$1,117,899	$1,101,702
Services & Supplies	175,132	192,950	192,317	175,787	175,787
Other Charges	32,191	530	0	0	0
Fixed Assets	1,000	1,822	1,014	1,500	2,121
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$1,087,586	$1,253,437	$1,261,946	$1,295,186	$1,279,610
FUNDING	0	0	0	0	0
NET COUNTY COSTS	$1,087,586	$1,253,437	$1,261,946	$1,295,186	$1,279,610
STAFF YEARS	34.50	35.50	33.00	35.50	35.50

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.

1987-88 ACTUALS:

The 1987-88 Department Overhead actuals were under budget due to the inability to fill a Stock Clerk position, and normal clerical turnover. Services and Supplies reflects contract temporary help expenditures equivalent to one staff year which was used during peak workload periods; no appropriation is shown in the 1987-88 budget column. Services and Supplies also contains $40,593 in carried over prior year expenditures for which no appropriations are shown in the 1987-88 budgeted column.

PROGRAM: DEPARTMENT OVERHEAD MANAGER: ROD CALVAO

1988-89 OBJECTIVES:

1. Continue to provide fiscal and analytical expertise in significant County-wide projects.

2. Continue an active legislative program so as to assure that state legislation has a positive affect on local government finance.

3. Maintain or exceed current efforts in all Auditor and Controller programs.

1988-89 ADPOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Administration (35.50 SY; E-$1,279,610; R-$0) includes department management, budgeting, personnel, payroll, clerical, and warrant control services. This activity is:

   - Decreased $15,576 due primarily to reduced contributions to the retirement system.

REVENUE BY SOURCE:

There is no revenue associated with this program.

FIXED ASSETS:

Item	Quantity	Cost
Folding Machine	1	2,121
	TOTAL	$2,121

PERFORMANCE INDICATORS

PROGRAM: OVERHEAD

DEPARTMENT: AUDITOR AND CONTROLLER

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% OF RESOURCES					
100%					
WORKLOAD					
Total pieces processed for controlled mailing	3,137,953	3,936,489	4,436,449	3,874,292	4,338,989

STAFFING SCHEDULE

PROGRAM: DEPARTMENT OVERHEAD

DEPARTMENT: AUDITOR AND CONTROLLER

Class	Title	STAFF YEARS 1987-88 Budget Positions	1987-88 Budget SY	1988-89 Adopted Positions	1988-89 Adopted SY	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2106	Auditor and Controller	1	1.00	1	1.00	76,389	84,692
2203	Assistant Auditor and Controller	1	1.00	1	1.00	66,445	70,847
2204	Deputy Auditor and Controller	1	1.00	1	1.00	57,374	63,058
2369	Administrative Services Manager II	0	0.00	1	1.00	0	46,354
2305	Chief Administrative Services	1	1.00	0	0.00	44,317	0
2302	Administrative Assistant III	1	1.00	1	1.00	37,367	39,106
2304	Administrative Assistant I	1	1.00	1	1.00	28,555	29,858
2725	Principal Clerk	1	1.00	1	1.00	25,957	26,916
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2759	Administrative Secretary IV	1	1.00	1	1.00	26,546	28,043
3008	Senior Word Processing Operator	1	1.00	1	1.00	21,957	21,880
3009	Word Processing Operator	3	3.00	3	3.00	59,867	58,146
3069	Senior Data Entry Operator	1	1.00	1	1.00	17,859	18,688
3030	Data Entry Operator	4	4.00	4	4.00	65,661	69,320
2658	Storekeeper II	1	1.00	1	1.00	21,550	21,484
2730	Senior Clerk	3	3.00	3	3.00	59,238	61,386
2650	Stock Clerk	3	3.00	3	3.00	40,025	50,498
2430	Cashier	1	1.00	1	1.00	16,910	18,421
2761	Group Secretary	1	1.00	1	1.00	21,761	20,274
2700	Intermediate Clerk Typist	8	8.00	8	8.00	128,381	134,738
9999	Extra Help	4	0.50	4	0.50	3,150	3,150
	Totals	39	35.50	39	35.50	$842,238	$890,622
	Adjustments:						
	County Contribution and Benefits					301,906	264,328
	Salary Settlement Costs					49,431	0
	Special Payments					7,875	7,875
	Salary Savings					(83,551)	(61,123)
	Total Adjustments					$275,661	$211,080
PROGRAM TOTALS:		39	35.50	39	35.50	$1,117,899	$1,101,702

BOARD OF SUPERVISORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
District #1	$ 298,096	$ 321,467	$ 334,719	$ 366,869	$ 396,869	$ 30,000	8%
District #2	396,230	410,331	429,746	439,047	484,047	45,000	10%
District #3	392,517	374,430	374,188	415,243	433,700	18,457	4%
District #4	359,911	379,134	385,353	412,715	432,183	19,468	5%
District #5	341,310	406,189	395,742	408,913	434,329	25,416	6%
General Office	77,483	98,255	104,630	108,762	106,266	(2,496)	0%
Total Direct Costs	$ 1,865,547	$ 1,989,806	$ 2,024,378	$ 2,151,549	$ 2,287,394	$ 135,845	6%
Funding	0	0	0	0	0	0	0%
Net Program Cost (Without Externals)	$ 1,865,547	$ 1,989,806	$ 2,024,378	$ 2,151,549	$ 2,287,394	$ 135,845	6%
Staff Years	49.35	49.86	50.92	50.92	52.25	1.22	3%

PROGRAM: Legislative, District 1 # 80101 MANAGER: Supervisor Brian Bilbray

Department: Board of Supervisors # 0010 REF: 1988-89 Proposed Budget - Pg: D37, Vol. II

Authority: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1985-86 Actual	1986-87 Actual	1987-88 Actuals	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 275,920	$ 305,815	$ 321,050	$ 355,699	$ 385,699
Services & Supplies	15,374	13,707	9,273	11,170	11,170
Fixed Assets	6,802	1,945	4,396	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 298,096	$ 321,467	$ 334,719	$ 366,869	$ 396,869
FUNDING	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COSTS	$ 298,096	$ 321,467	$ 334,719	$ 366,869	$ 396,869
STAFF YEARS	7.35	8.08	7.75	7.75	8.75

PROGRAM DESCRIPTION:

Brian P. Bilbray serves on the San Diego County Board of Supervisors as the elected representative for the First District. Since taking office on January 7, 1985, Supervisor Bilbray has persistently worked with other members of the Board and County staff to correct past deficiencies in County operations and restore dignity and respect to County government.

During his term, Supervisor Bilbray has established the priority of making County government an active leader in such regional issues as transportation planning, waste management, Bay pollution, and the "War Against Illiteracy". To address these and other issues, he has established an office policy that encourages active participation by members of the public.

Supervisor Bilbray has assumed a leading role in the County's efforts to respond to the impacts of recent immigration reform legislation, to promote voter participation, and to stimulate tourism and the local economy through hosting world-class events such as the Super Bowl and America's Cup races.

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. In addition to his downtown County Administration Center Office, Supervisor Bilbray maintains a district office in Chula Vista.

Supervisor Bilbray serves as the County representative on the San Diego Association of Governments' Board of Directors; Chairman of the San Diego Trolley Board; Chairman of the Local Agency Formation Commission; and on several other boards and commissions.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors
District One

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0100	County Supervisor	1	1.00	1	1.00	$ 64,253	$ 61,956
0372	Confidential Investigator I	3	1.75	3	1.75	31,778	35,354
0373	Confidential Investigator II	5	5.00	6	6.00	190,527	175,083
	Temporary Extra Help	1	0.00	1	0.00	0	0
	TOTAL	10	7.75	11	8.75	$ 286,558	$ 272,393

Adjustments:		
County Contributions and Benefits	$ 54,820	$ 51,648
Salary Adjustments	425	61,658
Salary Settlement Costs	13,896	0
Total Adjustments	$ 69,141	$ 113,306

PROGRAM TOTALS:	10	7.75	11	8.75	$ 355,699	$ 385,699

PROGRAM: Legislative, District 2 # 80101 MANAGER: Supervisor George F. Bailey

Department: Board of Supervisors # 0020 REF: 1988-89 Proposed Budget - Pg: D-40 Vol. II

Authority: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1985-86 Actual	1986-87 Actual	1987-88 Actuals	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 370,553	$ 394,076	$ 413,404	$ 427,992	$ 472,992
Services & Supplies	13,280	11,055	12,521	11,055	11,055
Fixed Assets	12,397	5,200	3,821	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 396,230	$ 410,331	$ 429,746	$ 439,047	$ 484,047
FUNDING	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COSTS	$ 396,230	$ 410,331	$ 429,746	$ 439,047	$ 484,047
STAFF YEARS	10.50	10.67	10.67	10.67	10.00

PROGRAM DESCRIPTION:

The Second Supervisorial District is the largest of the five districts in San Diego County, encompassing almost 2,000 square miles. Its boundaries include the cities of Poway, La Mesa, Lemon Grove, El Cajon, and Santee and the vast majority of the County's unincorporated territory. The Second District serves a total population of 462,594, over 210,955 of whom live in the County's unincorporated area in widely divergent communities such as Lakeside, Ramona, Alpine, Pine Valley, Campo, Tecate, Jamul, Julian, Spring Valley, Casa de Oro, Mt. Helix, Boulevard and Jacumbe.

Supervisor George Bailey represents this predominantly East San Diego County district working with the people to address a wide range of land use, facilities, enforcement, economic development, crime, health and social problems.

The Board of Supervisors is the County of San Diego's chief legislative and executive body and is responsible for administration of State laws, adoption and enforcement of local laws as deemed necessary, and provision of various public services to the region.

The Second District Supervisor is complemented by an experienced, professional staff bringing a high level of service to people throughout the districts. A special feature to this staff is a long range planning administrator working full time on multi-year projects including fire agency services 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.

PROGRAM: Legislative, District 2 # 80101 MANAGER: Supervisor George F. Bailey

PROGRAM DESCRIPTION: (continued)

In addition to his many duties as a Board member, Supervisor George Bailey represents the Board of Supervisors on major regional bodies with far reaching legislative and financial impacts. He is the Chairman of the Criminal Justice Council, member of the California Identification System Remote Access Network (CAL-ID/RAN), Mission Trails Regional Park Task Force, San Diego Regional Employment and Training Consortium (RETC) Policy Board, San Diego Association of Governments (SANDAG), San Diego Areawide Wastewater Reclamation Policy Committee, Sale and Lease Committee, Watershed Fire Council of Southern California, and Director of Western States of the National Association of Regional Councils. In addition, Supervisor Bailey serves on the State Air Resources Board appointed by Governor George Deukmajian in 1985.

Supervisor Bailey currently serves as Chairman of the Board of Supervisors.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors
District Two

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0100	County Supervisor	1	1.00	1	1.00	$ 64,253	$ 61,956
0372	Confidential Investigator I	3	3.00	3	3.00	54,871	54,827
0373	Confidential Investigator II	6	6.00	6	6.00	200,272	203,705
	Temporary Extra Help	1	0.67	1	0.00	4,000	0
	TOTAL	11	10.67	11	10.00	$ 323,396	$ 320,488
Adjustments:							
	County Contributions and Benefits					$ 86,747	$ 80,338
	Salary Adjustments					584	72,166
	Salary Settlement Costs					17,265	0
Total Adjustments						$ 104,596	$ 152,504
PROGRAM TOTALS:		11	10.67	11	10.00	$ 427,992	$ 427,992

PROGRAM: Legislative, District 3 # 80101 MANAGER: Supervisor Susan Golding

Department: Board of Supervisors # 0020 REF: 1988-89 Proposed Budget - Pg: D-43 Vol. II

Authority: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1985-86 Actual	1986-87 Actual	1987-88 Actuals	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 361,801	$ 334,754	$ 341,799	$ 405,243	$ 423,700
Services & Supplies	17,677	17,212	29,334	10,000	10,000
Fixed Assets	13,039	22,464	3,055	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 392,517	$ 374,430	$ 374,188	$ 415,243	$ 433,700
FUNDING	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COSTS	$ 392,517	$ 374,430	$ 374,188	$ 415,243	$ 433,700
STAFF YEARS	10.45	9.80	9.50	9.50	10.50

PROGRAM DESCRIPTION:

Supervisor Susan Golding represents more than 400,000 residents of the San Diego County's Third District on the Board of Supervisors. The district includes most of the City of San Diego north of Interstate 8, stretching inland to Lake Hodges and along the coast to include the southern tip of Encinitas. In addition, Supervisor Golding currently serves as Vice-Chair of the Board of Supervisors.

Since taking office in January of 1985, Supervisor Golding has been strongly committed to securing an adequate and consistent water supply for San Diego County; developing San Diego as a major trade partner in the Pacific Rim; protecting San Diego's coastline and enhancing public safety within it; and preserving precious open space through creation of a major regional park and comprehensive land use plan for the Upper San Dieguito River Valley. In addition, Supervisor Golding has been an advocate for the many thousands of abused children who enter the County's Child Protective Services system.

Supervisor Golding has selected to represent the Board of Supervisors on the Board of Trustees of the Southern California Water Committee, the San Diego County Water Authority, the International Trade Commission, the Service Authority for Freeway Emergencies (SAFE), the Alcohol and Drug Abuse Prevention Task Force (ADAPT), and the Southern California Regional Association of County Supervisors. Supervisor Golding also chairs the Earthquake Preparedness Committee.

PROGRAM: Legislative, District 3 # 80101 MANAGER: Supervisor Susan Golding

PROGRAM DESCRIPTION: (continued)

For the 1987-88 fiscal year, Supervisor Golding establishes the following goals:

1. To work closely with the residents of the Third District on the potential regional impacts presented by growth in both the unincorporated areas of the county and in the established municipalities.

2. Increase the county's water independence by relieving our reliance on outside sources of water, thus assuring that San Diego will retain a consistent, high quality supply of water.

3. Expand San Diego County's role in international trade, with a particular emphasis on supporting the work of the Border Trade Alliance in promoting the viability of joint Mexican-American manufacturing projects.

4. Increase County efforts to attract and retain qualified foster parents who can care for the many thousands of physically, sexually and emotionally abused children within our County.

5. Enhance the community's earthquake preparedness through increased education and drills, and by improving the County's ability to respond to the effects of a major earthquake.

6. Seek major improvements in the County's ability to provide humane service and treatment to the mentally ill and the homeless.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors
District Three

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0100	County Supervisor	1	1.00	1	1.00	$ 64,253	$ 61,956
0372	Confidential Investigator I	2	2.00	3	3.00	41,309	62,872
0373	Confidential Investigator II	6	6.00	6	6.00	217,445	149,809
	Temporary Extra Help	1	0.50	1	0.50	536	499
	TOTAL	10	9.50	11	10.50	$ 323,543	$ 275,136
Adjustments:							
	County Contributions and Benefits					$ 65,053	$ 53,762
	Salary Adjustments					478	94,802
	Salary Settlement Costs					16,169	0
Total Adjustments						$ 81,700	$ 148,564
PROGRAM TOTALS:		10	9.50	11	10.50	$ 405,243	$ 423,700

PROGRAM: Legislative, District 4 # 80101 MANAGER: Supervisor Leon L. Williams

Department: Board of Supervisors # 0040 REF: 1988-89 Proposed Budget Pg: D-46 Vol. II

Authority: California Constitution Article II, Section 4; Government Code Section 25000 - 26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1985-86 Actual	1986-87 Actual	1987-88 Actuals	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 335,268	$ 339,501	$ 362,716	$ 392,165	$ 417,183
Services & Supplies	24,320	24,270	15,029	20,550	15,000
Other Charges	0	15,363	0	0	0
Fixed Assets	323	0	7,608	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 359,911	$ 379,134	$ 385,353	$ 412,715	$ 432,183
FUNDING	0	0	0	$ 0	0
NET COUNTY COSTS	$ 355,929	$ 379,134	$ 385,353	$ 412,715	$ 432,183
STAFF YEARS	9.40	9.43	10.00	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, 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 1987-88 Budget Positions	1987-88 Budget S.Y.	1988-89 Adopted Positions	1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0100	County Supervisor	1	1.00	1	1.00	$ 64,253	$ 61,956
0372	Confidential Investigator I	3	3.00	3	3.00	61,777	44,307
0373	Confidential Investigator II	5	5.00	5	5.00	190,243	211,991
	Temporary Extra Help	1	1.00	1	1.00	536	499
	TOTAL	10	10.00	10	10.00	$ 316,809	$ 318,753
Adjustments:							
	County Contributions and Benefits					$ 59,397	$ 60,089
	Salary Adjustments					525	38,341
	Salary Settlement Costs					15,436	0
Total Adjustments						$ 59,922	$ 98,430
PROGRAM TOTALS:		10	10.00	10	10.00	$ 392,165	$ 417,183

PROGRAM: Legislative, District 5 # 80101 MANAGER: Supervisor John MacDonald

Department: Board of Supervisors # 0050 REF: 1988-89 Final Budget - Pg: D-48 Vol. II

Authority: California Constitution Article II, Section 4; Government Code Section 25000-26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1985-86 Actual	1986-87 Actual	1987-88 Actuals	1987-88 Budget	1988-89 Adopted
Salaries & Benefits	$ 327,706	$ 339,295	$ 354,182	$ 389,973	$ 423,329
Services & Supplies	11,874	29,138	11,293	18,940	11,000
Other Charges	1,730	0	0	0	0
Fixed Assets	0	37,756	30,267	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 341,310	$ 406,189	$ 395,742	$ 408,913	$ 434,329
FUNDING	$ 0	$ 0	$ 0	$ 0	$ 0
NET COUNTY COSTS	$ 341,310	$ 406,189	$ 395,742	$ 408,913	$ 434,329
STAFF YEARS	8.82	8.88	10.00	10.00	10.00

PROGRAM DESCRIPTION:

The Fifth Supervisorial District includes six 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, and Local Agency Formation Commission.

The Fifth District Supervisor keeps lines of communications open with the public through a branch office in Vista and regularly scheduled field visitations in Fallbrook, Valley Center and Borrego Springs. He meets with city officials of the North County on a monthly basis and serves as intermediary in matters of concern to private citizens and other local jurisdictions (cities, special districts, and state agencies).

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors
District Five

Class	Title	STAFF YEARS 1987-88 Budget Positions	1987-88 Budget S.Y.	1988-89 Adopted Positions	1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0100	County Supervisor	1	1.00	1	1.00	$ 64,253	$ 61,956
0372	Confidential Investigator I	4	4.00	4	4.00	84,332	80,677
0373	Confidential Investigator II	5	5.00	5	5.00	158,250	158,760
	TOTAL	10	10.00	10	10.00	$ 306,835	$ 301,393
Adjustments:							
	County Contributions and Benefits					$ 67,161	$ 58,173
	Salary Adjustments					543	63,763
	Salary Settlement Costs					15,434	0
Total Adjustments						$ 83,138	$ 121,936
PROGRAM TOTALS:		10	10.00	10	10.00	$ 389,973	$ 423,329

PROGRAM: Legislative, General Office # 8010 MANAGER: Vice Chair/ Clerk of the Board

Department: Board of Supervisors # 0060 REF: 1988-89 Proposed Budget Vol. II - Page D-50

Authority: California Constitution Article II, Section 4; Government Code Section 25000-26490; County Charter Sections 500 & 501.

MANDATE: Service levels are discretionary.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1987-88 Adopted
COSTS					
Salaries & Benefits	$ 65,756	$ 74,883	$ 86,874	$ 93,132	$ 89,636
Services & Supplies	11,128	12,242	16,820	15,630	15,630
Other Charges	0	0	0	0	0
Fixed Assets	599	11,130	936	0	1,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 77,483	$ 98,255	$ 104,630	$ 108,762	$ 106,266
FUNDING	$ 0	$ 0	$ 0	$ 0	0
NET COUNTY COSTS	$ 77,483	$ 98,255	$ 104,630	$ 108,762	$ 106,266
STAFF YEARS	2.83	3.00	3.00	3.00	3.00

PROGRAM DESCRIPTION:

The General Office provides administrative/office support to the Board of Supervisors under the direction of the Clerk of the Board of Supervisors.

PROGRAM: Legislative, General Office

DEPARTMENT: Board of Supervisors
General Office

FIXED ASSETS

Item	Quantity	Total Cost
Video Cassette Recorder	1	$ 500
Monitor for VCR	1	500
	2	$ 1,000

VCR and Monitor are to be used in Board of Supervisors Library for observation of Board of Supervisors meetings and for showing training films.

STAFFING SCHEDULE

Program: Legislative

Department: Board of Supervisors
General Office

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0372	Confidential Investigator I	2	1.00	2	1.00	$ 25,751	$ 21,591
0373	Confidential Inverstigator II	1	1.00	1	1.00	29,935	26,100
2730	Senior Clerk	1	1.00	1	1.00	17,246	17,858
	TOTAL	4	3.00	4	3.00	$ 72,932	$ 65,549
Adjustments:							
	County Contributions and Benefits					$ 10,145	$ 17,938
	Salary Adjustments					5,991	6,149
	Salary Settlement Costs					4,064	0
Total Adjustments						$ 20,200	$ 24,087
PROGRAM TOTALS:		4	3.00	4	3.00	$ 93,132	$ 89,636

CHIEF ADMINISTRATIVE OFFICE

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Central County Administration	$ 4,395,021	$ 5,180,538	$ 5,458,593	$ 5,606,057	$ 5,979,778	$ 373,721	7%
CAO Special Projects	1,517,922	1,427,784	2,261,018	1,364,264	1,139,832	(224,432)	(16%)
Disaster Preparedness	421,436	459,086	435,671	481,991	569,550	87,559	18%
Memberships, Audits, and Other Charges	491,110	329,307	332,380	334,078	329,237	(4,841)	(1%)
Total Direct Costs	$ 6,825,489	$ 7,396,715	$ 8,487,662	$ 7,786,390	$ 8,018,397	$ 232,007	3%
Funding	(1,126,323)	(1,283,967)	(1,248,200)	(1,301,205)	(903,552)	397,653	(31%)
Net County Costs	$ 5,699,166	$ 6,112,748	$ 7,239,462	$ 6,485,185	$ 7,114,845	$ 629,660	10%
STAFF YEARS	114.25	124.14	113.78	115.58	116.50	0.92	1%

CHIEF ADMINISTRATIVE OFFICER

CENTRAL COUNTY ADMINISTRATION(CCA)

Responsible for administration, supervision and control of the many departments, services, institutions and special districts of the County.

- Executive Office
- Community Involvement
- Veterans Service Office
- Human Relations Commission
- Commission on Children & Youth

44 Positions - 44.00 SY

ADMINISTRATIVE SERVICES (CCA)

Budgeting
Fiscal/Purchasing
Payroll/Personnel
Affirmative Action
Word Processing

9 Positions - 9.00 Staff Years

CAO SPECIAL PROJECTS

- **Detention Facilities:** Manage efforts to expand the County's detention facilities in order to address immediate and future needs.
- **Sale and Lease (SAL):** Develop County-owned property for revenue generation.
- **Economic Development/Redevelopment:** Promote unincorporated area and regional economic development.
- **Water:** Provide a water supply adequate to meet future regional needs.
- **Criminal Justice:** Administration of various Criminal Justice issues.
- **Facility Space Planning:** Finalize regional court space planning, process master plan.

Provide technical assistance in development of a Master Plan for County office consolidation.

16 Positions - 15.00 Staff Years

FINANCIAL MANAGEMENT (CCA)

County Program Budget
Capital Improvement Budget
Economic Analyses
Management & Special Studies

23 Positions - 22.50 Staff Years

OFFICE OF INTERGOVERNMENTAL AND PUBLIC AFFAIRS (CCA)

Legislative Analyses
Public Information

13 Positions - 13.00 Staff Years

OFFICE OF DISASTER PREPAREDNESS

- Provide technical service and education to assist citizens, cities, governmental jurisidictions and other public agencies during a natural or man-made disaster.
- Develop County Emergency Plan
- Administer Regional County Hazardous Materials Program

13 Positions - 13.00 Staff Years

MEMBERSHIPS, AUDITS, OTHER CHARGES

0 Positions - 0 Staff Years

CA/PROP/111 - CAO/ORG/CHRT

NOTES ON STAFFING CHANGES

A net increase of 0.92 staff years is reflected in the Chief Administrative Officer's programs. Changes include the following actions:

Deleted CAO Project Manager (2.00 SY), Financial Management Analyst II (1.50 SY), Analyst II (1.00 SY), Analyst III (1.00 SY), Administrative Secretary III (0.50 SY), and non-permanent (1.08 SY).

Added CAO Staff Officer (2.00 SY), Division Chief, Financial Management (2.00 SY), Senior Veteran Services Representative (1.00 SY), Administrative Secretary IV (1.00 SY), Coordinator, Volunteer Services (1.00 SY) and Analyst II (1.00 SY).

PROGRAM: Central County Administration # 80103 MANAGER: Norman W. Hickey

Department: Chief Administrative Officer # 0200 Ref: 1988-89 Proposed Budget - Pg: D55

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. County Administrative Code Article VIII Sections 125 and 125.1 establish and specify the duties of the Office of Intergovernmental and Public Affairs. The Office of Voice, Video and Data was authorized in the 1986-87 budget change document. The Veterans' Service Office was authorized by the Board of Supervisors on December 16, 1986 (59). The Border Sewage Project was established by Board action on January 22, 1985 (21).

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 3,578,014	$ 4,112,618	$ 4,432,606	$ 4,326,627	$ 4,596,905
Service & Supplies	779,518	1,050,439	971,561	1,226,530	1,336,873
Other Charges	3,511	0	0	0	0
Fixed Assets	33,978	17,481	54,426	52,900	46,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 4,395,021	$ 5,180,538	$ 5,458,593	$ 5,606,057	$ 5,979,778 7%
FUNDING	$ (199,524)	$ (333,920)	(622,360)	$ (709,454)	(284,028) (60%)
NET COUNTY COSTS	$ 4,195,497	$ 4,846,618	$ 4,836,233	$ 4,896,603	$ 5,695,750 16%
STAFF YEARS	81.84	96.16	85.47	85.00	88.50

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 including the Regional Urban Information System (RUIS), the Shared Property System (SPS) and the San Diego Capital Asset Leasing Corporation (SANCAL), that do not fall within existing County departments and support to the Human Relations Commission and the Commission on Children and Youth.

1987-88 ACTUAL:

At the onset of FY 1987-88, salary appropriations in the amount of $90,000 were transferred to the Capital Equipment Budget to augment the purchase of County phone equipment.

Salaries and Benefits are estimated to be higher than budgeted because organizational changes involving the transfer of staff did not take place at the planned time. Reimbursement for labor costs for Labor Relations and Transborder Affairs staff did not take place due to budget shortages in both programs.

PROGRAM: Central County Administration # 80103 MANAGER: Norman W. Hickey

1987-88 ACTUAL: (Continued)

Services and Supplies actual cost includes $60,417 of prior year expenditures.

Fixed Assets actuals reflect $24,932 of prior year costs. FY 1987-88 costs is lower than budget because a photocopy machine ($25,500) and a credenza ($600) were not purchased.

Contract Extra Help (0.47 SY) was used as clerical support in various units.

1988-89 OBJECTIVES:

1. Continue to work with the Board of Supervisors to establish quality of life goals for the County for the next five years.

2. Continue efforts to enhance the County's involvement with non-profit service organizations.

3. Continue efforts to improve the County's external relationships.

4. Improve the budget process, and control of the budget by formally recognizing departments who achieve budget savings, and productivity improvements.

5. Conduct a management review to determine how best to budget Federal and State (A-87 Plan) reimbursement for services provided by support departments such as Employee Services, General Services, and Electronic Data Processing.

6. Secure enactment of the 1988 Board of Supervisors' Legislative Program.

1988-89 ADOPTED BUDGET: SUB PROGRAM ACTIVITIES:

Sub-program activities are summarized below. All activities reflect higher labor costs due to FY 1987-88 salary and benefit increases.

1. Executive Office (32.00 SY; E - $2,692,288; R - $79,994) 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, staffing the Human Relations Commission and the Commission on Children and Youth. In FY 1987-88, implemented Administrative Council forum to resolve major budgetary and service issues facing County government. This activity is:

   - Discretionary/Discretionary Service Level (DDSL)
   - Increasing (3.00 SY CAO Staff Officer (2), Administrative Secretary IV) to staff two Deputy CAO Offices.
   - Shows a lower revenue figure because 57.7% of revenue is shifted to Financial Management.
   - Able to oversee the operations of 38 departments and offices using the services of over 14,000 employees.

2. Office of Financial Management (22.50 SY; E - $1,268,847; R - $81,834) 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. This activity is:

   - Discretionary/Discretionary Service Level (DDSL)
   - Increasing (0.50 SY Financial Management Analyst II) by full-funding a position partially funded in FY 1987-88.
   - Remaining at FY 1987-88 level in services and supplies.
   - Offset 6% by revenue.

3. Office of Intergovernmental and Public Affairs (13.00 SY; E - $1,178,340; R - $102,200) including providing bill regulation and guideline analysis, providing coordination of responses to bills, regulations and guidelines; conducting liaison activities on behalf of the County with other governmental entities; assisting citizens in dealing with County government; and providing media assistance to the Board of Supervisors and County departments. This activity is:

   - Discretionary/Discretionary Service Level (DDSL)
   - Offset 9% by revenue.
   - Remaining at FY 1987-88 staffing level.
   - Increasing 4% in salary and benefit costs due to FY 1987-88 increases.
   - Able to prepare the County legislative program and positions on legislation.

4. Community Involvement Office (7.00 SY; E - $276,858; R - $0) including managing the County-wide system for citizen committee participation in County policies and programs, and administering the County Volunteer Program, is:

   - Discretionary/Discretionary Service Level (DDSL)
   - Realizing a net benefit of $14,129,139 for FY 86-87 by countywide use of volunteers in lieu of paid staff.
   - Increasing (1.00 SY Coordinator, Volunteer Services) to manage Children's Waiting Room staff. This position was added mid-year.
   - Remaining at FY 1987-88 services and supplies level.
   - Able to provide staff to 6 County committees and the Council of Committee Chairpersons.

5. Veterans Service Office (5.00 SY; E - $182,532; R - $20,000) including providing direct services to the veteran population in San Diego County, is:

   - Discretionary/Discretionary Service Level (DDSL)
   - Increasing (1.00 SY Senior Veteran Services Representative) due to position approved mid-year FY 1987-88.
   - Increasing $8,090 in Services and Supplies because no specific funds were budgeted previously.
   - Serving a veteran population of approximately 266,000 persons.
   - Offset 11% by revenue. Able to earn revenue by staffing level and work units based on performance as ascertained in an annual audit by the State of California Department of Veteran's Affairs.

6. Administrative Services (9.00 SY; E - $380,913; R - $0) including support services to the entire CAO complex, budgeting, word processing, accounting, payroll and personnel, is:

   - Discretionary/Discretionary Service Level (DDSL)
   - Remaining at FY 87-88 staffing level.
   - Able to handle all transactions in payroll, fiscal and purchasing for the Equal Opportunity Office and the Department of Human Resources in addition to CAO support (employee count 324).

PROGRAM: Central County Administration # 80103 MANAGER: Norman W. Hickey

REVENUE BY SOURCE:

PROGRAM REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Interfund Charges				
Road Fund	$ 87,918	$ 87,918	$ 83,362	$ (4,556)
Air Pollution Control District	18,813	18,813	12,739	(6,074)
Airport Enterprise Fund	3,907	3,907	2,082	(1,825)
Liquid Waste Enterprise Fund	20,812	20,812	12,611	(8,201)
Solid Waste Enterprise Fund	10,310	10,310	6,297	(4,013)
Library Fund	45,957	45,957	24,737	(21,220)
(No match required)				
Revenue Cost - SB 813	26,685	30,000	20,000	(10,000)
(No match required)				
State Aid for Veterans	3,171	9,320	20,000	10,680
(No match required)				
Operating Transfer CATV	391,272	482,417	102,200	(380,217)
(No match required)				
Other Revenue Prior Year	8	0	0	0
(No match required)				
Recovered Expenditures	203	0	0	0
(No match required)				
Other Miscellaneous	13,304	0	0	0
(No match required)				
Total	$ 622,360	$ 709,454	$ 284,028	$ (425,426)

Explanation/Comments

The overall decrease in revenue for Interfund Charges results from the transfer of the Labor Relations and Contract Compliance activities to other departments and recalculation of A-87 costs by the Auditor.

Revenue from the Shared Property Tax System (AB 2890) to offset the manager cost will be less than budgeted in FY 1987-88 because the managerassigned to the system was given an additional project. Revenue is thereby decreased in FY 1988-89.

Minimum subvention funding was received by the Veteran's Service Office in FY 1987-88 because there were no auditable workload units for FY 1986-87. Subvention funding will increase as more workload units are attained. The County may qualify to receive AB 1807 matching federal funds in FY 1988-89, however, no amount is determined to date.

Operating transfer actual revenue from the Cable Television Fund reflects a decrease in FY 1987-1988 because the Office ofVoice, Data and Video was disbanded mid-year. In 1988-89, this revenue will decrease $380,217 because CATV Interest Funds are unavailable and the Office of Voice, Data, and Video will be integrated with the Department of Information Services.

The Office of Intergovernmental and Public Affairs utilizes revenue from the CATV Fund to provide assistance to the citizens of the County of San Diego in their dealings with County government; provide assistance to County departments in planning, writing, and implementing policies regarding citizen complaints; provide media assistance to the Board of Supervisors and County departments in the areas of County newsletters, news and photo releases, press conferences, audio/visual presentations and special events; and produce informational and educational materials related to County government.

Unanticipated revenue was received in FY 1987-88 from trust-funds for the Public Arts Advisory Council and the Children's Waiting Room.

PROGRAM: Central County Administration # 80103 MANAGER: Norman W. Hickey

COUNTY COST DETAIL:

No revenue in this program requires a match.

FIXED ASSETS:

Fixed Assets approved by the Board of Supervisors are:

Item	Quantity	Total Cost
Computer Equipment	Lot	$ 40,000
Electronic Flash Unit	2	1,000
Extended Memory Board	1	1,000
Math Co-Processor	2	1,000
Network Boards and Hub	3	3,000
		$ 46,000

The fixed assets budget in FY 1988-89 is 13% ($6,900) lower than in FY 1987-88.

STAFFING SCHEDULE

Program: Central County Administration — Department: Chief Administrative Officer

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
Executive and Administrative Services							
2109	Chief Administrative Officer	1	1.00	1	1.00	$ 108,341	$ 113,318
2206	Assistant Chief Administrative Officer	1	1.00	1	1.00	83,391	96,381
2104	Deputy Chief Administrative Officer	2	2.00	4	4.00	162,820	391,876
0347	CAO Project Manager	2	2.00	2	2.00	109,183	128,100
8805	Executive Manager, Pol. & Admin. Plan	1	1.00	0	0.00	82,895	0
8806	Executive Manager, External Affairs	1	1.00	0	0.00	82,895	0
0341	Special Asst, Community Affairs	1	1.00	1	1.00	55,155	55,356
0348	CAO Staff Officer	7	7.00	9	9.00	318,578	382,780
2414	Analyst IV	1	1.00	1	1.00	43,249	45,269
2323	CAO Staff Assistant III	1	1.00	1	1.00	39,237	41,049
2302	Administrative Assistant III	1	1.00	1	1.00	37,367	39,106
2303	Administrative Assistant II	0	0.00	1	1.00	0	29,881
2755	CAO/ACAO Secretary	2	2.00	2	2.00	55,712	58,884
2759	Administrative Secretary IV	3	3.00	4	4.00	79,638	112,172
3008	Senior Word Processor Operator	2	2.00	2	2.00	43,914	43,760
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2403	Accounting Technician	1	1.00	0	0.00	21,319	0
2511	Senior Payroll Clerk	1	1.00	1	1.00	20,693	21,426
3009	Word Processor Operator	2	2.00	2	2.00	35,564	36,035
2730	Senior Clerk	2	2.00	1	1.00	35,529	19,897
2494	Payroll Clerk	1	1.00	1	1.00	16,251	16,237
2709	Departmental Clerk	1	1.00	1	1.00	12,099	12,484
	Sub-total	35	35.00	37	37.00	$ 1,466,759	$1,667,774
Office of Intergovernmental and Public Affairs							
0349	Director, Office of Intergovernmental and Public Affairs	1	1.00	1	1.00	$ 57,374	$ 66,190
2276	Public Affairs Officer	1	1.00	1	1.00	47,982	60,508
2309	Principal Legislative Coordinator	1	1.00	1	1.00	44,317	46,354
2414	Analyst IV	1	1.00	1	1.00	41,656	43,515
2413	Analyst III	2	2.00	2	2.00	74,734	76,357
2354	Assistant Public Affairs Officer	1	1.00	1	1.00	38,265	38,521
2357	Photographic Audio Visual Specialist	1	1.00	1	1.00	30,455	31,866
3816	Graphic Designer	1	1.00	1	1.00	30,455	31,866
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
3009	Word Processor Operator	1	1.00	1	1.00	18,438	19,303
2730	Senior Clerk	1	1.00	1	1.00	17,312	18,850
2700	Intermediate Clerk Typist	1	1.00	1	1.00	14,962	16,689
	Sub-total	13	13.00	13	13.00	$ 440,595	$ 476,075

STAFFING SCHEDULE

Program: Central County Administration — Department: Chief Administrative Officer

Class	Title	STAFF YEARS 1987-88 Budget Pos.	1987-88 Budget S.Y.	1988-89 Actual Pos.	1988-89 Actual S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
Human Relations Commission							
2413	Analyst III	1	1.00	1	1.00	$ 36,806	$ 39,106
2757	Administrative Secretary II	1	1.00	1	1.00	21,761	19,672
	Sub-total	2	2.00	2	2.00	$ 58,567	$ 58,778
Office of Voice, Data & Video							
0347	CAO Project Manager	1	1.00	0	0.00	$ 63,447	$ 0
	Sub-total	1	1.00	0	0.00	$ 63,447	$ 0
Commission on Children and Youth							
0350	Coord. Commission on Children and Youth	1	1.00	1	1.00	$ 41,040	$ 44,143
2758	Administrative Secretary III	1	1.00	1	1.00	22,305	22,728
	Sub-total	2	2.00	2	2.00	$ 63,345	$ 66,871
Office of Financial Management							
0359	Director, Financial Management	1	1.00	1	1.00	$ 69,065	$ 75,586
2161	Division Chief, Financial Management	0	0.00	2	2.00	0	95,004
2393	Financial Management Analyst III	5	5.00	5	5.00	227,110	226,660
2392	Financial Management Analyst II	14	13.50	12	12.00	506,496	481,080
2759	Administrative Secretary IV	1	1.00	1	1.00	26,546	28,043
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,720	17,330
9999	Extra Help	1	0.50	1	0.50	11,000	11,000
	Sub-total	23	22.00	23	22.50	$ 856,937	$ 934,703

STAFFING SCHEDULE

Program: Central County Administration — Department: Chief Administrative Officer

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	STAFF YEARS 1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	SALARY AND BENEFIT COSTS 1988-89 Adopted
Veterans Service Office							
0351	Veteran Service Officer	1	1.00	1	1.00	$ 42,944	$ 50,194
2342	Senior Veteran Services Representative	0	0.00	1	1.00	0	27,700
2353	Veteran Services Representatives	2	2.00	2	2.00	48,138	51,868
2700	Intermediate Clerk Typist	1	1.00	1	1.00	14,108	17,330
	Sub-total	4	4.00	5	5.00	$ 105,190	$ 147,092
Community Involvement Office							
2304	Administrative Assistant I	1	1.00	1	1.00	$ 25,124	$ 26,141
2325	Director, Community Involvement Office	1	1.00	1	1.00	44,317	46,354
2412	Analyst II	1	1.00	1	1.00	33,870	35,433
2413	Analyst III	1	1.00	1	1.00	37,367	39,106
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,805	17,203
2758	Administrative Secretary III	0	0.00	1	1.00	0	26,056
2760	Stenographer	1	1.00	0	0.00	16,441	0
6344	Coordinator, Volunteer Services	0	0.00	1	1.00	0	23,158
	Sub-total	6	6.00	7	7.00	$ 172,924	$ 213,451
	TOTAL	86	85.00	89	88.50	$3,227,764	$3,564,744
Adjustments:							
	County Contributions and Benefits					$1,002,980	$ 958,049
	Employee Compensation Insurance					9,689	13,570
	Unemployment Insurance					2,502	2,757
	Salary Settlement Costs					151,551	
Special Payments:							
	Salary Adjustment					80,378	152,550
	Salary Savings					(148,237)	(94,765)
Total Adjustments						$1,098,863	$1,032,161
PROGRAM TOTALS:		86	85.00	89	88.50	$4,326,627	$4,596,905

PROGRAM: CAO Special Projects # 87131 MANAGER: Norman W. Hickey

Department: Chief Administrative Officer # 0200 Ref: 1988-89 Proposed Budget - Pg: D63

Authority: The Jail Emergency Building Project was established by Board action on February 11, 1986 (36). Board Action on January 27, 1981 (51) established the Sale and Lease Project which includes Edgemoor Development, Centre City Planning, and Kettner/Cedar Parcel Development. The Unincorporated Area Revitalization Program was established by Board action December 17, 1985 (67) for Spring Valley, and expanded June 2, 1987 (98) to include Lakeside, Ramona and Fallbrook. Board Action on August 13, 1985 (27) and August 6, 1985 (37) established the CAC Parking Lot Ad Hoc Committee and the International Trade Commission. County Redevelopment Projects approved by the Board include Gillespie Field, authorized February 11, 1986 (13), and Upper San Diego River, July 16, 1986 (12-14). The Lease Consolidation Study was assigned by the Chief Administrative Officer in July, 1986. Board actions on September 15, 1981 (126) and June 9, 1982 (8) authorized the Water Independence Project. The City/County Water Reuse Grant was assigned to the Office of Special Projects in March, 1984 by the Chief Administrative Officer. Board action on January 22, 1985 (21) and June 25, 1984 (7) established the Border Sewage Project and the Criminal Justice Unit.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 979,279	$ 987,544	$ 859,531	$ 916,354	$ 737,977
Services & Supplies	336,093	439,347	400,749	446,510	401,855
Other Charges	186,011	316	1,000,738	0	0
Fixed Assets	16,539	577	0	1,400	0
Vehicles/Comm. Equipment	0	0	0	0	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,517,922	$ 1,427,784	$ 2,261,018	$ 1,364,264	$ 1,139,832 (16%)
FUNDING	$ (562,603)	$ (616,253)	$ (313,095)	$ (284,606)	$ (264,930) (7%)
NET COUNTY COSTS	$ 955,319	$ 811,531	$ 1,947,923	$ 1,079,658	$ 874,902 (19%)
STAFF YEARS	21.43	16.75	16.73	19.08	15.00

PROGRAM DESCRIPTION:

The CAO Special Projects program 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. Criminal Justice, a separate unit in FY 1987-88, has been consolidated with the Office of Special Projects.

The Office of Special Projects provides timely support to County management in its efforts to assist the Board of Supervisors in establishing applicable policies, implement projects and programs which are highly visible, and undertaking studies/analyses of complex and sensitive issues. A major objective of the Office of Special Projects is to manage efforts to expand the County's detention facilities in order to address immediate and future needs. Court space planning and the completion of an updated master plan is also representative of the Office's focus on major County program needs. In addition, this Office carries out various economic development activities including management and support of Sale and Lease (SAL) projects, provides staff support to related committees, and Performs redevelopment and economic revitalization analyses. Through its varied activities, the Office of Special

PROGRAM: CAO Special Projects # 87131 MANAGER: Norman W. Hickey

PROGRAM DESCRIPTION (Continued)

Projects works towards developing new sources of discretionary revenue from the creative management of County properties. Another function performed by this Office is to analyze and coordinate the development of solutions to significant water supply and conservation management issues facing the County.

1987-88 ACTUALS:

Actual costs, funding and staff years differ significantly from 1987-88 budget amounts for the following reasons:

Office of Special Projects: Actual costs are higher than budgeted due to prior year Board appropriations and an authorized payment of $1,000,000 to the City of Santee to settle an augmentation fund issue. Revenue is higher than budgeted due to reimbursement of prior year expenditures from CDBG, EDA Grant and Redevelopment Agency funds.

Criminal Justice Unit: Actual costs and staff years are lower than budgeted due to the completion of certain tasks and the consolidation of remaining Criminal Justice activities with the Office of Special Projects.

1988-89 OBJECTIVES:

1. Continue to manage and coordinate efforts for the acquisition and development of new detention facilities.
2. Continue to provide staff support to the San Diego County Regional Justice Facility Financing Agency.
3. Develop and implement plans for the disposition of surplus County properties (e.g., Edgemoor, Kettner/Cedar) to generate new revenues and stimulate economic development.
4. Carry out various unincorporated area revitalization and redevelopment efforts including Spring Valley, Lakeside, Ramona and Fallbrook economic development/revitalization programs, the Gillespie Field Redevelopment Project and Upper San Diego River redevelopment.
5. Analyze and coordinate development of solutions to significant water supply problems through various means, including providing staff support to Board members who represent the County on Water Authority and Southern California Water Committee, and provide support for implementation of the County's water management policy, conservation program, and Water Reuse Grant.
6. Provide staff support to the County Administration Center (CAC) Parking Lot Ad Hoc Committee and the San Diego Region Overall Economic Development Program (OEDP) Committee.
7. Represent the County on various committees established to guide Centre City planning and development activities/studies.
8. Conduct negotiations with cities to mitigate the loss of County property tax increment from city redevelopment projects.
9. Finalize regional court space planning process and master plan.
10. Provide special analyses and coordination of key criminal justice issues as directed by the Board, Criminal Justice Council and the Chief Administrative Officer.
11. Provide technical assistance in the development of a Master Plan for County office consolidation.
12. Provide staff analysis and recommendations to Board of Supervisors on feasibility of pursuing the Cedar Street Mall concept as the site for a government complex including additional County office space and other public, quasi-public and private uses.

PROGRAM: CAO Special Projects # 87131 MANAGER: Norman W. Hickey

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

A significant change in the CAO Special Projects program is the elimination of the Criminal Justice Unit. The functions, duties and responsibilities of this sub-program have been transferred to the Office of Special Projects resulting in an overall reduction in staff and total program cost.

Office of Special Projects (15.00 SY; E-$1,139,832; R-$264,930) manages acquisition and development of new detention facilities, economic development, redevelopment, revitalization and water activities. These include the Jail Emergency Building Program, Sale and Lease, Unincorporated Area Development/Revitalization, the Gillespie Field Redevelopment Project, as well as court space planning and administration of various criminal justice issues. The Office of Special Projects also provides staff support for County involvement in the Water Authority and Southern California Water Committee. These activities are:

- Discretionary/Discretionary Service Level (DDSL).
- Offset 23% by program revenue.
- Decreasing due to consolidation of the Criminal Justice Unit with the Office of Special Projects.

PROGRAM REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
AB 189 Funds (no match required)	$ 141,280	$ 141,280	$ 141,280	$ 0
Airport Enterprise Fund (no match required)	0	36,463	0	(36,463)
Redevelopment Agency (no match required)	33,904	0	30,000	30,000
Community Development Block Grant (no match required)	16,727	0	0	0
EDA 302(a) Planning Grant (25% match required*)	45,319	0	0	0
Edgemoor Fund (no match required)	41,879	104,893	77,650	(27,243)
Recovered Expenditures (no match required)	30,910	0	16,000	16,000
Other Revenue Prior Year (no match required)	3,076	0	0	0
TOTAL	$ 313,095	$ 282,636	$ 264,930	$ (17,706)

Explanation/Comments:

The Redevelopment Agency replaced the Airport Enterprise Fund midyear as the funding source for Gillespie Field Redevelopment. The increase of $16,727 in CDBG funds from FY 1987-88 Budgeted represents reimbursement of prior year costs. EDA Planning Grant funding of $19,032 was received in FY 1987-88 for 1986-87 costs. The balance of EDA funding in 1987-88 represents revenue from a new grant approved by the Board 8/11/87. Reimbursable revenue from the Edgemoor Development Project is projected lower in FY 1987-88 due to the uncertain status of the Edgemoor Development Project. Recovered expenditures include $15,128 reimbursement for prior year costs of the Upper San Diego River Project and $15,000 reimbursement from the Health Department for work completed on Edgemoor Development. FY 1988-89 revenue from the Capital Outlay Fund will offset expenditures for work completed on the East Mesa Detention Facility.

Budgeted activities of the Office of Special Projects constitute the required County match. There are no additional County costs associated with the grant.

FIXED ASSETS:

No fixed assets are budgeted.

STAFFING SCHEDULE

Program: CAO Special Projects

Department: Chief Administrative Officer

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
OFFICE OF SPECIAL PROJECTS							
0347	CAO Project Manager	1	1.00	1	1.00	$ 69,065	$ 77,046
2414	Analyst IV	1	1.00	2	2.00	43,249	90,538
2347	Capital Projects Coordinator	1	1.00	1	1.00	44,317	46,354
3550	Senior Planner	2	2.00	2	2.00	78,703	81,573
5570	Senior Real Property Agent	1	1.00	1	1.00	38,875	39,696
2413	Analyst III	3	3.00	3	3.00	109,343	130,545
2412	Analyst II	1	1.00	1	1.00	31,839	34,072
2758	Administrative Secretary III	2	1.50	1	1.00	35,545	26,056
3008	Senior Word Processing Operator	1	1.00	1	1.00	21,957	21,880
9999	Extra Help	2	1.00	2	1.00	10,568	10,568
2760	Stenographer	0	0.00	1	1.00	0	16,478
	Sub-total	15	13.50	16	15.00	$ 483,461	$ 574,806
CRIMINAL JUSTICE							
0347	CAO Project Manager	1	1.00	0	0.00	$ 53,171	$ 0
2414	Analyst IV	1	1.00	0	0.00	43,249	0
2413	Analyst III	1	1.00	0	0.00	37,367	0
2412	Analyst II	1	1.00	0	0.00	33,870	0
2758	Administrative Secretary III	1	1.00	0	0.00	24,645	0
9999	Temporary Extra Help	1	0.58	0	0.00	7,651	0
	Sub-total	6	5.58	0	0.00	$ 199,953	$ 0
	TOTAL	21	19.08	16	15.00	$ 683,414	$ 574,806
Adjustments:							
	County Contributions and Benefits					$ 206,114	$ 164,315
	Salary Settlement Costs					32,220	0
	Employee Compensation Insurance					2,479	2,664
	Unemployment Expense					518	438
Special Payments:							
	Overtime (specify type)					0	0
	Shift Differential					0	0
	Bilingual Pay					0	0
	Etc.					0	0
Salary Adjustments						10,952	10,808
Salary Savings						(19,343)	(15,054)
Total Adjustments						$ 232,940	$ 163,171
PROGRAM TOTALS:		21	19.08	16	15.00	$ 916,354	$ 737,977

PROGRAM: Disaster Preparedness # 31519 MANAGER: Daniel J. Eberle

Department: Chief Administrative Officer # 0200 Ref: 1988-89 Proposed Budget: Pg. D68

Authority: Division 1, Title 2, Chapter 7, California Government Code: Title 3, Division 1, Chapter 1, 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."

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 373,735	$ 385,327	$ 401,744	$ 429,136	$ 471,195
Services & Supplies	35,209	41,566	33,379	48,755	52,355
Other Charges	0	0	0	0	0
Fixed Assets	12,492	32,193	548	4,100	46,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 421,436	$ 459,086	$ 435,671	$ 481,991	$ 569,550
FUNDING	(339,696)	(333,794)	(312,745)	(307,145)	(354,594)
NET COUNTY COSTS	$ 81,740	$ 125,292	$ 122,926	$ 174,846	$ 214,956
STAFF YEARS	10.98	11.23	11.58	11.50	13.00

PROGRAM DESCRIPTION:

The Office of Disaster Preparedness (ODP) provides 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 eighteen (18) 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.

1987-88 ACTUALS:

The $12,277 salary savings/difference between the 1987-88 Budget and 1987-88 Actual is due to staff turnover in the Operations Officer class and the subsequent time necessary to fill the positions. The $3,552 difference in Fixed Assets is due to San Onofre/Southern California Edison deciding not to reimburse the County for radiological monitoring equipment. Therefore, we did not purchase the equipment. The $5,600 in additional revenue was unanticipated revenue thru the Earthquake Conference that we developed in support of Earthquake Preparedness Month ($5,200) and $400 in insurance reimbursements for a stolen pager. The additional .08 staff years were used with the additional responsibilites we assumed with the Earthquake Preparedness Committee.

PROGRAM: Disaster Preparedness # 31519 MANAGER: Daniel J. Eberle

1988-89 OBJECTIVES:

1. Develop a Model School Earthquake Preparedness Plan.

2. Integrate the Southern California Earthquake Preparedness Program (SCEPP) into the San Diego Operational Region.

3. Review and revise the Hazardous Materials Incident Response (HIRT) Program.

4. Work with the CAO's Administrative Councils to upgrade the Emergency Operations Center.

5. Work with the State to implement the Statewide Operational Concept in the San Diego Operational Region.

6. Work with the Department of Animal Control to develop a Mutual Aid Agreement and Plan.

7. Develop and implement a multi-year regional exercise schedule.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

In this program, actual net costs to the County are increased by approximately 14% over the 1987-88 adopted budget due to a reduction in revenue from the Federal Emergency Management Agency. An increase of 11% in revenue from the incorporated cities is expected because of increased population and assessed valuation and the addition of Encinitas and Solana Beach.

1. SONGS - (0.8 SY; E- $36,000; R- $36,000) including planning for the San Onofre Nuclear Generating Station, is

   - Mandated/Mandated Service Level (MMSL)
   - Offset 100% by revenue
   - Remaining at FY 1987-88 staffing levels

2. Planning - (5.60 SY; E- $241,775; R- $134,297) including development and maintenance of the County's Emergency Plan and annexes, and such other emergency plans as the Flood, Earthquake, and Hazardous Materials Plans, and assistance to cities in developing compatible plans. Includes 0.5 staff year for the implementation of planning to achieve the goals of the Earthquake Preparedness Committee. This activity is:

   - Mandated/Discretionary Services Level (MDSL)
   - Offset 56% by revenue
   - Increasing 0.25 SY due to increased effort in earthquake preparedness activities.

3. Operations - (5.60 SY; E- $241,775; R- $134,297) including coordinating response to emergencies and disasters, conducting exercises to prepare for emergency response, providing training and public education in emergency response and earthquake preparedness, maintaining overall emergency communications, operating Federal Surplus Property and Sandbag Programs. This activity is:

   - Mandated/Discretionary Service Level (MDSL)
   - Offset 56% by revenue
   - Increasing 0.25 SY due to increased effort in earthquake preparedness activities.

4. HIRT (Hazardous Materials Incident Response Team) - (1.00 SY; E-$50,000; R-$50,000) including Planning, development and maintenance of the HIRT Program, and management of the HIRT Trust Fund and Cost Recovery Program.

   - Mandated/Mandated Service Level (MMSL)
   - Offset 100% by revenue
   - 1988-89 is first year.

PROGRAM: Disaster Preparedness # 31519 MANAGER: Daniel J. Eberle

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Civil Defense Administration (44% Match Required)	$ 141,906	$ 155,190	$ 131,495	$ (23,695)
Civil Defense Cities (44% Match Required)	150,597	151,955	173,099	21,144
Other Government Agencies (HIRT) (No Match Required)	0	0	50,000	50,000
Recovered Expenditures (No Match Required)	10,912	0	0	0
Other - Miscellaneous (No Match Required)	9,330	0	0	0
TOTAL	$ 312,745	$ 307,145	$ 354,594	$ 47,449

Explanation/Comments:

Change in Civil Defense Administation from FY 87-88 of $155,190 to FY 88-89 of $131,495 ($23,695 less) is due to Federal Government (FEMA) budget cutbacks. City Shares (Civil Defense Cities) increase of $21,144 is due to population and assessed valuation growth. The $50,000 for HIRT is for one (1) staff position and associated costs.

County Cost Detail

Revenue Match:	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Planning	$ 61,463	$ 87,423	$ 107,478	$ 20,055
Operations	61,463	87,423	107,478	20,055
Sub-Total	$ 122,926	$ 174,846	$ 214,956	$ 40,110
Total	$ 122,926	$ 174,846	$ 214,956	$ 40,110

NO OVERMATCH

FIXED ASSETS:

Item	Quantity	Total Cost
Computer System	1	$ 35,000
Personal Computer	1	3,000
Cellular Telephones	2	5,000
Facsimilie Machine	1	3,000
	5	$ 46,000

VEHICLES/COMMUNICATIONS EQUIPMENT

No vehicles or communications equipment was requested.

PERFORMANCE INDICATORS

Program: Disaster Preparedness

Department: Chief Administrative Office

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A:					
% of Resources					
100%					
Workload					
Emergency Plans, New & Revised Cities and County	100%	100%**	100%**	100%**	100%**
Countywide Disaster Exercises	2	2	2	2	2
City Exercises	3	3	4	3	5
Emergency Training Sessions	150	75	75	75	110
Emergency/Incidents Responded To	70	70	76	70	80

* Workload and Plan contents determined by State guidelines.
We will be in conformance and on schedule with guidelines.

Efficiency					
Operating Office/Public Served Ratio (in thousands)	1/343	1/347	1/361	1/347	1/373

STAFFING SCHEDULE

Program: Disaster Preparedness

Department: Chief Administrative Officer

Class	Title	STAFF YEARS 1987-88 Budget Positions	1987-88 Budget S.Y.	1988-89 Adopted Positions	1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2284	Director, Office of Disaster Preparedness	1	1.00	1	1.00	$ 49,145	$ 53,810
2302	Administrative Assistant III	1	1.00	1	1.00	36,874	43,488
5865	Disaster Preparedness Operations Officer II	6	6.00	6	6.00	175,991	176,277
2620	Property & Salvage Coordinator	1	1.00	0	0.00	18,933	0
2413	Analyst II	0	0.00	1	1.00	0	29,881
2403	Accounting Technician	0	0.00	1	1.00	0	22,970
3008	Senior Word Processing Operator	1	1.00	1	1.00	21,957	19,080
2730	Senior Clerk	0	0.00	1	1.00	0	17,858
2700	Intermediate Clerk Typist	1	1.00	1	1.00	15,774	17,330
9999	Extra Help	1	0.50	0	0.00	6,850	0
	Sub-Total	12	11.50	13	13.00	$ 325,524	$ 380,694
	ADJUSTMENTS:						
	County Contributions & Benefits					$ 82,412	$ 83,721
	Employee Compensation Insurance					1,726	2,083
	Unemployment Expense					326	407
	Salary Settlement Costs					15,115	
	Salary Adjustments					(112)	(660)
	Other Extraordinary Pay					12,350	12,350
	Salary Savings					(8,205)	(7,400)
	TOTAL ADJUSTMENTS					$ 103,612	$ 90,501
	PROGRAM TOTALS:	12	11.50	13	13.00	$ 429,136	$ 471,195

PROGRAM: Memberships, Audits, and Other Charges # 00001 MANAGER: Norman W. Hickey

Department: Chief Administrative Officer # 0200 Ref: 1988-89 Proposed Budget-Pg: D73

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Services & Supplies	370,241	292,991	323,718	324,078	319,237
Other Charges	120,869	36,316	8,662	10,000	10,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 491,110	$ 329,307	$ 332,380	$ 334,078	$ 329,237 (1%)
FUNDING	(24,500)	0	0	0	0 0%
NET COUNTY COSTS	$ 466,610	$ 329,307	$ 332,380	$ 334,078	$ 329,237 (1%)
STAFF YEARS	0.00	0.00	0.00	0.00	0.00

PROGRAM DESCRIPTION:

This program has County-wide impacts and annually 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.

SUPPORTING DOCUMENTATION:

1987-88 ACTUALS:

Actual expenses for this program did not vary significantly from budget.

PROGRAM: Memberships, Audits, and Other Charges # MANAGER: Norman W. Hickey

1988-89 ADOPTED BUDGET:

This program exists solely to isolate certain County-wide expenses which are in the Chief Administrative Officer's budget and do not pertain to the other program activities.

Costs for this program are summarized as follows:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Services and Supplies				
Independent Audit	$ 41,208	$ 84,374	$ 84,374	$ 0
Bond Consultant/Financial Services	0	20,000	20,000	0
County Supervisors Association of California (CSAC)	79,972	79,972	87,519	7,547
National Association of Counties (NACO)	25,662	29,100	29,100	0
San Diego Association of Governments (SANDAG)	71,078	74,182	81,644	7,462
Southern California Water Committee	10,000	10,000	10,000	0
Southern California Regional Association of Counties	1,000	850	1,000	150
San Diego Water Reclamation Agency	20,000	20,000	0	(20,000)
California, Arizona, Nevada Innovation Group (CAN)	5,000	5,000	5,000	0
Watershed Fire Council of Southern California	600	600	600	0
Prior Year Expenses - Services & Supplies	69,198	0	0	0
Prior Year Expenses - Other Charges	0	0	0	0
Sub-Total	$ 323,718	$ 324,078	$ 319,237	($ 4,841)
Other Charges				
Search and Rescue	$ 8,662	$ 10,000	$ 10,000	$ 0
Sub-Total	$ 8,662	$ 10,000	$ 10,000	$ 0
Total	$ 332,380	$ 334,078	$ 329,237	($ 4,841)

FIXED ASSETS:

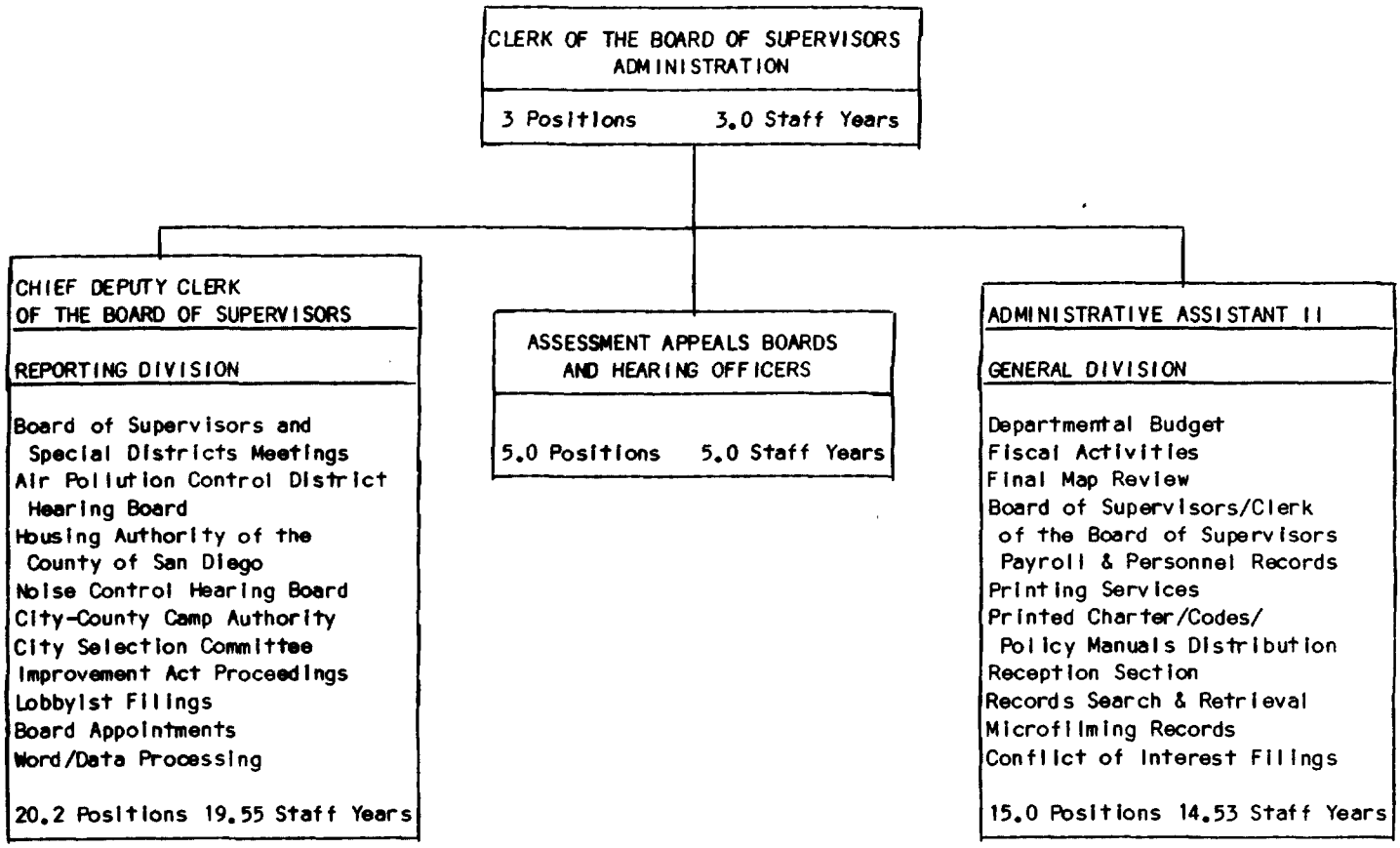
Fixed Assets are not required by this program.

COUNTY COST DETAIL:

There is no revenue associated with this program.

CLERK OF THE BOARD OF SUPERVISORS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change from 1987-88 Budget	% Change
Reporting/Staff Services	$ 1,296,986	$ 1,292,970	$1,441,715	$1,466,077	$ 1,443,942	$(22,135)	(1.5)
Total Direct Costs	$ 1,296,986	$ 1,292,970	$1,441,715	$1,466,077	$ 1,443,942	(22,135)	(1.5)
Funding	(115,779)	(166,130)	(129,943)	(127,623)	(136,471)	(8,848)	(6.9)
Net County Cost	$ 1,181,207	$ 1,126,840	$1,311,772	$1,338,454	1,307,471	(30,983)	(2.3)
Staff Years	39.80	41.70	42.76	42.53	42.06	(.47)	(2.6)



TOTAL POSITIONS 43.2

TOTAL STAFF YEARS 42.08

PROGRAM: REPORTING/STAFF SERVICES # 80102 MANAGER: KATHRYN A. NELSON

Department: CLERK OF THE BOARD OF SUPERVISORS # 0130 Ref: 1988-89 Proposed Budget, Vol. II Pg: D-84

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 Program statement and to provide access to those records.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$1,112,560	$1,155,609	$1,289,018	$1,346,354	$1,323,765
Services & Supplies	107,046	106,037	128,627	100,723	109,177
Other Charges	26,928	12,188	0	0	0
Fixed Assets	50,452	19,136	24,070	19,000	11,000
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$1,296,986	$1,292,970	$1,441,715	$1,466,077	$1,443,942
FUNDING	(115,779)	(166,130)	(129,943)	(127,623)	(136,471)
NET COUNTY COSTS	$1,181,207	$1,126,840	$1,311,772	$1,338,454	$1,307,471
STAFF YEARS	39.80	41.70	42.76	42.53	42.06

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, 6 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, Redevelopment Authority Industrial Development Authority, City-County Camp Authority, City Selection Committee, and includes maintaining filings under the Conflict of Interest Codes, Labor Relations Ordinance and Lobbyist Registrations. In addition to these specific groups, services are provided to the public, other County departments and other government entities. This office also schedules meetings in the two Board Chambers and conference rooms, maintains the hall directory and provides printing services; publishes additions and amendments to the Charter, San Diego County Code, Board of Supervisors Policy Manual and the Administrative Code.

PROGRAM: REPORTING/STAFF SERVICES # 80102 NARRATIVE MANAGER: KATHRYN A. NELSON

1987-88 BUDGET:

Departmental office automation continues to hold top priority and the new computerized indexing system for the official County Records has been implemented through the mutual efforts of Department of Information Services and the Clerk. Initial testing phase of the new system is complete, and training sessions have been held for those departments which will be using the new system. Reports which provide capability to assemble specific data regarding Board actions are now available to the users and instructions has been given for retrieval of this information.

Reporting, Correspondence/Special Districts and Assessment Appeals sections all share personal computers on a regular basis to accomplish the work of Agenda, Minutes, and Statement of Proceedings preparation. In addition, Assessment Appeals produces the monthly statistical report of Roll changes as required by the Auditor, and Subdivision Map Processing utilizes the same computer for maintaining records of tax guarantee bonds and their releases. We are currently transmitting the Board of Supervisors Statement of Proceedings directly to the newspaper for publication as required by Government Code rather than producing a hard copy and sending it through the mail.

Microfilm records are stored in reel form using ANSI clips (the new standard for the industry) and the old cassettes are gradually being phased out. The addition of two new reader/printers enables the Records Section to offer fast retrieval of Board of Supervisors records for viewing, and to produce plain paper copies as needed for the public and other departments.

Anticipated salary savings of $52,155 are the result of work furlough and delayed filling of the following positions:

Intermediate Clerk Typist	$ 5,197
Junior Clerk Typist	$ 9,974
Word Processing Operator	$ 5,918
Board Reporter	$31,066

Increased expenditure for legal advertising offset the total salary savings described above by $111,122.

1988-89 OBJECTIVES		1988-89
1.	Respond to information and record requests within 24 hours.	97%
2.	Prepare, print and distribute Board of Supervisors agenda by 5:00 p.m. Wednesday, 3 working days prior to following week's meeting.	100%
3.	Record Board of Supervisors meeting and prepare Statement of Proceedings by 5:00 p.m. Friday, 3 working days following meeting.	95%
4.	Disseminate Board actions, send notices of hearing, order legal publications within 7 days after meeting.	98%
5.	Index, prepare, microfilm and file documents as permanent records within 25 working days after meeting.	98%

PROGRAM: REPORTING/STAFF SERVICES # 80102 MANAGER: KATHRYN A. NELSON

1988-89 ADOPTED BUDGET:

The new indexing system for Board of Supervisors records, which replaces the 13-year-old computerized system is fully implemented with training provided to users. A data base is being developed for Records retention and destruction.

Assessment Appeals Section will concentrate its efforts on development of a new, comprehensive data base for processing assessment appeals applications, setting hearings and preparing monthly statistical reports.

The standardized automated Board letter is now in use by County departments to permit the use of scanners to eliminate retyping of these items and thereby expedite production of the Board of Supervisors agenda. Connection of the PC's to the mainframe will allow direct access to the official County records which reside there.

Administration (3.0SY E $198,080 R $13,000) Includes attending meetings and taking minutes of Board of Supervisors meetings to produce official County records as well as directing all departmental activities.

- o Mandated/Discretionary Service Level
- o Offset 6.6% by revenue
- o Prepares and frames more than 350 Board of Supervisors' proclamations annually.

Reporting Division (19.06 SY E $661,966 R $64,471) Includes Board of Supervisors agenda and statement of proceedings preparation, correspondence, special district activities, and word processing.

- o Mandated/Discretionary Level
- o Offset 9.7% by revenue
- o Transmits statement of proceedings directly to newspaper for publication and provides staff services for various boards and commissions

General Division (15.0 SY E $425,421 R $30,000) Includes budget, payroll and personnel, microfilming and records search and retrieval, printing and reception services.

- o Mandated/Discretionary Level
- o Offset 8.4% by revenue
- o Maintains and updates County Codes and Board of Supervisors Policy Manual; serves as filing officer for more than 1,500 Conflict of Interest statements

Assessment Appeals Activities (5.0 SY E $158,475 R $29,000) Includes receiving applications, setting hearings and recording changes to assessment roll.

- o Mandated/Discretionary Level
- o Offset 16.2% by revenue
- o Prepares computerized monthly statistical reports of Assessment Appeals Boards hearings and resultant Assessment Roll changes for Auditor

PROGRAM: REPORTING/STAFF SERVICES # 80102 MANAGER: KATHRYN A. NELSON

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
9751 Charges for Current Services Reimbursement of clerical and publication costs for services provided to Sanitation Districts	1,738	3,000	2,700	(300)
9771 Service to Property Owners Fee for review and certification of sub-division/parcel maps	10,541	12,000	12,000	-0-
9783 Charge in Air Pollution Control District Reimbursement for clerical services and for APCD publications	53,100	53,000	62,000	9,000
9971 Other Services to Government Staff services provided for compensation of ex-officio directors	18,264	19,000	19,000	-0-
9989 Recovered Expenditures Recovery of costs of implementation of SB 813 as authorized by AB 2890	26,794	30,123	29,771	(352)
9995 Other Miscellaneous Revenue Reimbursement for cost of mailing B/S agenda and/or statements of proceedings and for clerical costs of transcript preparation	6,474	3,500	4,000	500
9996 Other Sales, Taxable Sale of copies of Board of Supervisors official records, duplicate tapes, agenda packets	9,486	7,000	7,000	-0-
TOTAL	129,943	127,623	136,471	8,848

1988-89

9751 - Ongoing low level of activity re annexations/detachments will continue in upcoming fiscal year.

9771 - Increased activity in review of subdivision and parcel maps in 1988-89 Fiscal Year.

9783 - Air Pollution Control activity is expected to remain at the current level.

9971 - Number of meetings is likely to remain constant.

9989 - AB 2890 authorization for recovery of costs expected to decline from prior year.

9995 - No increase in number of requests for mailing of agenda and for transcript preparation, but new postal rates became effective in April 1988.

9996 - Sale of copies of Board of Supervisors records, tapes and agenda packets.

FIXED ASSETS:

Item	Quantity	Total Cost
PC Computers and Components	2	$ 8,500
Laser Printer, Enhanced	1	2,500
Total		$11,000

PERFORMANCE INDICATORS
1988-89 FY

PROGRAM: Reporting/Staff Services

DEPARTMENT: Clerk of the Board of Supervisors

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
Number of inquiries by telephone and/or in person	61,566	67,096	58,215	65,000	60,000
Number of agenda items prepared	8,303	5,357	5,300	5,800	5,000
Number of agendas, back up packets, statements printed	54,755	55,920	54,000	54,500	54,000
Number of meetings	437	410	400	400	400
Number of Board actions processed for all agendas	8,587	5,934	6,800	6,200	5,500
Number of legal publications	394	365	390	410	400
Number of documents indexed, prepared, microfilmed and filed	203,725	262,911	200,388	230,000	225,000
Number of proclamations prepared	335	352	346	280	350
Efficiency					
Productivity:					
(1) Inquiries processed divided by staff hours	4.24	4.35	4.05	4.55	4.12
(2) Agenda items divided by staff hours	.4328	.2803	.2730	.3100	.2680
(3) Actions processed divided by staff hours	.6013	.4112	.4570	.5200	.3697
(4) Documents microfilmed divided by staff hours	302.22	326.11	345.02	285.00	330.00
Unit cost:					
(1) Agenda preparation cost divided by number of agenda items	16.15	16.27	22.85	18.50	22.70
(2) Records preparation cost divided by number of documents indexed	1.01	.76	1.18	.98	1.07
Effectiveness					
% of inquiries handled within 24 hours	95.94	97.40	95.20	98.00	97.00
% 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	93.2	98.9	98.4	98	98

STAFFING SCHEDULE

Program: Reporting/Staff Service

Department: Clerk of the Board of Supervisors

Class	Title	STAFF YEARS 1987-88 Budget Positions	STAFF YEARS 1987-88 Budget S.Y.	STAFF YEARS 1988-89 Adopted Positions	STAFF YEARS 1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	SALARY AND BENEFIT COSTS 1988-89 Adopted
2110	Clerk of the Bd of Supv	1	1.00	1	1.00	$ 57,374	$ 58,592
2208	Asst Clerk of the Bd of Supv	1	1.00	1	1.00	49,145	52,698
2927	Chief Deputy Clerk of the Bd. of Supervisors	1	1.00	1	1.00	40,554	43,099
2303	Administrative Assistant II	1	1.00	1	1.00	33,870	35,433
2913	Senior Board Reporter	4	4.00	4	4.00	128,088	135,136
2902	Board Reporter	7	6.91	7	6.50	191,012	184,560
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
3067	Publications Supervisor	1	1.00	1	1.00	23,484	25,805
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2403	Accounting Technician	1	1.00	1	1.00	21,765	23,012
3008	Senior Word Processing Operator	1	1.00	1	1.00	18,747	21,120
2730	Senior Clerk	3	3.00	3	3.00	59,238	61,386
2760	Stenographer	1	1.00	1	1.00	18,844	19,524
3009	Word Processing Operator	3	2.83	3	3.00	49,989	56,001
2494	Payroll Clerk	1	1.00	1	1.00	17,955	18,603
2700	Intermediate Clerk Typist	13	13.00	13	13.00	203,836	214,755
2710	Junior Clerk Typist	2	1.59	2	1.51	19,256	20,476
9999	Extra Help	1	0.20	1	0.05	2,200	2,200
	TOTAL	44	42.53	44	42.06	$ 982,931	$1,022,219
0469	AAB Alternate Member						
0470	AAB Members						
0482	AAB Hearing Officers						
0483	AAB Alternate Hearing Officer					13,000	17,000
Adjustments:							
	County Contributions & Benefits					$ 329,997	$ 297,615
	Salary Settlement Costs					64,046	
Special Payments:							
	Premium Overtime					3,000	3,000
	Extraordinary Pay					800	800
	Unemployment Expense					7,182	1,318
	Employee Compensation Insurance					1,254	9,876
	Salary Adjustment					(6,090)	(910)
Salary Savings						(49,766)	(27,153)
Total Adjustments						$ 350,423	$ 284,456
PROGRAM TOTALS						$1,346,354	$1,323,765

COMMUNITY ENHANCEMENT PROGRAM

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Community Enhancement Activities	$ 1,128,609	$ 1,168,481	$ 1,474,375	$ 1,254,400	$1,250,000	$ (4,400)	(.3)%
Total Direct Costs	$ 1,128,609	$ 1,168,481	$ 1,474,375	$ 1,254,400	$1,250,000	$ (4,400)	(.3)%
Funding	0	0	0		0	0	0
Net County Costs	$ 1,128,609	$ 1,168,481	$ 1,474,375	$ 1,254,400	$1,250,000	$ (4,400)	(.3)%
Staff Years	0	0	0	0	0	0	0

PROGRAM: Community Enhancement Program # 80203 MANAGER: Margot Holman

Department: Chief Administrative Officer # 0250 Ref: 1988-89 Proposed Budget - Pg: D-341 Vol. II

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Other Charges	1,128,609	1,146,092	1,230,046	1,254,400	1,096,300
Fixed Assets	0	0	0	0	0
Operating Transfers	0	0	244,329	0	153,700
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,128,609	$ 1,146,092	$ 1,474,375	$ 1,254,400	$ 1,250,000
FUNDING	0	0	0	0	$ 0
NET COUNTY COSTS	$ 1,128,609	$ 1,146,092	$ 1,474,375	$ 1,254,400	$ 1,250,000
STAFF YEARS	0	0	0	0	0

PROGRAM DESCRIPTION:

Various cultural activities, museums, visitors/convention bureaus, economic development councils, other similar institutions/organizations, including County programs and projects, which promote and generate tourism and/or economic development within San Diego County are funded in this program through the allocation of general fund revenues under Board Policy B-58.

1987-88 ACTUAL:

Actual expenditures for 1987-88 will be greater than the 1987-88 budgeted amount due to funds ($259,975) encumbered in previous fiscal years which were not processed until after the close of fiscal year.

1988-89 ADOPTED BUDGET:

The 1988-89 Proposed Budget reflects an .3% decrease in funding compared to the 1987-88 budgeted amount.

PROGRAM: Community Enhancement Activities (con't)

Organization, Projects or Events	1987-88 Budget	1988-89 Adopted
Air/Space America	$ 6,000	$ 0
Alpha Phi Alpha	3,000	3,000
Alpine Chamber of Commerce	4,000	5,000
Antique Gas & Steam	15,000	15,000
Audubon Society Inc.	500	3,000
Bonita Historical Museum	0	2,500
Borrego Springs Chamber of Commerce	18,300	18,900
Borrego Springs Community Association	10,000	10,000
Cabrillo Festival, Inc.	4,000	4,000
Cardiff-By-The-Sea Chamber of Commerce	5,000	0
Children's Museum	15,000	15,000
Chula Vista (City of)	6,500	6,500
City Heights Community Development	500	500
COMBO	75,000	0
Comite Pro-Fiestas Patrias de San Ysidro	3,000	3,000
Community Arts Advisory Council (Lemon Grove)	3,000	3,000
East County Economic Development Council	12,000	15,000
East County Performing Arts Center	20,000	22,000
Encinitas - Leucadia Chamber of Commerce	5,000	0
Escondido Convention and Visitor's Bureau	125,000	130,000
Fallbrook Art Association	2,900	2,900
Fallbrook Chamber of Commerce	0	20,000
Fallbrook Historical Society	16,000	16,000
Fort Guijarros	1,000	1,000
Friends of the Julian Library	0	3,000
Gaslamp Quarter Foundation	1,000	0
Greater Del Mar COC	0	3,000
Greater San Diego Chamber of Commerce Econ. Rsh. Br.	30,000	30,000
Greater Solana Beach Chamber of Commerce	5,000	3,000
I love a Clean San Diego Inc.	3,000	3,000
Ilan Lael Foundation	1,000	0
Imperial Beach Chamber of Commerce	2,000	3,000
International Aerospace Hall of Fame	5,000	5,000
Julian Chamber of Commerce	14,000	0
Julian Pioneer Museum	5,000	5,000
La Jolla Chamber Music Society	0	1,000
La Jolla Museum of Contemporary Art	0	5,000
La Jolla Playhouse	30,000	35,000
Lakeside Chamber of Commerce	7,000	10,000
Linda Vista Multicultural Fair	1,000	1,500
Maytime Band Review	1,000	1,000
Mingei International	7,000	7,000
Mother Goose Parade	9,000	9,000
Mountain Empire Mens Club	1,000	2,500
Museum of Art	90,000	90,000
Museum of Man	50,000	50,000
Museum of Photographic Arts	15,000	15,000
Natural History Museum	55,000	55,000
North Park Sign Committee	0	3,000
Oceanside COC	0	3,000
Olympic Yachting Committee	0	5,000

PROGRAM: Community Enhancement Activities (con't)

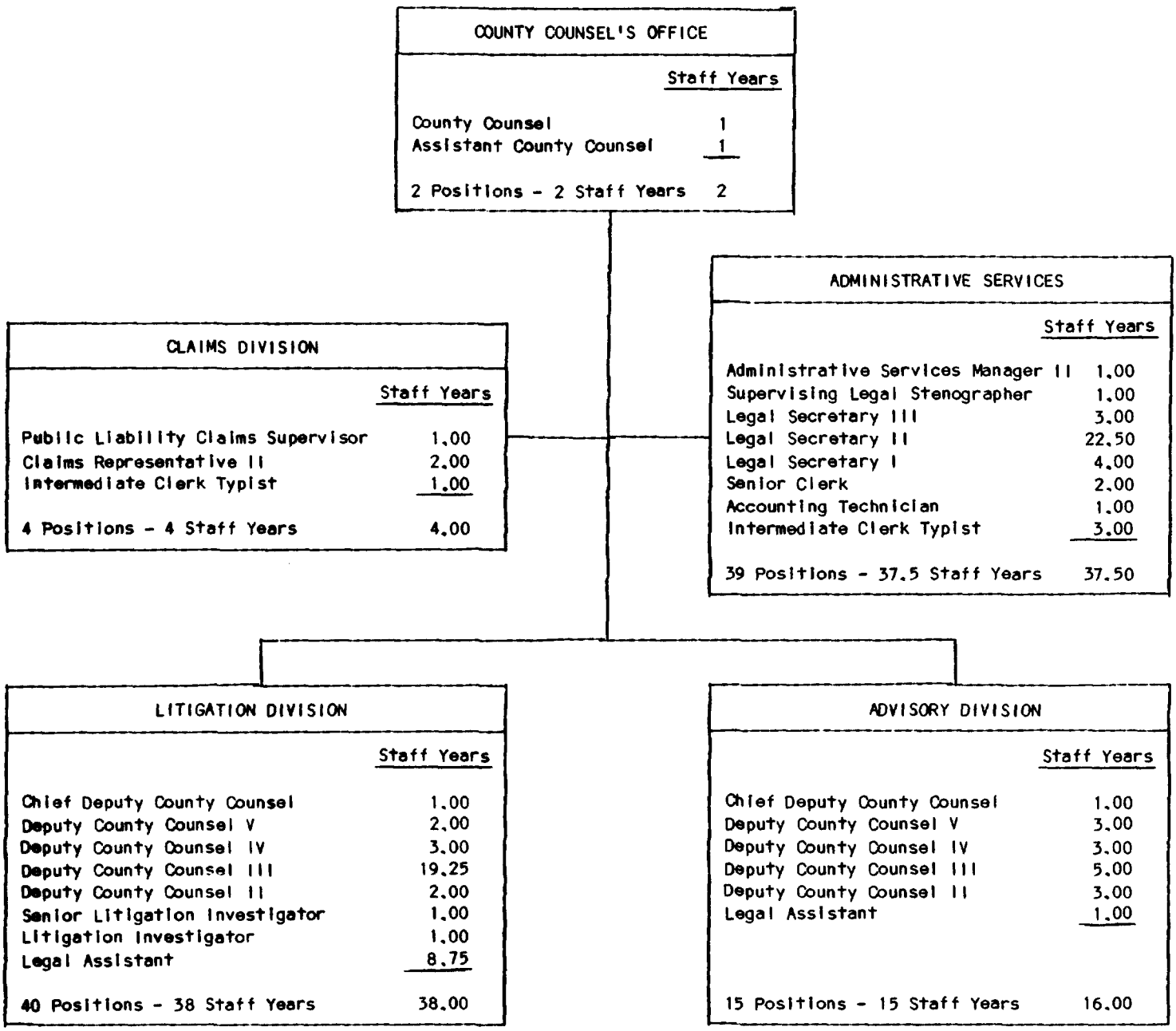
Organization, Projects or Events	1987-88 Budget	1988-89 Adopted
Pacific Beach Town Council	$ 0	$ 1,500
Pacific Southwest Railway Museum	10,000	10,000
Public Arts Advisory Council	35,000	35,000
Quail Gardens Foundation	13,200	14,000
Ramona Chamber of Commerce	5,000	7,000
Ramona Pioneer Historical Society	9,000	10,000
San Diego Aerospace Museum	5,000	5,000
San Diego America's Cup Task Force	25,000	25,000
San Diego Bowl Game Assoc.	25,000	25,000
San Diego County Archaeological Society	0	3,000
San Diego County Committee on the Bicentenial of the U. S. Constitution	3,000	0
San Diego Convention & Visitors Bureau	237,000	205,000
San Diego County Parks and Recreation Department	0	153,700
San Diego County Parks and Recreation Society		
Heritage Park Temple Restoration	15,500	0
Wilderness Gardens Rehab.	5,000	0
San Diego Economic Development Corporation	40,000	30,000
San Diego Hall of Champions	4,000	4,000
San Diego Historical Society	12,500	12,500
San Diego Sportfishing Council	5,000	5,000
San Diego Symphony Orchestra	20,000	20,000
San Diego Youth Symphony	3,000	3,000
San Marcos Chamber of Commmerce	4,000	3,000
San Ysidro Chamber of Commerce	1,500	2,000
School Patrol Campership	35,000	0
Spring Valley Chamber of Commerce	4,000	5,000
Spring Valley Historical Society,	2,500	2,500
Super Bowl Task Force	25,000	0
Tourism Council of North County	5,000	0
U.S. Open Sandcastle Comm.	11,000	11,000
United Italian - American Association	1,000	0
Vista Town Center Association	0	3,000
Valley Center Chamber of Commerce	$ 2,500	$ 2,500
Whaley House - Historical Shrine	8,000	8,000
Unallocated	0	0
TOTALS	$ 1,254,400	$ 1,250,000

COUNTY COUNSEL

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
COUNTY COUNSEL	$ 6,144,498	$ 6,470,239	$ 5,908,017	$ 5,684,727	$ 6,987,471	$ 1,302,744	18.7%
Total Direct Costs	$ 5,242,623[1]	4,813,930	$ 5,908,017	$ 5,684,727	$ 6,987,471	$ 1,302,744	18.7%
Less Funding	$ (954,349)	(1,364,924)	(1,539,218)	(1,487,691)	(1,668,116)[1]	(218,425)	13.1%
Net County Costs	$ 4,288,274	$ 3,449,006	$ 4,368,799	$ 4,197,036	$ 5,319,355	$ 1,084,355	20.3%
STAFF YEARS	70.75	78.00	83.60	80.00	97.50	17.50	21.8%

1 This figure does not reflect $500,000 for the Legal Administration of Estates which appears in the Public Administrator's program budget. If this revenue is included there is a revenue increase for 1988-89 of $256,425 (17.6%)

OFFICE OF COUNTY COUNSEL



COUNTY COUNSEL'S OFFICE

	Staff Years
County Counsel	1
Assistant County Counsel	1
2 Positions - 2 Staff Years	2

CLAIMS DIVISION

	Staff Years
Public Liability Claims Supervisor	1.00
Claims Representative II	2.00
Intermediate Clerk Typist	1.00
4 Positions - 4 Staff Years	4.00

ADMINISTRATIVE SERVICES

	Staff Years
Administrative Services Manager II	1.00
Supervising Legal Stenographer	1.00
Legal Secretary III	3.00
Legal Secretary II	22.50
Legal Secretary I	4.00
Senior Clerk	2.00
Accounting Technician	1.00
Intermediate Clerk Typist	3.00
39 Positions - 37.5 Staff Years	37.50

LITIGATION DIVISION

	Staff Years
Chief Deputy County Counsel	1.00
Deputy County Counsel V	2.00
Deputy County Counsel IV	3.00
Deputy County Counsel III	19.25
Deputy County Counsel II	2.00
Senior Litigation Investigator	1.00
Litigation Investigator	1.00
Legal Assistant	8.75
40 Positions - 38 Staff Years	38.00

ADVISORY DIVISION

	Staff Years
Chief Deputy County Counsel	1.00
Deputy County Counsel V	3.00
Deputy County Counsel IV	3.00
Deputy County Counsel III	5.00
Deputy County Counsel II	3.00
Legal Assistant	1.00
15 Positions - 15 Staff Years	16.00

PROGRAM: COUNTY COUNSEL # 81101 MANAGER: LLOYD M. HARMON, JR.

Department: COUNTY COUNSEL # 0300 Ref: 1988-89 Proposed Budget - Pg. D-92 Vol. II

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 3,103,437	$ 3,406,680	$ 3,831,023	$ 4,008,345	$ 4,454,689
Services & Supplies	2,101,923	1,391,550	2,054,268	1,664,582	1,465,582
Other Charges	0	0	0	0	0
Fixed Assets	37,263	15,700	22,726	11,800	67,200
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 5,242,623	$ 4,813,930	$ 6,908,017	$ 5,684,727	$ 6,987,891
FUNDING	(954,349)	(1,364,924)	(1,539,218)	(1,487,691)	(1,668,116)
NET COUNTY COSTS	$ 4,288,274	$ 3,449,006	$ 4,368,799	$ 4,197,036	$ 5,319,355
STAFF YEARS	70.75	78.00	83.60	80.00	97.50

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.

1987-88 ACTUAL:

The 1987-88 actuals for staff years exceeded the original budgeted amounts by the addition of 10 staff years (4 attorneys, 3 legal assistants, 2 legal secretaries and 1 clerk) approved by the Board of Supervisors mid-year to deal with the dramatic increase in litigated cases as well as the implementation of the fast track litigation system adopted by the Superior Court.

The 1987-88 actuals for services and supplies exceeded the original budget by approximately $600,000. This was due to the increased costs of public liability claims this year. A mid-year appropriation augmented our budget by $600,000 for this purpose.

PROGRAM: COUNTY COUNSEL # 81101 MANAGER: LLOYD M. HARMON, JR.

1988-89 OBJECTIVES:

1. To improve clerical efficiency via standardization of office equipment used for word processing. This objective will only be achieved if funds are made available for implementation of our office automation plan.

2. Installation of a computer system to provide a calendaring system which will coordinate with the "fast track" litigation system in use by Superior Court.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Litigation - This division is

   - Mandated/Discretionary Service Level five
   - Increased by the addition of five attorneys, one legal assistant and four Legal Secretaries (3/4 year funding) to cope with increased litigation and implementation of the "fast track" litigation system by Superior Court.
   - Increasing revenue ($218,425) due to the increased workload in litigation of our billable clients.

2. Advisory - This division is

   - Mandatory/Discretionary Service Level
   - Remaining relatively constant in its revenue.

3. Claims - This division is

   - Discretionary/Discretionary Service Level
   - Not having a staff increase.
   - Maintaining a relatively constant revenue level as the result of liability claims costs from the prior year per the A-87 cost plan.

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Program Revenue:				
Legal Services to:				
School Districts/Special Districts	$ 275,000	$ 275,000	$ 360,000	$ 85,000
Road Fund	375,000	375,000	550,000	175,000
Enterprise Funds	28,000	28,000	37,152	9,152
Air Pollution Control District	11,900	11,900	20,000	8,100
Miscellaneous (court costs, settlements, etc.)	5,000	5,000	5,000	0

PROGRAM: COUNTY COUNSEL # 81101 MANAGER: LLOYD M. HARMON, JR.

PROGRAM REVENUES BY SOURCE: (continued)

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Liability Funding:				
Road Fund	$ 630,598	$ 630,598	$ 614,733	$ (15,865)
Enterprise Funds	53,032	53,032	40,192	(12,840)
Air Pollution Control District	6,024	6,024	2,232	(3,792)
Library Fund	10,137	10,137	8,807	(1,330)
Third Party Recoveries	30,000	30,000	30,000	0
Subtotal	$1,424,691	$1,424,691	$1,668,116	$ 243,425
NON-PROGRAM REVENUE:				
Legal Services to:				
Public Administrator*	$ 462,000	$ 462,000	$ 500,000	38,000
Total Revenue	$1,886,691	$1,886,691	$2,168,116	$ 281,425

* These revenues are reflected in the Program Budget for Public Administrator.

COUNTY COST DETAIL:

N/A

FIXED ASSETS:

Item	Quantity	Total Cost
Workstations	Lot	$ 6,002
PC Comp	Lot	4,000
Workstations	10	15,000
File Server	1	15,000
Laser Printer	4	7,200
Network Boards	10	2,000
Printers	3	4,998
PC Comp	5	8,000
Desks	6	3,000
Desks	Lot	2,000
Total		$ 67,200

VEHICLES/COMMUNICATIONS EQUIPMENT:

There are no new vehicles or communications equipment for this program.

PERFORMANCE INDICATORS

Program: County Counsel

Department: County Counsel

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Open Litigation Cases	2,112	2,475	2,735	2,875	3,500
Open Cases/ Litigation Attorney	132	155	160	160	130
Advisory Assignments	1,775	1,833	1,700	1,800	1,800
Assignments/Advisory Attorney	161	166	170	163	163
Public Liability Claims Pending	1,433	1,633	1,833	1,833	2,058
Claims Pending/ Claims Representative	477	544	611	611	686

STAFFING SCHEDULE

Program: County Counsel

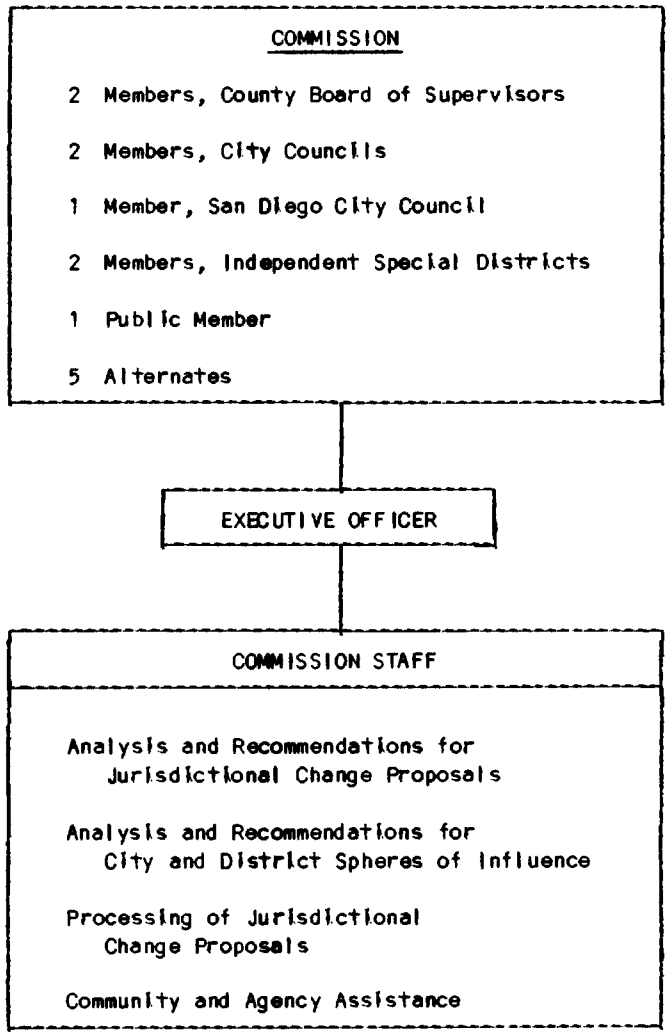
Department: County Counsel

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
3902	County Counsel	1	1.00	1	1.00	$ 90,938	$ 96,381
3900	Assistant County Counsel	1	1.00	1	1.00	79,076	86,756
3901	Chief Deputy County Counsel	2	2.00	2	2.00	143,456	169,418
3905	Deputy County Counsel V	5	5.00	5	5.00	318,235	319,038
3906	Deputy County Counsel IV	6	6.00	6	6.00	364,992	385,557
3907	Deputy County Counsel III	16	16.00	26	24.25	795,863	1,219,204
3908	Deputy County Counsel II	5	5.00	5	5.00	198,567	214,159
2369	Administrative Services Mgr. II	1	1.00	1	1.00	44,317	46,354
2327	Claims Representative II	2	2.00	2	2.00	65,245	69,892
3933	Senior Litigation Investigator	1	1.00	1	1.00	42,318	43,599
3930	Litigation Investigator	1	1.00	1	1.00	39,165	40,588
3932	Public Liability Claims Supervisor	1	1.00	1	1.00	39,237	41,049
2932	Supervising Legal Stenographer	1	1.00	1	1.00	27,188	28,734
3935	Legal Assistant	6	6.00	10	9.75	121,871	217,248
2765	Legal Secretary III	3	3.00	3	3.00	75,780	75,018
2763	Legal Secretary II	18	18.00	24	22.50	403,258	494,883
2762	Legal Secretary I	4	4.00	4	4.00	66,398	73,237
2510	Accounting Technician	1	1.00	1	1.00	21,765	21,265
2730	Senior Clerk	1	1.00	2	2.00	16,113	36,505
2700	Intermediate Clerk Typist	4	4.00	4	4.00	65,070	67,087
	TOTAL	80	80.00	101	97.50	$2,996,493	$3,745,972
	Adjustments:						
	County Contributions & Benefits					$ 840,876	$ 847,438
	Salary Settlement Costs					220,381	0
	Special Payments:						
	Employee Compensation Insurance					31,460	33,959
	Unemployment Expense					2,369	3,053
	Salary Adjustment					0	(15,306)
	Salary Savings					(83,234)	(160,427)
	Total Adjustments					$1,011,852	$ 708,717
PROGRAM TOTALS		80	80.00	101	97.50	$4,008,345	$4,454,689

LAFCO AGENCY FORMATION COMMISSION

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
LAFCo	$ 353,390	$ 331,117	$ 356,504	$ 370,547	$ 371,452	$ 905	0.2 %
Total Direct Costs	$ 353,390	$ 316,416	$ 356,504	$ 370,547	$ 371,452	$ 905	0.2 %
Funding	$ (69,062)	$ (82,101)	$ (80,466)	$ (93,350)	(119,750)	(26,400)	(22.0)%
Net County Costs	$ 284,328	$ 234,315	$ 276,038	$ 277,197	$ 251,702	$ (25,495)	(10.1 %)
Staff Years	8.35	7.46	8.05	8.05	7.95	(.10)	(1.2)%

LOCAL AGENCY FORMATION COMMISSION



PROGRAM: Local Agency Formation Commission # 31007 MANAGER: Jane P. Merrill

Department: Local Agency Formation Commission # 0220 REF: 1988-89 Proposed Budget - Pg: D-336-Vol. II

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 1963 (Government Code Section 54773, et seq.).

This program is: Mandated/Discretionary Service Level

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 281,927	$ 285,678	$ 319,508	$ 326,547	$ 333,202
Services & Supplies	71,463	45,439	36,997	44,000	38,250
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
TOTAL DIRECT COSTS	$ 353,390	$ 331,117	$ 356,504	$ 370,547	$ 371,452
FUNDING	$ (69,062)	$ (78,682)	$ (80,466)	$ (93,350)	$ (119,750)
NET COUNTY COSTS	$ 284,328	$ 252,435	$ 276,038	$ 277,197	$ 251,702
STAFF YEARS	8.35	8.35	8.05	8.05	7.95

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 18 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 five alternate representatives.

1987-88 ACTUALS:

The actual net County cost for 1987-88 was very close to the budgeted amount - it was .4% lower than budgeted. Although actual revenues generated by processing fees were 13.8% lower than budgeted, the actual expenditures were also lower than budgeted (by 3.8%).

PROGRAM: Local Agency Formation Commission # 31007 MANAGER: Jane P. Merrill

1988-89 OBJECTIVES:

During 1988-89, the Commission will consider an estimated 120 proposals for annexation and other jurisdictional changes. Major proposals will include: the incorporation of Lakeside; district reorganizations involving the establishment of a subsidiary district and the consolidation of fire districts, and district formation. The Commission will also begin to update the city spheres of influence adopted in the late 1970s. In addition, approximately 35 requests for sphere amendments will be reviewed.

1988-89 ADOPTED BUDGET:

The 1988-89 Adopted Budget represents the same service levels as 1987-88. The amount proposed for Services and Supplies is 13% lower than budgeted for 1987-88. This is primarily due to a 25% reduction in the Professional and Special Services account because it is not anticipated that LAFCO would be lead agency for any Environmental Impact Reports during FY 1988-89 that would require preparation by LAFCO's environmental consultant. The 1% increase in net County cost is primarily due to an increase in Salaries and Benefits to allow for scheduled merit increases offset by a decrease in the cost for services and supplies and a decrease in projected revenues from processing fees.

REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Processing fees (1)	$ 79,666	$ 92,100	$ 118,500	$ 26,400
Reimbursement by(2) City of San Diego	800	1,250	1,250	0
TOTALS	$ 80,466	$ 93,350	$ 119,750	$ 26,400

(1) Processing fees are charged for applications for jurisdictional changes according to a fee schedule adopted by the Commission.

(2) The City of San Diego is required by State law to reimburse the County for expenditures directly related to its regular and alternate representatives on LAFCO.

Estimated revenues from processing fees for 1988-89 are based on a slightly lower proposal workload than budgeted for 1987-88. Processing fees are calculated according to the number of actions (i.e., annexations, detachments, etc.) and the acreage involved with a proposal. The 1987-88 estimated actual revenues are lower than the amounts budgeted because fewer major proposals, which generate larger fees, were submitted to LAFCO than anticipated. A revised fee schedule was adopted by the Commission in June, 1988.

COUNTY COST DETAIL

Revenue Match: N/A

PERFORMANCE INDICATORS

Program: Local Agency Formation Commission Department: LAFCO

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A:					
% of Resources					
100%					
Workload					
Proposals (annexations, formations, etc.)	130	115	139	125	120
Latent powers requests	3	0	0	3	2
Sphere of Influence studies/amendments	55	40	67	60	35

STAFFING SCHEDULE

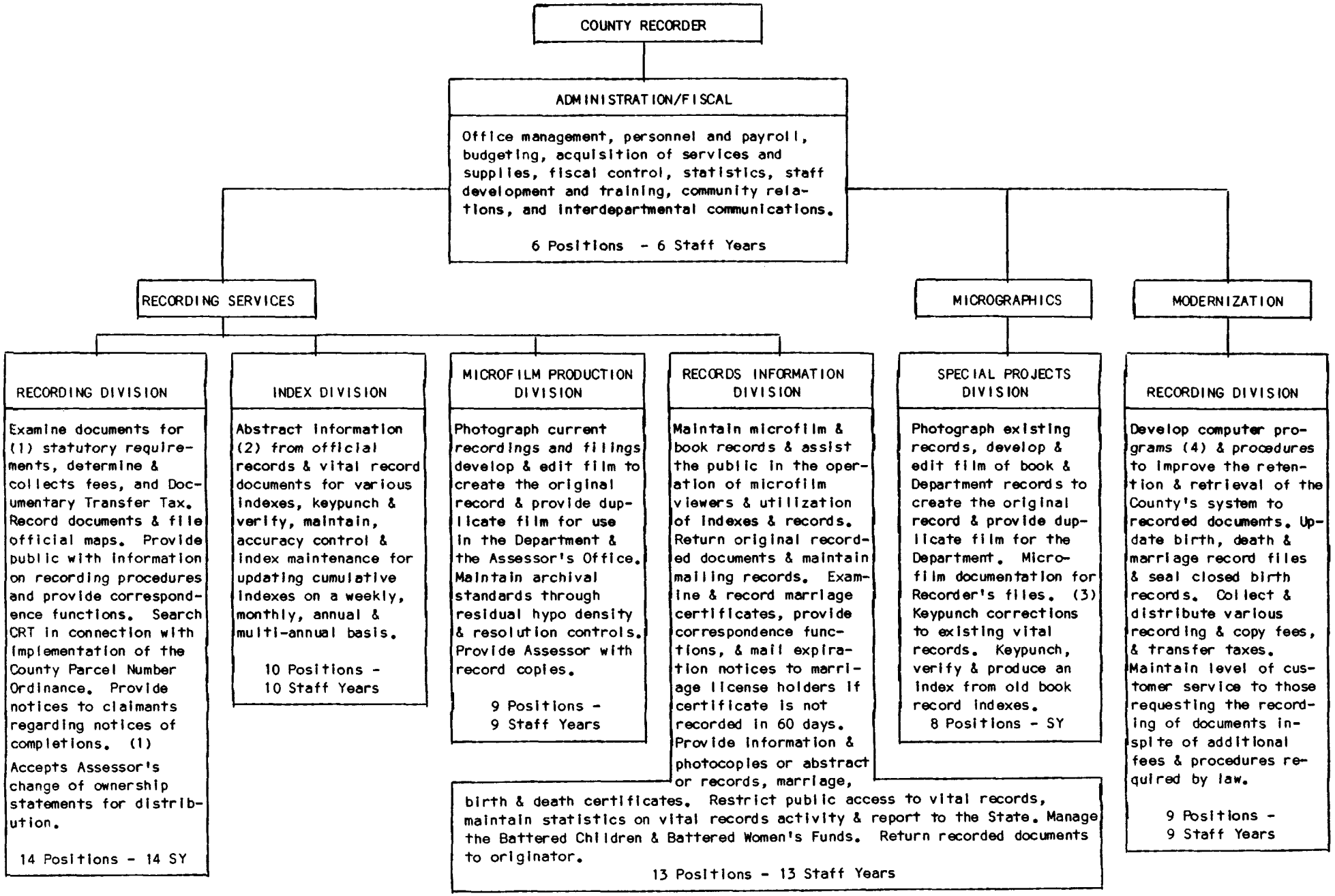
Program: Local Agency Formation Commission

Department: LAFCO

Class Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFITS COST 1987-88 Budget	1988-89 Adopted
Executive Officer	1	1.00	1	1.00	$ 52,924	$ 56,707
Asst. Executive officer	0	0.00	1	1.00	0	40,974
Staff Analyst III	2	2.00	1	1.00	75,296	36,660
Staff Analyst II	2	2.00	2	2.00	63,553	59,715
Drafting Technician	1	0.45	1	0.45	8,740	9,642
Administrative Secretary	1	1.00	1	1.00	25,728	27,000
Administrative Aide	1	1.00	1	1.00	22,422	24,627
Intermediate Typist	1	0.60	1	0.50	10,725	9,474
TOTAL	9	8.05	9	7.95	$ 259,388	$ 264,799
Commissioners	13		13		7,500	7,500
Adjustments:						
County Contributions and Benefits					$ 59,659	$ 60,903
Total Adjustments					$ 59,659	$ 60,903
PROGRAM TOTALS:	9	8.05	9	7.95	$ 326,547	$ 333,202

RECORDER

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Recording Services	$ 1,072,647	$ 1,182,594	$ 1,150,374	$ 1,180,885	$ 1,179,635	$ (1,250)	(.1)
Micrographics	388,801	537,201	490,505	286,647	251,586	(35,061)	(12.2)
Modernization	0	178,850	279,960	281,446	406,310	124,864	44.4
Departmental Overhead	402,121	299,419	274,010	310,469	302,556	(7,913)	(2.5)
Total Direct Costs	$ 1,863,569	$ 2,198,064	$ 2,194,849	$ 2,059,447	$ 2,140,087	$ 80,640	3.9
Less Funding	(3,772,866)	(4,937,707)	(5,067,615)	(3,658,291)	(3,868,291)	(210,000)	5.7
Net Program Cost	$(1,909,297)	$(2,739,643)	$(2,872,766)	$(1,598,844)	$(1,728,204)	$ 129,360	8.1
Staff Years	62.30	72.53	64.8	70.00	69.00	(1.00)	(1.4)


COUNTY RECORDER
ADMINISTRATION/FISCAL
Office management, personnel and payroll, budgeting, acquisition of services and supplies, fiscal control, statistics, staff development and training, community relations, and interdepartmental communications.
6 Positions - 6 Staff Years
RECORDING SERVICES
MICROGRAPHICS
MODERNIZATION
RECORDING DIVISION
Examine documents for (1) statutory requirements, determine & collects fees, and Documentary Transfer Tax. Record documents & file official maps. Provide public with information on recording procedures and provide correspondence functions. Search CRT in connection with implementation of the County Parcel Number Ordinance. Provide notices to claimants regarding notices of completions. (1)
Accepts Assessor's change of ownership statements for distribution.
14 Positions - 14 SY
INDEX DIVISION
Abstract information (2) from official records & vital record documents for various indexes, keypunch & verify, maintain, accuracy control & index maintenance for updating cumulative indexes on a weekly, monthly, annual & multi-annual basis.
10 Positions - 10 Staff Years
MICROFILM PRODUCTION DIVISION
Photograph current recordings and filings develop & edit film to create the original record & provide duplicate film for use in the Department & the Assessor's Office. Maintain archival standards through residual hypo density & resolution controls. Provide Assessor with record copies.
9 Positions - 9 Staff Years
RECORDS INFORMATION DIVISION
Maintain microfilm & book records & assist the public in the operation of microfilm viewers & utilization of indexes & records. Return original recorded documents & maintain mailing records. Examine & record marriage certificates, provide correspondence functions, & mail expiration notices to marriage license holders if certificate is not recorded in 60 days. Provide information & photocopies or abstract or records, marriage, birth & death certificates. Restrict public access to vital records, maintain statistics on vital records activity & report to the State. Manage the Battered Children & Battered Women's Funds. Return recorded documents to originator.
13 Positions - 13 Staff Years
SPECIAL PROJECTS DIVISION
Photograph existing records, develop & edit film of book & Department records to create the original record & provide duplicate film for the Department. Microfilm documentation for Recorder's files. (3) Keypunch corrections to existing vital records. Keypunch, verify & produce an index from old book record indexes.
8 Positions - SY
RECORDING DIVISION
Develop computer programs (4) & procedures to improve the retention & retrieval of the County's system to recorded documents. Update birth, death & marriage record files & seal closed birth records. Collect & distribute various recording & copy fees, & transfer taxes. Maintain level of customer service to those requesting the recording of documents inspite of additional fees & procedures required by law.
9 Positions - 9 Staff Years

PROGRAM: Recording Services # 31526 MANAGER: Vera L. Lyle

Department: Recorder # 1500 Ref: 1988-89 Proposed Budget - Pg. D-281

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 are mandated and service levels provided by this program are mandated and discretionary.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Salaries & Benefits	$ 980,095	$ 1,083,118	$ 1,077,789	$ 1,078,218	$ 1,066,968
Services & Supplies	76,581	70,122	67,709	92,667	94,167
Fixed Assets	15,971	29,354	4,876	10,000	18,500
TOTAL DIRECT COSTS	$ 1,072,647	$ 1,182,594	$ 1,150,374	$ 1,180,885	$ 1,179,635 (.1%)
FUNDING	$(2,697,008)	$(3,757,699)	$(3,485,646)	$(3,018,322)	$ (3,068,322) 1.7%
NET COUNTY COSTS	$(1,496,116)	$(2,575,105)	$(2,335,272)	$(1,837,437)	$ (1,888,687) 2.8%
STAFF YEARS	45.70	47.83	42.80	45.00	46.00

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; i) notification of contractors who file preliminary lien notices when Notices of Completion are recorded. This is a County-wide recording service for the public rendered by County employees.

1987-88 BUDGET:

Overrealized revenue of $325,197 in recording fees and $142,127 in copy fees was collected during the 1987-88 fiscal year. An increase in the recording revenue is believed to be the result of lower interest rates due to an increase in new home buying and refinancing.

Services and supplies costs during the 1987-88 fiscal year were kept in line with prior year costs as a result of payment of a portion of those costs with modernization funds when appropriate.

The remainder of the budgeted fixed asset costs for 1987-88 will be expended as a prior year cost in 1988-89 as a result of the acquisition of some equipment which required replacement.

PROGRAM: Recording Services # 31526 MANAGER: Vera L. Lyle

1988-89 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.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

This program is increasing by 2.0 staff years for a new mandated Preliminary Lien Notice activity which will be 100% offset by fees. This program is also decreasing by 1.0 Index Clerk position as a result of the department's modernization activities.

The activities of this program are summarized below:

1. Examining and Recording Documents (11 SY; E $275,832; R $2,606,822) 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 575,000 paid documents and 28,750 free documents for governmental agencies during the fiscal year, and determine fees for collection of $120,000 for the Public Works Monument Preservation Survey fund and $19,000 in documentary transfer tax, in addition to recording and copy fees.

      A portion of the Documentary transfer tax is retained by tahe County. The remainder is distributed to the cities.

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

   This activity is:

   -- Mandated/Discretionary Service Level.
   -- Copies of liens are provided to owners to notify them of complete information on recorded liens. This eliminates unnecessary subsequent contacts.
   -- Offset 100% by revenue.
   -- Able to process 21,000 lien notifications per year.

3. Preliminary Notice Procedure (2 SY; E $50,000; R $50,000) includes notification of mechanics lien claimants if a Notice of Completion is recorded.

   This activity is:

   -- Mandated/Discretionary Service Level.
   -- Offset 100% by revenue collected in the program to cover these costs.
   -- Able to process contractor preliminary notice filings and notifications within 5 days of Notice of Completion filings. This is a new activity with no reliable history.

PROGRAM: Recording Services # 31526 MANAGER: Vera L. Lyle

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

4. Grantor-Grantee Index Production (10 SY; E $242,855; 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 approximately 3,000 official and vital records received daily.
   -- Is decreasing by one Index Clerk position.

5. Microfilm Production (9 SY; E $224,873; R $0) includes the permanent creation of records on microfilm.

   This activity is:

   -- Mandated/Discretionary Service Level. Record storage is on microfilm rather than in books.
   -- 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.

6. Records Information (13 SY; E $330,575; R $365,000) 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 and State Vital Records Improvement Project 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 $22,140 for the County Battered Women's and Battered Children's funds, and $63,000 for the State Department of Health in addition to County revenue for copy fees.
   -- Able to retrieve 25,000 copies per staff year and maintain same day copy service to customers.

PROGRAM: Recording Services # 31526 MANAGER: Vera L. Lyle

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Recording Fees	$ 2,782,079	$2,418,322	$ 2,458,322	$ 40,000
Copy Fees	468,127	332,000	387,860	55,860
Admin. Fees, Battered Children's and Battered Women's Funds	24,000	18,000	22,140	4,140
Ownership Change	211,440	250,000	150,000	(100,000)
Preliminary Notice Fee	0	0	50,000	50,000
Total	$ 3,485,646	$3,018,322	$ 3,068,322	$ 50,000

Recording fees have increased in FY 1987-88 over the budgeted amount as lower interest interest rates continue to hold. The 1988-89 request is based on anticipated low interest rates during the next fiscal year. $325,197 in overrealized revenue was collected during FY 1987-88.

Copy fees and a proportional amount of administrative fees for trust funds reach $142,127 over the budgeted amount in FY 1987-88. This increase is the result of parents acquiring birth certificates in order to obtain Social Security numbers for their children for Federal Income Tax filings. This need is expected to continue during the next fiscal year.

Ownership Change fees decreased during the 1987-88 fiscal year as a result of a legislative change and more compliance with requirements which eliminates payment of the fees. The 1988-89 projection reflects increased compliance with Ownership Change requirements.

Preliminary Notice fees will be collected during the 1988-89 fiscal year as a result of a new mandated activity. The Preliminary Notice activity will be a full cost recovery subprogram.

FIXED ASSETS

Item	Quantity	New/Replacement	Cost	Revenue
Microcomputer	2	N	$ 4,000	$ 4,000
Computer Printer	2	N	4,000	4,000
Computer Monitor	2	N	500	500
Microfilm Reader	5	R	10,000	0

PERFORMANCE INDICATORS

Program: Recording Services — Department: Recorder

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Recording, index production of recorded documents.					
% of Resources					
68%					
Workload					
Documents Recorded	512,951	756,489	696,023	500,000	575,000
Efficiency					
Recording Productivity Ratio	120,694/1	172,912/1	161,866/1	117,647/1	127,777/1
Effectiveness					
Documents Recorded	100%	100%	100%	100%	100%
ACTIVITY B: Records retrieval					
% of Resources					
32%					
Workload					
Requests for information	252,500	354,090	333,878	240,000	300,000
Efficiency					
Records retrieved Ratio	29,160/1	29,508/1	27,823/1	20,000/1	25,000/1
Effectiveness					
Requests for information	100%	100%	100%	100%	100%

STAFFING SCHEDULE

Program: Recording Services

Department: Recorder

Class	Title	Staff Years 1987-88 Budget Pos	Staff Years 1987-88 Budget SY	Staff Years 1988-89 Adopted Pos	Staff Years 1988-89 Adopted SY	Salary and Benefit Costs 1987-88 Budget	Salary and Benefit Costs 1988-89 Adopted
2725	Principal Clerk	1	1.00	1	1.00	$ 25,957	$ 26,917
3023	Index Clerk Supv.	1	1.00	1	1.00	22,984	24,952
3045	Microfilm Supervisor	1	1.00	1	1.00	22,929	23,763
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2906	Legal Proc. Clk. III	1	1.00	1	1.00	22,929	23,763
3024	Index Clerk	10	10.00	9	9.00	171,500	164,993
2730	Senior Clerk	1	1.00	1	1.00	19,746	20,462
2907	Legal Proc. Clk. II	7	7.00	7	7.00	138,780	144,126
2903	Legal Proc. Clk. I	4	4.00	6	6.00	70,071	105,392
3040	Microfilm Operator	5	5.00	5	5.00	80,386	82,938
2700	Int. Clerk Typist	10	10.00	10	10.00	156,468	159,954
2710	Jr. Clerk Typist	3	3.00	3	3.00	37,674	37,835
9999	Extra Help	20	0.00	15	0.00	0	0
	Total	65	45.00	60	46.00	$ 792,353	$ 838,858
	Adjustments:						
	County Contributions and Benefits					$ 250,028	$ 239,885
	Salary Settlement Costs					46,799	0
	Overtime					10,000	10,000
	Salary Adjustments						
	Salary Savings					(20,962)	(21,775)
	Total Adjustments					$ 285,865	$ 228,110
PROGRAM TOTALS:		65	45.00	66	46.00	$ 1,078,218	$ 1,066,968

PROGRAM: Micrographics # MANAGER: Vera L. Lyle

Department: Recorder # 1500 Ref: 1988-89 Proposed Budget - Pg: D-287

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 178,768	$ 176,220	$ 184,275	$ 231,527	$ 166,966
Services & Supplies	50,335	352,904	303,803	55,120	54,620
Fixed Assets	159,498	8,077	2,427	0	30,000
TOTAL DIRECT COSTS	$ 388,801	$ 537,201	$ 490,505	$ 286,647	$ 251,586 (12.2%)
FUNDING	$ (687,000)	$ (827,812)	$ (357,318)	$ (276,318)	$ (251,586) (8.9%)
NET COUNTY COSTS	$ (298,199)	$ (290,610)	$ 133,187	$ 10,329	$ 0 0%
STAFF YEARS	9.00	8.60	9.70	11.00	8.00

PROGRAM DESCRIPTION:

This program includes activities surrounding 1) the reduction of County book records to microfilm by a vendor and editing of microfilm by county employees; 2) the creation of indexes; 3) reduction of paper documentation of records to microfilm and the purchase of all necessary equipment to accomplish the activity. 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.

1987-88 ACTUALS:

A vendor was contracted to complete the microfilming of older book records during the 1986-87 fiscal year. This project was completed and a final payment of $224,830 was made during the 1987-88 fiscal year. 1986-87 fixed asset costs of $2,477 ws also paid during the 1987-88 fiscal year. No General Funds are required.

PROGRAM: Micrographics # MANAGER: Vera L. Lyle

1988-89 OBJECTIVES:

1. Produce, edit and duplicate 180 reels of record documentation.
2. Reformat old marriage and birth record indexes for compatability with the current computer program.
3. Clean, duplicate and rebox 5,000 microfilm reels in acid free boxes.
4. Complete indexing of 65 book record indexes.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

This program is decreasing by one Senior Clerk position and two Microfilm Operator positions as a result of having processed and removed the bulk of this department's old book Official Records from onsite location during the 1987-88 fiscal year.

The activities of this program are summarized as follows:

1. Microfilming Older Book Records (5.0 SY; E $171,393; $ $171,393)

   This activity is:

   - Discretionary/Discretionary Service Level
   - Offset by the Micrographics Fund.
   - Able to edit microfilm
   - Able to microfilm and duplicate on site 180 reels of Recorder's documentation files this fiscal year.
   - Able to retrieve clean and reduplicate reels of microfilm for 1967 - 1972.

2. Data Entry, Processing of Handwritten Indices (3.0 SY; E $80,193; R $80,193)

   This activity is:

   - Discretionary/Discretionary Service Level
   - Offset by the Micrographics Fund.
   - Able to retrieve information from book records and produce an automated index for 65 books this fiscal year.
   - Able to reformat 1.5 million vital records indexes.

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Micrographic Fees (appropriated)	$ 357,318	$ 276,318	$ 251,586	$ (24,732)

Micrographic fees are collected on documents recorded for a fee. A total of $635,634 was collected during the 1987-88 fiscal year. At $1 per paid document, receipts are expected to total $575,000 during 1988-89. $251,586 will be necessary to fund this program for 1988-89. The additional revenue collected for this program are to be returned to the Micrographic Trust Fund instead of the General Fund. A total of $490,505 was used in this program during FY 1987-88 and an additional $47,829 has been appropriated from the Recorder's Micrographics Trust Fund for a portion of department overhead. The anticipated balance of the trust fund at the end of FY 1987-88 was $432,771.

PROGRAM: Micrographics # MANAGER: Vera L. Lyle

FIXED ASSETS:

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

Item	Quantity	New/Replacement	Cost	Revenue
Rotary Camera	1	R	$15,000	$ 15,000
Microfilm Reader/ Printer	1	R	15,000	15,000

PERFORMANCE INDICATORS

Program: Micrographics — Department: Recorder

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Microfilming older records, record documentation, and duplid microfilm reecating paroducels.					
% of Resources					
76%					
Workload					
Number of Reels Edited	171	1,388	316	316	180
Number of Books Microfilmed	681	4,587	948	948	0
Number of Duplicated Reels	2,828	5,168	2,528	4,515	2,180
Number of Books Prepped	681	5,535	0	948	0
Number of Reels Cleaned & Reboxed	0	0	4,692	3,567	5,000
Number of Reels Microfilmed	N/A	N/A	83	N/A	180
Efficiency					
Reel Editing Cost	$183.91	$ 82.53	$ 85.95	$ 84.70	$ 91.60
Book Film Cost	132.75	136.65	136.65	136.65	N/A
Film Duplication Cost	4.68	9.37	9.07	9.10	6.07
Book Prepping Cost	2.93	3.04	0	3.30	N/A
Reel Clean & Box Cost	N/A	N/A	12.10	11.80	12.39
Reel Filming Cost	N/A	N/A	85.95	N/A	91.60
Effectiveness					
Reels Edited	100%	100%	100%	100%	100%
Books Filmed	100%	85%	100%	100%	N/A
Reels Duplicated	N/A	100%	96%	100%	100%
Book Prepped	100%	100%	N/A	100%	100%
Reels Cleaned & Boxed	100%	N/A	98%	100%	
Reels Filmed	N/A	N/A	96.5%	N/A	
ACTIVITY B: Preparing a new index from old book indexes and reformatting old Marriage and Birth Record Indexes.					
% of Resources					
24%					
Workload					
Number of Books Indexed	67	63	61	67	65
Number of Reformatted Index Records	N/A	N/A	537,162	N/A	1,459,037
Efficiency					
Book Indexing Ratio	22.3/1	21/1	20.3/1	22.3/1	21.6/1
Index Reformatting Ratio	N/A	N/A	N/A	N/A	486,346/1
Efficiency					
Books Indexed	100%	94%	95%	100%	100%
Records Reformatted	N/A	N/A	100%	N/A	100%

STAFFING SCHEDULE

Program: Micrographics

Department: Recorder

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
3053	Photo Reduction Technician	2	2.00	2	2.00	$ 37,013	$ 40,493
3030	Data Entry Operator	3	3.00	3	3.00	44,544	50,512
3040	Microfilm Operator	4	4.00	2	2.00	63,364	31,752
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,720	15,241
3024	Index Clerk	1	1.00	0	0.00	17,922	0
9999	Extra Help (Microfilm	5	0.00	0	0.00	0	0
	Total	11	11.00	8	8.00	$179,563	$ 137,898
	Adjustments:						
	County Contributions and Benefits					$ 45,590	$ 32,475
	Salary Settlement Costs					10,048	0
	Salary Adjustments					840	0
	Salary Savings					(4,514)	(3,407)
	Total Adjustments					$ 51,964	$ 29,068
PROGRAM TOTALS:		11	11.00	8	8.00	$ 231,527	$ 166,966

PROGRAM: Recording Services # 31526 MANAGER: Vera L. Lyle

Department: Recorder # 1500 Ref: 1988-89 Proposed Budget - Pg. D-281

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 are mandated and service levels provided by this program are mandated and discretionary.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Salaries & Benefits	$ 980,095	$ 1,083,118	$ 1,077,789	$ 1,078,218	$ 1,066,968
Services & Supplies	76,581	70,122	67,709	92,667	94,167
Fixed Assets	15,971	29,354	4,876	10,000	18,500
TOTAL DIRECT COSTS	$ 1,072,647	$ 1,182,594	$ 1,150,374	$ 1,180,885	$ 1,179,635 (.1%)
FUNDING	$(2,697,008)	$(3,757,699)	$(3,485,646)	$(3,018,322)	$ (3,068,322) 1.7%
NET COUNTY COSTS	$(1,496,116)	$(2,575,105)	$(2,335,272)	$(1,837,437)	$ (1,888,687) 2.8%
STAFF YEARS	45.70	47.83	42.80	45.00	46.00

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; i) notification of contractors who file preliminary lien notices when Notices of Completion are recorded. This is a County-wide recording service for the public rendered by County employees.

1987-88 BUDGET:

Overrealized revenue of $325,197 in recording fees and $142,127 in copy fees was collected during the 1987-88 fiscal year. An increase in the recording revenue is believed to be the result of lower interest rates due to an increase in new home buying and refinancing.

Services and supplies costs during the 1987-88 fiscal year were kept in line with prior year costs as a result of payment of a portion of those costs with modernization funds when appropriate.

The remainder of the budgeted fixed asset costs for 1987-88 will be expended as a prior year cost in 1988-89 as a result of the acquisition of some equipment which required replacement.

PROGRAM: Modernization # MANAGER: Vera L. Lyle

1988-89 OBJECTIVES:

1. Develop additional computer programs to expedite fee determination, collection and reconciliation.
2. Process all corrections submitted to update current and older vital records.
3. Process computer-generated abstracts of death records.

1988-89 ADOPTED: SUB-PROGRAM ACTIVITIES:

1. Systems Analysis (3.0 SY; E $249,214, R $249,214) includes analyzation of current activities and development of systems and programs to modernize and improve the County's system of recorded documents. This activity includes a Senior Index Clerk position to provide backup personnel for the department's computer equipment and operations and will provide supervision for a later shift of Index Clerks which will be established in the Recording Services program.

   This activity is:

   -- Discretionary/Discretionary Service Level.
   -- Offset 100% by revenue collected for the Recorder's Modernization Trust Fund.
   -- 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 $104,894, R $104,894) 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 includes the addition of one Senior Index Clerk position to provide adequate supervision of the index updates in this activity. This position will also provide back up personnel for the department's computer equipment and operations.

   This activity is:

   -- Discretionary/Discretionary Service Level.
   -- Offset 100% by revenue collected for the Modernization Trust Fund.
   -- 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 annually for indexing and microfilming.

3. Fee Collection (1.0 SY; E $22,785, R $ 22,785) 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 $120,000 for the Public Works Monument Preservation Survey fund and $19,000,000 in documentary transfer tax for the County and cities.

4. Examining and Recording Documents (1.0 SY; E $29,417, R $29,417) 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:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Modernization (appropriated)	$ 1,131,362	$ 270,362	$ 406,310	$ 135,948

A $1 per page fee on paid documents will be collected for the Modernization Fund 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 $950,000 will be collected in modernization fees during FY 1988-89. It is expected that $406,310 will be used for staffing and costs in this program. An additional $94,244 will be used in the Department Overhead program. The remaining $449,446 will be deposited in the Recorder's Modernization Trust Fund established in accordance with Government Code Section 27361.

$1,374,638 was collected during FY 1987-88. The balance of the Recorder's Modernization Trust Fund at the end of the 1987-88 fiscal year was $2,364,310. $661,000 in services and supplies and $200,000 in fixed assets funding was appropriated during FY 1987-88 for the Recorder's remodeling project. These funds will be expended during FY 1988-89.

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.

Item	Quantity	New/Replacement	Cost	Revenue
Step & Repeat Camera	1	N	$ 120,000	$ 120,000
Microfilm Reader/Viewers	5	R	10,000	10,000

STAFFING SCHEDULE

Program: Modernization

Department: Recorder

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2525	Senior Systems Analyst	1	1.00	1	1.00	$ 44,317	$ 46,354
2527	Associate Systems Analyst	1	1.00	1	1.00	36,656	40,287
8800	Senior Index Clerk	0	0.00	2	2.00	0	42,384
2730	Senior Clerk Typist	1	1.00	0	0.00	16,720	0
2907	Legal Procedures Clerk II	1	1.00	1	1.00	19,048	21,008
2430	Cashier	1	1.00	1	1.00	17,325	18,818
2700	Intermediate Clerk Typist	3	3.00	3	3.00	46,901	49,503
		8	8.00	9	9.00	$ 180,967	$ 218,354
	Adjustments:						
	County Contributions and Benefits					$ 43,541	$ 51,656
	Salary Settlement Costs					10,027	0
	Salary Adjustments					1,000	
	Salary Savings					(4,489)	(5,400)
	Total Adjustments					$ 50,079	$ 46,256
PROGRAM TOTALS:		8	8.00	9	9.00	$ 231,046	$ 264,610

PROGRAM: Department Overhead # MANAGER: Vera L. Lyle

Department: Recorder # 1500 Ref: 1988-89 Proposed Budget - Pg: D-296

Authority:

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 353,280	$ 249,107	$ 258,994	$ 303,779	$ 295,866
Services & Supplies	14,174	23,734	13,776	6,690	6,690
Fixed Assets	34,667	26,578	0	0	0
TOTAL DIRECT COSTS	$ 402,121	$ 299,419	$ 274,010	$ 310,469	$ 302,556 (2.5%)
FUNDING	$ (38,612)	$ (128,253)	$ (93,289)	$ (93,289)	$ (142,073) 52.3%
NET COUNTY COSTS	$ 363,509	$ 171,166	$ 180,721	$ 217,180	$ 160,483 26.1%
STAFF YEARS	8.00	5.90	5.00	6.00	6.00

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.

1987-88 ACTUAL:

The increase in service and supply costs are the result of the purchase of books and publications for referenced and training, the payment of prior year costs and office expenses originally allocated to the Recording Services Program.

The fixed asset expenditure in Department Overhead for 1987-88 is the completion of a prior year encumbrance.

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Micrographics Fee	$ 49,614	$ 49,614	$ 47,829	$ (1,785)
Modernization Fee	$ 43,675	$ 43,675	$ 94,244	$ 50,569

Revenue to this program comes from overhead and travel costs incurred by the Micrographics Program and Modernization Program. A proportionate share of overhead costs is allocated from each program trust fund instead of the General Fund.

STAFFING SCHEDULE

Program: Department Overhead

Department: Recorder

Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	STAFF YEARS 1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0150	Recorder	1	1.00	1	1.00	$ 60,126	$ 63,495
0250	Chief Deputy Recorder	1	1.00	1	1.00	53,746	56,753
3015	Chief, Recording Services	1	1.00	1	1.00	33,867	35,433
2759	Administrative Secretary IV	1	1.00	1	1.00	26,546	28,043
2403	Accounting Technician	1	1.00	1	1.00	21,677	23,012
2510	Senior Account Clerk	1	1.00	1	1.00	19,746	20,462
	Total	6	6.00	6	6.00	$ 215,708	$ 227,198
	Adjustments:						
	County Contributions and Benefits					$ 78,775	$ 74,706
	Salary Settlement Costs					13,184	0
	Salary Adjustments					2,000	0
	Salary Savings					(5,888)	(6,038)
	Total Adjustments					$ 88,071	$ 68,668
PROGRAM TOTALS:		6	6.00	6	6.00	$ 303,779	$ 295,866

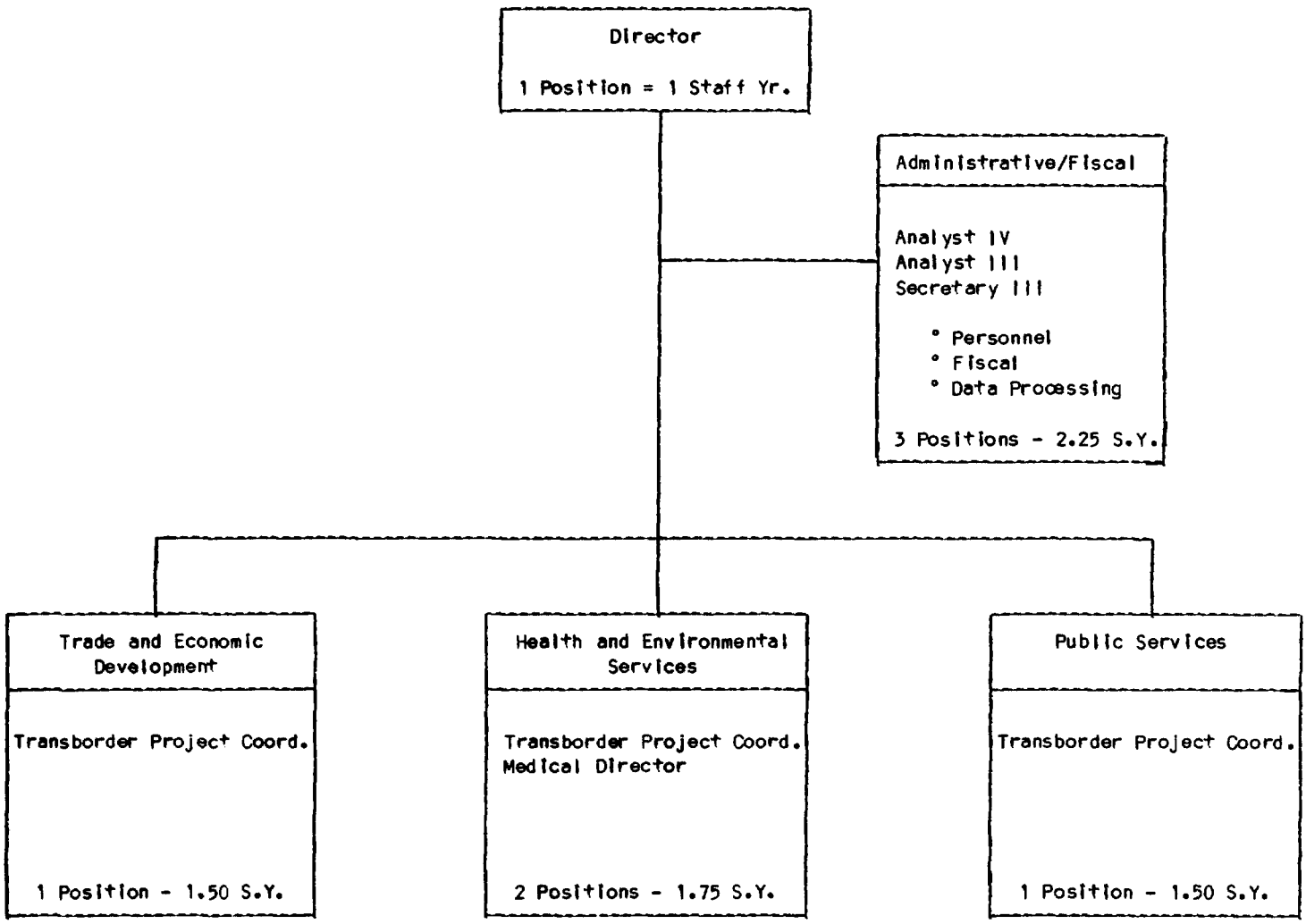
DEPARTMENT OF TRANSBORDER AFFAIRS

	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 CAO Adopted	Change From 1987-88 Budget	% Change
Department of Transborder Affairs	$	$ 225,000	$ 150,000*	$ 464,873	$ 314,873	201%
Total Direct Costs	$	$ 225,000	$ 150,000*	$ 464,873	$ 314,873	201%
Less Funding		0	0	0	0	0
Net County Costs	$	$ 225,000	$ 150,000*	$ 464,873	$ 314,873	201%
STAFF YEARS		2.83	2.83	8.00	5.17	183%

* Based on 1/2 year funding and partial staffing

PROP/III BD/TBA

DEPARTMENT OF TRANSBORDER AFFAIRS



Notes on Proposed Staffing Changes:

1. FY 1987-88 appropriations for department are reflective of half-year funding and partial staffing level. Mid-year adjustment of $75,000 was necessary as a result of classification studies which required change in compensation and benefit level.

2. Analyst positions reflect staff loaned from Chief Administrative Office during FY 1987-88.

PROGRAM: All # MANAGER: Augie Bareno

Department: Dept. of Transborder Affairs # Ref: New Department

Authority: Established by the Board of Supervisors, Ordinance No. 7358 adding Article XXX to the San Diego County Administrative Code relating to the establishment of a Department of Transborder Affairs, 8-18-87.

	1985-86 Actual	1986-87 Actual	1987-88 Estimated Actual	1987-88 Budget	1988-89 CAO Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 219,000*	$ 144,000*	$ 440,148
Service & Supplies	0	0	6,000*	6,000*	23,000
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	1,725
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 0	$ 0	$ 225,000*	$ 150,000*	$ 464,873
FUNDING	$ 0	$ 0	$ 0	$ 0	0
NET COUNTY COSTS	$ 0	$ 0	$ 225,000*	$ 150,000*	$ 464,873
STAFF YEARS			2.83	2.83	8.00

PROGRAM DESCRIPTION:

The Department of Transborder Affairs coordinates all County projects focusing on the US/Mexico International Border and the Pacific Rim. With direction from the Board of Supervisors, the department initiates appropriate public policy on transborder issues in order to exert County leadership. Further, staff develops, recommends and implements appropriate international trade policies as well as activities related to border health, social services & environmental issues.

* Based on 1/2 year funding and partial staffing

PROGRAM: Department of Transborder Affairs # MANAGER: Augie Bareno

1987-88 BUDGET:

FY 1987-88 budget allocation of $150,000 was intended to fund the new department for six months. The department was established three months earlier than anticipated and operated for a total of 9 months at partial staffing level during FY 1987-88. The department received a mid-year budget adjustment of $75,000, bringing the budget total for FY 1987-88 to $225,000. This adjustment was necessary due to classification studies conducted during this time.

1987-88 ACHIEVEMENT OF OBJECTIVES:

(New Department)

1. Accomplished a major donation of neo-natal equipment to Baja California to benefit high risk infants which impact San Diego County emergency care costs.

2. Developed a South Bay Economic Development Council focusing on border economy and its attendant effect on adjacent communities.

3. Developed, in conjunction with the Human Relations Commission, a complaint procedure relating to the Immigration Reform and Control Act.

4. Assumed staff responsibility for the County's International Trade Commission and its subcommittees.

5. Coordinated, in conjunction with the Department of Health Services, Office of Intergovernmental & Public Affairs, and County Counsel, the implementation of the Immigration Reform and Control Act on the County's departments and programs.

6. Co-sponsored, along with other County departments, numerous conferences and seminars dealing with public policy issues affected by the Border.

7. Established, in conjunction with the Department of Health Services and Bi-national Health Association, an on-going mechanism to deal with major transborder health considerations such as bi-national trauma and high risk neo-natal care.

8. Worked in conjunction with the Probation Department and County Counsel to establish a County program to return Mexican juvenile offenders to appropriate Mexican authorities, thereby lessening their impact on the juvenile justice system.

9. Assisted the Department of Social Services in the development of a "Transborder Liaison" for the Child Protective Services Division to better coordinate interaction with various Child Protective agencies in Baja California.

10. Served as a focal point for the consideration of public policy issues related to transborder and international affairs from a County government perspective.

11. Worked in coordination with the Office of Disaster Preparedness to establish a mechanism for dealing with Bi-national emergencies and disaster.

1988-89 OBJECTIVES:

1. Maintain a South Bay Economic Development Council and provide staff support.

2. Establish a Transborder Affairs Advisory Committee and provide staff support.

3. Provide staff support for the International Trade Commission and its subcommittees.

4. Establish policies and programs for the County on trade and economic matters relating to the U.S./Mexico Border region and the Pacific Rim.

PROGRAM: Department of Transborder Affairs # MANAGER: Augie Bareno

1988-89 OBJECTIVES: (Cont'd)

5. Coordinate workshops, seminars and presentations separately or in conjunction with other County departments, regarding transborder issues.

6. Develop policies and programs for the County on emergency medical services, health and environmental matters relating to the U.S./Mexico Border region.

7. Coordinate with the County's Office of Disaster Preparedness to establish emergency/disaster plans for the binational region.

8. Continue coordination with the Departments of Health Services, Social Services and County Counsel on the implementation of the Immigration Reform and Control Act (IRCA).

1988-89 CAO PROPOSED BUDGET: SUB-PROGRAM ACTIVITIES: All sub-programs are discretionary/discretionary service level.

1. Administrative Services (3.25-SY; E-$177,304.75; R-0) includes handling the department's advisory committee, fiscal management, accounting, budgeting, payroll, personnel administration and staff back-up for department.

2. Health & Environmental Services (1.75 SY; E-$125,410.75; R-0) handles projects including monitoring the binational regional air quality; participating in the U.S./Mexico Health Association and the International Water and Boundary Commission; coordinating binational trauma program; handling border environmental health and border sewage issues.

3. Trade and Economic Development (1.5 SY; E-$80,216.25; R-0) handles projects including International Trade Commission, South Bay Economic Development Corporation, border trade and economic development research, maquiladora enterprises and border tourism.

4. Public Services (1.5 SY; E-$80,216.25; R-0) handles projects including IRCA monitoring, Child Protective Services, Border Justice Program, Disaster Preparedness and technology transfer.

REVENUE BY SOURCE:

All funding for department is from General Fund monies.

PROGRAM: Department of Transborder Affairs # MANAGER: Augie Bareno

FIXED ASSETS:

Item	Quantity	New/Replacement	Cost	Revenue
Typewriter	1	New	$ 500	$ 0

To be used by secretary and office staff for all typing needs. Currently, department rents a typewriter.

Credenza	1	New	$ 600	$ 0

To be used for file storage for Project Coordinator.

TV Monitor	1	New	$ 350	$ 0

For use with video recorder as requested below.

VCR Player/Recorder	1	New	$ 275	$ 0

To be used for presentation to outside organizations and governmental agencies on Transborder issues, border-related matters and interviews. Also, will facilitate recording programs regarding border and Pacific Rim.

PERFORMANCE INDICATORS

Program: All

Department: Dept. of Transborder Affairs

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89* Department Requested	1988-89 Adopted
ACTIVITY A:						
% of Resources						
100%						
Workload						
South Bay Economic Development Council Meetings	-	-	7	-	24	24
International Trade Commission and Subcommittee Meetings	-	-	3	-	30	30
Transborder Seminars, Workshops Presentations and Other Events	-	-	15	-	50	50
Transborder Affairs Advisory Committee Meetings	-	-	-	-	6	6

STAFFING SCHEDULE

Program: Department of Transborder Affairs

Department: Dept. of Transborder Affairs

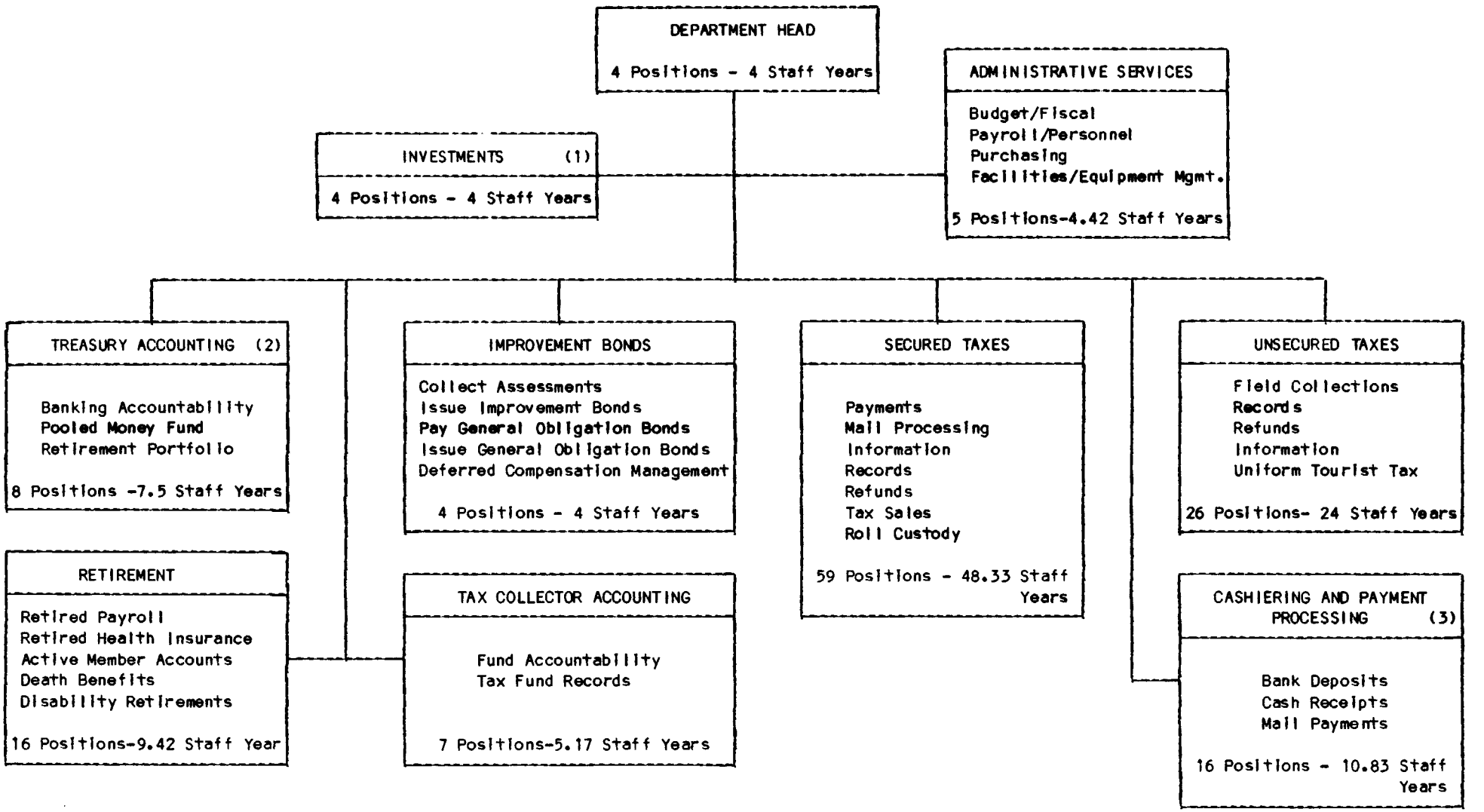
Class	Title	STAFF YEARS 1987-88 Budget Pos.	S.Y.	1988-89 Department Requested Pos.	S.Y.	1988-89 Adopted Pos.	S.Y.	SALARY AND BENEFIT COSTS 1987-88* Budget	1988-89 Department Requested	1988-89 Adopted
2277	Director	1	0.50	1	1.00	1	1.00	$ 29,121	$ 65,250	$ 65,250
2130	Medical Director	1	0.50	1	0.50	1	0.50	25,589	39,074	39,074
0950	Project Coordinator	3	1.50	3	3.00	3	3.00	57,768	157,485	157,485
2414	Analyst IV	0	0.00	1	1.00	1	1.00	0	41,054	41,054
2413	Analyst III	0	0.00	1	1.00	1	1.00	0	36,365	36,365
2758	Admin. Secretary III	1	0.33	1	1.00	1	1.00	7,586	22,728	22,728
9999	Extra Help	0	0.00	1	0.50	1	0.50	0	10,000	10,000
	TOTAL	6	2.83	9	8.00	9	8.00	$ 120,064	$ 378,956	$ 378,956
Adjustments:										
	County Contributions and Benefits							$ 23,892	$ 64,494	$ 64,494
	Salary Settlement Costs							0	0	0
Special Payments:										
	Overtime							0	0	0
	Shift Differential							0	0	0
	Bilingual Pay							0	0	0
	Salary Adjustment							(357)	7,000	7,000
	Salary Savings							0	0	(9,734)
Total Adjustments								$ 23,535	$ 71,494	$ 61,760
PROGRAM TOTALS:		6	2.83	9	8.00	9	8.00	$ 143,599*	$ 449,882	$ 440,148

* Based on 1/2 year funding and partial staffing

TREASURER-TAX COLLECTOR

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Tax Collection	$ 1,816,446	$ 1,878,838	$ 2,397,428	$ 2,386,919	$ 2,392,161	$ 5,242	.2%
Treasury	676,504	981,295	1,166,759	1,305,922	1,555,775	249,853	19.1%
Retirement Administration	261,857	328,626	351,027	343,940	353,680	9,740	2.8%
Department Overhead	428,130	424,916	482,911	482,163	469,613	(12,550)	(2.6%)
Total Direct Costs	$ 3,182,937	$ 3,613,675	$ 4,398,125	$ 4,518,944	$ 4,771,229	$ 252,285	5.6%
Funding	$(1,520,051)	$(1,562,770)	(2,727,045)	$(2,299,590)	$(2,609,804)	$ (310,214)	13.4%
Net County Costs (Without Externals)	$ 1,662,886	$ 2,050,905	$ 1,671,080	$ 2,219,354	$ 2,161,425	$ (57,929)	(2.61%)
Staff Years	104.8	103.26	118.7	118.08	121.67	3.59	3.0%

TREASURER-TAX COLLECTOR DEPARTMENT



NOTES ON STAFFING CHANGES:

1. Increase of 1.0 staff year; 1 Assistant Investment Manager, for expanded scope of investment portfolio management.
2. Increase of 2.0 staff years; 1 position of Manager, Receipts and Deposits to Treasury cash management functions; 1 position of Tax Payment Processor approved by Board, mid-year.
3. Increase of .6 staff year, Senior Systems Analyst, to annualize Board approved position for Shared Property System augmentation.
4. Number of positions relative to staff years depict authorized level for permanent and part-time employees, Retirement Board Members, plus temporaries and seasonals.

PROGRAM: Tax Collection # 07401 MANAGER: Philip Jacobsen

Department: Treasurer-Tax Collector # 1200 Ref: 1988-89 Proposed Budget, Pg. D-315

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

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	CAO Adopted
COSTS					
Salaries & Benefits	$ 1,490,703	$ 1,559,246	$ 1,945,655	$ 2,071,647	$ 2,128,189
Services & Supplies	307,143	312,215	404,590	259,572	259,572
Other Charges	0	0	0	0	0
Fixed Assets	18,600	8,768	47,183	55,700	4,400
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,816,446	$ 1,880,229	$ 2,397,428	$ 2,386,919	$ 2,392,161 .2%
FUNDING	(838,180)	$(1,133,914)	$(1,501,500)	$(1,043,620)	$(1,109,380) 6.3%
NET COUNTY COSTS	$ 978,266	$ 746,315	$ 895,928	$ 1,343,299	$ 1,282,781 (4.5%)
STAFF YEARS	75.76	89.32	88.25	87.74	88.33
PERFORMANCE INDICATORS:					
Current Year Tax Payments	1,493,476	1,640,093	1,600,598	1,600,100	1,650,000
Prior Year Tax Payments	23,872	24,609	24,205	26,000	26,000
Unsecured Tax Charge Collection	98.9%	98.90%	99.02%	98.90%	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 1,540,000 tax bills or statements to property owners or their agents and collect $1,177,000,000 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.

PROGRAM: Tax Collection # 07401 MANAGER: Philip Jacobsen

1987-88 ACTUALS:

The direct costs were 1 % under budget. The requirement to include prior year expenditures ($31,779) gives the incorrect impression that the program went over budget since the directly related appropriation adjustment is not allowed for record purposes. About $119,000 is included in Services and Supplies costs for payment of annual seasonal agency personnel, and is a standard transfer expense from the salaries account. Revenue exceeded budgeted level by 44%.

1988-89 OBJECTIVES:

1. Maintain taxpayer service levels in telephone call handling, turnaround time on information, inquiries, taxpayer requests and research assignments without support equipment to meet work load increases.
2. Maintain leadership position in California in the collection effectiveness of unsecured property taxes.
3. Complete the on-line reporting portion of redemption process automation for prior year secured taxes.
4. Complete design characteristics for the Tax Collector's module for the Shared Property Tax System.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

1. Current Secured Tax Collection (45.75 SY; E $1,211,210; R $608,022) is:

   - Mandated/Mandated Service Level.
   - Offset 50% by program revenue and collects $795,000,000 in taxes.
   - Increased .59 staff years to annualize Shared Property System authorized augmentation.
   - Expediting deposits of taxes collected for increased investment earnings.

2. Unsecured Tax Collection (25.50 SY; E $675,408; R $95,549)

   - Mandated/Mandated Service Level.
   - Offset 1% by revenue and collects $49,000,000 in taxes.
   - Now using on-line computer systems for improved taxpayer service and collection procedures.

3. Prior Year Tax Collection (17.08 SY; E $505,543; R $405,809)

   - Mandated/Mandated Service Level.
   - Offset 80% by revenue and collects $32,000,000 in taxes.
   - Providing minimum service to delinquent taxpayers.

PROGRAM: Tax Collection

MANAGER: Philip Jacobsen

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Delinquent Costs of Secured Property	$ 762,605	$ 515,000	$ 540,000	$ 25,000
Redemption Fees/Cost Recovery of Public Auctions	295,141	107,000	110,000	3,000
Returned Check Fees	19,168	15,000	15,000	0
Escheatment of Unclaimed Money	13,377	7,000	7,000	0
Other Miscellaneous Fees	59,952	5,000	5,000	0
SB 813 Recovery	351,257	394,620	432,380	37,760
Total	$1,501,500	$1,043,620	$1,109,380	$ 65,760

All revenues are based on charges and fees in the California Revenue and Taxation Code except returned check fees which are County imposed. Difference between budgeted and actual is from increased collection for penalties on delinquent payments, and fees and cost recovery from sale of tax defaulted properties.

No match required.

FIXED ASSETS

Item	Quantity	New/Replacement	Total Cost
Mail Opening Machine	1	R	$ 4,400

PERFORMANCE INDICATORS

Program: Tax Collection — Department: Treasurer-Tax Collector

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Current Secured Taxes					
% of Resources	49%	49%	48%	49%	51%
Workload					
Tax Bills and Statements	1,224,368	1,216,384	1,432,686	1,340,000	1,420,000
Tax Payments	1,493,476	1,541,043	1,600,598	1,600,000	1,650,000
Refunds	15,596	20,053	57,659	17,000	20,000
Service Requests	122,626	124,550	134,504	140,000	148,000
Efficiency					
Payments/Staff Hour	18.80	18.57	17.69	16.77	18.09
Cost/Current Tax Bill Issued	$2.11	$2.14	$2.37	$2.32	$2.45
Effectiveness					
Current Year Tax Charge Collected	96.15%	96.31%	96.69%	96.00%	96.00%
ACTIVITY B: Prior Year Secured Taxes					
% of Resources	21%	23%	24%	22%	21%
Workload					
Prior Year Parcels	35,688	37,301	38,518	40,000	40,000
Prior Year Tax Payments	23,872	24,609	24,205	26,000	26,000
Efficiency					
Prior Year Payments/ Staff Hour	0.68	0.67	0.56	0.73	0.70
Prior Year Tax Charge Collected	52.90%	55.00%	55.26	55.00%	55.00%
ACTIVITY C: Unsecured Taxes					
% of Resources	30%	28%	28%	29%	28%
Workload					
Tax Bills Issued	116,661	113,239	112,884	125,000	124,300
Tax Bills Collected	106,558	99,050	105,017	116,000	115,500
Efficiency					
Tax Payment/Staff Hour	2.48	2.18	2.17	2.23	2.37
Cost/Tax Bill Issued	$ 8.96	$ 9.16	$10.43	$ 9.63	$ 9.82
Effectiveness					
Tax Charge Collected	98.90%	98.82%	99.02%	98.00%	98.00%

STAFFING SCHEDULE

Program: Tax Collection

Department: Treasurer-Tax Collector

Class	Title	STAFF YEARS 1987-88 Budget Pos	S.Y.	1988-89 Adopted Pos	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2455	Manager, Secured Taxes	1	1.00	1	1.00	$ 43,249	$ 48,686
2469	Departmental EDP Coordinator	1	1.00	1	1.00	37,101	33,861
2449	Manager, Field Collections	1	1.00	1	1.00	41,794	48,155
2505	Senior Accountant	1	1.00	1	1.00	36,795	38,901
2525	Senior Systems Analyst	1	0.41	1	1.00	17,038	43,658
5717	Senior Field Investigator	1	1.00	1	1.00	34,114	35,351
5719	Field Investigator	6	6.00	6	6.00	172,539	178,393
2454	Tax Services Division Chief	2	2.00	2	2.00	60,048	62,766
8801	Assistant Division Chief	2	2.00	2	2.00	51,948	49,283
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2403	Accounting Technician	1	1.00	1	1.00	18,998	20,462
2458	Senior Payment Processor	1	1.00	1	1.00	21,938	22,741
2510	Senior Account Clerk	4	4.00	7	7.00	73,372	140,015
2730	Senior Clerk	6	6.00	7	7.00	109,752	137,460
2430	Cashier	2	1.50	2	1.50	26,583	28,499
2457	Payment Processor	4	4.00	4	4.00	75,477	81,068
2757	Administrative Secretary II	0	0.00	1	1.00	0	21,228
2756	Administrative Secretary I	3	3.00	2	2.00	52,297	34,066
3053	Photo Reduction Technician	1	1.00	1	1.00	18,788	20,886
2493	Intermediate Account Clerk	24	23.00	21	20.00	369,300	329,629
2700	Intermediate Clerk Typist	15	14.50	14	13.50	224,971	215,738
9999	Extra Help	30	12.33	30	12.33	140,395	140,395
	Totals	108	87.74	108	88.33	$1,649,426	$1,755,004
	Adjustments:					$	$
	County Contributions and Benefits					408,658	413,884
	Salary Settlement Costs					51,265	
	Salary Adjustments					(9,547)	1,685
	Special Payments						
	Premium Overtime					30,600	30,600
	Bilingual Premium					1,680	1,680
	Salary Savings					(60,435)	(74,664)
	Total Adjustments					$ 422,221	$ 373,185
PROGRAM TOTALS:		108	87.74	108	88.33	$2,071,647	$2,128,189

PROGRAM: Treasury # 07701 MANAGER: Richard H. Jarvis

Department: Treasurer-Tax Collector # 1200 Ref: 1988-89 Proposed Budget, Pg. D-321

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

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 321,685	$ 333,176	$ 370,623	$ 392,047	$ 465,399
Services & Supplies	337,698	655,397	712,086	909,575	935,075
Other Charges	0	0	0	0	0
Fixed Assets	17,121	1,096	84,050	4,300	155,301
Vehicles/Comm Equip	0	0	0	0	0
Operating Transfers	0	0	0	0	0
TOTAL DIRECT COSTS	$ 676,504	$ 989,669	$1,166,759	$1,305,922	$1,555,775
					19.1%
FUNDING	(677,366)	(929,605)	(1,225,089)	(1,255,970)	(1,500,424)
					19.5%
NET COUNTY COSTS	$ 862	$ 60,064	$ (58,330)	$ 49,952	$ 55,351
					10.8%
STAFF YEARS	11.75	12.22	12.88	12.50	15.50
PERFORMANCE INDICATORS:					
Items Deposited	1,152,727	1,199,561	1,342,748	1,155,000	1,155,000
Investment Transactions	4,952	4,682	4,393	5,000	5,000
Average Rate of Return to Investment Fund	9.65%	7.80%	8.69%	7.00%	8.00%
Bonds and Coupons Paid	53,280	44,308	24,939	35,067	19,328

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 exceed 1.3 billion dollars. 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.

PROGRAM: Treasury # 07701 MANAGER: Richard H. Jarvis

1987-88 ACTUALS:

Direct costs were less than budgeted by 1%. A 5.5% savings in salaries and benefits was realized. Staffing level reflects the use of temporary help to complete special computerized investment programs. A shift and decrease in expenditures was made to acquire and install equipment which reduced specific bank service costs. Funding for fees ordinarily paid from Services & Supplies were authorized to support the cost savings program elements. The reduced revenues resulted from decreased expenditures in salaries, and services and supplies through related reduced cost recovery.

Program funding is distinguished from line item totals by adjustments for projected year end expenditures and overhead allocations.

1988-89 OBJECTIVES:

1. Earn 8% interest on monies in the Treasurer's custody.

2. Investment returns in a continuing low yield market are to be maximized through state-of-the-art financial services, sophisticated investment techniques, and department generated computerized analyses, applications and executions.

3. Maintain minimum level of services provided on general obligation bonds and coupon payments and collections.

1988-89 ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

1. Treasury (11.5 SY;E $1,462,796; R $1,499,624) is:

   - Mandated/Mandated Service Level
   - Offset entirely by program revenue
   - Incurring additional costs only for authorized levels of staffing, services and equipment replacement.
   - Maximizing interest earnings of the Pooled Money Fund.

2. General Obligation and Improvement Bonds (4.0 SY; E $92,979; R $800) is:

   - Mandated/Mandated Service Level
   - Offset .9% by program revenue
   - Maintaining bond and coupon payment activity service levels.
   - Managing the County Deferred Compensation Program and providing information and assistance on the Hartford Program.

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Pooled Money Fund Banking Service	$1,325,585	$1,245,070	$1,489,524	$ 244,454
Audit Fees, Deferred Compensation	8,470	10,000	10,000	0
Audit Fees, Improvement Bonds	1,835	800	800	0
Miscellaneous Fees	2,268	100	100	0
Total	$1,338,158	$1,255,970	$1,500,424	$ 244,454

PROGRAM: Treasury # 07701 MANAGER: Richard H. Jarvis

PROGRAM REVENUES BY SOURCE: (continued)

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.

1987-88 actuals represents cost recovery conforming to the Treasury activity costs, including overheads. Improvement Bonds revenue is reduced due to an absence of new bond issues. 1988-89 incorporates full cost recovery for contract increases, banking services and fees, remittance processing system maintenance, software management, and financial data services. Revenue increases are consistent with the projected higher recoverable costs of staff and support items, mainly in the Treasury Activity. Deferred Compensation program administration costs are stable and reflect no significant change from the prior year.

No match is required.

FIXED ASSETS:

Item	Quantity	New/Replacement	Cost	Revenue
Desks	2	N	$ 600	$ 600
Computer Equipment and Components	Lot	R	133,000	133,000
Fixed Income Calculators	3	N	2,340	2,340
Microfilm Camera and Lenses	1	R	17,000	17,500
Typewriter	1	R	561	561
Laser Printer	1	R	1,800	1,800
Total			$155,301	$155,301

PERFORMANCE INDICATORS

Program: Treasury — Department: Treasurer-Tax Collector

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Treasury					
% of Resources	87%	87%	92%	93%	94%
Workload					
Investment Transactions	4,592	4,682	4,393	5,000	5,000
Items Deposited	1,152,727	1,199,561	1,342,748	1,155,000	1,155,000
Deposit Permits Proofed	18,688	18,519	19,873	19,500	19,500
Efficiency					
Unit Cost Per Item Deposited	$0.15	$0.16	$0.14	$0.16	$0.17
Effectiveness					
Average Rate of Return to Investment Fund	9.65%	7.80%	8.69%	7.90%	8.00%
ACTIVITY B: Improvement and General Obligation Bonds					
% of Resources	13%	13%	8%	7%	6%
Workload					
Bonds and Coupons Paid	53,280	44,081	24,939	35,067	19,328
1911 Act Payments	435	227			
Deferred Compensation Accounts					
County Plan	362	302	303	315	315
Hartford Plan	2,360	3,640	3,655	3,000	4,000
Efficiency					
Payments/Staff Hour	6.45	6.59	2.97	4.20	2.31

STAFFING SCHEDULE

Program: Treasury

Department: Treasurer-Tax Collector

Class	Title	STAFF YEARS 1987-88 Budget Pos	S.Y.	198-89 Adopted Pos	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2492	Investment Manager	1	1.00	1	1.00	$ 50,830	$ 49,586
2505	Senior Accountant	1	1.00	1	1.00	36,795	38,901
2490	Assistant Investment Mgr.	1	1.00	2	2.00	35,482	70,677
2491	Manager, Receipts & Deposits	0	0.00	1	1.00	0	32,265
2425	Associate Accountant	1	1.00	1	1.00	27,765	30,758
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2513	Senior Cashier	1	1.00	1	1.00	20,301	21,025
2430	Cashier	2	1.50	2	1.50	26,558	25,330
2457	Tax Payment Processor	0	0.00	1	1.00	0	17,333
2493	Intermediate Account Clerk	2	2.00	2	2.00	30,043	31,712
2700	Intermediate Clerk Typist	3	3.00	3	3.00	49,038	51,605
9999	Extra Help	0	0.00	0	0.00	0	0
	Total	13	12.50	16	15.50	$ 299,741	$ 392,955
	Adjustments:						
	County Contributions and Benefits					$ 84,230	$ 94,109
	Salary Settlement Costs					14,116	0
	Salary Adjustment					(185)	564
	Special Payments					0	0
	Bilingual Pay					840	840
	Salary Savings					(6,695)	(23,069)
	Total Adjustments					$ 92,306	$ 72,444
PROGRAM TOTALS:		13	12.50	16	15.50	$ 392,047	$ 465,399

PROGRAM: Retirement Administration # 81203 MANAGER: Richard H. Jarvis

Department: Treasurer-Tax Collector # 1200 Ref: 1988-89 Proposed Budget, Pg. D-327

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

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 219,897	$ 233,207	$ 262,950	$ 260,387	$ 262,377
Services & Supplies	40,130	34,888	84,112	82,853	82,853
Other Charges	0	0	0	0	0
Fixed Assets	1,830	1,283	3,965	700	8,450
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 261,857	$ 269,378	$ 351,027	$ 343,940	$ 353,680 2.8%
FUNDING	(4,426)	$ 0	$ (456)	$ 0	$ 0
NET COUNTY COSTS	$ 257,431	$ 269,378	$ 350,571	$ 343,940	$ 353,680 2.8%
STAFF YEARS	8.87	9.16	9.08	9.04	9.42
PERFORMANCE INDICATORS:					
Members	17,381	18,100	19,168	16,477	19,000
Retirements	251	236	321	290	300
Terminations	1,010	1,140	894	711	1,100
Disability Retirement Applications	56	62	75	44	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 13,000 active employees, and a payroll for 6,000 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.

PROGRAM: Retirement Administration # 81203 MANAGER: Richard H. Jarvis

1987-88 BUDGET:

Savings of $13,000 were realized in this program, mainly in Services and Supplies from a lower utilization of professional and specialized services. The required inclusion of $20,227 in prior year expenditures imply an over-budget actual, which is not the case.

1988-89 OBJECTIVES:

1. Complete software development and installation for automated retirement benefit calculation program.
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.

1988-89 ADOPTED BUDGET:

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

- Mandated/Mandated Service Level.
- 9.42 staff years; E $353,680; R $0;
- Handles all services related matters for the retirement system, Board of Retirement and active and retired employees.

REVENUE BY SOURCE:

No revenue is budgeted for this program.

FIXED ASSETS:

Items	Quantity	New/Replacement	Cost	Revenue
Page Printer	1	N	$ 450	$ 0
Typewriter	1	R	600	0
Projector/Screen	1	N	800	0
File System	1	N	1,400	0
Computer Terminal	1	R	1,200	0
Microcomputer	1	R	4,000	0
Total			$ 8,450	$ 0

PERFORMANCE INDICATORS

Program: Retirement Administration

Department: Treasurer-Tax Collector

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% of Resources	100%	100%	100%	100%	100%
Workload					
Active Members	11,870	12,398	13,271	12,100	13,000
Retired Members	5,511	5,704	5,897	6,000	6,000
New Enrollments	1,815	1,887	2,116	1,800	1,800
Retirements	251	236	321	300	300
Terminations	1,010	1,140	894	1,100	1,000
Disability Retirement Applications	56	62	75	50	50
Efficiency					
Average Cost/Member	$25.71	$29.66	$28.15	$27.76	$27.59
Effectiveness					
Average Rate of Return to Investments	11.2%	11.4%	9.51%	11.0%	11.0%

STAFFING SCHEDULE

Program: Retirement Administration

Department: Treasurer-Tax Collector

Class	Title	STAFF YEARS 1987-88 Budget Pos	S.Y.	198-89 Proposed Pos	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2340	Retirement Officer	1	1.00	1	1.0	$ 39,237	$ 41,049
2315	Assistant Retirement Officer	1	1.00	1	1.0	28,345	29,435
2403	Accounting Technician	1	1.00	1	1.0	21,765	23,012
2510	Senior Account Clerk	2	2.00	2	2.0	39,492	40,924
2756	Administrative Secretary I	1	1.00	1	1.0	18,844	19,524
2493	Intermediate Account Clerk	2	2.00	2	2.0	32,554	34,039
2700	Intermediate Clerk Typist	1	1.00	1	1.0	16,713	17,330
9999	Extra Help	2	0.42	7	0.42	4,700	4,700
	Totals	11	9.42	11	9.42	$201,650	$210,013
	Adjustments:						
	County Contributions and Benefits					$ 49,714	$ 51,490
	Salary Settlement Costs					9,375	0
	Salary Adjustments					(127)	1,308
	Special Payments					0	0
	Retirement Board (5 members)					5,000	5,000
	Salary Savings					(5,225)	(5,434)
	Total Adjustments					$ 58,737	$ 52,364
PROGRAM TOTALS:		11	9.42	11	9.42	$260,387	$262,377

PROGRAM: Department Overhead # 92101 MANAGER: Norman H. Ernst

Department: Treasurer-Tax Collector # 1200 Ref: 1988-89 Proposed Budget, Pg. D-332

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 383,592	$ 418,306	$ 438,972	$ 441,913	$ 430,063
Services & Supplies	25,961	27,152	37,149	39,550	39,550
Other Charges	5,434	0	0	0	0
Fixed Assets	13,113	781	6,790	700	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 428,100	$ 446,239	$ 482,911	$ 482,163	$ 469,613 (2.6%)
FUNDING	$ (79)	$ 0	0	0	$ 0
NET COUNTY COSTS	$ 428,021	$ 446,239	$ 482,911	$ 482,163	$ 469,613 (2.6%)
STAFF YEARS	8.42	8.62	8.49	8.42	8.42

PROGRAM DESCRIPTION:

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

1987-88 ACTUALS:

Direct costs remained within budget. The $748 differential is the result of a carried over prior year expenditure. .07 additional staff years of temporary help were required to complete program projects. The fixed asset expenditure represents a mid-year acquisition authorized in a Board approved appropriation.

1988-89 ADOPTED BUDGET:

Department overhead is a single activity program and is summarized as follows:

- 8.42 SY; E $469,613; R $0
- Provides management and control support for the department.

PROGRAM REVENUE BY SOURCE:

No revenue is budgeted for this program.

STAFFING SCHEDULE

Program: Department Overhead

Department: Treasurer-Tax Collector

Class	Title	STAFF YEARS 1987-88 Budget Pos	S.Y.	198-89 Adopted Pos	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0185	Treasurer-Tax Collector	1	1.00	1	1.00	$ 63,651	$ 69,759
0270	Chief Deputy Tax Collector	1	1.00	1	1.00	53,765	58,942
0280	Chief Deputy Treasurer	1	1.00	1	1.00	51,395	58,942
2305	Chief, Administrative Services	1	1.00	0	0.00	44,317	0
2369	Administrative Services Manager II	0	0.00	1	1.00	0	46,354
2511	Senior Payroll Clerk	0	0.00	1	1.00	0	18,062
2759	Administrative Secretary IV	1	1.00	1	1.00	26,546	28,043
2758	Administrative Secretary III	0	0.00	1	1.00	0	26,056
2757	Administrative Secretary II	1	1.00	0	0.00	21,761	0
2730	Senior Clerk	1	1.00	1	1.00	18,520	20,162
2700	Intermediate Clerk Typist	1	1.00	0	0.00	15,484	0
9999	Extra Help	1	0.42	1	0.42	4,800	4,800
	Total	9	8.42	9	8.42	$ 300,239	$331,120
	Adjustments:						
	County Contributions and Benefits					$ 88,570	$97,235
	Salary Settlement Costs					43,146	0
	Salary Adjustments					9,958	1,258
	Special Payments					0	0
	Bilingual Pay					0	0
	Salary Savings					0	0
	Total Adjustments					$ 141,674	$98,943
PROGRAM TOTALS:		9	8.42	9	8.42	$ 441,913	$430,063

SUPPORT SERVICES

CAPITAL ASSET LEASING (SANCAL)

	1985-86 Actual	1986-87 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Capital Asset Leasing Activities	$ 2,546,983	$ 1,879,269	$ 1,894,664	$ 1,870,558	$ ( )	(8%)
Total Direct Costs	$ 2,546,983	$ 1,879,269	$ 1,894,664	$ 1,870,558	$ ( )	(8%)
Funding	$ 0	$ 0	$ 0	0	$ 0	0
Net County Costs	$ 2,546,983	$ 1,879,269	$ 1,894,664	$ 1,870,558	$ ( )	(8%)

CA/PROP/111 - SANCAL/SUMM

PROGRAM: Capital Asset Leasing (SANCAL) # MANAGER: Manuel Lopez
Department Fixed Assets

Department: Chief Administrative Officer # 5200 REF: 1988-89 Proposed Budget - Pg: D-192

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.

SANCAL	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Services & Supplies	0	0	0	0	0
Other Charges	2,887,730	2,192,733	2,208,128	2,214,664	2,183,556
Fixed Assets	0	0	0	0	0
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(340,747)	(313,464)	(313,464)	(320,000)	(312,998)
TOTAL DIRECT COSTS	$ 2,546,983	$ 1,879,269	$ 1,894,664	$ 1,894,664	$ 1,870,558
FUNDING	$ 0	0	0	$ 0	$ 0
NET COUNTY COSTS	$ 2,546,983	$ 1,879,269	$ 1,894,664	$ 1,894,664	$ 1,870,558
STAFF YEARS	0	0	0	0	0

PROGRAM DESCRIPTION:

The purpose of the non-profit corporation is to provide a financial vehicle to finance the acquisition of real and personal property for subsequent leasing to all County departments. The corporation is organized under the Non-Profit Public Benefit Corporation Law for public purposes. The corporation may also acquire, purchase, construct or provide for the construction of facilities, renovate existing facilities and other improvements such as shops, warehouses, garages and other buildings and facilities of any type. All such equipment and facilities would be subsequently leased to the County. In order to carry out these activities, the corporation shall have the power to incur indebtedness through the issuance of bonds, debentures, notes or other instruments of indebtedness. The corporation is organized solely for the purposes noted above as a civic venture for and on behalf of the County.

PROGRAM: Capital Asset Leasing (SANCAL) # MANAGER: Manuel Lopez

1987-88 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 1987-88 actual payment for the 1984 equipment financing is the same as the 1987-88 budgeted amount.

1988-89 ADOPTED BUDGET:

$2,183,556 is the 1988-89 payment required on the 1984 SANCAL Equipment Financing. $312,998 is to be reimbursed by the Transit Development Fund.

REVIEW OF SANCAL ACTIVITY

With the exception of the 1984 Equipment Financing, lease payments for SANCAL financings are budgeted in the Capital Improvement Budget, and in departments which purchased equipment through the SANCAL financing mechanism. A brief review of SANCAL activity is provided as follows:

SANCAL DEBT ISSUES

Issue	Amount	Maturity Date
1984 Equipment Issue	$ 11,825,000	Aug. 1993
1986 Health Services Complex	29,170,000	Dec. 2010
1987 Equipment Issue	10,300,000	Aug. 1995
1987 Justice Facilities	39,325,000	Aug. 2007

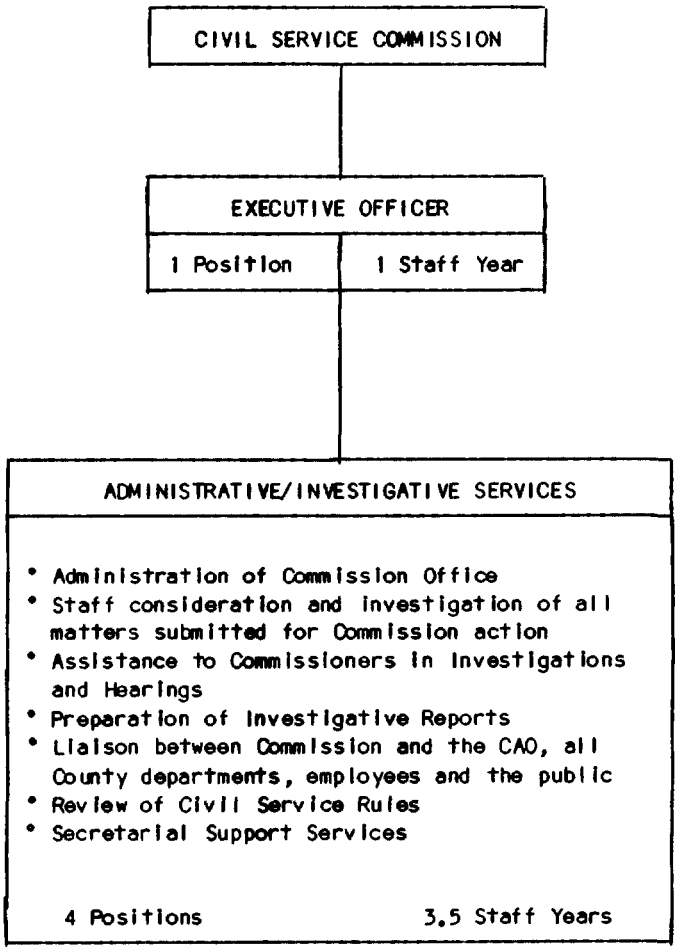
ANNUAL DEBT SERVICE COMMITMENT (COUNTY LEASE PAYMENTS)
($1,000)

Issue	1987-88	1988-89	1989-90	1990-91	1991-92
'84 Equipment Issue	$ 2,192	$ 2,096	$ 1,874	$ 1,757	$ 1,637
'86 Health Services Complex	2,091	2,438	2,435	2,428	2,444
'87 Equipment Issue	99	1,634	2,165	2,141	2,142
'87 Justice Facilities	1,105	3,816	3,814	3,812	3,809
Trustee Fees	45	55	55	55	55
TOTAL	$ 5,532	$10,039	$10,343	$10,193	$10,087

CIVIL SERVICE COMMISSION

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Proposed	Change From 1987-88 Budget	% Change
Personnel Services	$ 240,189	$ 215,617	$ 229,684	$ 238,740	$ 246,164	$ 7,424	3%
Total Direct Costs	$ 240,189	$ 215,617	$ 229,684	$ 238,740	$ 246,164	$ 7,424	3%
Less Funding	(33,708)	$ (23,510)	$ (28,598)	(28,553)	(23,232)	(5,321)	(19%)
Net Program Cost (Without Externals)	$ 206,481	$ 192,107	$ 201,086	$ 210,187	$ 222,932	$ 12,745	6%
Staff Years	3.83	4.50	4.50	4.50	4.50	4.50	

CIVIL SERVICE COMMISSION



PROGRAM: PERSONNEL SERVICES # 81201 MANAGER: LARRY COOK

Department: CIVIL SERVICE COMMISSION # 0450 Ref: 1988-89 Proposed Budget - Pg: D-75, Vol. II

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, and the review and modifications of proposed changes to the Civil Service Rules.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Proposed
COSTS					
Salaries & Benefits	$ 183,122	$ 204,274	$ 220,445	$ 230,296	$ 234,920
Services & Supplies	57,067	8,843	9,239	8,444	8,444
Other Charges	0	0	0	0	0
Fixed Assets	0	2,500	0	0	2,800
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 240,189	$ 215,617	$ 229,684	$ 238,740	$ 246,164
FUNDING	$ (33,708)	$ (23,510)	$ (28,598)	$ (28,553)	$ (23,232)
NET COUNTY COSTS	$ 206,481	$ 192,107	$ 201,086	$ 210,187	$ 222,932
STAFF YEARS	3.83	4.50	4.50	4.50	4.50

PROGRAM DESCRIPTION:

The Civil Service Commission carries out its Charter requirements through the review, investigation and appellate authority in matters involving discipline, selection, and discrimination, and the review and modification 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.

1987-88 ACTUALS:

Salaries and benefits for 1987-88 are approximately $9,000 under budget. This savings is a result of payments to Commissioners and Hearing Officers which vary according to the number and complexity of hearings assigned. The $45.00 increase in revenues is due to a payment received for copying documents. The Work Performance Indicators have decreased primarily because this has been an unusual tranquil year in the area of discipline hearings and investigations. Other types of hearings have significantly increased this past year. However, we would expect that all performance indicators would return to normal in 1988-89. During the year $2,000 was transferred to the Clerk, Board of Supervisors for printing costs.

PROGRAM: PERSONNEL SERVICES, CIVIL SERVICE COMMISSION # 81201 MANAGER: LARRY COOK

1988-89 OBJECTIVES:

To continue to meet all legal requirements mandated by the County Charter and to fulfill the Commission's overall responsibility of 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.

1988-89 ADOPTED BUDGET:

The salaries and benefits for the proposed budget are higher than 1987-88 due to salary adjustment and projected step increases. Service and supplies levels are lower than 1987-88.

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.

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Road Fund	$ 16,269	$ 16,269	$ 13,138	$(3,131)
APCD Fund	2,417	2,417	1,994	(423)
Library Fund	5,466	5,466	4,719	(747)
Airport/Liquid Waste/ Solid Waste Fund	3,052	3,052	2,299	(753)
	1,349	1,349	1,082	(257)
Miscellaneous Revenue	45	0	0	0
Total	$ 28,598	$ 28,553	$ 23,232	$(5,321)

Explanation/Comments: The 1988-89 revenues will be lower because of the Auditor's recommended application of the State allocation Plan (A-87). The 1987-88 miscellaneous revenue was for a payment received for copying documents.

COUNTY COST DETAIL:

Revenue Match: N/A

PROGRAM: PERSONNEL SERVICES, CIVIL SERVICE COMMISSION # 81201 MANAGER: LARRY COOK

FIXED ASSETS:

Item	Quantity	New/Replacement	Cost	Revenue
Epson Equity IT Microcomputer	1	New	$ 1,300	$ 0
Data Base 3+	1	New	417	0
Word Perfect	1	New	170	0
Hewlitt Packard Deskjet Printer	1	New	730	0
Power Director	1	New	75	0
Software Updates	1	N32	108	0
TOTAL			$ 2,800	

EXPLANATION/COMMENTS: These items are necessary to effectively and efficiently carry out the activities of this office by automating all mandated records, such as, agendas, minutes, indexing investigation and hearing data. The Electronic Data Processing Department was indexing the Commission minutes until 1987. In November 1987, this information was downloaded onto discs. Currently, we have access to a LAFCo Computer twice-a-week to input our records. However, in the future this computer will not be as accessible because LAFCo recently hired an analyst who will be using it on a full-time basis.

PERFORMANCE INDICATORS

Program: Personnel Services — Department: Civil Service Commission

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A:					
% of Resources					
100%					
Workload					
Commission Hearings (Disciplinary)	*	42	35	50	40
Commission Hearings (Other)	52	17	28	10	30
Commission Investigations	21	27	12	25	12
Staff Review**	650	628	300	378	300

* Included in total for Commission Hearings (other).

** This includes complaints resolved by staff and staff reports not assigned to Commission hearings or investigations. Prior to September 1986, when the contract review function was transferred from the Commission to the CAO, this performance indicator included the number of contracts reviewed.

STAFFING SCHEDULE

Program: Personnel Services

Department: Civil Service Commission

Class	Title	STAFF YEARS 1987-88 Budget Positions	1987-88 Budget S.Y.	1988-89 Adopted Positions	1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0445	Civil Service Commission Members	5	0.00	5	0.00	$ 112,150	$ 112,150
0450	Hearing Officer (CSC)	5	0.00	5	0.00	13,500	13,500
0446	Executive Officer (CSC)	1	1.00	1	1.00	51,455	54,498
2412	Analyst II	2	2.00	2	2.00	62,822	66,072
2753	CSC Secretary	1	0.80	1	0.80	24,445	26,048
2763	Legal Secretary II	1	0.50	1	0.50	11,766	12,240
	Extra Help	1	0.20	1	0.20	3,500	3,500
	TOTAL	16	4.50	16	4.50	$ 179,638	$ 188,008
Adjustments:							
	County Contributions & Benefits					$ 47,987	$ 46,912
	Salary Adjustment					0	0
	Salary Settlement Amount					5,707	0
	Salary Savings					(3,036)	0
Total Adjustments						$ 50,658	$ 46,912
PROGRAM TOTALS		16	4.50	16	4.50	$ 230,296	$ 234,920

DEPARTMENT OF GENERAL SERVICES

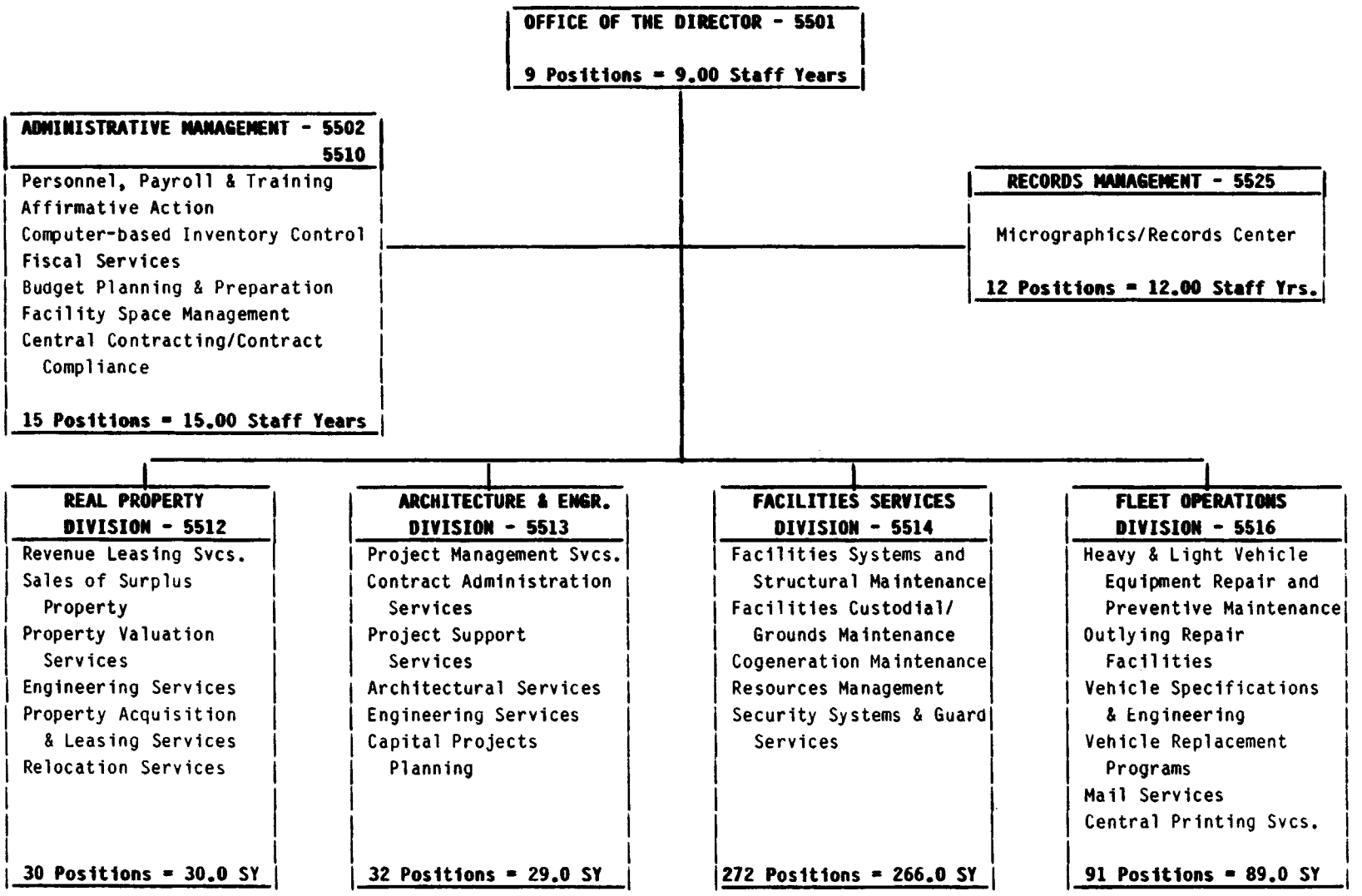
	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Architecture	$ 1,085,306	$ 1,128,809	$ 1,203,626	$ 1,328,628	$ 1,372,210	$ 43,582	3%
Facilities Services	10,396,369	10,799,204	11,314,630	11,576,850	12,486,235	909,385	8%
Real Property Mgmt. (w/o Rents & Leases)	1,004,915	1,159,372	1,244,064	1,378,011	1,306,167	(71,844)	(5%)
Fleet Equipment & Maint. Operations	4,584,487	4,406,589	4,639,516	4,643,037	4,618,972	(24,065)	(1%)
Mail & Reprographics (A)	322,886	401,858	449,236	379,681	296,587	(83,094)	(21%)
Records Management	304,478	339,534	317,204	332,590	343,931	11,341	3%
Administration (Overhead)	1,198,608	1,066,845	1,153,080	1,184,506	1,076,281	(108,225)	(9%)
Total Direct Cost	$18,897,049	$19,302,211	$20,321,356	$20,823,303	$21,500,383	$ 677,080	3%
Funding	$(2,917,580)	$(2,927,237)	$(3,169,847)	$(3,022,992)	$(2,983,459)	$ 39,533	1%
Net Program Cost	$15,979,469	$16,374,974	$17,151,509	$17,800,311	$18,516,924	$ 716,613	4%
Staff Years	486.74	462.00	451.51	466.00	450.00	(16.00)	(3%)

(A) Merges the Central Printing Program with the Mail Center, formerly included in the Communications Services Program. Communications Services is now a division of the Department of Information Services, effective FY88-89.

WSE:fel:10/17/88

DEPARTMENT OF GENERAL SERVICES

FY88-89 ADOPTED



WSE:fel:10/28/88

10/11/88-10ARCH-kh2

PROGRAM: ARCHITECTURE & ENGINEERING # 85201 MANAGER: Jane F. Huston, Director

Department: General Services # 5500 Ref: 1988-89 Proposed Budget - Pg:D101

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,041,716	$ 1,171,060	$ 1,271,942	$ 1,313,628	$ 1,372,210
Services & Supplies	46,027	49,565	48,833	55,000	60,000
Contracts	85,050	365	-0-	10,000	10,000
Other Charges	0	0	0	0	0
Fixed Assets	5,925	0	0	0	0
Less Reimbursements	(93,412)	(92,181)	(117,149)	(50,000)	(70,000)
TOTAL DIRECT COSTS	$ 1,085,306	$ 1,128,809	$ 1,203,626	$ 1,328,628	$ 1,372,210
FUNDING	$ (917,426)	$(1,070,333)	$(1,142,015)	$(1,033,812)	$(1,096,606)
NET COUNTY COSTS	$ 167,880	$ 58,476	$ 61,611	$ 294,816	$ 275,604
STAFF YEARS	24.50	26.00	26.68	27.00	29.00

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.

10/11/88-10ARCH-kh3
PROGRAM: ARCHITECTURE & ENGINEERING # 85201 MANAGER: Jane F. Huston, Director

1987-88 ACTUALS:

1987-88 Budgeted Salaries and Benefits were underexpended by $41,686 because of delays in filling vacant positions.

Contracts were underexpended by $10,000 because all independent project budgets had sufficient funding for direct award of support contracts. No pre-project and/or unfunded project support contracts were required.

Services and Supplies expenditures were $6,167 below budgeted level because of lower than anticipated private mileage reimbursements.

Reimbursements were overrealized by $67,149 as a result of increased support to Major Maintenance. Staffing to support this increased activity was reassigned from non-reimbursed workload. This change in work program resulted in delays in implementing the new Computer Aided Design (CAD) program and records maintenance functions.

1987-88 contract expenditures managed were $20.05 million, exceeding budget by $10.95 million. Most of this variance was expended by the Vista and East Mesa projects alone.

Effectiveness and efficiency levels were met.

1988-89 OBJECTIVES:

1. Maintain 95% of projects on schedule and within budget.

2. Continue to implement energy conservation design techniques in conformance with the County's General Plan on 100% of projects exceeding $50,000 construction costs.

3. Provide client departments with project schedule on 100% of projects within 90 days and provide monthly status reports to all client departments.

4. To complete the Vista Detention and Mental Health Hospital Projects; complete 25% of construction on East Mesa Detention; and complete 75% of construction on Juvenile Hall Expansion.

1988-89 ADOPTED BUDGET:

Architecture and Engineering (29.00 SY; E $1,372,210; R $1,096,606) provides professional architectural project management from the preliminary planning through construction. This program provides support activity to a combination of County Departments that are both mandated and discretionary in nature.

- Mandated/Discretionary Service level
- Offset 80% by revenue

1988-89 ADOPTED BUDGET (Continued):

- Supporting Capital and Major Maintenance projects as well as providing expertise on Board directed planning for major capital projects.

- Increasing 2.0 SY Construction Inspector ($82,794) to support major detention facility projects.

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Eng. Services & Other	(9775)	0	0	175,000	175,000
Eng. Services Bond	(9776)	234,856	350,650	160,000	(190,650)
Charges in Capital Outlay Fund	(9785)	905,993	683,162	761,606	78,444
Solid Waste Enterprise Fund	(9790)	1,260	0	0	0
Charge in Lib. Fund	(9793)	120	0	0	0
Excess Cost	(9998)	(214)	0	0	0
Total		$1,142,015	$1,033,812	$1,096,606	$62,794

Explanation/Comments:

1987-88 actual Revenues exceeded budget by $108,203. This reflects the program's responsiveness to critical projects that were revenue-offset. "Jail emergency" detention facility projects such as Los Colinas, East Mesa, Vista and Juvenile Hall drew staff away from such non-reimbursed activities as implementation of Computer Aided Design (CAD), plans maintenance and microfilming, and before and post project activities. To a limited extent, supervisory personnel were required to perform direct-labor revenue reimbursed work.

The shift in revenues between sub-object accounts 9776 and 9785 was caused in part by Vista Detention facility costs being reimbursed through the Capital Outlay Fund, rather than from the Vista Joint Powers Authority, as previously anticipated.

1988-89 Adopted reflects a $62,794 net change from 1987-88 Budget. Projections include $82,794 increased revenue offset for 2.0 SY Construction Inspectors and related services and supplies; $20,000 revenue decrease resulting from a shift in reimbursement to costs applied.

FIXED ASSETS:
None.

PERFORMANCE INDICATORS

PROGRAM: ARCHITECTURE & ENGINEERING

DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: ARCHITECTURAL CONTRACT ADMINISTRATION					
% of Resources					
100%					
Workload*					
Total annual contract expenditures	$ 3.2M	$10.4M	$20.05M	$ 9.1M	$40.0M
Total Number of Projects	50	47	49	48	48
Total Number of Contracts	67	56	55	85	85
Average annual contract expenditures per project	$ .06M	$ .23M	$ .41M	$ .19M	$ .83M
Number of Cost Estimates prepared	59	45	35	40	40
Sheets of drawings maintained	11,669	11,831	12,491	12,000	12,000
Efficiency**					
Ratio of Standard Unit Cost to Actual Unit Cost for Contract Administration (1.00 is standard)	1.44	0.88	1.0	1.0	1.0
Effectiveness**					
% of Projects within Budget for Contract Administration	95%	100%	95%	95%	95%
% of Projects on Approved Schedule for Contract Administration	95%	100%	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. Projected 88-89 annual contract expenditures include Vista and East Mesa Detention Facilities and Juvenile Hall Expansion projects.

**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. Inclusion of projects over $3 million would result in 1.47 efficiency ratio for 1987-88.

10/5/88-10ARCH-kh8

STAFFING SCHEDULE

PROGRAM: ARCHITECTURE & ENGINEERING

DEPARTMENT: General Services

Class	Title	STAFF YEARS 1987-88 Budget Position	S.Y.	1988-89 Adopted Position	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
3678	Dep. Dir., Architecture & Engineering	1	1.00	1	1.00	$ 55,210	$ 60,970
2348	Chief, Capital Facility Planning	1	1.00	1	1.00	51,313	52,295
3571	Chief, Architecture Planning & Design	1	1.00	1	1.00	51,313	53,076
3593	Architecture Project Manager III	6	6.00	6	6.00	268,019	286,632
3592	Architecture Project Manager II	5	5.00	5	5.00	200,897	211,960
2302	Admin. Assistant III	1	1.00	1	1.00	37,367	39,106
3511	Senior Construction Inspector	1	1.00	1	1.00	33,991	37,647
2303	Admin. Assistant II	1	1.00	1	1.00	33,870	35,433
3510	Construction Inspector	2	2.00	4	4.00	65,736	127,259
3591	Architecture Project Manager I	3	3.00	3	3.00	100,343	108,882
2757	Admin. Secretary II	1	1.00	1	1.00	21,761	22,550
2730	Senior Clerk	1	1.00	1	1.00	19,746	20,462
2403	Accounting Technician	1	1.00	1	1.00	19,265	20,880
3009	Word Processor Operator	1	1.00	1	1.00	20,364	20,295
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,720	17,330
9999	Extra Help	0	0.00	3	0.00	0	0
	Total	27	27.00	32	29.00	$ 995,915	$1,114,777
	Adjustments:						
	Negotiated 87/88 Salary Settlement					$ 49,367	$ 0
	County Contributions and Benefits					292,795	281,921
	Other Extraordinary Pay					3,100	3,700
	Salary Savings					(27,549)	(28,188)
	Total Adjustments					$ 317,713	$ 257,433
PROGRAM TOTALS:		27	27.00	32	29.00	$1,313,628	$1,372,210

EJ:fel:10/17/88-7:13 a.m.

PROGRAM: FACILITIES SERVICES # 82103 MANAGER: Jane F. Huston, Director

Department: General Services # 5500 Ref: 1988-89 Proposed Budget - Pg: D107

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 8,096,696	$ 8,166,163	$ 8,400,575	$ 8,619,671	$ 8,314,702
Services & Supplies	1,405,321	1,413,198	1,815,079	1,132,335	1,391,609
Contracts	1,539,612	1,914,358	1,819,455	2,179,536	3,138,745
Other Charges	0	0	0	0	0
Fixed Assets	2,456	70,191	68,581	61,229	57,100
Vehicles/Comm. Equip.	0	0	0	0	0
Less Reimbursements	(647,716)	(764,706)	(789,060)	(415,921)	(415,921)
TOTAL DIRECT COSTS	$10,396,369	$10,799,204	$11,314,630	$11,576,850	$12,486,235
FUNDING	$ (693,078)	$ (574,345)	$ (690,865)	$ (661,906)	$ (557,782)
NET COUNTY COSTS	$ 9,703,291	$10,224,859	$10,623,765	$10,914,944	$11,928,453
STAFF YEARS	305.30	288.90	279.95	288.00	266.00

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. 5,263,174 square feet of building space and 4,644,811 square feet of grounds are maintained through this program.

EJ:fel:10/17/88-7:13 a.m.
PROGRAM: FACILITIES SERVICES # 82103 MANAGER: Jane F. Huston, Director

1987-88 ACTUALS:

Total direct costs underspent appropriations by $262,220. Costs Applied overrealized budgeted amounts by $373,139 as a result of increased major maintenance activity. Revenues were overrealized by $28,959. This overrealization is directly attributable to unanticipated revenue from state bond-related Engineering Services.

Salaries and benefits underspent by $219,096. This expenditure is a direct result of the high custodial vacancy rate maintained during FY87-88.

Services and supplies, including contracts, overspent budgeted appropriations by $322,663. The over expenditure is due to costs associated with the purchase of general operating materials for routine maintenance (account 2290), and increased costs in the custodial contracts (account 2230).

Fixed Assets expenditures reflect the purchase of all approved items, plus additional purchases approved for Las Colinas.

1988-89 OBJECTIVES:

1. To plan, schedule and estimate costs associated with 5,000 projected Work Order Requests anticipated during FY88-89.

2. To complete services on 70% of all Work Order Requests received during FY88-89.

3. To complete 110 projected Major Maintenance Projects (Force Account Only).

4. To produce 25,500 Megawatt Hours of electricity from Cogeneration (81% efficiency). This represents Cogeneration operating 81% of available time.

1988-89 ADOPTED BUDGET:

In 1988-89 Facilities Services will provide services essentially at 1987-88 levels. State licensing requirements for hospitals and detention facilities will be met. Particular attention will be focused on improved maintenance at detention facilities at the downtown Courthouse, East County Regional Center, and the South County Regional Center.

This program provides support to a combination of County departments and offices with mandated and discretionary programs and services. More than 60% of this program's resources are for mandated support services. Facilities Services program is summarized as follows:

1988-89 ADOPTED BUDGET: (continued)

1. Maintenance Operations (156.50 SY; E $8,235,311; R $513,500) 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. This activity is:

   - Discretionary/Discretionary Service Level.
   - Adding 6.50 SY Building Maintenance Engineer.
   - Adding 1.00 SY Building Maintenance Engineer Assistant.
   - Adding 1.00 SY Building Maintenance Supervisor.
   - Adding $412,599 in security, custodial, trash and building maintenance contracts combined.
   - Deleting 30.00 SY Custodian, 3.00 SY Senior Custodian, 2.00 SY Supervising Custodian.

2. Maintenance Support (103.50 SY; E $3,957,311; R $44,282) 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. This activity is:

   - Discretionary/Discretionary Service Level.
   - Adding 1.00 SY Construction Service Worker III.
   - Adding 2.00 SY Construction Service Worker II.
   - Adding 1.00 SY Construction Service Worker I.
   - Adding 0.25 SY Mason.
   - Adding 0.25 SY Plumber.

3. Resources Management (6.0 SY; E $293,613; 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. This activity is:

   - Discretionary/Discretionary Service Level.

EJ:fel:10/11/88-9:20 a.m.
PROGRAM: FACILITIES SERVICES # 82103 MANAGER: Jane F. Huston, Director

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Parks Special District	(9680)	$ 2,500	$ 2,500	$ 2,500	0
Eng. Services - Bond Funds	(9776)	24,069	0	0	0
Road Fund	(9782)	100,128	191,087	130,000	(61,087)
Air Pollution Control District	(9783)	24,979	15,000	15,000	0
Capital Outlay Fund	(9785)	118,757	75,000	65,000	(10,000)
Airport Enterprise Fund	(9787)	22,388	14,774	15,000	226
Liquid Waste Enterprise Fund	(9788)	1,963	5,000	5,000	0
Solid Waste Enterprise Fund	(9790)	36,888	52,285	27,000	(25,285)
Sanitation Districts	(9792)	13,898	25,000	20,500	(4,500)
Library Fund	(9793)	239,114	208,000	169,000	(39,000)
State of CA - Deer Park	(9971)	97,037	50,000	50,000	0
Employee Housing Rental Fees	(9974)	2,358	1,500	1,500	0
Other Miscellaneous	(9979)	0	8,760	0	(8,760)
Other Sales-White Paper	(9994)	0	0	44,282	44,282
Misc. Recovery Fees	(9995)	6,786	13,000	13,000	0
Total		$690,865	$661,906	$557,782	$(104,124)

Explanation/Comments: FY87-88 revenues overrealized FY87-88 Budgeted by $28,959 (4%). This is primarily due to the realization of unanticipated revenues from State bond related engineering services. FY88-89 revenues are budgeted at $104,124 (16%) below FY87-88. This is due to the cost effectiveness of contracting custodial services at the County Operations Center resulting in a reduction in revenues to be realized from various funds such as the Road, Library and Solid Waste Enterprise Funds.

FIXED ASSETS:

Item	Quantity	Cost	Revenue
Maintenance Equipment	Lot	$10,000	0
Pipe Cutting Saw	1	5,100	0
Electrical Power Analyzer	1	5,500	0
Portable Generator	1	20,000	0
Sign Making Machine	1	11,500	0
Security Equipment	Lot	5,000	0
TOTAL	6	$57,100	0

PERFORMANCE INDICATORS

EJ:fel:8/31/88-3:20 p.m.

PROGRAM: FACILITIES SERVICES DEPARTMENT: GENERAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: MAINTENANCE OPERATIONS					
% of Resources	66.7%	62.7%	67.3%	65.1%	66.9%
Workload					
Total of Sq. Ft. Bldg. Space Maintained	5,000,000	5,000,000	5,000,000	5,000,000	5,263,174
Total Sq. Ft. Grounds Maintained	4,644,811	4,644,811	4,644,811	4,644,811	4,644,811
Total Custodial Space Maintained (County Staff)	1,745,000	1,533,178	1,533,178	1,533,178	990,897
Total Sq. Ft. Custodial Space Maintained (contract)*	736,733	948,555	948,184	986,555	1,490,465
Security Svcs. - # Requests Received**	1,150	16,799	11,707	16,000	12,500
Efficiency					
Building Maintenance Sq.Ft./SY	40,717	40,245	40,748	40,650	37,594
Gardening Sq.Ft./SY	387,068	410,319	428,646	395,303	387,068
Custodial Sq.Ft./SY(Co. Staff)	19,965	19,225	21,789	18,252	18,696
Custodial Cost/Sq.Ft./Year (County Staff)	$ 1.33	$ 2.17	$ 1.84	$ 1.50	$ 2.23
Custodial Cost/Sq.Ft./Year (Contract)*	$ .62	$ .77	$ .77	$ .65	$ .90
Security Services - % Requests Responded**	95%	85%	85%	80%	85%
Effectiveness					
Custodial Cost differential (in-house vs. contract cost/ Sq.Ft./Year)	$1.33/.62	$2.17/.77	$1.84/.65	$1.50/.65	$2.23/.90
% of Security Requests Completed**	55%	80%	75%	60%	85%

*Contract Custodial performance indicators were formerly reported under Activity B: Maintenance Support.

**Of the total requests received, 85% were responded to and 75% were completed.

PERFORMANCE INDICATORS

EJ:fel:10/12/88 - 10:45 a.m.

PROGRAM: FACILITIES SERVICES DEPARTMENT: GENERAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 1987-88 Budget	1988-89 Adopted
ACTIVITY B: MAINTENANCE SUPPORT					
% of Resources	31.3%	35.5%	31.0%	32.3%	31.6%
Workload					
No. of Work Order Requests Received	4,986	4,717	4,390	5,000	5,000
No. of Major Maintenance Projects Implemented by Force Account (FA)	82	142	150	110	110
Efficiency					
No. of Work Order Requests Processed/SY	608	602	486	625	625
Avg. Cost/Major Main. Project (FA)	$ 4,945	$ 5,086	$ 5,276	$ 3,650	$ 4,750
Effectiveness					
% of Work Order Requests Completed	75%	58%	48%	70%	70%
% of Major Maintenance Projects Completed (FA)	85%	103%	77%	100%	100%

Note: Generally, Work Order requests are less than $2,000. Project requests are greater than $2,000.

PERFORMANCE INDICATORS

EJ:fel:10/12/88-10:50 a.m.

PROGRAM: FACILITIES SERVICES

DEPARTMENT: GENERAL SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY C: ENERGY MANAGEMENT					
% of Resources	2%	1.8%	1.7%	2.6%	2.5%
Workload					
*Cogeneration MWH Produced/Year	12,587	12,910	16,319	25,500	25,500
Efficiency					
% MWH produced	44%	51%	64%	100%	100%
Effectiveness					
Cost Avoidance in SDG&E billings	$762,031	$1,048,339	$1,018,880	$2,693,000	$2,693,000

*31,536 Megawatt Hours (MWH) are the maximum number of hours that can be produced per year provided there is no down time. In FY88-89, 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

EJ:fel:10/12/88-9:25 a.m.

PROGRAM: FACILITIES SERVICES

DEPARTMENT: General Services

Class	Title	STAFF YEARS 1987-88 Budget Position	S.Y.	1988-89 Adopted Position	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
3685	Deputy Dir., Facilities Svcs.	1	1.00	1	1.00	$ 52,578	$ 58,819
5915	Chief, Facilities Maint. Opers.	1	1.00	1	1.00	44,317	45,269
5916	Chief, Facilities Maint. Prog.	1	1.00	1	1.00	46,537	48,674
3675	Energy Resources Manager	1	1.00	1	1.00	51,313	53,662
2302	Administrative Assistant III	1	1.00	1	1.00	37,367	39,106
2757	Administrative Secretary II	1	1.00	1	1.00	19,010	22,550
2756	Administrative Secretary I	1	1.00	1	1.00	17,692	17,033
2730	Senior Clerk	4	4.00	4	4.00	80,296	76,594
2403	Accounting Technician	1	1.00	1	1.00	16,741	20,924
2700	Intermediate Clerk Typist	2	2.00	2	2.00	32,525	32,514
3729	Senior Mechanical Engineer	1	1.00	1	1.00	46,850	49,005
3617	Assistant Electrical Engineer	1	1.00	1	1.00	35,211	36,835
2525	Senior Systems Analyst	1	1.00	1	1.00	44,317	46,354
5919	Bldg. Automation Technician	1	1.00	1	1.00	27,976	25,511
2413	Analyst III	2	2.00	1	1.00	74,241	39,106
6013	Supv. Planner/Estimator	1	1.00	1	1.00	34,981	33,681
6010	Planner/Estimator III	5	5.00	5	5.00	134,859	143,025
6011	Planner/Estimator II	3	3.00	3	3.00	83,505	85,695
7532	Tool & Equipment Repairer	1	1.00	1	1.00	21,087	21,629
2655	Storekeeper III	1	1.00	1	1.00	24,020	24,889
2660	Storekeeper I	1	1.00	1	1.00	18,840	19,524
7017	Regional Building Supervisor	5	5.00	5	5.00	162,399	171,015
5885	Bldg. Maintenance Supv. I	8	8.00	9	9.00	237,419	260,788
5884	Bldg. Maintenance Engineer	36	36.00	47	42.50	937,709	1,117,589
6200	Bldg. Maint. Eng. Asst. II	23	23.00	24	24.00	536,797	573,226
5906	Carpenter & Painter Supv.	1	1.00	1	1.00	29,911	30,694
5963	Senior Carpenter	1	1.00	1	1.00	26,243	27,188
5905	Carpenter	6	6.00	6	6.00	147,513	144,164
5970	Sign Painter	1	1.00	1	1.00	27,037	26,050
5967	Senior Painter	1	1.00	1	1.00	27,037	27,748
5940	Painter	10	10.00	10	10.00	254,628	251,419
7535	Construction & Services Supv.	1	1.00	1	1.00	21,587	19,502
7539	Construction & Svcs. Worker III	2	2.00	3	3.00	38,470	56,048
7540	Construction & Svcs. Worker II	6	6.00	8	8.00	106,392	141,230
7541	Construction & Svcs. Worker I	9	9.00	10	10.00	146,955	168,716
7533	Fire Extinguisher Svcs. Worker	1	1.00	1	1.00	19,321	20,109
5925	Electrician Supervisor	1	1.00	1	1.00	31,837	34,157
5923	Senior Electrician	1	1.00	1	1.00	30,265	31,047
5920	Electrician	9	9.00	9	9.00	248,576	256,186
2331	Loss Prevention Analyst	0	0.00	1	1.00	0	32,930
	Subtotal	154	154.00	171	166.50	$3,974,359	$4,330,205

STAFFING SCHEDULE

EJ:fel:10/12/88-9:35 a.m.

PROGRAM: FACILITIES SERVICES DEPARTMENT: General Services

Class	Title	STAFF YEARS 1987-88 Budget Position	S.Y.	1988-89 Adopted Position	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
6210	Electrician Assistant	1	1.00	1	1.00	$ 23,354	$ 23,949
5933	Senior Mason	1	1.00	1	1.00	30,265	31,364
5930	Mason	1	1.00	2	1.25	28,507	36,531
5955	Plumber & Welder Supv.	1	1.00	1	1.00	31,837	34,157
5953	Senior Plumber	1	1.00	1	1.00	26,456	31,047
5950	Plumber	5	5.00	6	5.25	142,461	153,177
6230	Plumber Assist	2	2.00	2	2.00	47,328	49,674
6180	Welder	2	2.00	2	2.00	56,846	58,338
5960	Air Cond. & Refrig. Mechanic	5	5.00	5	5.00	145,155	148,990
6315	Gardener Supervisor II	1	1.00	1	1.00	23,659	24,744
6310	Gardener Supervisor I	2	2.00	2	2.00	42,030	43,936
6305	Gardener II	10	10.00	10	10.00	170,092	181,591
7085	Supervising Custodian	5	5.00	3	3.00	92,712	59,697
7030	Senior Custodian	6	6.00	3	3.00	102,574	54,180
7031	Custodian	78	78.00	47	47.00	1,189,640	789,655
6162	Security Coordinator	1	1.00	1	1.00	30,215	33,388
6161	Security Alarm Specialist	5	5.00	5	5.00	136,951	146,010
7098	Security Guard	2	2.00	2	2.00	35,138	36,748
5195	F/S Contract Specialist II	1	1.00	1	1.00	28,066	29,565
5194	F/S Contract Specialist I	3	3.00	3	3.00	66,625	70,582
6015	Facility Support Manager	1	1.00	1	1.00	38,502	38,500
7097	Photo ID/Security Specialist	0	0.00	1	1.00	0	16,451
9999	Extra Help	0	0.00	0	0.00	0	0
	Page 2 Sub-total	134	134.00	101	99.50	$2,488,413	$2,075,823
	Page 1 Sub-total	154	154.00	171	166.50	3,974,359	4,330,205
	Total	288	288.00	272	266.00	$6,462,772	$6,406,028
	Adjustments:						
	Negotiated 87-88 Salary Increases					$ 309,368	$ 0
	County Contributions and Benefits					2,119,038	1,923,654
	Salary Adjustments					43,493	(38,751)
	Callback Overtime					0	160,000
	Shift Differential					0	40,000
	Salary Savings					(315,000)	(176,229)
	Total Adjustments					$2,156,899	$1,908,674
PROGRAM TOTALS:		288	288.00	272	266.00	$8,619,671	$8,314,702

10/17/88-sgm:10:00 a.m.

PROGRAM: REAL PROPERTY MANAGEMENT # 82151 MANAGER: Jane F. Huston, Director

Department: General Services # 5500 Ref: 1988-89 Proposed Budget - Pg: 117

Authority: Federal Public Law 91-646; California Code of Civil Procedures, State Government Code, State Administrative Code; County Administrative Code Article XXII(b) Section 3985.5 (b),(k),(l),(m),(n),(p).

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 935,604	$ 1,069,916	$ 1,187,855	$ 1,303,505	$ 1,234,061
Services & Supplies	67,670	89,456	53,004	72,106	72,106
Other Charges	1,161	0	580	0	0
Fixed Assets	0	0	2,625	2,400	0
Less Reimbursements	(480)	0	0	0	0
TOTAL DIRECT COSTS	$ 1,004,915	$ 1,159,372	$ 1,244,064	$ 1,378,011	$ 1,306,167
FUNDING	$ (528,801)	$ (573,043)	$ (579,712)	$ (546,500)	$ (574,223)
NET COUNTY COSTS	$ 476,114	$ 586,329	$ 664,307	$ 831,511	$ 731,744
STAFF YEARS	32.00	29.50	26.39	30.00	30.00

PROGRAM DESCRIPTION:

Real Property Management Division, on behalf of the County of San Diego, acquires, sells and manages County real estate resources 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: property appraisals, acquisition, including relocation assistance, surplus sales, revenue and acquisition leasing, and property legal descriptions and mapping.

10/17/88-sgm:11:00 a.m.
PROGRAM: REAL PROPERTY MANAGEMENT # 82151 MANAGER: Jane F. Huston, Director

1987-88 ACTUAL:

Salaries and Benefits expenditures were under budget by $115,649 due to a three-quarter year vacancy in one Sr. Real Property Agent position; under-filling of two Associate Real Property Agents with Jr. Real Property Agents; under-filling an Associate Land Surveyor with an Assistant Land Surveyor.

Services and Supplies expenditures were under budget by $19,102. This savings is represented in the Employee Auto Mileage Account (2359).

Changes from 1987-88 Budgeted occurred in the Property Management performance indicators. Workload increased by two (2) leases; revenue was underrealized by $177,269; and parcels appraised increased by 15. In Property Services, acquisition lease value decreased by $932,999. Parcels purchased decreased by 33 and the value of parcels purchased increased by $3,855.000.

1988-89 OBJECTIVES:

1. To improve the efficiency and effectiveness of the Division's internal operations by developing better intra- and inter-department coordination.
2. To develop revenue leases on vacant land (where possible) and inspect all revenue lease properties for revenue alternatives and revenue enhancement.
3. To continue to search for and dispose of surplus property (primarily Road Fund), and increase surplus property sales by 50% from 4 to 6 parcels.
4. Develop Board of Supervisor policies that will enable a more responsive, cost effective Acquisition Lease process.

1988-89 ADOPTED BUDGET:

Real Property Management Division is composed of four subprograms: (1) Real Property Management; (2) Property Management; (3) Property Services; and (4) Engineering. These programs provide support to a combination of County departments that are both mandated and discretionary in nature.

1. Real Property Management (5.0 SY; E $222,052; R $0) includes budget, payroll, accounting, program administration and program and policy implementation. This activity is:
   . Discretionary/Discretionary service level

2. Property Management (10.0 SY; E $431,023; R $241,173) includes the management and administration of revenue leases, lease negotiation and parcel appraisals. This activity is:
   . Discretionary/Discretionary service level
   . Offset 56% by revenue
   . Able to negotiate and manage 180 revenue leases in 1988-89

1988-89 ADOPTED BUDGET: (Continued)

3. Property Services (9.0 SY; E $391,855; R $189,493) includes relocation assistance, facility acquisition and lease agreements and County facilities rents & leases management. This activity is:
   . Mandated/Discretionary service level
   . Offset 48% by revenue
   . Able to manage and negotiate 169 leases in 1988-89

4. Engineering (6.0 SY; E $261,237; R $143,557) includes parcel description, engineering plans and map preparation, technical and professional engineering services to County departments and affected public. This activity is:
   . Discretionary/Discretionary service level
   . Offset 55% by revenue
   . Able to prepare 240 plans for parcel description in 1988-89

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Sales & Tax Use (T.D.A.)	(9061)	$ 1,910	$ 0	$ 0	$ 0
Other Federal Grants	(9678)	1,769	0	0	0
Road Fund	(9782)	133,697	135,652	204,978	69,326
Service to Property Owners	(9771)	10	0	0	0
Change in General Fund	(9781)	0	0	0	0
Air Pollution Control	(9783)	2,843	1,000	2,000	1,000
Airports Enterprise Fund	(9787)	46,331	52,328	76,893	24,565
Capital Projects	(9785)	187,320	31,000	65,000	34,000
Liquid Waste Ent. Fund	(9788)	0	40,000	10,000	(30,000)
Library Fund	(9793)	14,657	25,000	25,000	0
Plan & Eng-Plan Check & Fld Insp.	(9773)	89,525	200,000	150,000	(50,000)
Plan & Eng Serv-Other Govt.	(9775)	24,096	5,717	2,500	(3,217)
Chg in Transit Ent Fund	(9789)	1,524	0	0	0
Solid Waste Ent. Fund	(9790)	31,565	43,803	28,852	(14,951)
Spec. Dist.	(9792)	31,567	12,000	4,000	(8,000)
Op.Trsfer Other Special Districts	(9812)	1,491	0	5,000	5,000
Jury or Witness Fee	(9973)	2,263	0	0	0
Recovered Expenditures	(9989)	11,767	0	0	0
Other Miscellaneous	(9995)	954	0	0	0
Other Sale	(9996)	114	0	0	0
Work Authorization-Excess Cost	(9998)	(3,646)	0	0	0
Total		$ 579,757	$ 546,500	$ 574,223	$ 27,723

Explanation/Comments: Total revenue of $574,223 is projected to be realized in FY88-89. The FY88-89 Adopted is $27,723 greater than the FY87-88 Budgeted. Actuals reflect an increase from the FY87-88 Budgeted. This increase occurred in Special Dist. Account (9792) and in Capital Projects account (9785).

FIXED ASSETS: None.

PERFORMANCE INDICATORS

PROGRAM: REAL PROPERTY MANAGEMENT — DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: PROPERTY MANAGEMENT					
% of Resources	38%	39%	39%	39%	39%
Workload					
1. a) Revenue Leases Negotiated and/or Managed	178	178	178	176	180
b) Revenue Earned	$ 775,919	$ 772,100	$ 818,546	$ 1,100,000	$ 649,392
2. a) Parcels Appraised	80	80	95	80	80
b) Value of Parcels Appraised	$9,450,000	$10,500,000	$10,500,000	$10,500,000	$10,500,000
Efficiency					
1. Unit Program Cost/$1,000 Revenue Lease Negotiated and Managed	$41.50	$45.89	$42.41	$45.53	$45.53
2. Unit Program Cost/$1,000 Value of Parcel Appraised	$20.20	$24.28	$33.74	$24.28	$24.28
Effectiveness					
1. Cost Effectiveness of Providing In-house Revenue Lease Negotiation & Management:					
Cost of contracting out negotiation & management of the above revenue leases*	$ 135,000	$ 138,948	$ 142,500	$ 140,000	$ 140,000
County cost of providing the same services	115,366	111,158	119,746	112,400	112,000
Approximate Savings	$ 19,634	$ 27,790	$ 22,754	$ 27,600	$ 28,000
2. Cost Effectiveness of Providing In-house property Appraisal:					
Cost of contracting out appraisals of the above parcels**	$ 264,000	$ 262,500	$ 297,000	$ 262,500	$ 262,500
County cost of providing the same services	130,159	157,500	174,463	157,500	157,500
Approximate Savings	$ 133,841	$ 105,000	$ 122,537	$ 105,000	$ 105,000

* 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.

9/13/88-sgm:03:30 a.m.

PERFORMANCE INDICATORS

PROGRAM: REAL PROPERTY MANAGEMENT — DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88d Budget	1988-89 Adopted
ACTIVITY B: PROPERTY SERVICES					
% of Resources	36%	35%	35%	35%	35%
Workload					
1. a) Acquisition Leases Negotiated & Managed	143	165	147	165	169
b) Cost/Value of Acquisition Leases	$6,857,849	$8,936,573	$8,256,871	$9,189,870	$9,189,870
2. a) Parcels Purchased	90	80	47	80	80
b) Value of Parcels Purchased	$1,895,000	$3,500,000	$6,855,000	$3,000,000	$3,000,000
Efficiency					
1. Unit Program Cost/$1,000 Acquisition Lease Negotiated and Managed	$31.65	$30.73	$31.04	$29.88	$29.88
2. Unit Program Cost/$1,000 Value of Parcel Acquired	$76.36	$52.31	$85.32	$61.03	$61.03
Effectiveness					
1. Cost Effectiveness of Providing In-house Acquisition Lease Negotiation & Management:					
Cost of contracting out negotiation & management of the above acquisition leases*	$ 342,892	$ 446,828	$ 412,343	$ 459,493	$ 459,493
County cost of providing the same services	92,173	134,048	135,929	137,848	137,848
Approximate Savings	$ 250,719	$ 312,780	$ 276,414	$ 321,645	$ 321,645
2. Cost Effectiveness of Providing In-house Services to Purchase Parcels:					
Cost of contracting out purchases of the above parcels**	$ 246,350	$ 455,000	$ 260,000	$ 390,000	$ 390,000
County cost of providing the same services	143,933	206,836	193,305	206,836	206,836
Approximate Savings	$ 102,417	$ 248,164	$ 66,695	$ 183,164	$ 183,164

* 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

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY C: ENGINEERING					
% of Resources	26%	26%	26%	26%	26%
Workload					
1. Parcels Described	965	975	970	970	970
2. Plans Prepared	260	250	250	240	240
3. Inquiries Received	2,200	2,200	2,100	2,200	2,200
Efficiency					
Unit Program Cost/ Parcel Described	$ 155.41	$ 180.28	$ 140.21	$ 140.21	$ 140.21
Unit Program Cost/ Plan Prepared	$ 504.72	$ 634.29	$ 476.03	$ 476.03	$ 476.03
Unit Program Cost/ Inquiry	$ 42.60	$ 51.77	$ 38.63	$ 38.63	$ 38.63
Effectiveness					
% of Accuracy of Parcels Described	95%	95%	95%	95%	95%
% of Accuracy on Plans Prepared	98%	98%	98%	98%	98%
% of Inquiries Responded to	100%	100%	100%	100%	100%

10/7/88-sgm:02:30 p.m.

STAFFING SCHEDULE

PROGRAM: REAL PROPERTY MANAGEMENT DEPARTMENT: General Services

Class	Title	STAFF YEARS 1987-88 Budget Position	S.Y.	1988-89 Adopted Position	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
3680	Deputy Director, Real Property	1	1.00	1	1.00	$ 53,885	$ 59,484
3728	Senior Land Surveyor	1	1.00	1	1.00	46,756	50,216
5585	Supervising Real Property Agent	2	2.00	2	2.00	89,882	91,784
3785	Associate Land Surveyor	1	1.00	1	1.00	35,548	29,545
5570	Senior Real Property Agent	5	5.00	5	5.00	190,896	195,954
2302	Administrative Assistant III	1	1.00	1	1.00	37,367	39,106
5525	Associate Real Property Agent	8	8.00	8	8.00	254,268	257,270
3780	Assistant Land Surveyor	1	1.00	1	1.00	35,211	36,835
3813	Engineering Technician II	2	2.00	2	2.00	53,583	46,029
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,012
2757	Administrative Secretary II	1	1.00	1	1.00	20,294	22,550
2756	Administrative Secretary I	1	1.00	1	1.00	14,728	19,344
2700	Intermediate Clerk Typist	3	3.00	3	3.00	47,126	48,719
9999	Extra Help	2	2.00	2	2.00	52,750	52,750
	Total	30	30.00	30	30.00	$ 955,223	$ 972,598
	Adjustments:						
	Negotiated 87/88 Salary Settlement					$ 49,038	$ 0
	County Contributions & Benefits					$ 333,965	$ 295,580
	Salary Savings					(34,721)	(34,117)
	Total Adjustments					$ 348,282	$ 261,463
PROGRAM TOTALS:		30	30.00	30	30.00	$1,303,505	$1,234,061

JMc:fel:10/17/88-12:00 p.m..

PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS # 82303 MANAGER: Jane F. Huston, Director

Department: General Services # 5500 Ref: 1988-89 Proposed Budget-Pg: D125

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$1,756,635	$1,703,667	$1,920,291	$2,004,493	$1,954,278
Services & Supplies	1,165,525	1,396,240	1,225,611	1,141,594	1,211,594
Vehicle Fuel	1,603,345	1,248,539	1,473,187	1,424,600	1,424,600
Other Charges	0	1,230	0	0	0
Fixed Assets	64,340	58,751	21,789	72,350	28,500
Less Reimbursements	(5,358)	(1,838)	(1,362)	0	0
TOTAL DIRECT COSTS	$4,584,487	$4,406,589	$4,639,516	$4,643,037	$4,618,972
FUNDING	$ (707,249)	$ (610,583)	$ (625,420)	$ (679,000)	$ (630,000)
NET COUNTY COSTS	$3,877,238	$3,796,006	$4,014,096	$3,964,037	$3,988,972
STAFF YEARS	56.24	53.90	54.63	57.00	57.00

PROGRAM DESCRIPTION:

This program consists of vehicle maintenance/repair and fleet management. All General Fund and approximately 275 Public Works/Special District 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, Air Pollution Control District). Approximately 70% 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.

JMc:fel:10/14/88-3:52 p.m.
PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS # 82303 MANAGER: Jane F. Huston, Director

1987-88 ACTUALS:

Fleet Operations was $50,059 over budget based on the following factors:

Salaries and Benefits were $84,202 under budget. One Equipment Mechanic position was kept intentionally vacant the entire year and an Equipment Shop Supervisor position was kept vacant a half year in order to ensure that budgeted salary savings were achieved. Other vacancies due to personnel promotion and reassignment account for the remainder of the savings.

Overall, Services and Supplies show a $84,017 higher cost than budgeted. This is because expenditures charged to prior year appropriations, but paid in 1987-88, are included in the total. Services and Supplies costs charged to 1987-88 were within budgeted appropriations. Auto parts were $25,669 below budget due to restricting vehicle repairs to safety, reliability and preventive maintenance items as well as postponing year-end costs until the new fiscal year. Other services and non-gasoline supplies were $5,779 over budget.

Gasoline expenditures were $48,587 over budget. This is due to an increase in usage and cost over FY86-87.

Revenue and Cost Applied were $52,218 less than the $679,000 budgeted. Approximately 85% of the revenue is received from Public works for maintenance and repair of Public Works vehicles, plus fuel purchases at General Services fueling stations. Less repair work was performed on Public works vehicles than occurred in previous years.

Fixed assets were acquired as budgeted with the following exception: an upgrade of the automated Datafleet automotive fueling system at the County Operations Center and satellite garages repair facilities was not accomplished due to delays in the procurement process. This project is being coordinated with a similar system upgrade of 21 fueling terminals by the Department of Public Works at its various Road Stations.

1988-89 OBJECTIVES:

1. Evaluate the feasibility of converting the Fleet Management Information System, shared by General Services and Public Works, from the County main frame computer to a Departmental mini-computer stand-alone system.

2. Implement procedures for vehicle assignment, utilization and record keeping in County departments.

1988-89 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 $233,795, R $ 0) provides accounting and payroll, materials and supplies, budget preparation, fiscal analysis, countywide mileage status reports, and fuel monitoring and projection. It also provides vehicle finance plan development and contract negotiation, equipment specifications, bid preparation and review, and administration of the vehicle lease purchase program. This activity is:

   . Discretionary/Discretionary Service Level.

2. Automotive Parts (5.0 SY; E $1,233,816; R $60,000) provides parts ordering and issue, parts stocking, inventory control, special parts purchase, and parts delivery to six satellite garages. This activity is:
   - Discretionary/Discretionary Service Level.
   - Increasing due to $20,000 being added for hazardous waste removal and $50,000 for automotive parts.
   - Offset 5% by revenue.

3. Work Control (3.0 SY; E $145,319; R $0) provides records maintenance, bulk fuel and lubricant ordering, Datafleet Fuel Control System monitoring, vehicle dispatching, fleet preventive maintenance scheduling, Fleet Management Information System input and reimbursement of elected officials' vehicle mileage. This activity is:
   - Discretionary/Discretionary Service Level.

4. Heavy Equipment (9.0 SY; E $344,021 R $60,000) performs major repairs, maintenance, and overhauls of light, medium, and heavy trucks, buses, and industrial equipment. This activity is:
   - Discretionary/Discretionary Service Level.
   - Offset 17% by revenue.

5. Light Equipment (15.0 SY; E $497,834; R $85,000) performs major maintenance, repairs, and overhauls of passenger cars and patrol units. This activity is:
   - Discretionary/Discretionary Service Level.
   - Offset 17% by revenue.

6. Satellite Garages (19.0 SY; E $739,587; R $175,000) 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. This activity is:
   - Discretionary/Discretionary Service Level.
   - Offset 22% by revenue.
   - Increasing due to a $28,500 appropriation for fixed assets.

7. Fuel (0 SY; E $1,424,600; R $250,000) provides fuel for all County-owned vehicles. This activity is:
   - Discretionary/Discretionary Services Level.
   - Offset by 20% revenue from Road Fund, APCD, Library and Special Districts.

JMc:fel:10/14/88 - 3:52 p.m.
PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS #82303 MANAGER: Jane F. Huston, Director

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Air Pollution Control District	(9783)	$ 24,479	$ 42,000	$35,000	$ (7,000)
County Library	(9793)	23,344	30,000	27,000	(3,000)
Serra Library	(9971)	6,921	4,000	4,000	0
Public Works Equipment Internal Service Fund (ISF)	(9786)	550,219	600,000	558,000	(42,000)
Liquid Waste	(9788)	2,871	3,000	3,000	0
Miscellaneous Revenue	(9995)	17,586	0	3,000	3,000
Total		$625,420	$679,000	$630,000	$(49,000)

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. Overall revenue realized in FY87-88 was $53,580 less than budgeted due primarily to less costly repair work being done on Public Works vehicles than occurred in previous years.

FIXED ASSETS:

Item	Quantity	Cost	Revenue
Truck Tire Changers	2	$16,000	0
Truck Wheel Balancer	1	8,500	0
Air Conditioning Service Units	2	3,200	0
Arc Welder Wire Feeder	1	800	0
Total	6	$28,500	0

PERFORMANCE INDICATORS

JMc:fel:10/14/88 - 3:52 p.m.

PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: FLEET OPERATIONS					
% of Resources	100%	100%	100%	100%	100%
Workload					
General Fund Vehicles Maintained	1,502	1,599	1,709	1,625	1,714
Miles Driven	18,950,000	19,800,000	21,755,000	20,695,000	21,060,00
Gallons of Fuel Used	1,700,922	1,724,000	1,813,00	1,884,500	1,900,000
Public Works/Special Fund Vehicles Maintained	214	231	247	247	275
Efficiency					
No. of General Fund Vehicles per Equip. Mechanic (Repairs)	90.09	96.85	96.55	90.28	95.22
No. of General Fund Vehicles Per Equip. Svcs. Technician (Preventive Maint. Inspections)	100.13	106.60	117.38	108.33	114.27
Effectiveness					
% of Vehicles Serviced	100%	100%	100%	100%	
No. of Repair Orders per Vehicle			8.78		8.75
No. of Preventive Maintenance Orders per Vehicle			5.27		5.25

*Performance Indicator deleted in FY88-89

STAFFING SCHEDULE

JMc:fel:10/14/88 - 3:52 p.m.

PROGRAM: FLEET EQUIPMENT, MAINTENANCE & OPERATIONS Department: General Services

		STAFF YEARS				SALARY AND BENEFIT COSTS	
		1987-88 Budget		1988-89 Adopted		1987-88	1988-89
Class	Title	Position	S.Y.	Position	S.Y.	Budget	Adopted
2220	Deputy Director Fleet Operations	1	1.00	1	1.00	$ 45,381	$ 58,046
6155	Road Equipment Specialist	1	1.00	1	1.00	30,146	45,187
2302	Administrative Assistant III	1	1.00	1	1.00	37,367	39,106
6180	Welder	1	1.00	1	1.00	28,423	29,169
6130	Equipment Shop Supervisor	4	4.00	4	4.00	129,808	137,296
2607	Automotive Parts Manager	1	1.00	1	1.00	33,075	34,263
6108	Senior Equipment Mechanic	6	6.00	6	6.00	182,496	187,296
6110	Equipment Mechanic	18	18.00	18	18.00	512,372	528,720
6009	Equipment Maintenance Planner	2	2.00	2	2.00	45,986	42,241
6119	Equipment Service Technician III	1	1.00	1	1.00	23,325	23,930
2658	Storekeeper II	1	1.00	1	1.00	20,734	21,484
2660	Storekeeper I	2	2.00	2	2.00	37,023	39,048
2403	Accounting Technician	1	1.00	1	1.00	21,765	23,012
2757	Administrative Secretary II	1	1.00	1	1.00	26,402	22,550
2510	Senior Account Clerk	1	1.00	1	1.00	19,746	20,462
2730	Senior Clerk	1	1.00	1	1.00	16,720	17,858
6120	Equipment Service Technician II	14	14.00	14	14.00	286,331	295,926
	Total	57	57.00	57	57.00	$1,497,100	$1,565,594
	Adjustments:						
	Negotiated 87/88 Salary Settlement					$ 74,570	$ 0
	County Contributions and Benefits					460,233	440,253
	Salary Adjustments					18,578	(5,116)
	Salary Savings					(45,988)	(46,453)
	Total Adjustments					$ 507,393	$ 388,684
PROGRAM TOTALS:		57	57.00	57	57.00	$2,004,493	$1,954,278

10/7/88-10MAIL-kh2

PROGRAM: MAIL AND REPROGRAPHICS # 81501 MANAGER: Jane F. Huston, Director

Department: General Services # 5500 Ref: 1988-89 Proposed Budget - Pg:D132

Authority: Administrative Code, Article XX11b, Section 398.5 (j), Control and manage the inter-office and related mail services for County departments; and Section 398.5 (p), Manage the County's copy center, convenience copiers, central duplicating services and provide printing/reproduction services to County departments and to other public agencies as may be directed by the Board.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 644,599	$ 634,096	$ 729,447	$ 684,389	$ 805,913
Services & Supplies	297,517	320,546	413,139	266,324	388,324
Other Charges	0	0	63,507	64,471	37,401
Fixed Assets	2,904	17,062	0	0	44,500
Less Reimbursements	(622,134)	(569,846)	(756,857)	(635,503)	(979,551)
TOTAL DIRECT COSTS	$ 322,886	$ 401,858	$ 449,236	$ 379,681	$ 296,587
FUNDING	$ (62,778)	$ (76,730)	$ (89,791)	$ (72,595)	$ (80,919)
NET COUNTY COSTS	$ 260,108	$ 325,128	$ 359,445	$ 307,086	$ 215,668
STAFF YEARS	28.90	28.81	28.88	27.00	32.00

PROGRAM DESCRIPTION:

This program provides services that are essential to the County government and associated agencies.

The Mail Services section provides Countywide processing and delivery of both interoffice mail and mail routed through the U.S. Postal System.

The Reprographics section provides Countywide 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.

10/7/88-10MAIL-kh3
PROGRAM: MAIL AND REPROGRAPHICS # 81501 MANAGER: Jane F. Huston, Director

1987-88 ACTUALS:

Salaries and Benefits were $45,058 over budget due to the use of contract help and some overtime to accommodate the increase in volume of U.S. mail by 10%, and the printing of envelopes for all County departments. Envelope printing was an unbudgeted workload.

Services and Supplies were $146,815 over budget mainly due to the purchase of envelopes and associated printing supplies.

Reimbursements and Funding were overrealized by $138,550 which was primarily generated by the printing of envelopes.

Staff Years were 1.88 SY over budget due to the use of contract help and overtime.

1988-89 ADOPTED BUDGET:

In 1988-89, Mail and Reprographics will continue to provide cost effective services to County departments that are both mandated and discretionary in nature.

1. Mail Services (18.00 SY; E $481,584; R $45,989) processes and delivers mail routed through the U.S. Postal System and inter-office mail; provides Zip + 4 mail systems to the Registrar of Voters and Area Agency on Aging. This section was transferred from Communication Services program. This activity is:

   . Discretionary/Discretionary service level.

   . Offset 10% by revenue.

   . Able to process 6,000,000 pieces of interdepartmental mail, and 5,425,000 pieces of U.S. mail in 1988-89.

   . Increasing in cost due to approval of mail-weighing and mail metering machines costing $34,000.

PROGRAM: MAIL AND REPROGRAPHICS # 81501 MANAGER: Jane F. Huston, Director

1988-89 ADOPTED BUDGET (Continued):

2. Reprographics (14.00 SY; E $(184,997); R $34,930) provides printing and copying services at a lower cost than can be provided by contracting. This section operates on a cost recovery basis, by getting reimbursements from County departments and other agencies for the services it provides. Reprographics was transferred from Communication Services program. This activity is:

   - Discretionary/Discretionary service level.
   - Offset 100% by revenues and reimbursements.
   - Increasing by $110,000 for envelope supplies and $10,500 for a collator-stitcher.
   - Increasing one Chief, Printing Services position, three Print Shop Helper positions, and transferring 1.0 Intermediate Account Clerk position from the Communications Services program.
   - Able to print 51,300,000 forms and make 4,000,000 copies in 1988-89.

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Road Fund	(9782)	$ 18,755	$ 19,800	$ 26,356	$ 6,556
Solid Waste Enterprise Fund	(9790)	865	1,865	3,416	1,551
Library Fund	(9793)	23,157	23,945	24,890	945
APCD	(9783)	4,713	4,795	5,000	205
Purchasing/Revolving Fund	(9786)	18,747	0	0	0
Serra Co-Op Library	(9680)	150	0	0	0
CATV	(9784)	0	500	500	0
Transit Enterprise Fund	(9789)	16,648	15,000	15,000	0
Capital Outlay Fund	(9785)	266	0	0	0
Airport Fund	(9787)	3,030	3,030	3,180	150
Liquid Waste Fund	(9788)	3,460	3,660	2,577	(1,083)
Total		$ 89,791	$ 72,595	$ 80,919	$ 8,324

Explanation/Comments: In 1988-89, revenues are projected to increase by $8,324 mainly due to a increase in anticipated work requests from the Road Fund and Solid Waste Enterprise Fund. Revenues in 1987-88 were overrealized by $17,196 primarily due to an unanticipated work request from Purchasing for the printing of forms.

FIXED ASSETS:

Item	Quantity	Cost	Revenue
Mail Meter Machine	1	$10,000	$ 0
Mail Weighing Machine	1	24,000	0
Collator-Stitcher	1	10,500	0
Total	3	$44,500	$ 0

10/7/88-10MAIL-kh7

PERFORMANCE INDICATORS

PROGRAM: MAIL AND REPROGRAPHICS DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY B: REPROGRAPHICS					
% of Resources	51%	52%	60%	60%	62%
Workload					
Number of Forms Printed	33,733,015	42,148,828	51,277,850	40,000,000	51,300,000
Number of Copies Made	7,612,428	3,583,618	3,950,225	3,500,000	4,000,000
Efficiency					
Unit Program Cost:*					
Per Form Printed	$ 0.0129	$ 0.0105	$ 0.0134	$ 0.0123	$ 0.0144
Per Copy Made	$ 0.0063	$ 0.0137	$ 0.0194	$ 0.0156	$ 0.0144
Effectiveness					
1. Cost effectiveness of providing in-house printing:					
a) Commercial rate per form	$ 0.0200	$ 0.0200	$ 0.0200	$ 0.0200	$ 0.0200
b) County rate per form	0.0129	0.0105	0.0134	0.0123	0.0144
c) Approx. savings per form	$ 0.0071	$ 0.0095	$ 0.0066	$ 0.0077	$ 0.0056
d) Total approximate savings	$239,504	$400,414	$338,434	$377,000	$287,000
2. Cost effectiveness of providing in-house copier:					
a) Commercial rate per copy	$ 0.0350	$ 0.0350	$ 0.0350	$ 0.0350	$ 0.0350
b) County rate per copy	0.0063	0.0137	0.0194	0.0156	0.0144
c) Approx. savings per copy	$ 0.0287	$ 0.0213	$ 0.0156	$ 0.0194	$ 0.0206
d) Total approximate savings	$218,477	$ 76,331	$ 61,624	$ 67,900	$ 84,400

*Rounded to the nearest ten thousandth.

9/23/88-10MAIL-kh8

PERFORMANCE INDICATORS

PROGRAM: MAIL AND REPROGRAPHICS

DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: MAIL SERVICES					
% of Resources	49%	48%	41%	40%	38%
Workload					
Pieces of Interdepartmental Mail	4,500,000	4,600,000	4,600,000	6,000,000	6,000,000
Pieces of U.S. Mail	4,755,000	4,700,000	5,706,000	5,423,925	5,425,000
County Offices with Mail Services	304	343	343	343	343
Mail Stops per Day	331	273	273	273	273
Efficiency					
Mail Pieces Processed per Direct Staff Year	530,708	609,836	606,235	659,580	672,058
Effectiveness					
Interdepartmental Mail Cost Effectiveness					
1. Cost of sending County mail through U.S. Postal System (using standard rate per one ounce mail)	$ 990,000	$1,034,000	$1,047,000	$1,320,000	$1,500,000
2. Cost of providing County Mail Services (Full Cost)	567,169	593,819	559,554	566,365	574,327
3. Approximate Savings	$ 422,831	$ 440,181	$ 487,446	$ 753,635	$ 925,673

10/7/88-10MAIL-kh6

STAFFING SCHEDULE

PROGRAM: MAIL AND REPROGRAPHICS

DEPARTMENT: General Services

Class	Title	STAFF YEARS 1987-88 Budget Position	S.Y.	1988-89 Adopted Position	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
8808	Chief, Printing Services	0	0.00	1	1.00	$ 0	$ 42,125
3068	Manager, Printing Services	1	1.00	1	1.00	29,121	30,503
3047	Mail Systems Specialist	1	1.00	1	1.00	22,929	23,763
3073	Sr. Offset Equipment Operator	4	4.00	4	4.00	78,711	82,954
3050	Offset Equipment Operator	3	3.00	3	3.00	54,649	58,970
3054	Print Shop Helper	0	0.00	3	3.00	0	38,652
3074	Senior Mail Clerk Driver	2	2.00	2	2.00	39,674	41,094
3039	Mail Clerk Driver	14	12.00	14	12.00	206,143	211,790
2493	Intermediate Account Clerk	0	0	1	1.00	0	15,882
2700	Intermediate Clerk Typist	1	1.00	1	1.00	16,720	17,330
7514	Shuttle Bus Driver	3	3.00	3	3.00	58,840	60,010
	Total	29	27.00	34	32.00	$506,787	$623,073
	Adjustments:						
	Negotiated 87/88 Salary Settlement					$ 24,637	$ 0
	County Contributions & Benefits					165,943	195,790
	Salary Adjustments					(213)	10,786
	Salary Savings					(12,765)	(23,736)
	Total Adjustments					$ 177,602	$ 182,840
PROGRAM TOTALS:		29	27.00	34	32.00	$684,389	$805,913

10/17/88-dlg: 12:45 p.m.

PROGRAM: RECORDS MANAGEMENT # 82401 MANAGER: Jane F. Huston, Director

Department: General Services # 5500 Ref: 1988-89 Proposed Budget-Pg: D140

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."

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 257,116	$ 247,026	$ 275,601	$ 291,069	$ 288,302
Services & Supplies	37,959	32,310	31,590	23,155	35,013
Contracts	9,403	11,437	10,013	12,366	12,366
Other Charges	0	0	0	0	0
Fixed Assets	0	48,761	0	6,000	8,250
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 304,478	$ 339,534	$ 317,204	$ 332,590	$ 343,931
FUNDING	$ (7,196)	$ (22,154)	$ (24,282)	$ (29,179)	$ (43,929)
NET COUNTY COSTS	$ 297,282	$ 317,380	$ 292,922	$ 303,411	$ 300,002
STAFF YEARS	12.50	11.25	12.00	12.00	12.00

PROGRAM DESCRIPTION:

Records Management provides efficient, economical records management services for County departments and ofices. These services cover three areas: records storage and retrieval, microfilming, and consultations. This program provides facilities and staff for storing active, semi-active and inactive records plus a records destruction program. Records Management staff advises and consults with County offices and 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 and offices.

1987-88 ACTUALS:

Records Management will remain within FY87-88 budget levels.

FY87-88 Actual for Salaries and Benefits is $15,468 (5%) less than budgeted. This is due to time necessary to promulgate hiring lists and usage of contract help in the records center.

1987-88 ACTUALS: (Continued)

FY87-88 Actual for Services and Supplies is $6,082 (17%) more than budgeted. These overexpenditures are due to using contract help in the Records Centers.

FY87-88 Actual for Fixed Assets shows $0 expenditure. $4,600 was encumbered in FY87-88 and will be entered to prior year expenditures when payment is made.

1988-89 OBJECTIVES:

1. To microfilm 2,000,000 documents.
2. To produce 140,000 microforms (aperture cards and microfiche).
3. To process and duplicate 300,000 feet of film (7.5 million documents).
4. To service 51,000 cubic feet of records.
5. To process 45,000 items.

1988-89 ADOPTED BUDGET:

Records Management supports County departments whose programs and services are mandated and discretionary. Subprogram activities are:

1. Micrographics (8.00 SY; E $195,705; R $38,729) includes microfilming, lab services and vault storage. This activity is:

   - Discretionary/Discretionary Service Level.
   - Offset 20% by revenue.
   - Servicing 17% of County microfilming needs.

2. Records Center (2.00 SY; E $71,288; R $5,200) includes records storage, retrieval, and destruction services to County departments. This activity is:

   - Discretionary/Discretionary Service Level.
   - Offset 7% by revenue
   - Able to service 75% of the County offsite storage needs.

3. Administration (2.00 SY; E $76,938; R $ 0) includes accounting, purchasing, budget, inventory, and clerical support plus records management consulting services to departments and offices. This activity is:

   - Discretionary/Discetionary Service Level.
   - Provides administration and clerical support to program.
   - Provides consulting services to County departments.

10/17/88-dlg: 12:45 p.m.
PROGRAM: RECORDS MANAGEMENT # 82401 MANAGER: Jane F. Huston, Director

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Other Governmental Agencies	(9971)	$ 2,412	$ 6,200	$ 8,029	$ 1,829
Road Fund	(9782)	15,770	18,250	30,202	11,952
Solid Waste Enterprise Fund	(9790)	0	3,547	300	(3,247)
APCD	(9783)	1,574	500	1,600	1,100
Sale of Silver	(9994)	0	300	600	300
Sanitation Srv. to Prop. Owners	(9911)	263	0	0	0
Liquid Waste	(9788)	3,602	382	2,998	2,616
Other Miscellaneous	(9995)	661	0	200	200
Total		$ 24,282	$ 29,179	$ 43,929	$ 14,750

Explanation/Comments: The 1987-88, Revenues are $4,897 (17%) below budgeted. This is due to departments not sending in requested work.

The 1988-89 Adopted reflects a $14,750 net change from 1987-88 Budget. This is due to an increase in work requested from the Road Fund.

FIXED ASSETS:

Item	Quantity	Cost	Revenue
Personal Computer	3	$ 4,500	$ 4,500
Tape Cartridge	2	2,200	2,200
Printer Dot Matrix	3	750	750
Silver Recovery Unit	1	800	300
	9	$ 8,250	$ 7,750

10/10/88-dlg: 7:53 a.m.

PERFORMANCE INDICATORS

PROGRAM: RECORDS MANAGEMENT — DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Micrographics					
% of Resources	75%	75%	75%	75%	75%
Workload					
Documents filmed					
Rotary	2,282,111	1,670,441	1,765,118	2,000,000	1,300,000
Planetary	164,405	357,653	414,821	465,000	670,000
Engineer Drawings	25,573	34,107	22,238	25,000	30,000
TOTAL	2,472,089	2,062,201	2,202,177	2,500,000	2,000,000
Microforms					
Aperture Cards	54,238	66,135	99,933	60,000	120,000
Microfiche	45,051	21,049	15,401	20,000	20,000
TOTAL	99,289	87,184	115,334	80,000	140,000
Reels (100 feet) Processed	1,752	1,654	1,171	2,000	1,500
Reels (100 feet) Duplicated	1,539	1,193	1,293	1,500	1,500
Efficiency					
Unit Program Cost (County/Commerical) Per Document					
Rotary*	.013/.015	.011/.015	.011/.018	.012/.018	.013/.020
Planetary*	.017/.025	.022/.025	.022/.027	.020/.027	.022/.030
Engineer Drawings	.18/.30	.20/.30	.20/.35	.25/.35	.30/.40
Per Microform					
Aperture Cards	.27/.35	.23/.35	.20/.40	.25/.40	.27/.50
Microfiche	.49/.60	.49/.60	.33/.65	.50/.65	.55/.70
Cost Per Reel Processed	1.72/3.00	1.59/3.50	2.08/4.00	1.65/4.00	1.73/4.50
Cost Per Reel Duplicated	4.23/6.50	4.18/7.50	4.32/8.00	4.25/8.00	4.40/8.50

* Rounded to the nearest thousandth.

PERFORMANCE INDICATORS

PROGRAM: RECORDS MANAGEMENT DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Micrographics (Continued)					
Effectiveness					
Cost Effectiveness of Providing In-house Micrographics Services					
Approximate Annual Savings					
1. Documents Filmed					
Rotary	$4,564	$6,682	$12,355	$12,000	$9,100
Planetary	1,315	1,073	2,074	3,255	5,360
Engineer Drawings	3,068	3,410	3,335	3,500	3,000
2. Microforms					
Aperture Cards	$4,339	$7,936	$19,986	$9,000	$27,600
Microfiche	4,955	2,315	4,928	3,000	3,000
3. Reels Processed	2,242	3,159	2,248	4,700	4,155
4. Reels Duplicated	3,493	3,960	4,758	5,625	6,150
TOTAL APPROXIMATE ANNUAL SAVINGS	$23,976	$28,535	$49,684	$41,080	$58,365
Number of Documents Requested For Filming	2,500,000	2,500,000	6,370,000	6,370,000	2,163,000
Number of Documents in Backlog	6,200,000	5,200,000	5,200,000	5,200,000	9,570,000
Total Number of Documents to be Filmed	8,700,000	7,700,000	11,570,000	11,570,000	11,733,000
% of Documents Filmed	28%	32%	22%	22%	17%

10/10/88-dlg: 7:53 a.m.

PERFORMANCE INDICATORS

PROGRAM: RECORDS MANAGEMENT DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY B: Records Center					
% of Resources	25%	25%	25%	25%	25%
Workload					
Cubic Feet Stored	33,834	36,733	36,535	40,000	51,000
Items Serviced	35,890	34,345	32,520	32,000	45,000
Efficiency					
Cost per Cubic Foot Serviced	$ 2.55	$ 2.37	$ 2.76	$ 2.39	$ 2.43
Cost per Items Serviced	$ 1.36	$ 1.29	$ 1.35	$ 1.37	$ 1.44
Effectiveness					
Cost Effectiveness of providing in-house records storage					
1. Cubic Feet Stored					
(a) Commerical Annual Rate	$ 3.20	$ 3.20	$ 3.56	$ 3.56	$ 3.60
(b) County Annual Rate	2.55	2.37	2.76	2.39	2.43
(c) Approx. Savings Per Cubic Foot	$ .65	$ .83	$ .80	$ 1.17	$ 1.17
(d) Approximate Annual Savings	$ 21,992	$ 30,488	$ 29,228	$ 46,800	$ 59,670
2. Items Serviced					
(a) Commerical Per Item Rate	$ 1.75	$ 1.75	$ 1.95	$ 1.95	$ 2.00
(b) County Per Item Rate	1.36	1.29	1.35	1.37	1.44
(c) Approximate Savings Per Item	$ .39	$ .46	$ .60	$ .58	$ .56
(d) Approximate Annual Savings	$ 13,997	$ 15,799	$ 19,512	$18,560	$25,200
TOTAL APPROXIMATE ANNUAL SAVINGS	$ 35,989	$ 46,287	$ 48,740	$ 65,360	$ 84,890

10/10/88-dlg: 7:53 a.m.

STAFFING SCHEDULE

PROGRAM: RECORDS MANAGEMENT DEPARTMENT: General Services

Class	Title	STAFF YEARS 1987-88 Budget Position	S.Y.	1988-89 Adopted Position	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
3043	Manager, Central Records Serv.	1	1.00	1	1.00	$ 28,551	$ 32,697
3045	Microfilm Supervisor	1	1.00	1	1.00	22,929	23,763
3053	Photo Reduction Technician	2	2.00	1	1.00	38,779	20,924
2730	Senior Clerk	1	1.00	1	1.00	19,746	20,462
3040	Microfilm Operator	5	5.00	5	5.00	79,953	82,408
2493	Intermediate Account Clerk	1	1.00	1	1.00	14,990	17,792
2710	Junior Clerk/Typist	1	1.00	1	1.00	11,667	12,484
2715	Records Clerk	0	0.00	1	1.00	0	15,328
	Total	12	12.00	12	12.00	$ 216,615	$ 225,858
	Adjustments:						
	Negotiated 87/88 Salary Settlement					$ 10,956	$ 0
	County Contributions & Benefits					69,215	69,080
	Salary Adjustment					0	(742)
	Salary Savings					(5,717)	(5,894)
	Total Adjustments					$ 74,454	$ 62,444
PROGRAM TOTALS:		12	12.00	12	12.00	$ 291,069	$ 288,302

AH:fel:10/14/88-3:22 p.m.

PROGRAM: ADMINISTRATION # 92101 MANAGER: Jane F. Huston, Director

Department: General Services # 5500 Ref: 1988-89 Proposed Budget - Pg: D148

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$1,137,701	$1,000,183	$1,095,621	$1,127,117	$1,035,964
Services & Supplies	57,492	53,751	54,461	40,187	40,317
Other Charges	1,706	10,844	0	14,130	0
Fixed Assets	1,709	2,067	2,998	3,072	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$1,198,608	$1,066,845	$1,153,080	$1,184,506	$1,076,281
FUNDING	$ (1,052)	$ (49)	$ (17,717)	$ 0	$ 0
NET COUNTY COSTS	$1,197,556	$1,066,796	$1,135,363	$1,184,506	$1,076,281
STAFF YEARS	27.30	23.64	22.98	25.00	24.00

PROGRAM DESCRIPTION:

The Administration Program provides overall management, direction and planning for the Department of General Services. This program includes: the Office of the Director; Personnel and Training; Budget Coordination; Fiscal Management and Space Management.

The major functions of this program include:

- Plan and manage all departmental programs and services.
- Organize and coordinate department budget development and preparation functions.
- Provide fiscal management and expenditure control and inventory functions.
- Manage the department's personnel, payroll and training functions.
- Provide for County-wide management of space utilization.
- Provide liaison with the Chief Administrative Office and other County departments.
- Coordinate the preparation of Board letters and responses to the Board of Supervisors and the CAO.

AH:fel:10/13/88:3:22 p.m.
PROGRAM: ADMINISTRATION # 92101 MANAGER: Jane F. Huston, Director

1987-88 ACTUALS:

Variances on a sub object level include:

Salaries were $31,496 under budget due to holding positions vacant to achieve budgeted salary savings.

Services and Supplies appropriations were increased by $14,130 during the fiscal year. The additional funds purchased software and training for a departmental computer aided design system (CADD) approved in the FY87-88 Budget. Expenditures exceeded appropriations by $144.

Expenditures for fixed assets were $74 under budget. Use of surplus SANCAL earnings in the amount of $60,000 to purchase the hardware for CADD saved the County an estimated $9,000 in interest and finance charges.

1988-89 OBJECTIVES:

1. Develop a databased information system for fiscal analysis and expenditure tracking.

2. Begin planning for the FY89-90 Budget in August 1988 and develop Department Budget Priorities for the FY89-90 Budget.

3 Support OES satellite office by providing space, security services, printing services, and clerical staff.

4. Complete a General Services Records Management Program and implement the initial phases of a Countywide Records Management Program by July 29, 1989.

1988-89 ADOPTED BUDGET:

In FY88-89, the Administration program will continue to provide overall management and planning for the Department. This program provides support to County departments and offices with mandated and discretionary programs and services. Subprogram activities:

1. Director's Office (9.00 SY; E $430,512; R $ 0) provides overall department management and direction. This includes management of four operating divisions and five budget units totalling over $53.9 million/year, and coordinating the delivery of support services to all County departments, courts and offices. This activity is:

   - Discretionary/Discretionary Service Level.

1988-89 ADOPTED BUDGET (Continued):

- Transferred 1.0 SY Analyst IV to the CAO's office (net decrease $58,632).

- Deleted 1.0 SY Word Processing Operator and added 1.0 SY Senior Clerk in the Personnel and Payroll sub-program.

2. Fiscal and Budget (7.0 SY; E $301,359; R $ 0) provides for the development, preparation and implementation of the department-wide budget and additional budget units, including eleven program budgets. Also included are department inventory, fiscal monitoring of budget units, and auditing functions. This activity is:

   . Discretionary/Discretionary Service Level.
   - Reclassified 1.0 SY Analyst III to 1.0 SY Senior Microcomputer Specialist.
   - Transferred 1.0 SY Administrative Assistant II from Personnel and Payroll sub-program.

3. Personnel and Payroll (5.0 SY; E $193,731; R $ 0) performs general payroll and personnel functions, including Affirmative Action coordination and training duties. This activity is:

   . Discretionary/Discretionary Service Level.

   - Transferred 1.0 SY Loss Prevention Analyst to the Facilities Services Program and 1.0 SY Administrative Assistant III from Facilities Services.

4. Space Management (3.0 SY; E $150,679; 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. This activity is:

   . Discretionary/Discretionary Service Level.

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Recovered Expenditure	(9989)	$ 17,717	$ 0	$ 0	$ 0

Explanation/Comments: Revenues in the amount of $17,717 were received to offset unbudgeted expenditures for the Capital Asset Leasing Program (SANCAL).

FIXED ASSETS:

None.

AH:fel:10/14/88:3:22 p.m.

STAFFING SCHEDULE

PROGRAM: ADMINISTRATION

DEPARTMENT: General Services

Class	Title	STAFF YEARS 1987-88 Budget Position	S.Y.	1988-89 Adopted Position	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
Director's Office							
2125	Director, General Services	1	1.00	1	1.00	$ 69,942	$ 75,296
2219	Asst. Director, General Services	1	1.00	1	1.00	60,832	69,450
2301	Chief, Staff and Support Services	1	1.00	0	0.00	48,876	0
2370	Administrative Services Manager III	0	0.00	1	1.00	0	51,132
2414	Analyst IV	1	1.00	0	0.00	43,249	0
2302	Administrative Assistant III	1	1.00	1	1.00	37,367	39,106
2764	Office Manager	1	1.00	1	1.00	20,584	23,300
2730	Senior Clerk	1	1.00	1	1.00	20,042	18,344
3009	Word Processing Operator	2	2.00	1	1.00	40,728	20,295
2700	Intermediate Clerk Typist	1	1.00	1	1.00	13,847	16,752
3007	Jr. Word Processing Operator	1	1.00	1	1.00	15,627	16,111
	Subtotal	11	11.00	9	9.00	$ 371,094	$ 329,786
Fiscal/Budget Section							
2367	Principal Administrative Analyst	2	2.00	2	2.00	$ 90,884	$ 88,320
2413	Analyst III	1	1.00	0	0.00	37,367	0
3121	Senior Microcomputer Specialist	0	0.00	1	1.00	0	39,106
2303	Administrative Assistant II	0	0.00	1	1.00	0	34,072
2405	Assistant Accountant	1	1.00	1	1.00	26,349	29,126
2403	Accounting Technician	1	1.00	1	1.00	21,765	23,012
2510	Senior Account Clerk	1	1.00	1	1.00	19,746	20,462
	Subtotal	6	6.00	7	7.00	$ 196,111	$ 234,098
Personnel Section							
2307	Departmental Personnel Officer	1	1.00	1	1.00	$ 42,194	$ 44,160
2302	Administrative Assistant III	0	0.00	1	1.00	0	38,608
2303	Administrative Assistant II	1	1.00	0	0.00	31,839	0
2331	Loss Prevention Analyst	1	1.00	0	0.00	30,738	0
2511	Senior Payroll Clerk	2	2.00	2	2.00	41,386	42,852
2730	Senior Clerk	0	0.00	1	1.00	0	20,384
	Subtotal	5	5.00	5	5.00	$ 146,157	$ 146,004
Space Management Section							
2302	Administrative Assistant III	1	1.00	1	1.00	$ 35,988	$ 39,106
2303	Administrative Assistant II	1	1.00	1	1.00	29,610	35,240
3592	Arch. Project Manager II	1	1.00	1	1.00	40,665	42,531
	Subtotal	3	3.00	3	3.00	$ 106,263	$ 116,877
	Total	25	25.00	24	24.00	$ 819,625	$ 826,765

AH:fel:10/14/88:3:22 p.m.

STAFFING SCHEDULE

PROGRAM: ADMINISTRATION DEPARTMENT: General Services

Class	Title	STAFF YEARS 1987-88 Budget Position	S.Y.	1988-89 Adopted Position	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
	Adjustments:						
	Negotiated 87/88 Salary Settlement					$ 57,064	$ 0
	County Contributions & Benefits					280,238	258,129
	Salary Adjustments					15,190	(4,890)
	Salary Savings					(45,000)	(44,040)
	Total Adjustments					$ 307,492	$ 209,199
PROGRAM TOTALS:		25	25.00	24	24.00	$1,127,117	$1,035,964

COUNTYWIDE RENTS AND LEASES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Real Property Mgmt. (Rents & Leases)	$ 4,322,924	$ 4,855,124	$ 5,439,741	$ 5,947,721	$ 8,147,934	$ 2,200,213	37%
Less Reimbursements	$ (621,097)	$ (693,205)	$ (910,365)	$ (947,415)	$(1,052,515)	$ 105,100	11%
Total Direct Cost	$ 3,701,827	$ 4,161,919	$ 4,529,376	$ 5,000,306	$ 7,095,419	$ 2,095,113	42%
Funding	$ (867,563)	$ (875,973)	$ (873,394)	$(1,459,341)	$(1,227,495)	$ 231,846	(16%)
Net Program Cost	$ 2,834,264	$ 3,285,946	$ 3,655,982	$ 3,540,965	$ 5,867,924	$ 2,326,959	66%
Staff Years	00.00	00.00	00.00	00.00	00.00	00.00	

WSE:fel:10/6/88

10/17/88:sgm:04:00 p.m.

PROGRAM: RENTS AND LEASES # 82105 MANAGER: Jane F. Huston, Director

Department: County-wide Rents & Leases # 5580 Ref: 1988-89 Proposed Budget - Pg: D155

Authority: Federal Public Law 91-646; California Code of Civil Procedures, State Government Code, State Administrative Code; County Administrative Code Article XXII(b) Section 3985.5 (b),(k),(l),(m),(n),(p).

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Services & Supplies	4,299,045	4,744,072	5,212,696	5,651,480	8,044,245
Other Charges	23,879	111,052	227,045	296,241	103,689
Fixed Assets	0	0	0	0	0
Less Reimbursements	(621,097)	(693,205)	(910,365)	(947,415)	(1,052,515)
TOTAL DIRECT COSTS	$ 3,701,827	$ 4,161,919	$ 4,529,376	$ 5,000,306	$ 7,095,419
FUNDING	$ (867,563)	$ (875,973)	$ (873,394)	$(1,459,341)	$(1,227,495)
NET COUNTY COSTS	$ 2,834,264	$ 3,285,946	$ 3,655,982	$ 3,540,965	$ 5,867,924
STAFF YEARS	00.00	00.00	00.00	00.00	00.00

PROGRAM DESCRIPTION:

This program is administered by the Real Property Management program in the Department of General Services and provides the funds to continue existing leases to house approved County programs. Additional leases, approved in the final budget, shall be funded in the using Department's budget and from transfers into this program after approval.

10/17/88-sgm:03:00 p.m.
PROGRAM: RENTS AND LEASES # 82105 MANAGER: Jane F. Huston, Director

1987-88 ACTUALS:

The Services & Supplies (Account 2329) decreased by $438,784 for the various leases in Health Services, Sheriff, and Superior Court. Additionally, the Other Charges (Account 3366) decreased by $69,196 due to the fact trailers were not purchased for Animal Control, Sheriff and Health Services.

1988-89 OBJECTIVES:

Not Applicable.

1988-89 ADOPTED BUDGET:

This program provides leased space to twenty-two County departments that are both mandated and discretionary in nature.

Rents & Leases (0 SY; E $7,095,419; R $1,227,495) includes the rent for 183 major and minor real estate leases for 22 County departments. The MTS Towers ground lease, support costs and parking lot revenue lease are major new leases in FY88-89. They are included under the General Government Section on the attached detail of existing leases. This activity is:

- Mandated/Discretionary Service Level.
- Offset 17% by revenue

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Sheriff (DEA Grant)	(9617)	$ 54,848	$ 54,773	$ 54,773	$ 0
Lease of General Fund Property	(9210)	818,546	1,100,000	649,392	(450,608)
Other Miscellaneous	(9995)	0	304,568	148,900	(155,668)
SB 668 Court House Construction	(9176)	0	0	374,430	374,430
Total		$ 873,394	$1,459,341	$1,227,495	$ (231,846)

Explanations/Comments: FY87-88 Actual revenue is $585,947 below budget due to a $281,454 decrease in Account 9210 - Lease of General Fund Property and $304,568 reduction in Account 9995. Total revenues of $1,227,495 are projected to be realized in FY88-89. This projection is $231,846 below FY87-88 Budgeted due to a $450,608 reduction in Account 9210 - Lease of General Fund Properties; and a $155,668 reduction in Account 9995 - Other Miscellaneous. Revenue of $155,000 from the City-County Camps Program will not be credited to account number (9995) in FY88-89.

10/17/88-sgm:03:00 p.m.
PROGRAM: RENTS AND LEASES # 82105 MANAGER: Jane F. Huston, Director

FIXED ASSETS:

None.

REIMBURSEMENTS:

Source of Reimbursement:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Road Fund	(5682)	$ 317,059	$ 326,416	$ 333,463	$ 7,047
APCD	(5683)	144,367	164,525	151,000	(13,525)
Solid Waste Enterprise	(5690)	16,215	16,523	19,850	3,327
Library Fund	(5693)	432,724	439,951	548,202	108,251
Total		$ 910,365	$ 947,415	$1,052,515	$ 105,100

Explanations/Comments: A reimbursement increase of $105,100 over FY87-88 Budgeted is projected for FY88-89. Changes from the FY87-88 Budgeted were in the Road Fund (lease adjustment increase of $7,047); APCD's lease adjustment (decrease of $13,525); Solid Waste Enterprise Fund (cost of living increase of $3,327) and the Library Fund (lease adjustment increase of $108,251).

PROPERTY MANAGEMENT BUDGET
SUMMARY OF EXISTING RENTS AND LEASES

88-89 ADOPTED
(AMOUNTS IN $)

DEPARTMENT	1987-88 ADOPTED BUDGET	1987/88 FUNDING	NET COST TO COUNTY	1988-89 ADOPTED	1988-89 FUNDING	NET COST TO COUNTY
GENERAL GOVERNMENT	$ 237,584	$ (304,568)	$ (66,984)	$ 488,500	$(148,900)	$ 339,600
AGRICULTURE	24,554	0	24,554	24,400	0	24,400
AIR POLL. CONTROL	164,525	(164,525)*	0	151,000	(151,000)*	0
ANIMAL CONTROL	187,732	0	187,732	189,189	0	189,189
ASSESSOR	163,134	0	163,134	157,500	0	157,500
CAO	25,080	0	25,080	21,160	0	21,160
PUBLIC DEFENDER	97,980	0	97,980	1,021,262	0	1,021,262
DISTRICT ATTORNEY	559,903	0	559,903	718,500	0	718,500
EMPLOYEE SERVICES	144,536	0	144,536	149,000	0	149,000
GENERAL SERVICES	155,628	0	155,628	182,700	0	182,700
HEALTH SERVICES	1,616,346	0	1,616,346	1,822,940	0	1,822,940
HOUSING & COMM. DEV.	150,312	0	150,312	198,000	0	198,000
LIBRARY	439,951	(439,951)*	0	548,202	(548,202)*	0
MARSHAL	1,440	0	1,440	1,500	0	1,500
PARKS & RECREATION	902	0	902	1,000	0	1,000
PLANNING & LAND USE	56,583	0	56,583	57,500	0	57,500
PROBATION	451,840	0	451,840	475,200	0	475,200
PUBLIC WORKS ROAD FUND	341,742	(326,416)*	15,326	346,700	(333,463)*	13,237
PUBLIC WORKS ENTER FUND	16,523	(16,523)*	0	19,850	(19,850)*	0
REVENUE & RECOVERY	256,884	0	256,884	246,000	0	246,000
SHERIFF	758,028	(54,773)**	703,255	874,901	(54,773)**	820,128
SUPERIOR COURT	96,514	0	96,514	452,930	(374,430)	78,500
LEASE/GEN.FUND PROP.	0	(1,100,000)	(1,100,000)	0	(649,392)	(649,392)
BUDGET UNIT TOTAL	$5,947,721	$(2,406,756)	$ 3,540,965	$ 8,147,934	$(2,280,010)	$ 5,867,924
* COST APPLIED						
** INTEREST & FED GRANT						
(1) AREA AGENCY ON AGING	121,908	(35,661)	86,247	173,000	(35,661)	137,339
(1) PUB. WRKS SANT.DIST.	4,150	(4,150)	0	4,200	(4,200)	0
(1) PUB. WRKS SOLID WSTE RECYCLE CENTER,	2,700	(2,700)	0	2,700	(2,700)	0
(1) SOCIAL SERVICES	2,293,531	(2,293,531)	0	$ 5,661,319	$ (4,493,434)	1,167,885
(2) TOT. RENTS & LEASES	$8,370,010	$(4,742,798)	$3,627,212	$13,989,153	$ (6,816,005)	$ 7,173,148

(1) LEASES PAID DIRECTLY BY DEPARTMENT
(2) COUNTYWIDE TOTAL OF RENTS & LEASES

PROPERTY MANAGEMENT BUDGET
DETAIL OF EXISTING RENTS AND LEASES

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987/88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
General Government							
PL4216	UNALLOCATED OFF. SPACE - CHESAPEAKE (PRORATED .44)	9136	-0-	-0-	-0-	-0-	-0-
PL4216	SUBLEASE-TRACOR CHESAPEAKE (PRORATED .25)	9136	74,784	68,500	(6,284)	(68,500)	-0-
PL4306	BRD/SUPV 1ST DIST FIELD OFFICE (N/C)	18648	-0-	-0-	-0-	-0-	-0-
PL4323	BRD/SUPV 3RD DIST FIELD OFFICE		7,800	-0-	(7,800)	-0-	-0-
PL6220	CITY/COUNTY CAMPS OUTDOOR EDUCATION PROGRAM	4127	155,000	-0-	(155,000)	-0-	-0-
PLXXXX	DEER PARK - STATE LEASE		-0-	-0-	-0-	(50,000)	(50,000)
PLXXXX	MTS PARKING LOT LEASE (99995)		-0-	-0-	-0-	(30,400)	(30,400)
PLXXXX	MTS GROUND LEASE AND SUPPORT COSTS		-0-	420,000	420,000	-0-	420,000
	GENERAL GOVERNMENT TOTAL		237,584	488,500	250,916	(148,900)	339,600
Agriculture							
PL4003	VISTA	16653	23,834	23,500	(334)	-0-	23,500
PL4100	PARKING LOT S.D.	2542	720	900	180	-0-	900
	AGRICULTURE TOTAL		24,554	24,400	(154)	-0-	24,400
Air Pollution Control							
PL4216	KEARNY MESA (PRORATED .55) CHESAPEAKE	9136	164,525	151,000	(13,525)	(151,000)	-0-
Animal Control							
PL2021	NORTH COUNTY ANIMAL SHELTER (Memo of Understanding)	AE103	77,200	85,500	8,300	-0-	85,500
PL4075	CENTRAL SHELTER (N/C)	05786	-0-	-0-	-0-	-0-	-0-
PL4075	MODULAR BUILDING	20742	110,532	103,689	(10,532)	-0-	103,689
	ANIMAL CONTROL TOTAL		187,732	189,189	(2,232)	-0-	189,189

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
Assessor							
PL4347	CARLSBAD - ASSESSOR	24436	48,600	43,000	(5,600)	-0-	43,000
PL4345	ESCONDIDO - ASSESSOR	24395	60,774	62,000	1,226	-0-	62,000
PL4333	EL CAJON - ASSESSOR	23239	53,760	52,500	(1,260)	-0-	52,500
	ASSESSOR TOTAL		163,134	157,500	(5,634)	-0-	157,500
CAO							
PL4350	VETERANS AFFAIRS -	24968	25,080	21,160	(3,920)	-0-	21,160
Public Defender							
PL4311	PUBLIC DEFENDER - DOWNTOWN	20677	97,980	102,500	4,520	-0-	102,500
PLXXXX	PUBLIC DEFENDER - NEW LEASES	XXXX	-0-	918,762	918,762	-0-	918,762
	PUBLIC DEFENDER TOTAL		97,980	1,021,262	923,282	-0-	1,021,262
District Attorney							
PL0358	COURTHOUSE PARKING	P08987	24,000	24,000	-0-	-0-	24,000
PL4329	DOWNTOWN OFFICE BUILDING	22285	535,903	656,000	120,097	-0-	656,000
PL4363	FILE ROOM (MID YEAR 87-88)	25721	-0-	38,500	38,500	-0-	38,500
	DISTRICT ATTORNEY TOTAL		559,903	718,500	158,597	-0-	718,500
Employee Services							
PL4324	444 W. BEECH ST. - SAN DIEGO	21724	144,536	149,000	4,464	-0-	149,000

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
General Services							
PL5590	UCSD HOSPITAL COMMUNICATIONS SITE (NC)	24936	3,600	-0-	(3,600)	-0-	-0-
PL0390	SANTEE OPERATIONS CENTER (Memo of Understanding)	AE100	62,760	72,000	9,240	-0-	72,000
PL1904	MONUMENT PEAK RADIO	17586	460	200	(260)	-0-	200
PL1905	LYONS PEAK RADIO	12523	180	200	20	-0-	200
PL1908	LOS PINOS PEAK RADIO	17587	180	200	20	-0-	200
PL1909	SAN MIGUEL MT RADIO	25023 & 21228	15,539	23,500	7,961	-0-	23,500
PL2004	VALLEY CENTER RADIO (REPLACEMENT)	11283	100	100	-0-	-0-	100
PL2025	LEMON GROVE SERVICE STATION (Memo of Understanding)	AE11	7,200	7,200	-0-	-0-	7,200
PL2053	DICTIONARY HILL RADIO	12119	200	1,200	1,000	-0-	1,200
PL4108	MT CUYAMACA RADIO (N/C)	03253	-0-	-0-	-0-	-0-	-0-
PL4316	CENTRAL RECORDS	21162	43,692	45,500	1,808	-0-	45,500
PL4298	RAINBOW PEAK RADIO (N/C)	23242	-0-	-0-	-0-	-0-	-0-
PL4313/4312	TECATE PEAK RADIO (combined leases)	20725 & 20726	60	100	40	-0-	100
PLXXXX	MT WOODSON RADIO (N/C)	20755	-0-	-0-	-0-	-0-	-0-
PLXXXX	OCEANSIDE RADIO (Memo of Understanding) (N/C)		-0-	-0-	-0-	-0-	-0-
PL4341	CABRILLO HOSPITAL ANTENNA SITE	23756	1,800	1,800	-0-	-0-	1,800
PL4339	SAN MIGUEL ANTENNA SITE	23740	17,400	19,500	2,100	-0-	19,500
PL4337	COWLES MT.	23287	1,452	1,700	248	-0-	1,700
PL0300	DICKINSON RADIO SITE (N/C)	19813	-0-	-0-	-0-	-0-	-0-
PL4346	WHITE STAR RADIO SITE	24426	1,005	-0-	(1,005)	-0-	-0-
PL1909	MT. SAN MIGUEL - SHERIFF (MID YEAR 87/88)	25708	-0-	9,500	9,500	-0-	9,500
PLXXX	S.D. GAS & ELECTRIC (NC)	23750	-0-	-0-	-0-	-0-	-0-
	GENERAL SERVICES TOTAL		155,628	182,700	11,048	-0-	182,700

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
Health Services							
PL0371	SO. BAY HEALTH CTR. (N/C)	18647	-0-	-0-	-0-	-0-	-0-
PL4043	ALCOHOL DETOX CENTER - S.D.	6159	231,948	68,000	(163,948)	-0-	68,000
PL4086	MENTAL HEALTH - ESCONDIDO	7789	46,756	59,500	12,744	-0-	59,500
PL4213	RES. THERAPEUTIC SUPPORT	9127	39,960	40,000	40	-0-	40,000
PL4217	MENTAL HEALTH CLINIC-EL CAJON	9199	125,416	127,500	2,084	-0-	127,500
PL4245	LOMA PORTAL - HEALTH SVCS.	10484	324,268	292,500	(31,768)	-0-	292,500
PL4293	VISTA SANITARIANS (PRORATED .23)	16654	16,901	17,500	599	-0-	17,500
PL4296	VISTA-HEALTH SERVICES	17292	59,208	62,000	2,792	-0-	62,000
PL4314	EAST COUNTY HEALTH CENTER (N/C)	20735	-0-	-0-	-0-	-0-	-0-
PL4320	CMH-UNIVERSITY HOSPITAL	21677	460,618	516,500	55,882	-0-	516,500
PL4332	HAZARDOUS MATERIALS MGMT. UNIT	22634	72,318	81,000	8,682	-0-	81,000
PL4335	UCSD MENTAL HEALTH PARKING	23283	39,360	61,440	22,080	-0-	61,440
PL0300	UCSD LAUNDRY (N/C)		-0-	-0-	-0-	-0-	-0-
PL4344	CONREP	24379	43,884	46,000	2,116	-0-	46,000
PL4364	ENVIRONMENTAL HEALTH SERVICES (MID YR 87/88)	25726	-0-	122,000	122,000	-0-	122,000
PL4365	LOMA PORTAL EXPANSION (MID YEAR 87/88)	25730	-0-	59,000	59,000	-0-	59,000
PL6230	CENTRAL CLINIC (MID YEAR 87/88)	26302	-0-	270,000	270,000	-0-	270,000
PL4245	4 TRAILERS - LOMA PORTAL (BUY OUT 87/88)		64,061	-0-	(64,061)	-0-	-0-
PLXXXX	1 TRAILER - HILLCREST (BUY OUT 87/88)		4,113	-0-	(4,113)	-0-	-0-
PLXXXX	1 TRAILER - EDGEMOOR (BUY OUT 87/88)		9,535	-0-	(9,535)	-0-	-0-
PLXXXX	1 TRAILER - OCEANSIDE (BUY OUT 87/88)		24,000	-0-	(24,000)	-0-	-0-
PLXXXX	1 TRAILER - DICKINSON 10-1-86 (BUY OUT 87/88)		35,000	-0-	(35,000)	-0-	-0-
PLXXXX	1 TRAILER - ASKEW (BUY OUT 87/88)		19,000	-0-	(19,000)	-0-	-0-
	SUBLEASE HEALTH SERVICES TOTAL		1,616,346	1,822,940	206,594	-0-	1,822,940
Housing & Community Development							
PL4291	ADMIN.-OSTROW ST.-HCD	16200	150,312	168,500	18,188	-0-	168,500
PL4353	ANNEX OSTROW (MID YEAR 87/88)	25642	-0-	29,500	29,500	-0-	29,500
			$ 150,312	$ 198,000	$ 47,688	-0-	$ 198,000

PROPERTY MANAGEMENT BUDGET
DETAIL OF EXISTING RENTS AND LEASES

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
Library Lease Payments							
PL4236	ALPINE	09601	14,368	15,600	1,232	(15,600)*	-0-
PL4244	BONITA	17971	24,000	25,000	1,000	(25,000)*	-0-
PL4028	BORREGO	21697	4,551	4,700	149	(4,700)*	-0-
PL4172	CAMPO	20707	2,530	2,700	170	(2,700)*	-0-
PL4319	CARDIFF	21239	19,590	20,600	1,010	(20,600)*	-0-
PL4133	CASA DE ORO	07282	18,320	18,600	280	(18,600)*	-0-
PL4176	CASTLE PARK	08348	19,344	21,000	1,656	(21,000)*	-0-
PL4249	CREST	10726	4,752	4,800	48	(4,800)*	-0-
PL2077	DEL MAR	12333	1	1	-0-	(1)*	-0-
PL4127	DESCANSO (N/C)	06021	-0-	-0-	-0-	-0- *	-0-
PLxxxx	EL CAJON (PROPOSED 88/89 LEASE)	---	-0-	75,000	75,000	(75,000)*	-0-
PL4231	JACUMBA	09253	4,800	2,700	(2,100)	(2,700)*	-0-
PL4084	LA MESA PARKING	07221	1	1	-0-	(1)*	-0-
PL4251	LEMON GROVE	10577	36,564	38,500	1,936	(38,500)*	-0-
PL4202	PINE VALLEY	08932	11,447	12,000	553	(12,000)*	-0-
PL4173	POTRERO	08585	4,584	4,500	(84)	(4,500)*	-0-
PL4174	POWAY	08276	41,448	43,000	1,552	(43,000)*	-0-
PL4050	RANCHO SANTA FE	08672	19,788	19,500	(288)	(19,500)*	-0-
PL4322	SAN MARCOS	21694	59,409	60,500	1,091	(60,500)*	-0-
PL4325	SANTEE	21739	86,399	89,500	3,101	(89,500)*	-0-
PL4303	SOLANA BEACH	19881	44,535	54,500	9,965	(54,500)*	-0-
PL4134	SPRING VALLEY	13970	9,444	21,000	11,556	(21,000)*	-0-
PL4010	VALLEY CENTER	05353	11,820	12,100	280	(12,000)*	-0-
PL4129	WOODLAWN PARK	06245	2,256	2,400	144	(2,400)*	-0-
	LIBRARY LEASE PAYMENT TOTAL		439,951	548,202	108,251	(548,202)*	-0-
Marshal							
PL0090	DOWNTOWN PARKING (PRORATED .15)	24384	1,440	1,500	60	-0-	1,500

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
Parks & Recreation							
PL0015	MINSHALL RANCH-(SAN VICENTE)	6262	900	1,000	100	-0-	1,000
PL0043	MAGDELINA ECKE (N/C)	0202	-0-	-0-	-0-	-0-	-0-
PL1900	AGUA CALIENTE SPRINGS PARK (REPLACEMENT)	4109	1	-0-	(1)	-0-	-0-
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	-0-	(1)	-0-	-0-
PL4263	HERITAGE PARK (N/C)	2196	-0-	-0-	-0-	-0-	-0-
	BLM PARCELS (N/C)	21214	-0-	-0-	-0-	-0-	-0-
PL4330	SAN ELIJO NATURAL CENTER (N/C)	22605	-0-	-0-	-0-	-0-	-0-
	PARKS & RECREATION TOTAL		902	1,000	98	-0-	1,000
Planning & Land Use							
PL4293	SAN MARCOS (PRORATED .77)	16654	56,583	57,500	917	-0-	57,500
Probation							
PL1906	PROBATION-WESTFORK	21206	1,300	1,300	-0-	-0-	1,300
PL4110	BARRETT LAKE	19272	2,400	2,400	-0-	-0-	2,400
PL4178	ADULT SUPERVISION-OHIO ST.	8354	252,120	272,500	20,380	-0-	272,500
PL4221	INTENSIVE SUPV UNIT, EUCLID	22626	22,620	23,500	880	-0-	23,500
PL4267	ADULT SVCS-ASH STREET (PRORATED .78)	12650	173,400	175,500	2,100	-0-	175,500
PL4297	PROBATION-CAMP SAN JOSE (TERMINATED IN 87/88)	20216	-0-	-0-	-0-	-0-	-0-
	PROBATION TOTAL		451,840	475,200	23,360	-0-	475,200

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
Public Works Road Fund							
PL3506	DIV 1 HEADQUARTERS (MONTE VISTA PIT SITE) - RD FUND	24952	6,000	1,200	(4,800)	(1,200)*	-0-
PL4340	5454 RUFFIN ROAD	23745	335,742	345,500	9,758	(332,263)*	13,237
	PUBLIC WORKS ROAD FUND TOTAL		341,742	346,700	4,958	(333,463)*	13,237
Public Works Enterprise Fund							
PL1342	REFUSE DISPOSAL SITE (Memo of Understanding)-OCOTILLO	----	600	600	-0-	(600)*	-0-
PL2003	BIN SITE - VALLECITO (N/C)	----	-0-	-0-	-0-	-0-	-0-
PL2056	SYCAMORE LANDFILL	12933	7,000	10,000	3,000	(10,000)*	-0-
PL5002	BIN SITE - RANCHITA	6789	2,573	2,400	(173)	(2,400)*	-0-
PL5004	BIN SITE - BOULEVARD (N/C)	6788	-0-	-0-	-0-	-0-	-0-
PL5005	BIN SITE - BARRETT LAKE	9181	250	250	-0-	(250)*	-0-
PL5008	REFUSE DISPOSAL SITE - CAMPO (N/C)	3251	-0-	-0-	-0-	-0-	-0-
PL5009	BIN SITE - PALOMAR (N/C)	12057	-0-	-0-	-0-	-0-	-0-
PL5018	REFUSE DISPOSAL SITE (TAXES) - OTAY	01986	4,500	5,000	500	(5,000)*	-0-
PL5019	BIN SITE - JULIAN	4175	100	100	-0-	(100)*	-0-
PL5100	BIN SITE - SUNSHINE SUMMIT	05486	1,500	1,500	-0-	(1,500)*	-0-
PL5001	(REPLACEMENT)						
	PUBLIC WORKS ENTERPRISE FUND TOTAL		16,523	19,850	3,327	(19,850)*	-0-
Revenue & Recovery							
PL4206	ADMINISTRATIVE OFF., KEARNY MESA (PRORATE .85)	8495	256,884	246,000	(10,884)	-0-	246,000

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
Sheriff							
PL0090	FRONT & "B" PKG.	24384	18,900	19,000	100	-0-	19,000
PL2009	EMERGENCY SHELTER-GILLESPIE FIELD (Memo of Understanding)	AE102	6,300	7,000	700	-0-	7,000
PL2028	NAVAL AIR RANGE-SHERIFF (REPLACEMENT)	18496	1	1	-0-	-0-	1
PL2031	AVIATION FACILITY (Memo of Understanding)	AE105	26,300	36,000	9,700	-0-	36,000
PL2058	DULZURA MOBILE (BUY OUT 87/88)	PO	15,000	-0-	(15,000)	-0-	-0-
PL2058	DULZURA (LOT RENTAL)	20237	250	1,000	750	-0-	1,000
PL4090	FALLBROOK SUBSTATION	20454	15,524	16,000	476	-0-	16,000
PL4101	JULIAN SUBSTATION	22617	10,080	10,000	(80)	-0-	10,000
PL4128	BORREGO SPRINGS SUBSTATION	13427	2,412	3,000	588	-0-	3,000
PL4132	FORENSIC LAB	13979	198,072	202,000	3,928	-0-	202,000
PL4142	LA MESA OFFICE (TO BE TERMINATED 5/87)	3999	5,714	-0-	(5,714)	-0-	-0-
PL4216	SHERIFF'S RESERVES (PRORATED .10) CHESAPEAKE	09136	29,914	27,500	(2,414)	-0-	27,500
PL4220	PINE VALLEY SUBSTATION	24459	6,912	7,500	588	(450)**	7,050
PL4230	POWAY SUBSTATION	9691	48,325	52,500	4,175	-0-	52,500
PL4290	VALLEY CENTER	16174	4,476	5,000	524	-0-	5,000
PL4300	IMPERIAL BEACH SUBSTATION	19864	17,436	18,000	564	-0-	18,000
PL4307	ALPINE SUBSTATION	20187	38,899	41,500	2,601	-0-	41,500
PL4308	LEMON GROVE SUBST-MAIN ST.	19293	87,675	89,500	1,825	-0-	89,500
PL4318	INTERNAL AFFAIRS	21236	22,122	23,000	878	-0-	23,000
PL4327	RANCHITA (LOT RENTAL)	22247	300	400	100	-0-	400
PL4327	RANCHITA MOBILE (BUY OUT 87/88)		15,000	-0-	(15,000)	-0-	-0-
PL4331	CARLSBAD (REPLACEMENT)	22627	72,416	75,000	2,584	(54,323)**	20,677
PLXXXX	KURTZ ST. (MID YEAR 87/88)	XXXX	116,000	191,000	75,000	-0-	191,000
PLXXXX	TECATE (PROPOSED 88/89)	XXX	-0-	50,000	50,000	-0-	50,000
	SHERIFF TOTAL		758,028	874,901	116,873	(54,773)**	820,128

*INTEREST
**FEDERAL DEA GRANT (.58%)

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
Superior Court							
PLXXXX	VISTA TRAFFIC COURT	XXXX	-0-	180,000	180,000	(180,000)	-0-
PL4216	MENTAL HEALTH COUNS - CHESAPEAKE (PRORATED .10)	09136	29,914	154,430	124,516	(154,430)	-0-
PL4267	CONCILIATION COUNSELLOR (MID YEAR 86-87)	12650	6,600	-0-	(6,600)	-0-	-0-
PL4355	GRAND JURY	25645	60,000	78,500	18,500	-0-	78,500
PLXXX	STORAGE	XXXX	-0-	40,000	40,000	(40,000)	-0-
	SUPERIOR COURT TOTAL		96,514	452,930	356,416	(374,430)	78,500

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
LEASES OUTSIDE OF PROPERTY MANAGEMENT BUDGET							
Area Agency on Aging							
PL4287	MULTIPURPOSE SR. SERVICES-MARLBOROUGH	20162	82,934	135,000	52,066	(35,661)	99,339
------	NURSING - EL CAJON BLVD.	21678	32,782	33,500	718	-0-	33,500
PLXXXX	OUTSTATION (New Request)	22607	1,800	-0-	(1,800)	-0-	-0-
PLXXXX	TRAILER	21614	4,392	4,500	108	-0-	4,500
	AAA TOTAL		121,908	173,000	51,092	(35,661)	137,339
Public Works - Sanitation Districts							
PL9120	CARDIFF-OLIVEHAIN PUMP STATION-SPEC. DIST.	07565	1,150	1,200	50	(1,200)	-0-
PL9390	PINE VALLEY SAN. DIST.	04503	3,000	3,000	-0-	(3,000)	-0-
PLXXXX	SOLANA BEACH-SPEC. DIST. (LICENSE) N/C		-0-	-0-	-0-	-0-	-0-
	PUBLIC WORKS SANITATION DIST. TOTAL		4,150	4,200	50	(4,200)	-0-
Public Works - Enterprise Fund							
PL5260	RECYCLING CENTER	18975	2,700	2,700	-0-	(2,700)	-0-

DEPARTMENT SER #	PROJECT	CONTRACT NUMBER	1987-88 BUDGET	1988-89 ADOPTED	INCREASE/ DECREASE	1988-89 RELATED FUNDING	1988-89 NET COST TO COUNTY
Social Services Facilities							
PL3200	TAYARI ADOPTION UNIT	12812	9,432	16,506	7,074	(16,506)	-0-
PL4070	ADMIN. & DIST. OFF. - MISSION VALLEY	6866	695,220	768,275	73,055	(576,206)	192,069
PL4171	DIST. OFFICE - IMPERIAL AVE.	8724	186,389	189,708	3,319	(142,281)	47,427
PL3912	OCEANVIEW BLVD JOB CLUB	22263	18,300	35,700	17,400	(26,775)	8,925
PL4277	CHULA VISTA - JOB CLUB	22806	12,606	17,787	5,181	(13,340)	4,447
PL4299	DIST. OFF.-OCEANSIDE	19516	191,936	341,557	149,621	(256,168)	85,389
PL4301	EL CAJON JOB CLUB	22283	11,211	10,080	(1,131)	(7,560)	2,520
PL4315	10TH AVE. REOP PROGRAM	20741	87,391	89,255	1,864	(89,255)	-0-
PL	SOUTH BAY - JEROME'S	23779	429,312	436,632	7,320	(327,474)	109,158
PL4340	SOC. SERVICES - 5454 RUFFIN RD.	23745	651,734	670,161	18,427	(502,621)	167,540
PL4359	GAIN - NORTHEAST (MID YEAR 87/88) (25675-E)		-0-	180,219	180,219	(180,219)	-0-
PL4361	GAIN - OCEANSIDE (MID YEAR 87/88) (25674-E)		-0-	52,526	52,526	(52,526)	-0-
PL4357	GAIN - ESCONDIDO (MID YEAR 87/88) (25667-E)		-0-	46,830	46,830	(46,830)	-0-
PLXXX	GAIN - DOWNTOWN (MID YEAR 87/88) (25692-E)		-0-	121,263	121,263	(121,263)	-0-
PL4360	GAIN - EL CAJON (MID YEAR 87/88) (25676-E)		-0-	270,216	270,216	(216,173)	54,043
PLXXXX	CHILD SERVICES - ESCONDIDO (MID YEAR 87/88)		-0-	222,124	222,124	(166,593)	55,531
PLXXXX	GAIN & ADULT SERVICES SOUTH BAY (MID YEAR 87/88) (50067-E)		-0-	404,180	404,180	(323,344)	80,836
PLXXX	9TH DISTRICT OFFICE (MID YEAR 87/88)		-0-	1,440,000	1,440,000	(1,080,000)	360,000
PLXXX	GAIN - BEECH - UPTOWN (MID YEAR 87/88) (25711-E)		-0-	201,300	201,300	(201,300)	-0-
PLXXX	GAIN - ENCANTO (MID YEAR 87/88) (Not leased yet)		-0-	147,000	147,000	(147,000)	-0-
	SOCIAL SERVICES TOTAL		2,293,531	5,661,319	3,367,788	(4,493,434)	1,167,885

COUNTYWIDE EQUIPMENT ACQUISITION

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Vehicular Equipment	$1,406,579	$2,961,135	$3,988,155	$3,569,717	$5,741,700	$2,171,983	61%
Total Direct Costs	$1,406,579	$2,961,135	$3,988,155	$3,569,717	$5,741,700	$2,171,983	61%
Funding	$ (216,250)	$ (142,176)	$ (225,000)	$ (225,000)	$ (225,000)	$ 0	0%
Net Program Cost	$1,190,329	$2,818,959	$3,763,155	$3,344,717	$5,516,700	$2,171,983	65%
Staff Years	00.00	00.00	00.00	00.00	00.00	00.00	00.00

10/17/88-dlg:3:39 p.m.

PROGRAM: VEHICULAR EQUIPMENT # 86404 MANAGER: Jane F. Huston, Director

Department: Countywide Equipment Acquisition # 5600 Ref: 1988-89 Proposed Budget - Pg: D171

Authority: This program implements 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 CAO Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Services & Supplies	0	0	0	0	0
Equipment Lease Purchase	1,092,564	1,615,701	1,951,254	1,958,717	3,355,700
Fixed Assets	314,015	1,345,434	2,036,901	1,611,000	2,386,000
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$1,406,579	$2,961,135	$3,988,155	$3,569,717	$5,741,700
FUNDING	$ (216,250)	$ (142,176)	$ (225,000)	$ (225,000)	$ (225,000)
NET COUNTY COSTS	$1,190,329	$2,818,959	$3,763,155	$3,344,717	$5,516,700
STAFF YEARS	00.00	00.00	00.00	00.00	00.00

PROGRAM DESCRIPTION:

This program consolidates all County department replacement vehicles to be purchased with 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 budget is the acquisition of additional new vehicles, funds for which are initially approved in the individual requesting department budgets. Once approved, the funds are subsequently transferred to the Vehicular Equipment Budget. FY88-89 costs do not include 269 vehicles that were financed through the San Diego County Capital Asset Leasing Corporation (SANCAL) nonprofit corporation on a lease purchase basis in FY84-85. However, FY88-89 costs do include lease payments on 413 vehicles financed through SANCAL's revenue bond issue of April 28, 1987 (110).

1987-88 ACTUALS:

Lease purchase payments were made on 1,008 replacement vehicles being lease purchased over 5 to 7 year lease purchase terms. Lease payments will continue in FY88-89 as shown in the lease-purchase detail on the following pages.

1987-88 Estimated Actual lease purchase costs reflect a higher total cost than budgeted because of June 1987 lease payments made subsequent to the beginning of the new fiscal year in July.

1987-88 ACTUALS (Continued):

Seventy replacement patrol vehicles and 40 replacement sedans purchased outright in FY87-88 were acquired. Ten replacement sedans were deferred until FY88-89 in order to provide additional year-end funds to cover potential deficits in other operating budgets.

1987-88 Actual fixed assets show a $425,901 higher cost than budgeted. This higher cost includes the expenditure of funds encumbered the prior years for vehicles ordered in 1986-87 but not delivered until 1987-88. 1987-88 vehicle orders were within budget.

Four hundred and thirteen vehicles being acquired on a lease purchase basis through the 1987 SANCAL equipment bond issue were acquired or in the process of being acquired at budget approval time.

Appropriation transfers in the amount of $363,138 for 33 additional vehicles and two office trailers for the Encinitas Sheriff's substation were made from the budgets of the individual requesting departments to the Countywide Vehicular Equipment Budget. These vehicles were purchased and delivered.

Revenue in the amount of $225,000 was realized as budgeted from the sale of older worn vehicles replaced by new ones.

1988-89 OBJECTIVES:

1. Pay existing lease purchase obligations as they become due.

2. Replace approximately 300 vehicles.

3. Acquire 48 additional vehicles budgeted by requesting departments and approved by the Board of Supervisors, as well as any additional vehicles approved in mid-year.

1988-89 ADOPTED BUDGET:

Vehicular Equipment (0.0 SY; E $ 5,741,700; R $225,000) acquires vehicles for elected officials and County departments whose duties are both mandated and discretionary in nature. This activity is:

- Discretionary/Discretionary Service Level
- Offset 4% by revenue
- Increasing due to (1) full impact of 1987 SANCAL bond issue lease purchase obligation; (2) new vehicles to be lease purchased; and (3) gradual changeover by FY90-91 in vehicle acquisition method from lease purchase to outright acquisition of all vehicles.
- Replacing 300 worn vehicles a year pursuant to five-year plan implemented in FY83-84.

1988-89 ADOPTED BUDGET (Continued):

1. Lease Purchase Obligations:

Fiscal Year Incurred (Lessor)	No. of Vehicles	FY1988-89 General Fund Lease Obligation
1983-84 (Gelco/Marquette)	201	$ 513,216
1984-85 (Security Pacific)	107	$ 394,601
1985-86 (Maryland National)	287	$ 920,900
1986-87 & 1987-88 (SANCAL)	413	$1,301,983
1988-89 (1)	120	$ 180,000
Subtotal	1,128	$3,310,700
Contingency Costs (e.g., required buy-outs of damaged vehicles)		$ 45,000
Total		$3,355,700

(1) The lease purchase obligation on the 120 vehicles submitted for approval in FY88-89 is an estimated one pending determination of financing method, actual bid, and vehicle delivery schedules.

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1989-89 Adopted	Change From 1987-88 Budget
Sale of Fixed Assets	(9993)	$ 225,000	$ 225,000	$ 225,000	$ 0
Total		$ 225,000	$ 225,000	$ 225,000	$ 0

Explanation/Comments: Revenue is received from the sale of older, worn vehicles as they are replaced by new vehicles. Realized revenue is expected to remain approximately the same in FY88-89.

FIXED ASSETS:

Item	Quantity	Cost	Revenue
Patrol Vehicles	70	1,110,000	0
Passenger Vehicles	104	1,206,400	0
Miscellaneous Vehicles (e.g., trailers, sweepers, forklifts)	Lot(2)	69,600	0
Total	180(2)	$2,386,000	$ 0

(2) Approximately six Miscellaneous Vehicles will be acquired.

PROPERTY MANAGEMENT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Major Maintenance	$ 1,965,626	$ 3,109,339	$ 3,055,523	$ 4,689,426	$ 6,062,880	$ 1,373,454	29.3%
Total Direct Cost	$ 1,965,626	$ 3,109,339	$ 3,055,523	$ 4,689,426	$ 6,062,880	$ 1,373,454	29.3%
Funding	$(2,227,070)	$(1,227,512)	$(1,688,690)	$(2,736,624)	$(4,028,748)	$(1,292,124)	47.2%
Net County Costs	$ (261,444)	$1,881,827	$1,366,833	$ 1,952,802	$ 2,034,132	$ 81,330	4.2%
Staff Years	00.00	00.00	00.00	00.00	00.00	00.00	00.00

AV:fel:10/14/88

AV:fel:10/13/88-03:50 p.m.

PROGRAM: MAJOR MAINTENANCE # 81900 MANAGER: Jane F. Huston, Director

Department: Property Management # 5592 Ref: 1988-89 Proposed Budget - Pg: D175

Authority: State 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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Services & Supplies	1,965,626	3,109,339	3,055,523	4,689,426	5,889,880
Other Charges	0	0	0	0	0
Fixed Assets	0	0	0	0	173,000
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,965,626	$ 3,109,339	$ 3,055,523	$ 4,689,426	$ 6,062,880
FUNDING	$(2,227,070)	$(1,277,512)	$(1,688,690)	$(2,736,624)	$(4,028,748)
NET COUNTY COSTS	$ (261,444)	$ 1,881,827	$ 1,366,833	$ 1,952,802	$ 2,034,132
STAFF YEARS	00.00	00.00	00.00	00.00	00.00

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.

Program needs are identified through the Form 12 process (i.e. major maintenance requests) which 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.

The projects included here 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.

1987-88 Actuals:

The total 1987-88 fiscal year appropriations in this program were $6,731,800. Of this total, $923,771 were appropriations from the prior year carried over into FY87-88, and $5,808,029 were appropriated in FY87-88. Of the FY87-88 appropriations, $4,689,426 was budgeted in the beginning of the year and $1,118,603 was appropriated mid-year through various appropriations transfers.

Total expenditures for the year were $3,055,523. A significant portion of these expenditures were concentrated around the completed major maintenance projects, 165 in number. The total amount encumbered and carried over to FY88-89 was $1,661,744. This represents projects that were at least 50% completed and are being carried over into this fiscal year for final completion. The balance of the appropriations, $2,014,533 was rebudgeted for FY88-89. This group represents 54 projects that were less than 50% completed or not started. The low activity in this group is due mostly to the high number of mid-year VMA (Various Major Alterations) projects funded and worked on during the year. There were 113 such projects representing work considered urgent and critical in nature. The impact of these VMA projects was to push the less critical projects back in schedule, resulting in rebudgeting.

AV:fel:11/9/88 - 9:35 a.m.
PROGRAM: MAJOR MAINTENANCE # 81900 MANAGER: Jane F. Huston, Director

1988-89 ACHIEVEMENT OF OBJECTIVES:

Not applicable.

1988-89 ADOPTED BUDGET:

1. Craft Support (SY reflected in the Facilities Services program of General Services; E $1,697,606; R $1,127,210), including carpentry, welding, masonry, painting, pluming, electrical and service work. This activity is:

   - Discretionary/Discretionary service level.
   - Offset 66.4% by program revenue.

2. Contracted Services (0 SY; E $4,365,274; R $2,898,544) this includes construction contract work in County-owned and operated facilities; including the administration of contracts, writing specifications, designing plans, monitoring contracted work and coordinating the work with a variety of contractors and County craft support, this is:

   - Discretionary/Discretionary service level.
   - Offset 66.4% by program revenue.

The Adopted Budget allows for the funding of 136 Major Maintenance projects as outlined in Attachment #1. These projects provide for maintaining the useful life of structures, equipment and grounds. They include such items as electrical and plumbing system repairs; fire alarm and electrical alarm system repairs; heating and cooling system repairs; reroofing and parking lot repairs; and minor alterations, remodels, and replacement of major equipment parts which do not result in a betterment of the facility. An estimated $4,067,428 or 67% of the total budget is earmarked for Criminal Justice departments or County Courts. Attachment #2 lists a detail of the projects in the budget by revenue category and Attachment #3 list a detail of projects funded with General Fund appropriations.

REVENUE BY SOURCE:

Source of Revenue:	1987-88 Budgeted	1987-88 Actual	1988-89 Adopted	Change From 1987-88 Budget
AB189/SB668	$2,164,625	$1,346,070	3,615,037	$1,450,412
AB3245	0	16,129	0	0
Other Govt. Agencies	0	13,500	0	0
CDBG	229,256	70,910	209,500	(19,756)
Change In Gen. Fund	0	2,426	0	0
Road Fund	290,403	146,843	114,961	(175,442)
APCD	20,820	3,369	20,730	(90)
Library Fund	26,020	28,577	51,520	25,500
Parkland Dedication Fund	0	0	12,000	12,000
Community Enhancement Fund	0	0	5,000	5,000
Transfer from Cap Otly Fund	0	50,000	0	0
Recovered Expends	0	10,000	0	0
Taxable Sales	0	816	0	0
Change In Other/Spec. Districts	5,500	0	0	(5,500)
Total	$2,736,624	$1,688,690	$4,028,748	$1,292,124

REVENUE BY SOURCE: (Continued)

Explanation/Comments: The major source of revenue change in this budget is an increase in AB189 and SB668 revenue. Specifically, the SB668 revenue, benefitting the various County courthouses has increased substantially from FY87-88. Of the $3,615,037 revenue for criminal justice and courthouses, $3,035,231 is earmarked to benefit the various courts. This reflects 73% of the total budgeted revenue and 49% of the total budget for FY88-89. Pages two thru five of Attachment #2 detail the projects funded with SB668 revenue.

FIXED ASSETS:

The budget includes $173,000 in fixed assets, representing the acquisition of four (4) trailers. The specific procurements are:

Item	Quantity	Cost	Revenue
Oceanside Mental Health Trailer	1	$ 19,000	$ 0
Comprehensive Mental Health Trailer	1	45,000	0
East County Mental Health Trailer	1	65,000	0
Central Animal Control Trailer	1	44,000	0
Total	4	$173,000	$ 0

ATTACHMENT #1
Page 1

FY 1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF PROJECTS

Priority Number	Project Number	Benefitting Department	Project Title	Category	Funding Source	Recommended Appropriations	Related Funding	Net Cost To County
1	MB9364	LLIB	SD CRTHSE - Modify Elevator Stairway in 4 & 5 Floors	HS	SB668	$ 5,725	$ 5,725	$ 0
2	MB9520	PROB	RANCHO DEL CAMPO - Repair Fire Hydrant System	HS	GF	15,695	0	15,695
3	MB9496	PROB	RANCHO DEL CAMPO - Heating/Cooling for RDC Bldgs.	HS	GF	14,970	0	14,970
4	MB9105	SRF	LAS COLINAS - Upgrade Light Fixtures	HS	GF	11,280	0	11,280
5	ML9447	HLT	LOMA PORTAL - Replace Electric Door Locks	HS	GF	16,000	0	16,000
6	MB9027	ROV	COC ANNEX - Expansion of Security Area in Warehouse	HS	GF	4,740	0	4,740
7	MB9335	DGS	MONUMENT PEAK - Radio Tower Replacement	HS	GF	108,000	0	108,000
8	MB9372	DGS	SD CRTHSE - Overhaul No. 1 Absorber Unit	HS	SB668	45,800	45,800	0
9	MB9386	DGS	COC BLDG. #15 - Central AC Chiller Overhaul	HS	GF	12,800	0	12,800
10	ML9057	HLT	LOMA PORTAL - Remodel of Outpatient Screening Area	HS	GF	6,500	0	6,500
11	MB9396	DGS	CENTRAL DF - Replacement of Window Cranks	HS	GF	21,000	0	21,000
12	MB9359	DGS	SD CRTHSE - Seal Penthouse Floor	HS	SB668	4,000	4,000	0
13	MB9494	DSS	HILLCREST RCVNG - Replacement of 14 Doors	HS	GF	7,200	0	7,200
14	ML9343	DGS	RAINBOW PEAK - Standby AC Generator	E	GF	13,300	0	13,300
15	MB9050	HLT	EDGEMOOR HOSP. - Replace A/C Compressor Rehab Bldg.	HS	GF	12,110	0	12,110
16	MB9442	DSS	HILLCREST RCVNG - Repair & Reroof	HS	GF	112,000	0	112,000
17	MB9394	DGS	LAS COLINAS DF - Reroof Kitchen & Cottage	HS	GF	123,856	0	123,856
18	MB9248	DSS	EL CAJON OFFICE - Reroof Facility	HS	GF	23,500	0	23,500

FY 1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF PROJECTS

Priority Number	Project Number	Benefitting Department	Project Title	Category	Funding Source	Recommended Appropriations	Related Funding	Net Cost To County
19	MB9560	DGS	COC BLDG. 2 - Reroof	HS	GF	$ 32,800	$ 0	$ 32,800
20	MB9562	SRF	COC BLDG. 12 - Reroof	HS	GF	40,800	0	40,800
21	MB9563	COR	COC BLDG. 14 - Reroof	HS	GF	22,800	0	22,800
22	MB9407	PROB	RCHO DEL CAMPO - Reroof Bldgs. 204 & 205	HS	GF	8,000	0	8,000
23	MB9574	DPW	MT. LAGUNA STA - Reroof County Residence	HS	RD FUND	9,591	9,591	0
24	MB9491	DGS	SD CRTHSE - Seal Roof Over "B" Street	HS	SB668	4,300	4,300	0
25	MB9322	DPW	SPRING VALLEY STN. - Pave Approx. 17,787 sq.ft.	CE	RD FUND	70,600	70,600	0
26	MB9371	GS	SD COURTHOUSE - Replace Floor Tiles	CE	SB668	147,000	147,000	0
27	ML9004	APCD	CHULA VISTA - Relocation of Monitoring Station	E	APCD	7,300	7,300	0
28	ML9005	APCD	OCEANSIDE - Relocate SODAR	E	APCD	5,430	5,430	0
29	MB9002	MCSB	SCRC - Replace Video Camera	HS	SB668	15,880	15,880	0
30	MB9430	GS	SCRC -Cogeneration Engine Overhaul	E	SB668	91,600	91,600	0
31	MB9324	PARKS	VALLEY CENTER COMM CTR - Handicapped Access	HS	CDBG	100,000	100,000	0
32	ML9296	LIB	RCHO SANTA FE - Install Phone Line for Computer	E	LIB FND	6,100	6,100	0
33	MB9366	GS	SD COURTHOUSE - Install Steam Control Valve	HS	SB668	16,400	16,400	0
34	MB9581	MSL	ECRC - Remodel of Holding Tank	HS	SB668	11,580	11,580	0
35	MB9369	GS	SD COURTHOUSE - Paint Exterior	CE	SB668	155,750	155,750	0
36	MB9361	GS	SD COURTHOUSE - Replace Restroom Lights	HS	SB668	17,200	17,200	0

FY 1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF PROJECTS

Priority Number	Project Number	Benefitting Department	Project Title	Category	Funding Source	Recommended Appropriations	Related Funding	Net Cost To County
37	MB9298	LIB	LAKESIDE - Repainting	CE	LIB FND	$ 5,320	$ 5,320	$ 0
38	MB9576	DPW	RAMONA RD STN - Replace Rain Gutters	HS	RD FND	8,510	8,510	0
39	MB9584	DPW	RAMONA RD STN - Repair Roof Vents, Ph II	HS	RD FND	10,000	10,000	0
40	MB9502	MCSD	SD COURTHOUSE - Computer Room Expansion E/Fire Sys.	HS	SB668	33,480	33,480	0
41	MB9432	GS	ECRC - Install Sec. Enclosures for Elevator Shafts	HS	SB668	17,000	17,000	0
42	MB9503	MCSB	SCRC -Install Fire Detection & Suppression Sys.	HS	SB668	35,200	35,200	0
43	MB9573	DPW	POWAY RD STN - Replace Water System	HS	RD FND	6,260	6,260	0
44	MB9505	MCEC	ECRC - Install Fire Detection & Suppression Sys.	HS	SB668	13,000	13,000	0
45	MB9501	MCSD	TRAFFIC CT - Fire Detection & Suppression Sys.	HS	SB668	10,600	10,600	0
46	MB9504	MCNC	NCRC - Install Fire Detection & Suppression Sys.	HS	SB668	4,600	4,600	0
47	MB9297	LIB	ENCINITAS - Repainting	CE	LIB FND	8,600	8,600	0
48	MB9585	LIB	VISTA LIB - Inside Painting	CE	LIB FND	9,000	9,000	0
49	MB9025	MSL	ESCONDIDO OFFICE - Carpet Office	HS	SB668	2,200	2,200	0
50	MB9049	HLT	COC - Recarpet Trailer 6B	HS	GF	3,970	0	3,970
51	MB9063	HLT	SD CTHSE - Recarpet Forensic Evaluation Unit	HS	GF	2,900	0	2,900
52	MB9183	SRF	SANTEE STN - Carpet Briefing Room	HS	GF	1,800	0	1,800
53	ML9237	DSS	LOGAN HEIGHTS OFF - Recarpet Entire Work Area	HS	GF	19,800	0	19,800
54	MB9238	DSS	SOUTH EAST OFFICE - Recarpet Main Work Area	HS	GF	35,000	0	35,000

FY 1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF PROJECTS

Priority Number	Project Number	Benefitting Department	Project Title	Category	Funding Source	Recommended Appropriations	Related Funding	Net Cost To County
55	MB9252	DSS	ADOPTIONS - Carpeting	HS	GF	$ 18,200	$ 0	$ 18,200
56	MB9260	DSS	COC ANNEX - Recarpet Training Center (Suite G)	HS	GF	12,125	0	12,125
57	MB9451	LIB	VISTA LIB - Carpet or Retile Floor	HS	GF	10,000	0	10,000
58	MB9203	DPW	COC ANNEX - Recarpet Land Development	HS	RD FND	10,000	10,000	0
59	MB9592	PROB	WORK FURLOUGH - Upgrade Electrical	HS	GF	5,000	0	5,000
60	MB9593	SRF	DESCANSO DF - Upgrade Electrical	HS	GF	5,000	0	5,000
61	MB9800		GENERAL FUND VARIOUS MAJOR ALTERATIONS	HS	GF	246,599	0	246,599
62	MB9900		CRIMINAL JUSTICE (AB189) VARIOUS MAJOR ALTERATIONS	HS	AB189	200,000	200,000	0
63	MB9700		COURTHOUSE (SB668) VARIOUS MAJOR ALTERATIONS	HS	SB668	200,000	200,000	0
64	MB4316	GS	SAN DIEGO COURTHOUSE - Repair to Blowers & Diffusers	HS	SB668	16,980	16,980	0
65	MB5314	GS	SAN DIEGO COURTHOUSE - Reduction of Building Noise	HS	SB688	47,941	47,941	0
66	MB6111	SRF	CENTRAL DET FAC. -Emergency Ventilation Switch	HS	AB189	11,598	11,598	0
67	MB7271	PROB	WORK FURLOUGH - Fire Alarm System	HS	AB189	13,420	13,420	0
68	MB7353	PROB	JUVENILE HALL - South Parking Lot Repairs	HS	AB189	20,100	20,100	0
69	MB7360	PROB	JUVENILE HALL - Repair Windowns Ph. I	HS	AB189	40,770	40,770	0
70	MB7361	PROB	JUVENILE HALL - Replace Cabinets	HS	AB189	27,900	27,900	0
71	MB7374	PROB	RANCHO DEL CAMPO - Repair Toilets #111/112	HS	AB189	12,000	12,000	0
72	MB7477	GS	VARIOUS LOCA - Underground Testing/Replacement of Fuel Storage Tanks	HS	GF	25,000	0	25,000

FY 1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF PROJECTS

Priority Number	Project Number	Benefitting Department	Project Title	Category	Funding Source	Recommended Appropriations	Related Funding	Net Cost To County
73	MB7697	SUP CT	SAN DIEGO CTHSE - Jury Commissioner's Remodel	E	SB668	$ 45,000	$ 45,000	$ 0
74	MB7877	AGRI	COC BLDG. # 3 - Carpeting & Partitions	E	GF	11,640	0	11,640
75	MB7908	SRF	IMPERIAL BEACH STN - Install AC	HS	AB189	6,536	6,536	0
76	MB8105	SRF	DESCANSO DET FAC - Fan for Dorm Restrooms	HS	GF	19,190	0	19,190
77	MB8107	SRF	CENTRAL DET FAC - Retile Food Cart Area	HS	AB189	4,060	4,060	0
78	MB8116	SRF	DESCANSO DET FAC - Basement Drainage	HS	GF	17,200	0	17200
79	MB8291	PRKS	OTAY PARK - Refurbish Leach Field	HS	GF	26,000	0	26,000
80	MB8411	PROB	RANCHO DEL CAMPO - Carpet Staff Floors	HS	AB189	20,000	20,000	0
81	MB8414	SRF	ECDF - Seal 6th Floor	HS	AB189	6,000	6,000	0
82	MB8423	GS	ECRC - Replace Skylights	HS	SB668	36,200	36,200	0
83	MB8433	GS	COC ANNEX - Fire Alarm System	HS	GF	37,000	0	37,000
84	MB8437	SRF	CENTRAL DET FAC - Replace Deputy Alarm System	HS	AB189	20,939	20,939	0
85	MB8443	GS	SAN DIEGO CTHSE - Electrical Transformers	HS	SB668	50,420	50,420	0
86	MB8469	PROB	JUVENILE HALL - Reroof	HS	AB189	60,000	60,000	0
87	MB8473	DSS	LOGAN HEIGHTS OFFICE - Convert Toilets	HS	GF	31,240	0	31,240
88	MB8494	GS	NCRC - Basement HVAC	HS	SB668	79,365	79,365	0
89	MB8526	GS	SCRC - Electrical Switchgear	HS	SB668	23,050	23,050	0
90	MB8535	SRF	SCDF - Honeywell Door Control Replacement	HS	AB189	100,000	100,000	0

FY 1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF PROJECTS

Priority Number	Project Number	Benefitting Department	Project Title	Category	Funding Source	Recommended Appropriations	Related Funding	Net Cost To County
91	MB8632	CAO	CAC - Heating Pipes	HS	GF	$ 43,191	0	43,191
92	MB8674	PARKS	LINCOLN ACRES - Rehabilitation	HS	CDBG	54,500	54,500	0
93	MB8675	PARKS	COLLIER PARK - Restroom Improvements	HS	CDBG	55,000	55,000	0
94	MB8722	SUP CT	NCRC - Trailer Installation & Remodel	E	SB668	22,500	22,500	0
95	MB8723	GS	ECRC - Sprinkler System Certification	HS	SB668	9,850	9,850	0
96	MB8726	MSL	SD CTHSE - Marlock Additions	HS	SB668	10,000	10,000	0
97	MB8725	NCMC	NCRC - Amors Ph. II	E	SB668	20,000	20,000	0
98	MB8801	PRKS	AGUA CALIENTE - Modify Hookups	HS	GF	4,091	0	4,091
99	MB8827	GS	CAC - Consultant for Cooling Plan	HS	GF	10,000	0	10,000
100	MB8842	DSS	LOGAN HEIGHTS OFFICE - Security System for Trailer	HS	GF	2,430	0	2,430
101	MB8879	HLTH	EDGEMOOR MENTAL HEALTH - Trailer	E	GF	65,000	0	65,000
102	MB8880	HLTH	OCEANSIDE HEALTH - Trailer	E	GF	26,500	0	26,500
103	MB8881	HLTH	COMP HEALTH - Trailer	E	GF	71,500	0	71,500
104	MB8896	RCDR	CAC - Department Remodel	E	GF	565,905	0	565,905
105	MB8899	SRF	LAS COLINAS DET FAC - Deputy Alarm System	HS	GF	33,700	0	33,700
106	MB8939	SRF	CENTRAL DET FAC - Filter Installation for Pistol Range	HS	AB189	6,280	6,280	0
107	MD8722	PRKS	WILDERNESS GARDENS - Pond Rehabilitation	E	COMM ENHANCE. FUND	5,000	5,000	0

FY 1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF PROJECTS

Priority Number	Project Number	Benefitting Department	Project Title	Category	Funding Source	Recommended Appropriations	Related Funding	Net Cost To County
108	ML7363	PROB	BARRETT - Emergency Generators	HS	AB189	$ 18,948	$ 18,948	$ 0
109	ML8361	APCD	CHESAPEAKE - Conference Room	E	APCD	8,000	8,000	0
110	MB9568	LIB	LAKESIDE LIB - Reroof	HS	LIB FUND	22,500	22,500	0
111	MB9597	PRKS	NANCY JANE PARK - Resurface Parking Lot	HS	PLDO	12,000	12,000	0
112	MB9587	SUP CT	NCRC - Convert Office to Two Judge's Chambers	E	SB668	64,000	64,000	0
113	MB9588	SUP CT	SUPERIOR COURT - VMA	E	SB668	73,000	73,000	0
114	MB9591	ECMC	ECRC - Remodel for Conference Room	E	SB668	20,000	20,000	0
115	MB9590	SDMC	TRAFFIC CT - Two Trailers for CTRMS & Office Space	E	SB668	200,000	200,000	0
116	MB9010	MSL	SCRC - Replacement of Court Alarm System	E	SB668	133,000	133,000	0
117	MB9011	MSL	ECRC - Replacement of Court Alarm System	E	SB668	157,000	157,000	0
118	MB9230	SUP CT	JUV CT - Remodel Dept. 8	E	SB668	220,000	220,000	0
119	MB9229	SUP CT	JUV CT - Remodel Dept. 7	E	SB668	28,100	28,100	0
120	MB9041	SUP CT	JUVENILE HALL - Remodel Space Vacated by Defenders	E	SB668	18,800	18,800	0
121	MB9042	SUP CT	NCRC - Remodel Co. Clerk & Calendar Office	E	SB668	13,000	13,000	0
122	MB9037	SUP CT	SD CTHSE - Remodel Rm. 3005	E	SB668	211,280	211,280	0
123	MB9600	SUP CT	SD CTHSE - Remodel Dept. 9	E	SB668	11,500	11,500	0
124	MB9601	SUP CT	SD CTHSE - Remodel Systems Room	E	SB668	21,110	21,110	0

FY 1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF PROJECTS

Priority Number	Project Number	Benefitting Department	Project Title	Category	Funding Source	Recommended Appropriations	Related Funding	Net Cost To County
125	MB9039	SUP CT	SD CTHSE - Remodel Rm. 3107	E	SB668	$ 16,880	$ 16,880	$ 0
126	MB9046	SUP CT	SD CTHSE - Remodel Court Reporter Area	E	SB668	3,140	3,140	0
127	MB9045	SUP CT	VARIOUS LOC - Recarpet 10,000 sq. yards	E	SB668	90,000	90,000	0
128	MB9602	SDMC	SD CTHSE - Four Additional Offices	E	SB668	25,000	25,000	0
129	MB9603	ECMC	ECRC - Remodel Bail Office	E	SB668	10,000	10,000	0
130	MB8844	BOS	CAC - Step and Gate for North chambers	HS	GF	2,800	0	2,800
131	MB9604	SUP	SD CTHSE - Remodel Dep. 17 to two Courtrooms	HS	SB668	200,000	200,000	0
132	MB9599	NCMC	NCRC - Remodel Space for Hearing Room	E	SB668	320,000	320,000	0
133	MB8938	SRF	LAS COLINAS DET FAC - Door & Light Controls	HS	AB189	11,255	11,255	0
134	MB8849	DSS	SOUTHEAST OFFICE - Parking Lot Repairs	HS	GF	10,000	0	10,000
135	MB8727	SUP CT	BURNHAM BLDG. - Sun Screens	HS	SB668	6,800	6,800	0
136	ML9321	ANML CTRL	CENTRAL SHELTER - 2 Trailers	E	GF	64,000	0	64,000
				TOTALS		**$6,062,880**	**$4,028,748**	**$2,034,132**

E90

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1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF AB189 REVENUE PROJECTS, CODE 9176

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
MB9900	HS	VARIOUS	CRIMINAL JUSTICE VARIOUS MAJOR ALTERATIONS	$ 200,000
MB6111	SRF	HS	CENTRAL DET FAC. -Emergency Ventilation Switch	11,598
MB7271	PROB	HS	WORK FURLOUGH - Fire Alarm System	13,420
MB7353	PROB	HS	JUVENILE HALL - South Parking Lot Repairs	20,100
MB7360	PROB	HS	JUVENILE HALL - Repair Windowns Ph. I	40,770
MB7361	PROB	HS	JUVENILE HALL - Replace Cabinets	27,900
MB7374	PROB	HS	RANCHO DEL CAMPO - Toilets #111/112	12,000
MB7908	SRF	HS	IMPERIAL BEACH STN - Install AC	6,536
MB8107	SRF	HS	CENTRAL DET FAC - Retile Food Cart Area	4,060
MB8411	PROB	HS	RANCHO DEL CAMPO - Carpet Staff Floors	20,000
MB8414	SRF	HS	ECDF - Seal 6th Floor	6,000
MB8437	SRF	HS	CENTRAL DET FAC - Replace Deputy Alarm System	20,939
MB8469	PROB	HS	JUVENILE HALL - Reroof	60,000
MB8535	SRF	HS	SCDF - Honeywell Door Control Replacement	100,000
MB8939	SRF	HS	CENTRAL DET FAC - Filter Installation for Pistol Range	6,280
ML7363	PROB	HS	BARRETT - Emergency Generators	18,948
MB8938	SRF	HS	LAS COLINAS DET FAC - Door & Light Controls	11,255
			AB189 REVENUE TOTAL	**$ 579,806**

1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF SB668 REVENUE PROJECTS, CODE 9176

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
MB9369	CE	COURTS	SD COURTHOUSE - Paint Exterior	$ 155,750
MB9361	HS	COURTS	SD COURTHOUSE - Replace Restroom Lights	17,200
MB9502	HS	S.D. MUN CT	SD COURTHOUSE - Computer Room Expansion With Fire Detection System	33,480
MB9432	HS	COURTS	EAST COUNTY REGIONAL CENTER - Security Enclosures for Elevator Shafts	17,000
MB9503	HS	S.B. MUN CT	SOUTH COUNTY REGIONAL CENTER - Install Fire Detection & Suppression System	35,200
MB9505	HS	E.C. MUN CT	EAST COUNTY REGIONAL CENTER - Install Fire Detection & Suppression System	13,000
MB9501	HS	S.D. MUN CT	TRAFFIC COURT - Install Fire Detection and Suppression System	10,600
MB9504	HS	N.C. MUN CT	NORTH COUNTY REGIONAL CENTER - Install Fire Detection and Suppression System	4,600
MB9025	HS	MARSHAL	ESCONDIDO COURTHOUSE - Replace Carpeting	2,200
MB9700	HS	VARIOUS	COURTHOUSE VARIOUS MAJOR ALTERATIONS	200,000
MB9364	HS	LAW LIBRARY	SD CRTHSE - Modify Elevator Stairway in 4 & 5 Floors	5,725
MB9372	HS	COURTS/DGS	SD CRTHSE - Overhaul No. 1 Absorber Unit	45,800
MB9359	HS	COURTS	SD CRTHSE - Seal Penthouse Floor	4,000
MB9491	HS	COURTS	SD CRTHSE - Seal Roof Over "B" Street	4,300
MB9371	HS	COURTS	SD COURTHOUSE - Replace Floor Tiles	147,000
MB9002	HS	S.B.MUN.CT	SCRC - Replace Video Camera	15,880

1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF SB668 REVENUE PROJECTS, CODE 9176

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
MB9430	HS	COURTS/DGS	SCRC -Cogeneration Engine Overhaul	$ 91,600
MB9366	HS	COURTS/DGS	SD COURTHOUSE - Install Steam Control Valve	16,400
MB9581	HS	MARSHAL	ECRC - Remodel of Holding Tank	11,580
MB4316	HS	GS	SAN DIEGO COURTHOUSE - Repair to Blowers & Diffusers	16,980
MB5314	HS	GS	SAN DIEGO COURTHOUSE - Reduction of Building Noise	47,941
MB7697	HS	SUP CT	SAN DIEGO CTHSE - Jury Commissioner's Remodel	45,000
MB8423	HS	GS	ECRC - Replace Skylights	36,200
MB8443	HS	GS	SAN DIEGO CTHSE - Electrical Transformers	50,420
MB8494	HS	GS	NCRC - Basement HVAC	79,365
MB8526	HS	GS	SCRC - Electrical Switchgear	23,050
MB8722	E	SUP CT	NCRC - Trailer Installation & Remodel	22,500
MB8723	HS	GS	ECRC - Sprinkler System Certification	9,850
MB8724	HS	MSL	SD CTHSE - Marlock Additions	10,000
MB8725	E	NCMC	NCRC - Amors Ph. II	20,000
MB9587	E	SUP	NCRC - Convert Offic To Two Judges' Chambers	64,000
MB9588	E	SUP	SUPERIOR COURT VMA	73,000
MB9591	E	MCEC	ECRC - Remodel for Conference Room	20,000
MB9590	E	MCSD	TRAFFIC COURT - Two (2) Trailers for Crtroms & Office Space	200,000

1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF SB668 REVENUE PROJECTS, CODE 9176

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
MB9010	HS	MSL	SCRC - Replacement of Court Alarm System	$ 133,000
MB9011	HS	MSL	ECRC - Replacement of Court Alarm System	157,000
MB9230	E	SUP	JUV CT - Remodel Dept 8	220,000
MB9229	E	SUP	JUV CT - Remodel Dept 7	28,100
MB9041	E	SUP	JUV HALL - Remodel Space Vacated by Defenders	18,800
MB9042	E	SUP	NCRC - Remodel Co. Clerk & Calendar Office	13,000
MB9037	E	SUP	SD CTHSE - Remodel Rm 3005	211,280
MB9039	E	SUP	SD CTHSE - Remodel Rm 3107	16,880
MB9046	E	SUP	SD CTHSE - Remodel Court Reporter Area	3,140
MB9045	HS	SUP	VARIOUS LOCATIONS - Recarpet 10,000 sq.yrds.	90,000
MB9602	E	SDMC	SD CTHSE - Four Additional Offices	25,000
MB9603	E	ECMC	ECRC - Remodel Bail Office	10,000
MB9604	E	SUP	SD CTHSE - Remodel Dept 17 or two Courtrooms	200,000
MB9599	E	NCMC	NCRC - Remodel Space for Hearing Room	320,000
MB8727	HS	SUP	BURNHAM BLDG. - Sun Screens	6,800
MB9600	E	SUP	SD CTHSE - Dept 9 Remodel & Furnishings	11,500
MB9601	E	SUP	SD CTHSE - Remodel Systems Room	21,110
			SB668 TOTAL	**$3,035,231**

1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF ROAD FUND PROJECTS, CODE 9802

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
MB9574	HS	PUBLIC WORKS	MT. LAGUNA ROAD STATION - Reroof County Residence	$ 9,591
MB9322	HS	PUBLIC WORKS	SPRING VALLEY ROAD STATION - Pave Approximately 17,787 square feet	70,600
MB9576	HS	PUBLIC WORKS	RAMONA ROAD STATION - Replace Rain Gutters	8,510
MB9584	HS	PUBLIC WORKS	RAMONA ROAD STATION - Repair Roof Vents, Phase II	10,000
MB9573	HS	PUBLIC WORKS	POWAY ROAD STATION - Replace Water System	6,260
MB9203	HS	PUBLIC WORKS	COUNTY OPERATIONS CENTER ANNEX - Recarpet Land Development	10,000
			ROAD FUND TOTAL	**$ 114,961**

1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF LIBRARY FUND PROJECTS, CODE 9813

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
ML9296	E	LIBRARY	RCHO SANTA FE - Install Phone Line for Computer	$ 6,100
MB9298	CE	LIBRARY	LAKESIDE - Repainting	5,320
MB9297	CE	LIBRARY	ENCINITAS LIBRARY - Repainting	8,600
MB9585	CE	LIBRARY	VISTA LIB - Inside Painting	9,000
MB9568	HS	LIBRARY	LAKESIDE LIBRARY - Reroof	22,500
			LIBRARY FUND REVENUE TOTAL	**$ 51,520**

DETAIL OF COMMUNITY BLOCK GRANT, CODE 9683

MB9324	HS	PARKS	VALLEY CENTER COMMUNITY CENTER - Handicapped Access	$ 100,000
MB8674	HS	PARKS	LINCOLN ACRES - Rehabilitation	54,500
MB8675	HS	PARKS	COLLIER PARK - Restroom Improvements	55,000
			COMMUNITY DEVELOPMENT BLOCK GRANT TOTAL	**$ 209,500**

1988-89 MAJOR MAINTENANCE BUDGET

DETAIL OF AIR POLLUTION CONTROL DISTRICT PROJECTS, CODE 9803

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
ML9004	E	APCD	CHULA VISTA - Relocation of Station	$ 7,300
ML9005	E	APCD	OCEANSIDE - Relocate SODAR	5,430
ML8361	E	APCD	CHESAPEAKE - Conference Room	8,000
			TOTAL AIR POLLUTION CONTROL DISTRICT	**$ 20,730**

DETAIL OF PARK LAND DEDICATION ORDINANCE, CODE 9811

MB9597	E	PARKS	NANCY JANE PARK - Resurface Parking Lot	$ 12,000
			TOTAL PARK LAND DEDICATION ORDINANCE	**$ 12,000**

DETAIL OF COMMUNITY ENHANCEMENT FUND, CODE 9995

MD8722	E	PARKS	WILDRERNESS GARDENS - Pond Rehabilitation	$ 5,000
			TOTAL COMMUNITY ENHANCEMENT FUND	**$ 5,000**

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1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF GENERAL FUND PROJECTS

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
ML9447	HS	HEALTH	LOMA PORTAL - Replacement of Electric Door Locks	$ 16,000
MB9027	HS	REGISTRAR OF VOTERS	COUNTY OPERATION CENTER ANNEX -Expansion Of Security Area in Warehouse	4,740
MB9386	HS	GENERAL SVCS.	COUNTY OPERATIONS CENTER, BLDG. #15 - Central AC Chiller Overhaul	12,800
MB9057	HS	HEALTH	LOMA PORTAL -Remodel of Outpatient Screening Area	6,500
MB9494	HS	SOC. SVCS.	HILLCREST RECVNG. HOME - Replacement of 14 Doors	7,200
MB9050	HS	HEALTH	EDGEMOOR HOSPITAL - Replace A/C Compressor In Rehab Bldg.	12,110
MB9442	HS	SOC. SVCS.	HILLCREST RECVNG. HOME - Roof Repair and Reroof	112,000
MB9248	HS	SOC. SVCS.	EL CAJON DIST. OFFICE - Reroof	23,500
MB9560	HS	VARIOUS	COUNTY OPERATIONS CENTER BLDG. #2 - Reroof	32,800
MB9563	HS	CORONER	COUNTY OPERATIONS CENTER BLDG. #4 - Reroof	22,800
ML9562	HS	SRF	COUNTY OPERATIONS CENTER BLDG. #12 - Reroof	40,800
MB9049	HS	HEALTH	COUNTY OPERATIONS CENTER - Recarpet Trailer 6B	3,970
MB9063	HS	HEALTH	SD COURTHOUSE -Recarpet Forensic Evaluation Unit	2,900
MB9183	HS	SHERIFF	SANTEE STATION - Carpet Briefing Room	1,800
ML9237	HS	SOC. SVCS.	LOGAN HEIGHTS DIST. OFFICE - Recarpet Entire Work Area	19,800
MB9238	HS	SOC. SVCS.	SOUTHEAST DIST. OFFICE - Recarpet Main Work Area	35,000
MB9252	HS	SOC. SVCS.	ADOPTIONS - Carpeting	18,200

1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF GENERAL FUND PROJECTS

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
MB9260	HS	SOC. SVCS.	COUNTY OPERATIONS CENTER ANNEX - Recarpet Training Center (Suite G)	12,125
MB9451	HS	LIBRARY	VISTA LIBRARY - Carpet or Tile Floor	10,000
MB9800	HS	VARIOUS	GENERAL FUND VARIOUS MAJOR ALTERATIONS	246,599
MB9520	HS	PROB	RANCHO DEL CAMPO - Repair Fire Hydrant System	15,695
MB9496	HS	PROB	RANCHO DEL CAMPO - Heating/Cooling for RDC Bldgs.	14,970
MB9105	HS	SRF	LAS COLINAS - Upgrade Light Fixtures	11,280
MB9335	HS	DGS	MONUMENT PEAK - Radio Tower Replacement	108,000
MB9396	HS	SRF	CENTRAL DET FAC - Replacement of Window Cranks	21,000
ML9343	HS	DGS	RAINBOW PEAK - Standby AC Generator	13,300
MB9407	HS	PROB	RANCHO DEL CAMPO - Reroof Bldgs. 204 & 205	8,000
MB9394	HS	DGS	LAS COLINAS DET FAC - Reroof Kitchen & Cottage	123,856
MB9592	HS	PROB	WORK FURLOUGH - Upgrade Electrical	5,000
MB9593	HS	SRF	DESCANSO DF - Improve Electrical Services	5,000
MB7477	HS	GS	VARIOUS LOCA - Underground Testing/Replacement of Tanks	25,000
MB7877	HS	AGRI	COC BLDG. # 3 - Carpeting & Partitions	11,640
MB8105	HS	SRF	DESCANSO DET FAC - Fan for Dorm Restrooms	19,190
MB8116	HS	SRF	DESCANSO DET FAC - Basement Drainage	17,200

1988-89 MAJOR MAINTENANCE BUDGET
DETAIL OF GENERAL FUND PROJECTS

PROJECT NUMBER	CATEGORY	BENEFITTING DEPARTMENT	PROJECT TITLE	RECOMMENDED APPROPRIATION
MB8291	HS	PRKS	OTAY PARK - Refurbish Leach Field	26,000
MB8433	HS	GS	COC ANNEX - Fire Alarm System	37,000
MB8473	HS	DSS	LOGAN HEIGHTS OFFICE - Convert Toilets	31,240
MB8632	HS	CAO	CAC - Heating Pipes	43,191
MB8801	HS	PRKS	AGUA CALIENTE - Modify Hookups	4,091
MB8827	HS	GS	CAC - Consultant for Cooling Plan	10,000
MB8842	HS	DSS	LOGAN HEIGHTS OFFICE - Security System for Trailer	2,430
MB8879	HS	HLTH	EDGEMOOR MENTAL HEALTH - Trailer	65,000
MB8880	HS	HLTH	OCEANSIDE HEALTH - Trailer	26,500
MB8881	HS	HLTH	COMP HEALTH - Trailer	71,500
MB8896	E	RCDR	CAC - Department Remodel	565,905
MB8899	HS	SRF	LAS COLINAS DET FAC - Deputy Alarm System	33,700
MB8844	E	BOS	CAC - Step and Gate for North Chambers	2,800
MB8849	HS	DSS	SOUTHEAST OFFICE - Parking Lot Repairs	10,000
ML9321	E	ANML CONTROL	CENTRAL SHELTER - Two (2) Trailers	64,000
		GENERAL FUND TOTAL		**$2,034,132**

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10/18/88-10UTIL-kh8

PUBLIC SERVICES UTILITIES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Public Services Utilities	$13,004,926	$12,628,321	$13,138,598	$13,040,350	$13,532,621	$ 492,271	
Total Direct Costs	$13,004,926	$12,628,321	$13,138,598	$13,040,350	$13,532,621	$ 492,271	3.8%
Funding	$ (138,040)	$ (95,188)	$ (67,967)	$ (100,000)	$ (80,000)	$ 20,000	20%
Net County Cost	$12,866,886	$12,533,133	$13,070,631	$12,940,350	$13,452,621	$ 512,271	4.0%
Staff Years	0	0	0	0	0		

10/18/88-10Util-khl

PROGRAM: PUBLIC SERVICES UTILITIES # 82104 MANAGER: Jane F. Huston, Director

Department: General Services # 5610 Ref: 1988-89 Proposed Budget - Pg: D186

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Gas and Electric	$ 9,343,035	$ 8,609,863	$ 8,794,392	$ 9,174,271	$ 9,188,949
Cogeneration Leases	1,242,747	1,357,219	1,263,003	1,184,000	1,184,322
Postage	2,291,549	2,421,288	2,835,245	2,415,000	2,807,000
Water and Sewage	687,359	721,061	735,853	680,800	821,390
Bottled Gas	105,890	118,466	143,388	130,000	130,000
Less Reimbursements	(665,654)	(599,576)	(633,283)	(543,721)	(599,040)
TOTAL DIRECT COSTS	$13,004,926	$12,628,321	$13,138,598	$13,040,350	$13,532,621
FUNDING	$ (138,040)	$ (95,188)	$ (67,967)	$ (100,000)	$ (80,000)
NET COUNTY COSTS	$12,866,886	$12,533,133	$13,070,631	$12,940,350	$13,452,621
STAFF YEARS	00.00	00.00	00.00	00.00	00.00

PROGRAM DESCRIPTION:

The Public Services Utilities Program consists of four major categories: (1) gas and electric which provides for services from SDG&E, services from other utility sources, and maintenance of utility equipment; (2) postage, (3) water and sewage; and (4) 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.

10/18/88-10UTIL-kh2
PROGRAM: PUBLIC SERVICES UTILITIES # 82104 MANAGER: Jane F. Huston, Director

1987-88 ACTUALS:

Gas and Electric expenditures were under budget by $379,879 due to equipment maintenance costs being charged to the Cogeneration account ($256,955) and as a result of increased Cogeneration operation. Postage expenditures were $420,245 over budget due to increases in pieces of mail being processed Countywide, and the postal rate increase of approximately 13%, which became effective on April 3, 1988. Water rates increased approximately 15%, resulting in a $55,053 overexpenditure. Bottled gas expenditures were $13,388 over budget due to increase in inmate populations in the honor camps.

Revenue from Cogeneration sales is short by $41,365 due to lower than estimated SDG&E buy-back rates.

The performance indicator for steam purchased reflects a 156% increase over the projected amount. Steam is purchased to produce heat, air conditioning and hot water in the Downtown Courthouse and Jail. The increased inmate population requires the use and purchase of more steam.

The budgeted unit cost indicator was based on information suggesting rate increases in FY87-88. The anticipated increases did not occur because of the overall increased availability of natural gas, resulting in lower gas and electricity cost.

1988-89 OBJECTIVES:

1. Continue to increase production of cogeneration operation to overall 75% efficiency.

2. Reduce and maintain steam purchase from SDG&E to 2/3 of present level.

3. Continue to investigate water conservation methods and implement when feasible.

4. To implement the Zip + 4 mailing system Countywide.

1988-89 ADOPTED BUDGET:

In 1988-89, 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. All activities are discretionary with a discretionary service level.

1. Gas and Electric (0 SY; E $9,188,949; R $530,317) provides for payments to SDG&E ($8,958,949); other utility sources ($60,000) and maintenance of utility equipment ($170,000) to operate County facilities.

2. Cogeneration Leases (0 SY; E $1,184,322; R $0) provides for lease-purchase payments for cogeneration facilities, including Vista Regional Center, Las Colinas, and the Downtown Courthouse.

3. Postage (0 SY; E $2,807,000; R $49,040) provides funding to process County U.S. metered, bulk, and business reply mail; and includes savings resulting from the partial implementation of the Zip + 4 plan.

4. Water and Sewage (0 SY; E $821,390; R $19,683) provides for the water and sewage costs of operating over 5 million square feet of County facilities.

5. Bottled Gas (0 SY; E $130,000; R $0) provides for ongoing requirements for bottled gas which is used primarily in outlying facilities.

PROGRAM: PUBLIC SERVICES UTILITIES # 82104 MANAGER: Jane F. Huston,Director

REVENUE BY SOURCE:

Total revenue of $679,040 is projected to be realized in 1988-89 and includes revenue from non-County sources and cost applied reimbursements from County departments.

1. Gas, Electricity and Water

Source of Revenue:		1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Cogeneration Sales	(9976)	$ 58,635	$ 100,000	$ 80,000	$ (20,000)
Reimbursements		590,993	511,491	550,000	38,509
Miscellaneous		9,332	0	0	0
Total		$ 658,960	$ 611,491	$ 630,000	$ 18,509

2. Postage

Source of Revenue:					
Reimbursements		$ 42,290	$ 32,230	$ 49,040	$ 16,810
Subtotal		$ 42,290	$ 32,230	$ 49,040	$ 16,810
Total Revenue		$ 701,250	$ 643,721	$ 679,040	$ 35,319

Explanation/Comments: 1987-88 underrealized revenue from the sale of cogeneration electricity is due to a reduction in SDG&E buy-back rates. Reimbursements from non-general fund departments are for actual expenses incurred during the year. Expenditures were higher than projected as a result of increased consumption.

10/6/88-10UTIL-kh4

PERFORMANCE INDICATORS

PROGRAM: PUBLIC SERVICES UTILITIES

DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: GAS AND ELECTRIC					
% of Resources	80%	78%	79%	79%	77%
Workload					
Sq. ft. County Owned & Leased Space	4,950,000	5,161,531	5,209,830	5,188,000	5,623,554
Electricity purchased (1,000 KWH)	57,488	59,549	61,925	44,700	55,000
Gas purchased (1,000 Therms)	2,468	2,280	3,030	3,603	3,800
Steam purchased (1,000 lbs)	37,182	41,627	53,818*	21,000	20,000
Efficiency					
Unit Cost all Facilities					
Electricity per 1,000 KWH	$127.65	$116.32	$ 99.80	$140.48	$116.00
Gas per 1,000 Therms	$429.24	$419.53	$362.00	$623.88	$500.00
Steam per 1,000 lbs.	$ 24.60	$ 23.23	$ 28.45	$ 31.20	$ 35.00
Effectiveness					
Conservation Program Results:					
BTU's/sq.ft. (72/73 /Base Yr. BTU's/sq.ft. = 172,120)	95,200	91,614	109,056*	92,937	92,365
Cogeneration Avoided Cost	612,000	888,334	940,000	1,325,000	1,325,000
%Change Over Base Year:	(44.7%)	(46.8%)	(42.7%)	(46.0%)	(46.3%)

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.

*The Effectiveness Performance indicator (BTU/Sq. Ft.) will increase slightly with improved efficiency of cogeneration. This is due to the fact that on-site production of energy requires substantial use of natural gas. The cost per BTU used in the facilities will be significantly less because the efficiency of operation is about twice that of the utility company.

PERFORMANCE INDICATORS

PROGRAM: PUBLIC SERVICES UTILITIES

DEPARTMENT: General Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY B: POSTAGE					
% of Resources	20%	22%	21%	21%	23%
Number of Pieces U.S. Mail	11,700,000	12,500,000	12,500,000	12,500,000	14,000,000
Postage $ (2000 Account)	$2,298,894	$2,421,288	$2,835,245	$2,415,000	$2,807,000
Efficiency					
U.S. Postal Rate/First Class	$.2200	$.2200	$.2275	$.2200	$.2500
County Avg. Cost/Piece of Mail*	.1965	.1932	.2268	.1932	.2005
Differential	$.0235	$.0268	$.0007	$.0268	$.0495
Effectiveness					
Cost Avoidance Percentage	10.68%	12.18%	00.31%	12.18%	19.80%

*Includes registered and certified mail, as well as packages.

DEPARTMENT OF HUMAN RESOURCES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Human Resources	$ 4,834,689	$ 4,393,745	$ 5,402,824	$ 4,746,583	$ 5,935,589	$ 1,189,006	25.0%
Total Direct Costs	$ 4,834,689	$ 4,393,745	$ 5,402,824	$ 4,746,583	$ 5,935,589	$ 1,189,006	25.0%
Less Funding	(880,939)	(996,812)	(1,035,365)	(949,175)	(1,698,890)	(749,715)	79.0%
Net County Cost	$ 3,953,750	$ 3,396,933	$ 4,367,459	$ 3,797,408	$ 4,236,699	$ 439,291	11.6%
STAFF YEARS	93.07	99.60	105.13	102.25	104.75	2.50	2.4%

DEPARTMENT OF HUMAN RESOURCES

OFFICE OF THE DIRECTOR

Provides policy and administrative direction for the Department of Human Resources. Represents the department before the Board of Supervisors, Chief Administrative Officer, inter and intra-governmental and community meetings/hearings and functions; implements Board of Supervisors and Chief Administrative Officer policies.

5 Positions - 5 Staff Years

RESOURCE MANAGEMENT DIVISION

Temporary Employment Contract Administration; Budget Management; Facilities Management; Administrative Services

3 Positions - 3 Staff Years

CAO ADMINISTRATIVE SVCS.

Personnel
Payroll
Purchasing
Word Processing

LABOR RELATIONS OFFICE

LABOR RELATIONS

Negotiations
Contract Administration
Grievance Processing
Case Advocacy
Dispute Resolution
Labor Relations Ord. Admin.

5 Positions - 5 Staff Years

PROGRAM LEADER/LIAISON

Program Leader/Liaison
Labor Relations Impact:
- Benefits
- Compensation
- Classification
- CSC/Personnel Rules

SUGGESTION AWARDS

Do It Better by Suggestion Program

2 Positions - 1.5 Staff Year

PERSONNEL MANAGEMENT OFFICE

CLASSIFICATION DIVISION

Job Analysis/Review
Position Authorization
Comp. Ord. Administration

10 Positions - 8.25 Staff Years

WAGE & SALARY DIVISION

Compensation Issues
Salary Surveys
Comp. Ord. Administration

4 Positions - 3.42 Staff Years

AFFIRMATIVE ACTION DIVISION

Assessment Centers for Accelerated Career Trng.
Career Counseling
Classification Appeals
Employee Recognition

9 Positions - 7.5 Staff Years

PERSONNEL STANDARDS DIVISION

Civil Service Rule Admin.
Merit System Processes
Executive Search
Litigation Counsel Liaison
Immigration & Naturalization Service Compliance

2 Positions - 2 Staff Years

RECRUITMENT & ASSESSMENT DIV

Recruitment Plans
Examinations
Countywide Personnel Transactions

50 Positions - 30.33 Staff Years

TRAINING & DEVELOPMENT DIV.

Training Programs
Staff Development
Employee Orientation

4 Positions - 3.08 Staff Years

RISK AND BENEFITS OFFICE

BENEFITS DIVISION

Health and Life Insurances
Bus Pass Program
All Employee Benefits Programs

7 Positions - 7 Staff Years

EMPLOYEE ASSISTANCE DIVISION

Pre-Employment Medical and Psychological Evaluations
Vocational Rehabilitation Counseling
Troubled Employee Assistance
Stress Management

16 Positions-5.67 Staff Yrs.

WORKERS' COMPENSATION DIV.

Workers Compensation Claims Evaluation and Payments
Appeals Hearings
Vocational Rehabilitation Referrals

16 Positions - 16 Staff Years

RISK MANAGEMENT DIVISION

Risk Management Policies and Procedures

Property and Casualty Insurances

2 Positions - 2 Staff Years

LOSS PREVENTION DIVISION

Safety Services
Cal-OSHA Coordination
Inspections
Safety Training

4 Positions - 4 Staff Years

UNEMPLOYMENT INSURANCE

Unemployment Insurance
State Disability Insurance

1 Position - 1 Staff Years

E108

CA/PROP/111 - DHR/ORG/CHRT

NOTES ON ADOPTED STAFFING CHANGES:

1. Mid-year reclasses include: Chief Administrative Services to Administrative Services Manager II (Title Change); Claim Representative I to Claim Representative II; Employee Assistance Program Coordinator to Employee Assistance Program Manager; Intermediate Clerk Typist to Personnel Analyst Trainee (2 positions); Intermediate Clerk Typist to Supervising Clerk; Administrative Secretary II to Administrative Secretary III and Administrative Secretary III to IV. Personnel Analyst Trainee to Associate Personnel Analyst.

2. Positions added/deleted/reduced in Workers' Compensation and related programs as part of the new Department of Human Resources, in order to increase program efficiency. Positions added: 5 Claims Aides, Junior Clerk, Senior Clerk, Risk Manager, Vocational Rehabilitation Counselor, Employee Assistance Specialist. Positions deleted: 2 Intermediate Clerks, Senior Account Clerk, 2 Word Processor Operators, 1 Intermediate Account Clerk, Health and Fitness Specialist, Risk and Benefit Manager, Nutritionist, Claims Representative II; Position reduced: Vocational Medical Services Coordinator.

3. Classified positions which transferred to the unclassified service include: Associate Labor Relations Specialist to Labor Relations Specialist; and the following classes which had no title change: Employee Benefits Manager and Labor Relations Manager.

4. Full year funding provided for Intermediate Clerk Typist position with half-year funding in FY 87-88.

5. Two positions added mid-year due to Civil Service Rule changes which implement classification appellate process: Senior Personnel Analyst and Associate Personnel Analyst.

PROGRAM: Human Resources # 81201 MANAGER: ETHEL M. CHASTAIN

Department: Department of Human Resources # 0500 Ref: 1988-89 Proposed Budget - Pg. D-208

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. define department's responsibilities; State laws cover workers' compensation and unemployment insurance responsibilities; State and Federal laws mandate various employee benefits.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 7,655,173	$ 8,025,415	$ 10,309,049	$ 8,793,456	$ 3,967,507
Services & Supplies	1,815,220	1,777,645	1,773,205	1,826,382	1,913,482
Other Charges	14,714	28,608	13,798	24,900	19,400
Fixed Assets	34,897	12,077	32,507	1,845	35,200
Operating Transfers	0	0	0	0	0
Less Reimbursements	(4,685,315)	(5,450,000)	(6,725,735)	(5,900,000)	0
TOTAL DIRECT COSTS	$ 4,834,689	$ 4,393,745	$ 5,402,824	$ 4,746,583	$ 5,935,589
FUNDING	$ (880,939)	$ (996,812)	$ (1,035,365)	$ (949,175)	$(1,698,890)
NET COUNTY COSTS	$ 3,953,750	$ 3,396,933	$ 4,367,459	$ 3,797,408	$ 4,236,699
STAFF YEARS	93.07	99.60	105.13	102.25	104.75

PROGRAM DESCRIPTION:

The Office of Employee Services was created by Board direction to consolidate employee-oriented activities and was officially established on October 12, 1982. The services and programs administered by the office include: the Countywide temporary help contracts; recruitment; selection; classification; placement; career development; Affirmative Action (added in FY 85-86); salary administration; benefits management; pre-employment health screening; medical standards; vocational rehabilitation; unemployment insurance; workers' compensation; loss prevention; employee safety; employee assistance and wellness; bond, property and casualty insurances; suggestions and service awards; training and labor relations (added in FY 87-88). By Board direction, the Office of Employee Services became the Department of Human Resources effective July 1, 1988.

1987-88 ACTUALS:

Actual salaries and benefits exceeded budget by approximately $1,500,000 due to approximately $1,360,000 excess payment costs in Workers' Compensation, $53,000 excess payment costs in Unemployment Insurance, $71,000 prior year expenditures and approximately $16,000 excess retirement costs. Staffing levels exceeded budget by 2.9 staff years due to the use of temporary help to meet Examination, Workers' Compensation and Benefits Management workload excesses.

Actual Services and Supplies savings of approximately $53,000 occurred due to savings in insurances, largely offset by $95,000 prior year expenditures, excess costs for bus passes, and printing. Other charges were approximately $11,000 less than budgeted amounts due to financing for a FY 87-88 lease which delayed initial payment to FY 88-89.

PROGRAM: Human Resources # 81201 MANAGER: ETHEL M. CHASTAIN

1987-88 ACTUALS: (Continued)

Fixed assets exceeded budget by approximately $30,500 due to $14,000 for prior year expenditures and the purchase of microcomputer equipment from departmental savings to meet critical automation needs in Benefits Management and from added automation resources for the classification appeals program, which was added mid-year by Board directive.

Reimbursements exceeded budget by approximately $826,000 due to increased Workers' Compensation payments and administrative costs, which are offset by reimbursements.

Revenues exceeded budgeted amounts by approximately $86,000 primarily due to unanticipated revenues from third party recoveries in Workers' Compensation, and partially due to bus pass sales revenue which exceeded budget.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

1. Administration/Resource Management (8.0 SY; E-$494,767; R=Ø) includes the director's office, budget development and monitoring, facilities management, purchasing, departmental personnel and payroll, Countywide temporary help contract administration, inter/intra-departmental coordination, etc., and is:

   - Mandated by County Charter, Article IX/Discretionary service level.
   - Increased approximately $43,000 due primarily to salary adjustments, and partially due to the reclassification of two executive secretarial positions.

2. Personnel Standards, Recruitment, Assessment and Classification (40.58 SY; E=$1,541,712; R=$140,000) is responsible for all County job examinations and classification studies, preparation of Compensation Ordinance changes and maintenance of the classification plan, and all merit system processes. The services provided by this unit:

   - Are Mandated by the San Diego County Charter Article IX, Title VII Uniform Guidelines and the Civil Service Rules/Discretionary service level.
   - Are offset approximately 9% by revenue from special fund departments.
   - Decreased 5.5 staff years and more than $275,000 due to the transfer of Affirmative Action and Awards Programs to a separate division with offsetting increases of approximately $75,000 for salary adjustments.
   - Include 375 exams to establish employment eligibility lists.
   - Include classification studies of 1,400 positions.

3. Wage and Salary (3.42 SY; E=$138,759; R=$12,743) completes salary surveys, advises Labor Relations, prepares Compensation Ordinance revisions, and maintains compensation plan. This program:

   - Is Mandated by State law (requiring a Salary Ordinance) and San Diego County Charter Article V (requiring salary surveys)/Salary Survey service level mandated by Board of Supervisors' policy.
   - Is offset approximately 9% by revenue.
   - Shows an increase of $16,600 due to salary adjustments and the reclass of an Intermediate Clerk to Personnel Analyst Trainee.
   - Processes approximately 100 Compensation Ordinance changes, completes approximately 150 reviews for the Advisory Council on Negotiations and initiates approximately 200 salary survey requests per year.

4. Labor Relations (5.0 SY; E=$399,685; R=$33,940) negotiates labor contracts; represents the County in grievance arbitrations, unfair labor charges and unit determinations; administers employee labor agreements and provides clarification to departments and employees regarding labor relations issues. This unit:

   - Is Mandated/Mandated service levels in accordance with requirements of the Meyers-Millias-Brown Act and the County's Labor Relations Ordinance.
   - Receives revenue of approximately 9% from special fund departments.
   - Increased approximately $56,000 due to salary adjustments, increased contract obligations full year funding a clerical position which had half-year funding in FY 87-88 and reclasses from classified to unclassified service.
   - Negotiates and administers contracts covering 18 employee bargaining units.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

5. Affirmative Action (7.5 SY; E=$385,372; R=$36,000) develops, implements and coordinates policies and procedures to implement the County Career Development Program, provides career counseling, administers Career Development Assessment Centers; oversees the employee recognition program; coordinates departmental Affirmative Action policies/procedures; administers classification appellate process resulting from FY 87-88 Civil Service Rule Changes.

   The services provided by this unit:

   - Are mandated by the San Diego County Charter Article IX, Title VII Uniform Guidelines, County's Affirmative Action Policy and the Consent Decree/Discretionary Service Level.
   - Increased approximately $125,000 due to the addition of the Classification Appeals function, ($101,000) which was added mid FY 87-88 and the transfer of employee service awards funds ($24,000) from another division.
   - Are offset approximately 9% by revenue from special fund departments.
   - Include 256 individual counseling sessions and 18 2-day workshops.

6. Suggestion Awards (1.5 SY; E=$62,523; R=$6,347) coordinates suggestion evaluations, award payments and ceremonies. The services provided by this unit:

   - Are Board directed/Discretionary service level.
   - Include $350,000 projected County savings from suggestion awards.
   - Are offset approximately 10% by revenue from special fund departments.

7. Benefits Management (7.00 SY; E=$733,463; R=$200,402) administers employee health insurance, life insurance, the transit bus pass program and related benefit programs. The services provided by this unit:

   - Are Mandated by Federal and State law and the San Diego County Compensation Ordinance/Mandated service levels resulting from federal legislation, negotiations agreements and biweekly payroll requirements.
   - Are offset by approximately 9% revenue from special fund departments and 18% from employee contributions for bus passes.
   - Include processing of 1,200 bus pass payments per month and maintenance manually of approximately 65,000 benefits enrollments, including all initiation, update and termination actions.
   - Include manual preparation biweekly of benefit reports needed to produce the County's payroll, involving over $20,000,000 of health and welfare benefit payments.

8. Training and Development (3.08 SY; E=$131,743; R=$19,493) is responsible for all centralized training programs, employee orientation, and is:

   - Discretionary/Discretionary service level.
   - Offset approximately 15% by revenue.
   - Decreased approximately $48,000 and 1.5 staff years due to the intradepartmental transfer of Suggestion Awards partially offset by salary adjustments.
   - Able to provide 25,000 hours of training.

9. Employee Assistance and Wellness (5.67 SY; E=$546,797; R=$433,179) resulted from merging Employee Health and Fitness with Employee Assistance in FY 87-88. In FY 88-89, Health and Fitness activities were eliminated in order to fund needed employee assistance and vocational rehabilitation positions. This unit counsels employees experiencing personal problems and refers them to appropriate agencies; oversees all vocational rehabilitation activities; monitors employment medical standards and pre-employment medical and psychological evaluations; and brokers community health and fitness programs for County employees. Activities of this unit:

   - Are largely Discretionary/Discretionary service level, but play a significant role in keeping employees healthy and productive, and in averting Workers' Compensation claims, absenteeism and low morale; include mandated vocational rehabilitation activities.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES: (Continued)

- Include assessing an estimated 600 troubled employees in 1988-89, exceeding FY 87-88 budgeted level by 140%.
- Increased approximately $539,000 due in part to the elimination of reimbursements ($129,000) for risk reduction program costs, offset by increased revenue from the Workers' Compensation trust fund established for FY 88-89. Approximately $350,000 of the increase is due to the transfer of medical and psychological exam contracts from the Claims Management Division and approximately $50,000 is due to the transfer of 2 positions (1.5 staff years) which administer those contracts and the medical standards program
- Able to provide 3,000 medical reviews

10. Loss Prevention (4.00 SY; E=$168,852; R=$168,778) furnishes safety services for County operations including coordination between departments of Cal-OSHA citation corrections, inspections and training. This function is:

- Mandated by the California Labor Code, Section 6400 to 6408 and by General Industry Safety Orders (Cal-OSHA regulations)/Discretionary service level.
- Expected to respond to 1,300 department/employee inquiries (8% increase), conduct 85 training sessions (77% increase) and complete 50 investigations (4% increase) in FY 88-89.
- Increased approximately $165,000 due to the elimination of reimbursements to offset Workers' Compensation/risk reduction program costs. Revenue is from a Workers' Compensation trust fund established for FY 88-89, which offsets loss of reimbursements.

11. Claims Management (2.00 SY; E=$696,662; R=$119,662) oversees all safety, property and casualty insurances, Unemployment and State Disability insurances and insurance claims activity. This section is:

- Mandated by State and Federal regulations for all safety and insurance programs/Discretionary service level.
- Increased by approximately $64,000 due to elimination of $480,000 reimbursements for Workers' Compensation/risk reduction program costs largely offset by the transfer of medical standards program and contracts to another division. Increased revenue is from a Workers' Compensation trust fund established for FY 88-89.

12. Workers' Compensation (16.00 SY; E=$600,454; R=$493,546) processes all Workers' Compensation vocational rehabilitation referrals, claims evaluations and payments and represents County before the Workers' Compensation State Appeals Board for the County and is:

- Mandated by State Labor Code 6400/Mandated service levels.
- Offset by revenues from a trust fund established from general and special fund departmental contributions.
- Increased approximately $137,000 due to salary adjustments, the transfer of 2 positions from other risk management divisons, and the transfer of Workers' Compensation payments/reimbursements to a trust fund account.
- Able to investigate 1,700 Workers' Compensation claims at current staffing levels, but anticipates 2,040 new claims, with an estimated payment cost of over $6,500,000.

13. Unemployment Insurance (1.00 SY; E=$34,800; R=$34,800) oversees all Unemployment Insurance claims activity for the County and is:

- Mandated by the California Unemployment Insurance Code/Discretionary service level.
- Offset by revenues from a trust fund established from general and special fund departmental contributions.
- Decreased approximately $5,400 due to the transfer of Unemployment Insurance payment costs and reimbursements to a trust fund account and the transfer of a position to the Workers' Compensation Unit.
- Able to process 350 Unemployment Insurance claims, including investigations and appeals, by using temporary professional staff on an as needed basis. Potential savings from contracted services are under evaluation.

PROGRAM: Human Resources # 81201 MANAGER: ETHEL M. CHASTAIN

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1988-89 Budget
Interfund Charges	$ 804,994	$ 815,675	$ 315,425	$ (500,250)
Third Party Revenues	66,569	0	0	0
Bus Passes (Employees)	152,589	133,500	133,500	0
Miscellaneous	11,213	0	0	0
Workers Compensation Trust Fund	0	0	1,215,165	1,215,165
Unemployment Insurance Trust Fund	0	0	34,800	34,800
TOTAL	$1,035,365	$ 949,175	$1,698,890	$ 749,715

Explanation/Comments:

Interfund charges were reduced by $500,250 and Trust Fund revenues were established due to changes in Worker's Compensation and Unemployment Insurance processes. Third party revenues for Workers' Compensation will reimburse the trust fund in FY 88-89.

FIXED ASSETS:

Item	Quantity	Total Cost
File Server	1	$ 8,900
Work Stations	3	4,500
Card	3	600
PC Equipment	Lot	3,800
Printer	1	1,800
CRT Mainframe	5	5,000
Printer	2	7,000
Laser Printer	2	3,600

PERFORMANCE INDICATORS

Program: Human Resource — Department: Department of Human Resources

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
% of Resources					
100%					
Workload					
Classification Studies Completed	600	1,200	1,400	1,400	1,400
Applications Received	23,747	27,321	33,982	23,000	30,000
Counter Inquiries	54,983	67,177	81,969	64,200	72,000
Eligibility Lists Established	346	346	401	350	375
Requests to Fill Position	3,600	4,099	4,328	3,900	4,200
Candidates Certified to Position	30,700	34,482	35,511	32,500	33,500
Employee Training Hours Provided	10,000	32,500	22,000	25,000	25,000
Employee Assistance Assessments	390	422	483	340	485
Suggestions Received	240	311	579	250	600
Workers' Compensation Claims Received/Settled	1,645/1,278	1,820/1,432	2,040/1,699	1,650/1,400	2,040/1,700
Efficiency					
Processing Days per Exam	53	58	59	45	60
Eligible Lists/Analyst	25	29	31	25	29
Liability Claims/Analyst	500	N/A*	N/A*	N/A*	N/A*
WC Claims/Claims Rep.	237	303	366	277	423
Effectiveness					
Percentage Employees Trained	23%	20%	14%	16%	16%
Estimated First Year Savings/ Suggestions Awards	$200,000	$295,000	$670,000	$250,000	$350,000
Unsettled Workers Compensation Claims	1,414	1,861	2,200	2,100	2,540

* Public liability function transferred to County Counsel in July 1984.

All workload indicators for examination-related activities exceeded budgeted levels, specifically: the number of applications received (128%), counter inquiries (148%), requests to fill positions (111%) and candidates certified to position (109%).

Estimated actual training hours and percentage of employees trained were less than budgeted due to the elimination of the Community College program and time spent developing an Interaction Management training module.

Workers' Compensation claims continue to increase and are expected to result in increased numbers of unsettled cases and higher caseloads than ever before. Effective FY 88-89, a system of Claims Aides was established through reclass in order to enable claims representatives to carry higher caseloads and funding was provided to begin needed automation of case management.

Employee Assistance workload is estimated to increase 43% over FY 87-88 budgeted level.

Estimated first year savings from suggestion awards exceeded budget by $370,000 due mainly to a suggestion that saved the Department of Social Services $340,000 by obtaining increased revenue from the State.

STAFFING SCHEDULE

Program: Human Resources

Department: Department of Human Resources

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
0355	Labor Relations Manager	0	0.00	1	1.00	$ 0	$ 51,132
0356	Labor Relations Specialist	0	0.00	1	1.00	0	45,269
0357	Employee Benefits Manager	0	0.00	1	1.00	0	44,160
2132	Director, Human Resources	1	1.00	1	1.00	69,942	76,901
2212	Deputy Director, Human Resources	2	2.00	2	2.00	105,848	112,704
2303	Administrative Assistant II	1	1.00	1	1.00	33,870	35,433
2305	Chief, Administrative Services	1	1.00	0	0.00	44,317	0
2314	Risk and Benefit Manager	1	1.00	0	0.00	51,313	0
2316	Risk Manager	0	0.00	1	1.00	0	45,254
2320	Personnel Aide	4	4.00	4	4.00	88,145	91,498
2321	Claims Representative I	1	1.00	0	0.00	25,820	0
2322	Claims Aid	1	1.00	6	6.00	23,734	122,056
2327	Claims Representative II	7	7.00	6	6.00	194,615	198,334
2331	Loss Prevention Analyst	2	2.00	2	2.00	61,476	65,860
2332	Vocational Medical Services Coor.	1	1.00	1	0.50	37,367	19,777
2333	Claims Representative III	1	1.00	1	1.00	39,237	41,049
2344	Insurance Coordinator	1	1.00	1	1.00	35,577	37,207
2345	Loss Prevention Manager	1	1.00	1	1.00	40,197	42,055
2346	Employee Benefits Manager	1	1.00	0	0.00	40,242	0
2362	Employee Assistance Program Mgr.	0	0.00	1	1.00	0	39,106
2365	Staff Development Specialist	5	3.50	5	3.50	109,905	124,841
2369	Administrative Services Manager II	0	0.00	1	1.00	0	46,354
2371	Personnel Analyst Trainee	1	1.00	2	2.00	20,265	42,035
2373	Associate Personnel Analyst	12	12.00	15	14.00	400,197	463,858
2374	Senior Personnel Analyst	6	6.00	7	7.00	241,092	298,666
2375	Manager, Personnel Services	3	3.00	3	3.00	139,611	146,022
2377	Chief of Personnel Services	1	1.00	1	1.00	51,313	53,662
2380	Staff Development Manager	1	1.00	1	1.00	40,182	42,055
2385	Associate Labor Relations Spec.	1	1.00	0	0.00	42,244	0
2389	Senior Labor Relations Spec	1	1.00	1	1.00	45,432	48,674
2390	Labor Relations Manager	1	1.00	0	0.00	48,879	0
2403	Accounting Technician	1	1.00	1	1.00	20,962	23,012
2411	Analyst I	1	1.00	1	1.00	24,086	29,858
2493	Intermediate Account Clerk	3	3.00	2	2.00	50,372	33,556
2510	Senior Account Clerk	1	1.00	0	0.00	19,746	0
2700	Intermediate Clerk Typist	21	20.50	16	16.00	329,785	275,092
2710	Junor Clerk	0	0.00	1	1.00	0	12,071
2725	Principal Clerk	1	1.00	1	1.00	25,957	26,917
2730	Senior Clerk	5	5.00	6	6.00	95,917	118,318
2745	Supervising Clerk	0	0.00	1	1.00	0	15,889
2756	Administrative Secretary I	1	1.00	1	1.00	18,844	18,414
2757	Administrative Secretary II	1	1.00	0	0.00	20,523	0
2758	Administrative Secretary III	2	2.00	2	2.00	45,664	50,061
2759	Administrative Secretary IV	0	0.00	1	1.00	0	26,056
3009	Word Processor Operator	2	2.00	0	0.00	40,728	0

STAFFING SCHEDULE

Program: Human Resources

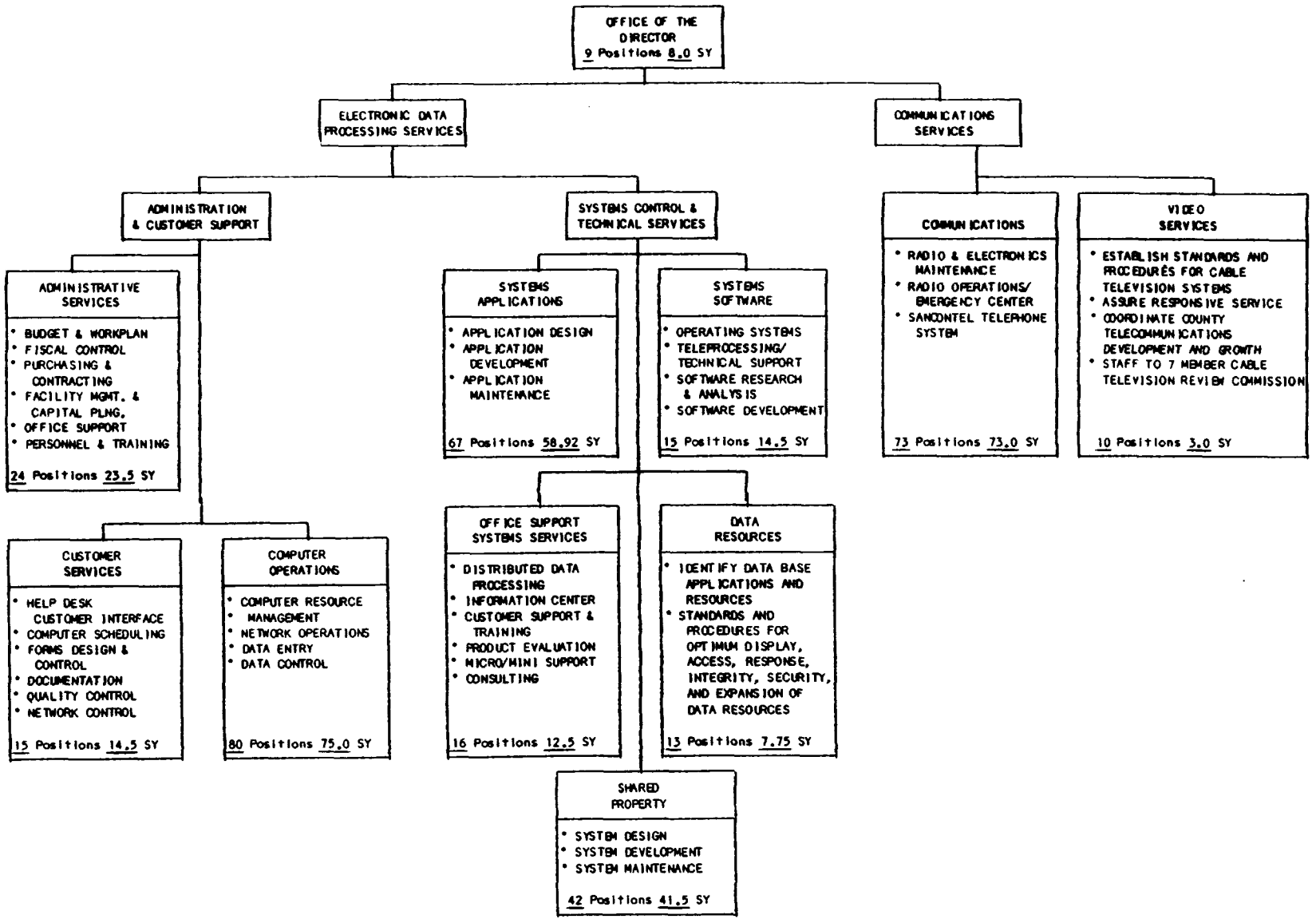
Department: Department of Human Resources

Class	Title	STAFF YEARS 1987-88 Budget Positions	1987-88 Budget S.Y.	1988-89 Adopted Positions	1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
3017	Remote Job Entry Operator	1	1.00	1	1.00	$ 17,859	$ 18,688
3029	Insurance Specialist	1	1.00	1	1.00	22,811	27,603
3050	Offset Equipment Operator	1	1.00	1	1.00	18,590	19,442
4465	Nutritionist	1	0.75	0	0.00	19,945	0
4823	Health & Fitness Specialist	1	0.75	0	0.00	20,007	0
5210	Vocational Rehabilitation Counselor	0	0.00	1	1.00	0	29,881
5211	Employee Assistance Specialist	0	0.00	1	1.00	0	25,557
5212	Employee Assistance Program Coor.	1	1.00	0	0.00	32,306	0
0796	Head Proctor	5	0.33	5	0.33	6,782	6,978
0797	Assistant Proctor	25	0.83	25	0.83	11,626	12,181
0942	Student Worker	4	1.58	4	1.58	21,458	20,383
9999	Extra Help	90	0.00	91	0.00	0	9,302
	Total	226	102.25	230	104.75	$ 2,894,788	$ 3,133,221
	Adjustments						
	County Contributions and Benefits					$ 810,506	$ 906,465
	Salary Settlement Costs					0	0
	Salary Adjustments					69,321	(6,454)
	Special Payments:						
	Extraordinary Pay (Suggestions Awards)					15,000	15,000
	Employee Compensation Insurance (Countywide)					4,700,000	0
	Unemployment Insurance (Countywide)					400,000	0
	Salary Savings					(96,159)	(80,725)
	Total Adjustments					$ 5,898,668	$ 834,286
PROGRAM TOTALS		226	102.25	230	104.75	$ 8,793,456	$ 3,967,507

INFORMATION SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Office of the Director	$ 0	$ 0	$ 458,957	$ 344,713	349,776	$ 5,063	1.47%
EDP Services	11,408,045	11,897,097	12,680,828	13,626,093	14,177,696	551,603	4.05%
Communication Services	1,969,100	2,261,815	2,684,826	2,575,478	2,930,223	354,745	13.77%
Total Direct Cost	$13,377,145	$14,158,912	$15,824,611	$16,546,284	$17,457,695	$ 911,411	5.51%
Funding	(543,518)	(1,140,993)	(1,261,014)	(1,607,076)	(1,359,899)	247,177	-15.38%
Net County Cost	$12,833,627	$13,017,919	$14,563,597	$14,939,208	$16,097,796	$ 1,158,588	7.76%
Staff Years	268.43	257.21	296.36	313.76	329.17	15.41	4.91%

DEPARTMENT OF INFORMATION SERVICES
FISCAL YEAR 1988-1989



WP:SY88-89/CHRT
88/11/15

PROGRAM: OFFICE OF THE DIRECTOR # 92101 MANAGER: JON W. FULLINWIDER. DIRECTOR

Department: INFORMATION SERVICES # 0750 Ref: 1988-89 Proposed Budget - Pg. D-277

Authority: This program was developed to carry out Administrative Code XXII 1c which states that the Department of Information Services will provide, through central management, integration of County information systems resources into a County information system which will effectively and efficiently serve all levels of County government.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$0	$0	$281,134	$314,742	$333,260
Services & Supplies	0	0	158,647	29,971	16,516
Other Charges	0	0	0	0	0
Operating Transfers		0			
Fixed Assets	0	0	19,176	0	0
Less Reimbursements					
TOTAL DIRECT COSTS	$0	$0	$458,957	$344,713	$349,776
FUNDING	0	0	0	0	0
	$0	$0	$458,957	$344,713	$349,776
STAFF YEARS	0	0	5.64	6.50	8.0

The Office of the Director manages the Department of Information Services and is responsible for overall planning, directing, coordinating, monitoring and controlling of the allocated assets and resources. Office of the Director activities are provided through a combination of permanent and temporary County employees.

1987-88 ACTUALS:

The significiant differences between the FY 87/88 Budget and Estimated Actual expenditures are:

Salaries and benefits savings ($33,608) primarily due to vacancy in Deputy Director positions

Services and supplies expenditures ($128,676) primarily for mainframe related software and consultant studies of the County wide Workplan process and the DV-1 minicomputer system and front-end processors. Fixed asset expenditure ($19,176) from prior year carryover.

1988-89 OBJECTIVES:

1. Department of Information Services: Manage formation of new Department of Information Services. Review Deparment functions and resposibilities and reorganize as required.

2. Improve Productivity and Service: Review current County and Department policies and procedures and initiate appropriate action to improve information systems productivity and services.

1988-89 PROPOSED BUDGET: SUB PROGRAM ACTIVITIES

1. Office of the Director (8.00 SY; E - $349,776; R -$0). The Office of the Director manages the Department of Information Services and is reponsible for the overall planning, directing, coordinating, monitoring and controlling of allocated assets and resources. The function is:

   o Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.

   o Increasing salaries $59,996 (+1.0 SY) for temporary expert professional reinstated to provide for consulting services to increase productivity.

   o Decreasing salaries $14,604 (-1.0 SY) for Intermediate Clerk Typist position transferred to Administrative Services division.

   o Decreasing services and supplies $10,000 special services transferred to Administrative Services Division.

FIXED ASSETS:

None

STAFFING SCHEDULE

PROGRAM: OFFICE OF THE DIRECTOR

Department: INFORMATION SERVICES

Class	Title	STAFF YEARS 1987-88 Budget Positions	STAFF YEARS 1987-88 Budget SY	STAFF YEARS 1988-89 Adopted Positions	STAFF YEARS 1988-89 Adopted SY	SALARY AND BENEFIT COSTS 1987-88 Budget	SALARY AND BENEFIT COSTS 1988-89 Adopted
0896	Temporary Exp Prof Employee	0	0.00	1	1.00	0	$59,996
2123	Director, EDP Services	1	1.00	1	1.00	$69,942	72,913
2231	Deputy Director,EDP Services	2	2.00	2	2.00	119,424	115,048
2758	Administrative Secretary III	1	1.00	1	1.00	21,520	23,523
2757	Administrative Secretary II	1	1.00	1	1.00	19,080	22,550
2700	Intermediate Clerk Typist	1	1.00	0	0.00	14,604	
9999	Extra Help	2	0.50	2	2.00	30,000	5,000
		8	6.50	8	8.00	$274,570	$299,030
Adjustments:							
County Contribution and Benefits						$47,773	$62,434
Salary Settlement Costs						4,325	
Special Payments:							
	Salary Adjustments					2,753	(10,693)
	Salary Savings					(14,679)	(17,511)
Total Adjustments						$40,172	$34,230
Program Totals:		8	6.50	8	8.00	$314,742	$333,260

PROGRAM: ELECTRONIC DATA PROCESSING # 81402 MANAGER: JON W. FULLINWIDER, DIRECTOR

Department: INFORMATION SERVICES # 0750 Ref: 1988-89 Proposed Budget - Pg. D-230

Authority: This program was developed to carry out Admin. Code XXII C which states that the Department of Information Services will strive to integrate existing and future County information systems services and operations into a County information system, which will effectively and efficiently serve all levels of County government.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$7,970,693	$7,621,403	$8,798,399	$9,313,349	$9,351,070
Services & Supplies	2,062,052	2,624,045	2,368,857	3,090,850	3,564,933
Other Charges	1,324,230	759,564	861,604	1,135,561	1,246,058
Operating Transfers	0	0	0	0	0
Fixed Assets	51,070	892,085	651,968	86,333	15,635
Less Reimbursements					
TOTAL DIRECT COSTS	$11,408,045	$11,897,097	$12,680,828	$13,626,093	$14,177,696
FUNDING	(322,622)	(980,307)	(1,171,851)	(1,537,148)	(1,252,250)
NET COUNTY COSTS	$11,085,423	$10,916,790	$11,508,977	$12,088,945	$12,925,446
STAFF YEARS	214.83	198.53	224.02	242.08	248.17

PROGRAM DESCRIPTION:

This program provides computer related support to the majority of County departments, as well as numerous local government agencies. The program operates two large mainframe computers and maintains a teleprocessing network of over 2,600 online computer terminals and printers throughout the County of San Diego. The program also provides data processing services; production and distribution of management information reports; design and development of computer applications; coordination and development of procurement specifications for computer related products and services; acquisition, installation, and maintenance of computer equipment. The primary purpose of the program is to deliver value added information by the application of technology to design, develop, implement, maintain and enhance information 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 data processing services are provided through a combination of permanent and temporary employees, as well as contracted services with private organizations.

PROGRAM: ELECTRONIC DATA PROCESSING # 81402 MANAGER: JON W. FULLINWIDER, DIRECTOR

1987-88 ACTUALS:

The significant difference between the FY 87-88 Budget and Actual expenditures is:

- o Salary savings from 10.5% average vacancy rate and termination of debt service contract for front end processors transferred to fixed assets account for the replacement of critical computer equipment.
- o Rebudget of $363,555 to FY 88-89 to reflect expenditure of funds for justice system overview project and software costs related to the replacement of the minicomputer system at Meadowlark facility in the appropriate fiscal year.
- o Outstanding encumbrances totalling $141,003 carried into FY 88-89.

1988-89 OBJECTIVES:

1. Regional Juvenile Justice Information System (REJIS): Complete implementation of system.
2. Inmate Booking Information System (IBIS): Complete development of booking and accounting functions for the Sheriff's Detention Facilities (Phase III).
3. Online Requisitions System: Assist purchasing in expansion of system to all County departments/agencies.
4. Human Resources Management System: Install system and complete acceptanc phase.
5. Animal Management Information System (AMIS): Complete entire development project including automated billing and management reporting (Phase IV).
6. Service Level Agreements (SLA): Complete pilot project with Department of Social Services begin to negotiate and execute agreements with the remaining customer base.
7. Security System: Begin implemention of an access control system within the County's mainframe computer system.
8. Cost Accounting System: Complete system customization interfaces and supporting infrastructure. Develop a customer-oriented cost statement.
9. Data Base Management System (DBMS): Develop a full function ADABAS environment to maximize the return on Database Management System investment. Develop system and data inventory.
10. Integrated Justice Information System (IJIS): Complete the inventory development phase (Phase I) and begin the analysis of existing and proposed automated and manual systems (Phase II).
11. Shared Property System (SPS): Complete the Nucleus project replacing the Master Property Record data and functions.
12. Office Automation Department Support Plan: Develop requirements and definition of support/services. Publish guidelines and policies, standards and procedures for support of customer base.
13. Office Automation Procurement Guidelines: Publish hardware/software review policy and microcomputer purchasing guidebook.
14. Office Automation Training Program: Identify training needs of customer microcomputer coordinators and develop and implement training program to raise their skills to a basic proficiency level. Develop and initiate training program for local area network (LAN) administration.

(cont.)

15. Microcomputer Applications Programs: Develop and implement County-wide applications programs to facilitate development of Board of Supervisor's Requests (Board Letters) and the County Budget.

16. Distributed Site Support: Resolve outstanding hardware/software issues with regard to the distributed site minicomputer system at Meadowlark. Define and establish level of support for customer community at that site.

1988-89 PROPOSED BUDGET: SUB PROGRAM ACTIVITIES

There are eight functional divisions within EDP Services. The proposed FY 88-89 budget is distributed within these divisions as follows:

1. Administrative Services (23.50 SY; E - $2,751,336; R - $0). The Administrative Services Division provides centralized support services to departmental divisions including: budget/fiscal, purchasing and contracting, facility management and capital planning, inventory control, personnel and training, clerical and word processing and special studies. The function is:

   - o Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.

   - o Increasing salaries $14,604 (+1.0 SY) for Intermediate Clerk Typist position transferred from Office of the Director
   - o Retiring debt service for three major accounts resulting in a net decrease of $319,503 in Lease/Purchase costs.
   - o Increasing debt service $430.000 for replacement of computer equipment.

2. System Applications (58.92 SY; E - $3,260,051; R - $0). The System Applications Division develops, enhances, and customizes all centrally-managed County application systems and maintains the availability of application systems at specified operating levels. The function is:

   - o Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.

   - o Charged with the new responsibility of coordinating the Integrated Justice Information System (IJIS) project to integrate the requirements of the Law and Justice Agencies.

   - o Decreased 22.00 SY Systems Analyst staff which have been transferred to create the Shared Property Division.

3. Customer Services (14.50 SY; E - $867,784;R - $0) The Customer Services Division is a single point service center for EDP customers of centrally-managed information systems. This division also coordinates technical support documentation and production scheduling through its Customer Help Desk, provides applications programming Quality Control, and maintains and upgrades the centralized teleprocessing network. The function is:

   - o Discretionary/Discretionary service level. However, many of its functions support mandated programs and mandated service levels in customer departments.

   - o Increased salaries $35,829 (+1.0 SY) Data Communication Network Supervisor additional position to supervise reclassed positions in network control area.

(cont.)

4. Shared Property System (41.50 SY; E - $1,975,024;R -$943,000).The Shared Property System Division performs analysis, design and implementation functions for the County's Shared Property System. The function is:

   o Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.

   o Established by transferring 22.00 SY from Systems Applications Division and by adding 18.00 SY by ordinance.

   o Increasing salaries $84,365 (+1.5SY) Analyst staff to develop the ADABAS environment to support the Shared Property System.

5. Data Resources (7.75 SY; E - $334,499; R - $0). The Data Resources Division develops and manages centrally managed County data resources including; strategic data and systems planning, data administration, and data base administration.

   o Discretionary/Discretionary Service Level. Many of its functions support mandated programs and mandated service levels in customer departments.

   o Increased by 4.25 SY tranferred from the Office of the Director.

6. Operations (75.00 SY;E - $2,505,247; R - $309,250). The Operations Division operates centrally-managed County data processing centers including central data processing facility 24 hours 7 days a week; it provides for centralized data entry services and for the input and output of data through the centers. The function is:

   o Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.

7. Software (14.50 SY; E - $1,599,082 R - $0). The Software Division supports the software environment for the centrally-managed County data processing center, maximizing the effectiveness and efficiency of center operation. The function is:

   o Discretionary/Discretionary service level. However, many of its functions are performed in support of mandated programs and mandated service levels in customer departments.

   o Increasing $295,198 in software license fees for new operating and security systems and incremental increases.

   o Charged with the new responsibility of implementing the County's new Access Control System to protect County information resources.

8. Office Support Systems (12.50 SY; E - $884,673; R - $0). The Office Support System Division provides support and services for the development and implementation of County automation and word processing systems and includes: consulting services, feasibility studies, cost/benefit analyses, hardware/software evaluations system recommendations, systems development training support, and technical assistance. The function is:

   o Discretionary/Discretionary Service Level. However, many of its functions support mandated programs and mandated service levels in customer departments.

   o There are no changes slated for the Office Support Systems Division in FY 88-89.

   o Increasing salaries $84,365 (=1.554) analyst staff to develop the ADABAS environment to support the Shared Property System.

PROGRAM: ELECTRONIC DATA PROCESSING SERVICES # 81402 MANAGER: JON W. FULLINWIDER, DIRECTOR

REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Changes From 1987-88 Budget
Fines and Forfeiture & Penalty				
9176 Criminal Justice	$27,178	$19,544	$0	$19,544
Total General Court Fines	$27,178	$19,544	$0	$19,544
Charges for Current Services				
9782 Interfund Charges - Charge in Road Fund	$79,138	$104,000	$107,000	($3,000)
9783 Interfund Charges - Charge in APCD	6,852	7,500	8,800	(1,300)
9786 Interfund Charges - Charge in EQ Fund	25,685	25,000	25,000	0
9793 Interfund Charges - Charge in Library Fund	1,442	5,000	3,300	1,700
9971 Other Services to Other Government Agencies	23,317	36,750	23,150	13,600
Total Charges for Current Services	$136,434	$178,250	$167,250	$11,000
Other Revenue				
9996 Other Sales Taxable	$52,366	$129,250	$142,000	($12,750)
9918 Recovery Cost AB 1889 (Auto Warrant System)	0	141,675	0	0
9918 Recovery Cost AB 2890	955,873	1,068,419	943,000	(342,025)
Total Other Revenue	$1,008,239	$1,339,344	$1,085,000	($354,775)
Total Revenue	$1,171,851	$1,537,138	$1,252,250	($324,231)

Explanation/Comments:

The 1988-89 revenue decrease in fines and forfeitures is due to the non-availibility of AB189 funds for the Regional Juvenile Information System (REJIS) project.

The 1988/89 Revenue decrease in Other Revenue is due to the non-availability of AB2989 Funds relating to the Automated Warrant System, and the decrease in AB2890 funds available for development of the Shared Property System.

PROGRAM: ELECTRONIC DATA PROCESSING SERVICES #81402 MANAGER: JON W. FULLINWIDER, DIRECTOR

COUNTY COST DETAIL:

Not Applicable

FIXED ASSETS:

Item	Quantity	New/Replacement	Cost	Revenue
Desk Modular	6	n	$755	0
Personal Computer	5	n	12,280	0
Computer Equipment	1	n	1,910	0
Credenza, Modular	1	n	690	0
	TOTAL		$15,635	

PERFORMANCE INDICATORS

Program: ELECTRONIC DATA PROCESSING SERVICES Department: INFORMATION SERVICES

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Workload					
1) Service Requests Received/Completed/Cancelled	550/275/100	531/465/39	1196/611/32	675/300/100	725/650/50
- Carry over from previous FY	133	166	185	193	400
2) Production Jobs Processed (000's)	185	194	205	195	217
3) TSO Jobs Processed (000's)	N/A	167	185	N/A	215
4) Units of Equipment	1,537	2,250	2,775	2,250	3,350
5) Personnel Vacancy Rate	8.5%	13.52%	10.5%	8.0	4.8%
Effectiveness					
1) % of Production Runs without ABEND	98.6%	98.2%	98.3%	98.6%	98.5%
2) % of Time Network Up	98.1%	98.3%	97.1%	98.5%	98.5%

* Reduction due to performance problems with newly acquired communications controllers.

STAFFING SCHEDULE

PROGRAM: ELECTRONIC DATA PROCESSING SERVICES

Department: EDP Services

Class	Title	STAFF YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2472	EDP Operations Manager	1	1.00	1	1.00	$52,578	$54,977
2471	EDP Systems Manager	4	4.00	4	4.00	209,065	219,108
2526	Data Base Administrator	1	1.00	1	1.00	50,070	51,322
2518	Software Programmer IV	2	2.00	2	2.00	98,311	104,735
2499	Principal Systems Analyst	6	6.00	7	6.50	286,176	323,084
2520	Software Programmer III	6	6.00	6	6.00	282,797	291,135
2488	Assistant Manager, EDP Operations	1	1.00	2	2.00	44,317	83,561
2525	Senior Systems Analyst	19	19.00	18	18.00	842,023	831,243
2369	Admin Servcs Mgr II	0	0.00	1	1.00	0	44,576
2305	Chief, Administrative Services	1	1.00	0	0.00	44,317	0
2302	Administrative Assistant III	2	2.00	2	2.00	74,734	76,790
2413	Analyst III	1	1.00	1	1.00	34,743	37,613
2527	Data Base Specialist III	1	1.00	2	1.50	43,227	66,290
2528	Data Base Specialist II	1	1.00	2	1.50	38,751	54,058
2529	Data Base Specialist I	0	0.00	1	0.25	0	7,740
2303	Administrative Assistant II	2	2.00	2	2.00	60,407	63,964
2304	Administrative Assistant I	1	1.00	1	1.00	25,725	26,734
2365	Staff Development Specialist	1	1.00	1	1.00	30,445	33,250
3036	EDP Operations Coordinator	2	2.00	1	1.00	71,154	37,207
2427	Associate Systems Analyst	60	60.00	62	60.00	2,312,889	2,445,356
2522	Software Programmer II	4	4.00	4	4.00	156,194	169,403
2426	Assistant Systems Analyst	18	18.00	19	17.75	538,717	571,429
2524	Software Programmer I	1	1.00	1	1.00	35,237	37,264
2425	Associate Accountant	1	1.00	1	1.00	30,328	32,050
3026	Data Processing Supervisor II	6	6.00	6	6.00	181,531	189,688
3027	Data Processing Supervisor I	2	2.00	2	2.00	58,179	52,908
3018	Computer Operations Specialist	3	3.00	0	0.00	70,973	0
3031	Data Control Technician IV	2	2.00	2	2.00	41,514	46,356
3072	Senior Computer Operator	6	6.00	0	0.00	134,423	0
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
3035	Data Entry Supervisor	2	2.00	2	2.00	37,362	39,053
3020	Computer Operator	23	21.50	0	0.00	433,773	0
2511	Senior Payroll Clerk	1	1.00	1	1.00	20,693	21,426
3069	Senior Data Entry Operator	6	6.00	6	6.00	101,461	107,032
3032	Data Control Technician III	5	5.00	4	4.00	90,034	73,544
3008	Senior Word Processing Operator	1	1.00	1	1.00	21,957	21,880
2730	Senior Clerk	1	1.00	1	1.00	17,378	18,921
3030	Data Entry Operator	22	22.00	22	22.00	350,784	355,855

PROGRAM: ELECTRONIC DATA PROCESSING SERVICES

Department: EDP Services

Class	Title	STAFF YEARS 1987-88 Budget Positions	SY	1988-89 Adopted Positions	SY	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
3033	Data Control Tech II	9	9.00	7	7.00	129,122	103,829
3009	Word Processing Operator	2	2.00	2	2.00	37,338	40,603
2650	Stock Clerk	1	1.00	1	1.00	14,554	17,190
2700	Intermediate Clerk Typist	4	4.00	5	5.00	62,739	79,168
2493	Intermediate Account Clerk	4	4.00	4	4.00	63,258	67,594
2709	Departmental Clerk	1	1.00	1	1.00	12,746	12,963
8806	Data Comm Network Tech I	0	0.00	3	3.00	0	62,829
8807	Data Comm Network Tech II	0	0.00	4	4.00	0	92,384
8808	Senior Mainframe Comp Oper	0	0.00	6	6.00	0	152,700
8809	Mainframe Comp Operator	0	0.00	18	17.50	0	384,814
8810	Mainframe Com Oper Specialist	0	0.00	3	3.00	0	85,579
8811	Data Comm Network Supervisor	0	0.00	1	1.00	0	35,829
9999	Extra Help	48	6.08	27	9.17	107,893	178,241
	Sub Total	286	242.58	272	248.17	$7,372,846	$7,927,038
Adjustments:							
County Contributions and Benefits						$2,018,812	$1,881,360
Salary Settlement Costs						400,238	
Special Payments:							
	Standby Overtime					17,400	17,400
	Shift Differential					38,300	38,300
	Holiday Overtime					35,000	35,000
	Salary Adjustments					(119,528)	(77,929)
	Salary Savings					(449,719)	(470,099)
Total Adjustments						$1,940,503	$1,424,032
Program Totals:		286	242.58	272	248.17	$9,313,349	$9,351,070

11/14/88 COMM-lk

PROGRAM: COMMUNICATIONS SERVICES # 82303 MANAGER: Jon W.Fullinwider, Director

Department: Information Services # 0750 Ref: 1988-89 Proposed Budget - Pg: D-243

Authority: Under Administrative Code Sections 398.5 (g) & (i), the Department of Information Services is responsible for the development, acquisition, installation, operation and maintenance of radio, electronics, telephone and intercommunication systems Countywide, and for controlling and managing the inter-office and related mail services for County departments.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,597,907	$ 1,892,525	$ 2,230,830	$ 2,211,148	$ 2,509,966
Services & Supplies	356,146	348,218	444,110	363,830	359,257
Other Charges	2,602	0	0	0	0
Fixed Assets	12,445	21,072	9,886	500	61,000
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,969,100	$ 2,261,815	$ 2,684,826	$ 2,575,478	$ 2,930,223
FUNDING	$(220,896)	$ (160,686)	$(89,163)	$(69,928)	$(107,649)
NET COUNTY COSTS	$ 1,748,204	$ 2,101,129	$ 2,595,663	$ 2,505,550	$ 2,822,574
STAFF YEARS	53.60	58.68	66.34	65.18	73.00

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) Telecommunications Network Control Center. Major services provided by this program include: development and implementation of cost-effective means of providing telephone, radio and video communications services; installation and maintenance of mobile two-way radios; installation and maintenance of office electronic audio systems including Board monitors; implementation of a proprietary Countywide telephone system; telephone services to all County offices including centralized monitoring of telephone usage, billings and service requests.

PROGRAM: COMMUNICATIONS SERVICES # 82303 MANAGER: Jon W. Fullinwider, Director

1987-88 ACTUALS:

Salaries and Benefits were $19,682 over budget primarily due to the underfunding in the Employee Compensation Insurance.

Services and Supplies were $80,280 over budget mainly due to the printing of the SanConTel telephone directory, and the use of contract help (equivalent to 3.44 SY).

Revenues were overrealized by $19,235 mainly due to the increase in commission rates from public pay telephones.

1988-89 OBJECTIVES:

1. Complete the installation of Radio/Microwave communications equipment (for law enforcement, public health and safety, local government) at White Star and Rainbow peak.
2. Continue the ongoing improvement and expansion of the Sheriff UHF communications system.
3. Continue and complete the rebuild of the SL1 hot line switch in Building 12 (COC).
4. Upgrade Red/White Fire communications systems Countywide.
5. Upgrade Nalemars and Clemars communications systems Countywide.
6. Continue seismic bracing of all communication equipment sites.
7. Install new tower at Monument Peak to replace two wooden monopoles.
8. Complete the upgrade of consoles and radios for nine Emergency Trauma Care base hospitals.
9. Review all the non-SanConTel sites and provide the most efficient and cost effective service available.
10. Establish policies and procedures for Communications Services in conjunction with the inception of the new Department of Information Services.

11/14/88 COMM:lk
PROGRAM: COMMUNICATIONS SERVICES # 82303 MANAGER: Jon W. Fullinwider, Director

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

In 1988-89, 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 (16.00 SY; E $611,531; R $ 52,149) provides administrative support to the operating sections; budget preparation; fiscal analysis; Countywide telephone costs monitoring and review; development and implementation of cost effective means of providing telecommunications, radio and video services. This activity is:

   . Discretionary/Discretionary Service Level

   . Offset 9% by revenue

   . Transferring one Intermediate Account Clerk position to Mail and Reprographics program in the Department of General Services.

   . Reflecting the transfer of one Analyst IV and one Video Manager positions from the Chief Administrative Office.

2. Telecommunications Services (15.00 SY; E $495,706; R $ $21,000) supports over 14,000 telephone numbers Countywide; coordinates implementation of the County Telephone System; coordinates telephone moves and changes; monitors telephone usage; maintains County telephone directory; provides referral and informational services, and training on proper telephone usage. This activity is:

   . Discretionary/Discretionary Service Level

   . Offset 4% by revenue

   . Able to process 2,000 telephone service requests from County departments in 1988-89.

3. Microwave/Transmission System, Mobile Radio & Electronics (33.00 SY; E $1,518,621; R $34,500) 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. This activity is:

   . Discretionary/Discretionary Service Level

   . Offset 2% by revenue

   . Able to install and/or maintain in 1988-89 the following: 3,292 mobile radios; 265 base stations; 68 microwave radios; 1,200 audio/office electronics; 1,000 sirens/PA systems; 1,350 pager receivers; 1,576 portable transceivers; 59 radio control consoles; 600 microwave multiplex units; 68 voting receivers; and 190 receiver voter signal quality modules.

4. Telecommunications Network Control Center (9.00 SY; E $304,365; R $ 0) is a new section established to guarantee the County's ability to provide for ongoing and future requirements for system modifications and necessary expansions of the County telephone system. This activity is:

   . Discretionary/Discretionary Service Level

   . Able to provide for ongoing operation of the SanConTel switch and cable plant.

11/14/88 COMM:lk

PROGRAM: COMMUNICATIONS SERVICES # 82303 MANAGER: Jon W. Fullinwider, Director

REVENUE BY SOURCE:

Source of Revenue:		1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Other Government Agencies	(9680)	$ 361	$ 2,800	$ 3,200	$ 400
License Fee-Freeway Box	(9694)	3,599	0	6,000	6,000
Air Pollution Control District	(9783)	0	500	0	<500>
ISF (Public Works)	(9786)	15,802	22,610	24,000	1,390
Liquid Waste	(9788)	207	2,000	500	<1,500>
Special District	(9792)	6,584	1,200	800	<400>
County Library	(9793)	0	500	0	<500>
Rents and Concessions	(9210)	53,850	40,318	21,000	<19,318>
Communications Services	(9720)	1,810	0	0	0
Other Revenue, Prior Year	(9988)	7,523	0	0	0
Other, Sales	(9994)	412	0	0	0
CATV	(9784)	0	0	52,149	52,149
WA - Excess Cost	(9998)	<985>	0	0	0
	TOTAL	$ 89,163	$ 69,928	$ 107,649	$ 37,721

Explanation/Comments:

In 1988-89, revenues are projected to increase by $37,721 primarily due to the additional revenues from CATV. In 1987-88, revenues were overrealized by $19,235 due to the increase in commission rates from public pay telephones. However, in 1988-89, the anticipated revenues from public pay telephones will decrease due to the legislation which transferred 70% of these revenues to Welfare Inmate Trust Fund effective January 1, 1988.

FIXED ASSETS:

Item	Quantity	Total Cost
Multicoupler System	1	$10,000
Radio System - Fire Echo	1	30,000
Modems/DSU's	20	18,000
Oscilloscope	3	3,000
	25	$61,000

VEHICLES/COMMUNICATIONS EQUIPMENT:

None

PERFORMANCE INDICATORS

PROGRAM: COMMUNICATIONS SERVICES DEPARTMENT: Information Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: TELECOMMUNICATIONS SERVICES					
% of Resources	19%	19%	25%	18%	25%
Workload					
# of Telephone Service Requests & Orders	$ 1,559	$ 1,200	$ 4,158	$ 1,650	$ 2,000
# of Telephone Billings Processed	16,741	15,000	**	**	**
# of County Telephone Lines	9,500	9,500	**	**	**
# of SanConTel Telephone System Numbers*			11,684	11,956	12,484
# of Non-SanConTel Telephone Number*			2,113	1,368	2,428
Efficiency					
Telephone Service Requests & Orders per Direct Staff Year	585	300	756	300	363
Telephone Billings Processed per Direct Staff Year	3,500	3,750	**	3,750	**
Effectiveness					
Average Weekly Backlog on Telephone Service Requests and Orders	25	0	**	**	**
% Telephone Equipment Serviced	***	***	100%	100%	100%

* New Indicators
** Indicators were deleted
*** Data not available

11/14/88 COMM:lk

PERFORMANCE INDICATORS

PROGRAM: COMMUNICATIONS SERVICES DEPARTMENT: Information Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY B: MICROWAVE TRANSMISSION SYSTEMS					
% of Resources	25%	24%	30%	30%	25%
Workload					
# of Equipment Installed and Maintained:					
Radio Control Consoles	14	26	56	59	26
Base Stations	240	254	257	265	254
Voting Receivers	68	69	73	78	70
Microwave Radios	64	65	66	68	66
Microwave Multiplex Units	540	545	568	600	550
Receiver Voter Signal Quality Modules	160	165	170	190	165
Efficiency					
Average # of Workload Units per Direct Staff Year	72	75	79	84	75
Effectiveness					
% of Workload Units per Installed and Maintained*	100%	100%	100%	100%	100%

* Based on workload units as budgeted

11/14/88 COMM:lk

PERFORMANCE INDICATORS

PROGRAM: COMMUNICATIONS SERVICES DEPARTMENT: Information Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY C: MOBILE RADIO ELECTRONICS					
% of Resources	34%	36%	45%	38%	38%
Workload					
Units Installed:					
Mobile Radio*	1,523	1,602	1,602	1,602	1,602
Unit Maintained:					
Audio/Office Electronics	675	705	1,197	705	705
Mobile Radio*	2,632	2,283	2,693	2,283	2,283
Pager Receiver	1,283	1,350	1,350	1,350	1,350
Portable Transceiver	1,500	1,576	1,576	1,576	1,576
Sirens/PA System	1,000	1,000	1,010	1,000	1,000
Efficiency					
Average # of Units Maintained per Direct Staff Year	538	532	589	532	588
Effectiveness					
% of Workload Units Installed and Maintained**	100%	100%	100%	100%	100%

*Data Base only

**Based on workload units as budgeted

11/14/88 COMM:lk

STAFFING SCHEDULE

PROGRAM: COMMUNICATIONS SERVICES

DEPARTMENT: Information Services

Class	Title	STAFF-YEARS 1987-88 Budget Positions	STAFF-YEARS 1987-88 Budget SY	STAFF-YEARS 1988-89 Adopted Positions	STAFF-YEARS 1988-89 Adopted SY	SALARY AND BENEFITS COSTS 1987-88 Budget	SALARY AND BENEFITS COSTS 1988-89 Adopted
6145	Deputy Director, Communications	1	1.00	1	1.00	$ 55,191	$ 58,046
3679	Electronics Engineer	1	1.00	1	1.00	42,099	48,469
2414	Analyst IV	0	0.00	1	1.00	0	45,269
2302	Administrative Assistant III	1	1.00	1	1.00	37,367	39,106
2386	Telecommunications Manager	1	1.00	1	1.00	43,115	45,247
6153	Radio Communications Manager	0	0.00	1	1.00	0	42,221
6147	Communications Coordinator	1	1.00	0	0.00	34,864	0
6148	Communications Technician IV	2	2.00	2	2.00	70,258	77,136
3620	Assistant Electronics Engineer	1	1.00	1	1.00	36,039	32,92[illegible]
2376	Telephone Systems Specialist	4	4.00	4	4.00	118,373	124,699
2820	Telecommunications Data Specialist	1	1.00	0	0.00	27,589	0
6149	Communications Technician III	4	4.00	4	4.00	127,684	140,216
6150	Communications Technician II	20	20.00	20	20.00	528,717	640,481
6151	Communications Technician I	2	2.00	2	2.00	48,378	47,477
2809	Frequency Licensing Agent	1	1.00	1	1.00	22,164	22,009
2403	Accounting Technician	2	2.00	2	2.00	43,196	46,024
2757	Administrative Secretary II	1	1.00	1	1.00	21,761	22,550
3020	Computer Operator	1	1.00	1	1.00	18,609	21,288
2510	Senior Account Clerk	1	1.00	1	1.00	19,746	20,462
2730	Senior Clerk	1	1.00	1	1.00	19,746	18,565
2616	Senior Electronics Parts Storekeeper	1	1.00	1	1.00	19,583	20,486
2615	Electronics Parts Storekeeper	1	1.00	1	1.00	18,383	16,823
2815	Telephone Supervisor	2	2.00	2	2.00	34,961	37,328
2493	Intermediate Account Clerk	7	7.00	6	6.00	114,585	99,005
2700	Intermediate Clerk Typist	1	0.26	1	1.00	4,787	14,596
2810	Telephone Switchboard Operator	8	8.00	8	8.00	127,244	122,684
8812	Telecommunications Network Manager	1	0.26	1	1.00	12,824	41,985
8813	Distributed Network Coordinator	0	0.00	1	1.00	2,640	41,985
8814	Telecommunications Network Analyst II	2	0.52	2	2.00	18,225	64,970
8815	Telecommunications Network Analyst I	1	0.26	1	1.00	7,774	28,060
8816	Telephone Customer Representative II	2	0.52	2	2.00	13,112	48,474
8817	Video Manager	0	0.00	1	1.00	0	44,160
0896	Extra Help Professional	1	0.77	0	0.00	60,341	0
0902	Extra Help Professional	1	0.77	0	0.00	24,784	0
	Total	74	68.36	73	73.00	$1,774,139	$2,072,742

11/14/88 COMM:lk

STAFFING SCHEDULE

PROGRAM: COMMUNICATIONS SERVICES DEPARTMENT: Information Services

Class	Title	STAFF-YEARS 1987-88 Budget	STAFF-YEARS 1988-89 Adopted	SALARY AND BENEFITS COSTS 1987-88 Budget	SALARY AND BENEFITS COSTS 1988-89 Adopted
	Adjustments:				
	County Contributions and Benefits			$ 478,763	$ 506,351
	Salary Settlement Costs			84,197	0
	Special Payments:				
	Standby Overtime			24,855	24,855
	Premium Overtime			12,460	12,460
	Salary Adjustment			27,821	<15,784>
	Salary Savings			(63,340)	<90,658>
	Total Adjustments			$ 564,756	$ 437,224
PROGRAM TOTALS:		74 68.36	73 73.00	$2,338,895	$2,509,966

11/14/88 COMM:lk

PROGRAM: VIDEO SERVICES # 5970 MANAGER: Jon W. Fullinwider, Director

Department: Information Services # 5970 Ref: 1988-89 Proposed Budget Pg: D-254

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 XXX11 of the Administrative Code.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 79,715	$ 95,405	$ 115,460	$ 118,205	$ 120,217
Services & Supplies	107,169	111,400	112,197	134,800	140,800
Other Charges	0	0	22,137	262,659	203,412
Fixed Assets	0	423	0	0	220,441
Operating Transfers	55,277	163,633	211,272	302,417	979,371
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 242,161	$ 370,861	$ 461,066	$ 818,081	$ 1,664,741
FUNDING	$ (442,017)	$(564,061)	$(461,066)	$ (818,081)	$ (1,664,741)
NET COUNTY COSTS	$ (199,856)	$ (193,200)	$ 0	$ 0	$ 0
STAFF YEARS	2.45	2.07	3.00	3.00	3.00

PROGRAM DESCRIPTION:

This program is operative for the unincorporated area only. Its purpose is the specific protection of individual subscribers and would-be subscribers to cable television systems, the general protection of the public interest through the process of licensing and encouragement of such service where television signals cannot be received off the air. There has been a constant 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 Telecommunications program.

11/14/88 COMM:lk
PROGRAM: VIDEO SERVICES # 5970 MANAGER: Jon W. Fullinwider, Director

1987-88 ACTUALS:

Salaries and Benefits were $2,745 under budget due to the underfilling of the Administrative Assistant II position.

Services and Supplies were $22,603 under budget. The actual cost of televising the Board of Supervisors' hearing came in lower than anticipated.

"Other Charges" were $240,522 under budget. The expenditures of $22,137 were prior year commitment.

Operating Transfers were $88,855 over budget due to charges which should have been made to the Other Charges account.

1988-89 OBJECTIVES:

1. Resolve 100% of subscriber and non-subscriber complaints within one week of receiving the complaints.

2. Answer within two 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.

1988-89 ADOPTED BUDGET:SUB-PROGRAM ACTIVITIES:

Video Services (3.00 SY; E $1,646,741; R $1,646,741) including Cable Grant Award program, televising of the Board of Supervisor's sessions, and operating transfers in support of telecommunication needs of County departments. This activity is:

. Discretionary/Discretionary Service Level

. Offset 100% by revenue.

. Rebudgeting the Fixed Assets (Video Production Façility) approved by the Board of Supervisors on November 4, 1987, #26.

. Transferring $980,000 from the CATV Fund Balance and Interest account to the General Fund per the CAO'S direction.

. Able to provide services to 71,728 cable television systems subscribers in 1988-89.

11/14/88 COMM:lk

PROGRAM: VIDEO SERVICES # 5970 MANAGER: Jon W. Fullinwider, Director

REVENUE BY SOURCE:

Source of Revenue:	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
License Fees	$ 408,409	$ 555,588	$ 566,629	$ 158,220
Cable Television (CATV) Fund Balance	0	262,493	0	0
CATV Fund Balance	52,657	0	1,098,112	1,045,455
Total	$ 461,066	$ 818,081	$1,664,741	$1,203,675

Explanation/Comments:

In 1988-89, the funding of $1,093,112 is anticipated. In 1987-88, revenues of $408,409 were realized, and funding of $52,653 from CATV Fund Balance was used to support the program.

FIXED ASSETS:

Item	Quantity	Total Cost
Video Production Facility	1 Lot	$ 220,441

VEHICLES/COMMUNICATIONS EQUIPMENT:

None

11/14/88 COMM:lk

PERFORMANCE INDICATORS

PROGRAM: VIDEO SERVICES

DEPARTMENT: Information Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted
% of Resources					
100%					
Workload					
Regular Meetings Involving Hearings	15	22	9	20	20
Complaints from Subscribers	300	300	200	300	358
Requests for Information	700	700	600	700	600
Number of Subscribers	75,750	65,152	62,877	66,415	71,728
Legislative Proposals Reviewed	45	12	8	20	10
*License Applications and Rate Change Proposals Processed	10	8	0	0	0
Efficiency					
Number of Subscribers per Staff Year	37,875	24,461	20,959	22,138	23,910
Percent of Costs Recovered by Fees	100%	100%	100%	100%	100%
*Average Time to Process License Application	2.0 mos	1.5 mos	2.0 mos	2.0 mos	2.0 mos
Effectiveness					
Percent of Subscriber Complaints Resolved Within One Week After Receipt	95%	95%	99%	95%	95%
Percent of New Subscribers	5%	19%	8%	8%	8%
Percent of Complaints Per Subscriber	0.4%	0.5%	0.3%	0.5%	0.5%

11/14/88 COMM:lk

STAFFING SCHEDULE

PROGRAM: VIDEO SERVICES

DEPARTMENT: Information Services

Class	Title	STAFF-YEARS 1987-88 Budget Positions	SY	STAFF-YEARS 1988-89 Adopted Positions	SY	SALARY AND BENEFITS COSTS 1987-88 Budget	SALARY AND BENEFITS COSTS 1988-89 Adopted
2311	Cable Television Review Officer	1	1.00	1	1.00	$ 37,367	$ 38,169
2754	Board Secretary	1	1.00	1	1.00	20,026	21,128
2303	Administrative Assistant II	1	1.00	1	1.00	29,610	31,982
0472	Cable Television Review Comm.	7	0.00	7	0.00	6,600	6,600
	Total	10	3.00	10	3.00	$ 93,603	$ 97,879
	Adjustments:						
	County Contributions and Benefits					$ 26,777	$ 24,808
	Salary Adjustments					6	17
	Salary Savings					(2,181)	(2,453)
	Total Adjustments					$ 24,602	$ 22,338

INFORMATION SYSTEMS/EQUIPMENT

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Communication Equipment	$ 1,576,306	$ 2,652,829	$ 4,776,529	$ 4,094,135	$ 3,305,485	$ (788,650)	-19.26%
Telephone Utilities	6,263,084	6,581,271	5,929,479	5,149,480	5,014,518	(134,962)	-2.62%
Total Direct Cost	$ 7,839,390	$ 9,234,100	$10,706,008	$ 9,243,615	$ 8,320,003	$ (923,612)	-9.99%
Funding	(227,826)	(798,314)	(234,416)	(96,141)	(127,063)	(30,922)	32.16%
Net County Cost	$ 7,611,564	$ 8,435,786	$10,471,592	$ 9,147,474	$ 8,192,940	$ (954,534)	-10.43%
Staff Years	0.00	0.00	0.00	0.00	0.00	0.00	

11/14/88 lk

PROGRAM: COMMUNICATION EQUIPMENT # 86403 MANAGER: Jon W. Fullinwider, Director

Department: INFORMATION SERVICES # 0800 Ref: 1988-89 Proposed Budget - Pg. D-259

Authority: Administrative Code 398.5(g) states that the Department of Information Services shall be responsible for the development, acquisition, installation, operation and maintenance of radio, electronic and intercommunications systems Countywide.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Services & Supplies	$0	$0	$50	$70,000	$215,000
Equipt Lease Purchases	819,403	1,491,318	4,330,090	3,986,635	3,090,485
Fixed Assets	715,979	467,696	446,389	37,500	0
Municipal Court Systems	40,924	693,815	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$1,576,306	$2,652,829	$4,776,529	$4,094,135	$3,305,485
FUNDING (Communications)	(214,888)	(96,141)	(106,141)	(96,141)	(96,141)
(Criminal Justice)	0	(696,297)	0	0	0
NET COUNTY COSTS	$1,361,418	$1,860,391	$4,670,388	$3,997,994	$3,209,344
STAFF YEARS	0.00	0.00	0.00	0.00	0.00

PROGRAM DESCRIPTION:

This program consolidates the requests of all Countywide 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 Information 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 assistamce and review of purchase orders. Also shown in this budget (prior years), although not communications equipment, are costs of and automated accounting system and Automated Minor Offenders Records System (AMORS) for the Municipal Courts. Future costs for these systems will be shown in the Municipal Court EDP Services, Fiscal and Public Protection Services program budget.

11/14/88 lk

PROGRAM: COMMUNICATION EQUIPMENT # 86403 MANAGER: Jon W. Fullinwider, Director

1987-88 ACTUALS:

Services and Supplies were $69,950 under budget. The appropriations in this account were designated to pay for the business/personal property tax on the leased portion of the telephone system. The payment for the property tax did not transpire this year.

Fixed Assets were $409,889 over Budget due to the acquisition of new additional communications equipment requested by the client deaprtments which made appropriations transfers to offset these costs.

Expenditure for equipment lease/purchase were $343,455 over Budget. These costs were offset by appropriations transfers from the public services utilities budget.

Additional revenue of $10,000 were received from the Cable Television Special Trust Fund for computer equipment.

1988-89 OBJECTIVES:

1. Pay lease purchase obligations as they become due.

2. Acquire approved communications fixed assets equipment.

1988-89 ADOPTED BUDGET - SUBPROGRAM ACTIVITIES:

This program provides support for a combination of County departments that are both mandated and descretionary in nature.

Lease-Purchase Obligations:

Equipment	1988-89 Costs	Final Payment
Microwave Equipment	$224,097	FY 1991 - 92
Sheriff's UHF System	427,336	FY 1990 - 91
EMS Trauma Care System	96,141	FY 1988 - 89
SANCONTEL Telephone System	2,342,911 *	FY 1995 - 96
TOTAL	$3,090,485	

* An additional $215,000 has been budgeted in Services and Supplies to pay business/personal property tax on the leased portion on the telephone system.

11/14/88 lk
PROGRAM: COMMUNICATION EQUIPMENT # 86403 MANAGER: Jon W. Fullinwider, Director

REVENUE BY SOURCE:

	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budgeted
Other Govt Health Fees (9881)	$96,141	$96,141	$96,141	$0
Charges in CATV (9784)	10,000	0	0	0
	$106,141	$96,141	$96,141	$0

Explanation/Comments: The participating hospitals in the emergency trauma care system pay designation fees of $96,141 to offset the cost of lease purchasing trauma care communications equipment. In 1987-88, $10,000 was received from the Cable Television Special Trust Fund for computer equipment.

FIXED ASSETS:

None

11/14/88-9TELE-lk

PROGRAM: TELEPHONE UTILITIES # 82104 MANAGER: Jon W. Fullinwider, Director

Department: Information Services # 0800 Ref: 1988-89 Proposed Budget - Pg: D-263
Authority: Administrative Code 398.5 Section (g) delegates to the Department of Information Services the administration of telephone utilities.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Services and Supplies	$ 6,561,404	$ 6,882,662	$ 6,147,557	$ 5,444,729	$4,973,343
Other Charges	0	0	0	0	236,332
Fixed Assets	0	0	0	0	107,625
Less Reimbursements	(298,320)	(301,391)	(218,078)	(295,249)	(302,782)
TOTAL DIRECT COSTS	$ 6,263,084	$ 6,581,271	$ 5,929,479	$ 5,149,480	$ 5,014,518
FUNDING	$ (12,938)	$ (25,876)	$ 128,275	t$	$ (30,922)
NET COUNTY COSTS	$ 6,250,146	$ 6,555,395	$ 5,801,204	$ 5,149,480	$ 4,983,596
STAFF YEARS	00.00	00.00	00.00	00.00	00.00

PROGRAM DESCRIPTION:

The County telephone utilities costs are budgeted and paid by the Department of Information Services. Conservation efforts have achieved significant results. However, the telephone costs have continued to increase, primarily due to the relocation of County programs; acquisition of new facilities; and yearly increase in County staff by 5% (based on historical growth). In addition to further conservation efforts, the department will continue to develop the most cost effective means of implementing the County-owned telephone system.

11/14/88-9TELE-lk

PROGRAM: TELEPHONE UTILITIES # 82104 MANAGER: Jon W.Fullinwider, Director

1987-88 ACTUALS:

Services and Supplies were $702,828 over budget due to the delay in cutover and acceptance of the County-owned telephone network, SanConTel.

Reimbursements were underrealized by $77,171 due to the decrease in the telephone "adds, moves, and changes" activities from user departments providing reimbursements.

Unanticipated revenues of $128,275 were realized from the State 911 System and employee personal calls.

1988-89 OBJECTIVES:

Monitor and manage implementation of SanConTel network.

1988-89 CAO ADOPTED BUDGET - SUB-PROGRAM ACTIVITIES:

In 1988-89, the Countywide Telephone Utilities Program will continue to monitor telephone services provided to a combination of County departments that are both mandated and discretionary in nature.

Telephone Utilities (SY 0; E $5,014,518; R $30,922) provides for payments for telephone services from Pacific Bell, AT&T and vendor required by County departments and offices. This activity is:

- Discretionary/Discretionary Service Level
- Reflecting Other Charges of $236,332 for the lease-purchase payments of three major projects (MTDB, Vista Detention Facility, Rosecrans Facility)
- Creating Fixed Assets account for the purchase of cards, cabinets, modems, PC, call sequencers and related instruments.
- Including appropriations of $284,000 for the cable plant upgrade of seven SanConTel sites to enable installation of additional telephones and data terminals.

11/14/88-9TELE-lk

PROGRAM: TELEPHONE UTILITIES # 82104 MANAGER: Jon W. Fullinwider, Director

REVENUE BY SOURCE:

Source of Revenue:	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Reimbursements	$ 307,949	$ 307,949	$ 302,782	$ 7,533
Other - Miscellaneous (9995)	64,583	64,583	30,922	30,922
Total	$ 372,532	$ 372,532	$ 333,704	$ 38,455

Explanation/Comments: In 1988-89, reimbursements are projected to increase by $7,533 due to the increase in the "adds, moves, and changes" activities of the user departments providing reimbursements; and revenues of $38,455 are projected to be received for the State 911 System. In 1987-88, unanticipated revenues of $64,583 are projected to be received from the State 911 System ($49,596), and employee personal calls ($14,987).

FIXED ASSETS:

Item	Quantity	Total Cost
Cards, cabinets, modems, PC, call sequencers and related instruments	1 Lot	$107,625

11/14/88-9TELE-lk

PROGRAM: TELEPHONE UTILITIES # 82104 MANAGER: Jon W. Fullinwider, Director

PERFORMANCE INDICATORS

PROGRAM: COUNTYWIDE TELEPHONE UTILITIES DEPARTMENT: Information Services

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: TELEPHONE UTILITIES					
% of Resources					
100%					
Workload					
Telephone Service Cost	$6,561,404	$6,882,662	$6,147,557	$5,444,729	$5,317,300
Average Number of County Communication lines	9,500	9,500	*	*	*
**Number of County telephone instruments	***	10,300	11,128	10,300	11,794
Efficiency					
Average Cost per Communication line per month	$ 57.55	$ 60.37	$ *	$ *	$ *
**Average Cost per County telephone instrument per month	***	$ 55.68	$ 46.04	$ 44.05	$ 37.32
Effectiveness					
Percentage of Phone Budget	$ 6,561,404	$ 6,882,662	$ 6,147,557	$ 5,444,792	$ 5,317,300
To County-wide Salaries	$341,086,022	$422,685,246	$478,557,425	$497,747,355	$502,016,861
	1.90%	1.63%	1.28%	1.09%	1.06%

* Indicator being deleted
** New Indicator
*** Data not available

11/14/88 COMM:lk

PROGRAM: CABLE TELEVISION INTEREST FUND # 128515

128515

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 XXX11 of the Administrative Code.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Operating Transfers	0	0	0	0	$102,329
TOTAL DIRECT COSTS	0	$ 0	$ 0	$ 0	$102,329
FUNDING	$ 0	$ 0	$ 0	$ 0	$102,329
NET COUNTY COSTS	$ 0	$ 0	$ 0	$ 0	$102,329

PROGRAM DESCRIPTION:

The Cable Television Interest Revenue is derived from the Cable Television Fund Balance, which funds Video Services. The Video Services 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. There has been a constant 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 Telecommunications program.

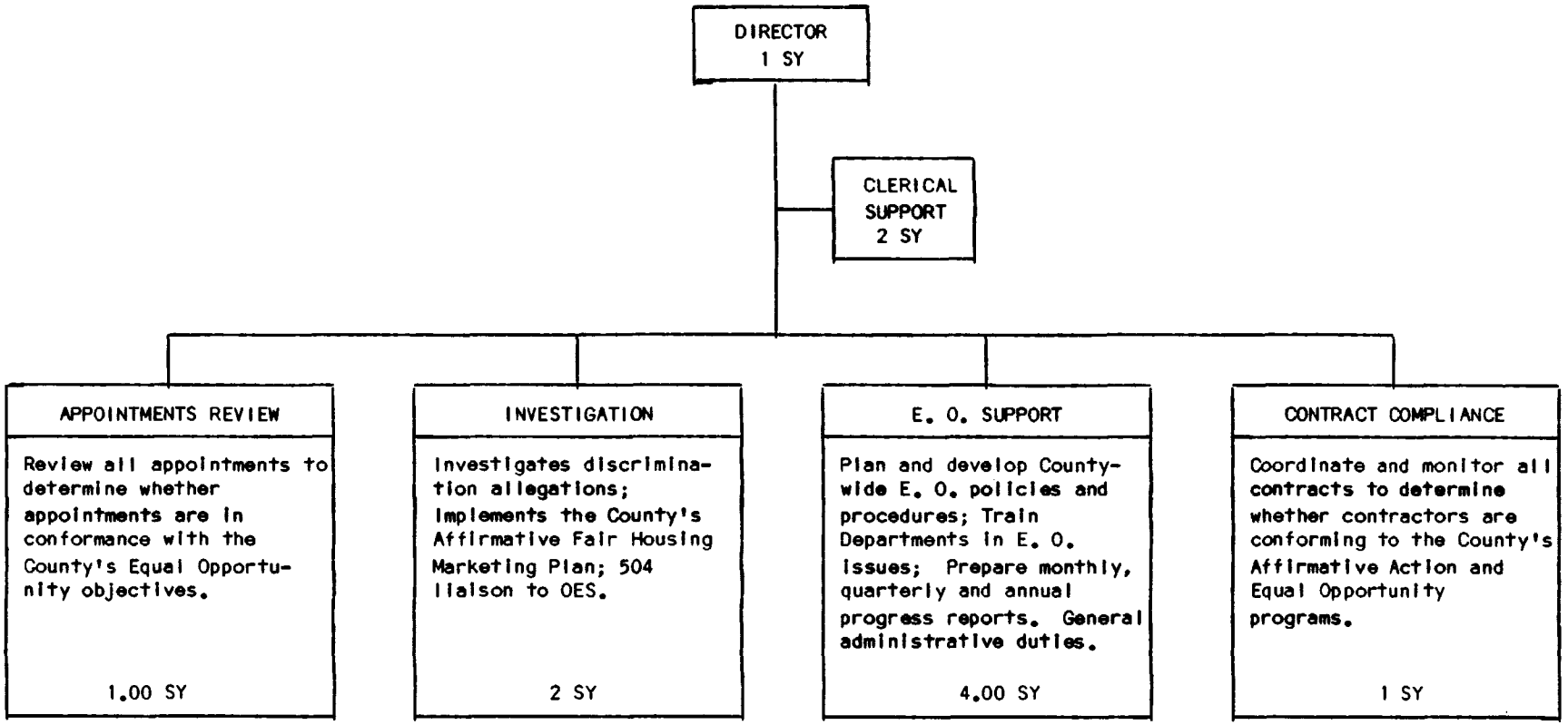
DISCUSSION:

The operating transfers were made to the General Fund.

EQUAL OPPORTUNITY MANAGEMENT OFFICE

	1985-86 Actual	1986-87 Actual	1987-88 Actual	*1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Equal Opportunity	$ 289,809	$ 326,786	$ 440,047	$ 442,636	$ 457,112	$ 14,476	3%
Total Direct Costs	$ 289,809	$ 326,786	$ 440,047	$ 442,636	$ 457,112	$ 14,476	3%
Less Funding	(40,843)	$ (42,464)	(43,191)	$ (55,757)	(58,739)	(2,982)	5%
Net County Cost	$ 248,966	$ 284,322	$ 396,856	386,879	$ 398,373	$ 11,494	3%
STAFF YEARS	7.12	8.00	11.00	11.00	11.00	0	0

* The 1987-88 Budget has been adjusted to include the Office of Contract Compliance budget: that Office was merged into EOMO in October of 1987.


DIRECTOR
1 SY
CLERICAL SUPPORT
2 SY
APPOINTMENTS REVIEW
Review all appointments to determine whether appointments are in conformance with the County's Equal Opportunity objectives.
1.00 SY
Review, Evaluation Concur/ Non-Concur, Monitor
INVESTIGATION
Investigates discrimination allegations; Implements the County's Affirmative Fair Housing Marketing Plan; 504 liaison to OES.
2 SY
E.E.O. Discrimination Complaint - Intake, Review, Investigation and Report
E. O. SUPPORT
Plan and develop County-wide E. O. policies and procedures; Train Departments in E. O. issues; Prepare monthly, quarterly and annual progress reports. General administrative duties.
4.00 SY
• Plan & Develop E.O. Policy
• Department AA Coordinator
• All EOMO Units
• Training
• Prepare E.O. Reports
• Respond to Referrals (Internal/External)
• General Administrative E.O. Duties
• Department AA Guidelines
CONTRACT COMPLIANCE
Coordinate and monitor all contracts to determine whether contractors are conforming to the County's Affirmative Action and Equal Opportunity programs.
1 SY
Monitor:
• A-81
• B-39
• B-51
• F-40
• Fair Housing
• Grant Review
• Purchasing Department

PROGRAM: EQUAL OPPORTUNITY MANAGEMENT # 81206 MANAGER: VICTOR A. NIETO

Department: EQUAL OPPORTUNITY OFFICE # 0210 Ref: 1988-89 Proposed Budget; Pg. D-217, Vol. II

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 276,006	$ 303,324	$ 408,239	$ 426,472	$ 440,948
Services & Supplies	13,803	23,462	31,808	16,164	16,164
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
TOTAL DIRECT COSTS	$ 289,809	$ 326,786	$ 440,047	$ 442,636	$ 457,112
FUNDING	(40,843)	(42,464)	(43,191)	(55,757)	$ (58,739)
NET COUNTY COSTS	$ 248,966	$ 284,322	$ 396,856	$ 386,879	$ 398,373
STAFF YEARS	7.12	8.00	11.00	11.00	11.00

PROGRAM DESCRIPTION:

Consent Decree statement and Federal legislation requires that affirmative action be taken to assure that minorities, handicapped persons and women receive equal opportunity in employment. Also, HUD regulations require that minorities be given an equal opportunity to rent or lease housing. Additionally, the Federal and State Government requires that construction projects financed by their Public Works Program provide for the use of Minority and Women Business Enterprises (MWBE) contractors. The County's MWBE and Affirmative Fair Housing Marketing programs address the needs of protected groups and are monitored to assure compliance by construction contractors, vendors, and housing sponsors/developers.

1987-88 ACTUALS:

Due to the merger of the Office of Contract Compliance with EOMO, there were salary savings until the positions were filled. Extensive use of temporary services was required to effectuate merger of the Office of Contract Compliance with EOMO. As a result, expenditures in services and supplies were greater.

1988-89 OBJECTIVES:

1. EOMO will process about 4,000 appointments, 1,500 disposition of examinations, 100 reclassification studies.
2. By continued training and timely intervention, EOMO expects to keep complaints filed with external agencies to less than 30 this fiscal year.
3. EOMO will continue to informally resolve complaints with fewer than 10 needing intensive 3 to 6 month investigation.

PROGRAM: EQUAL OPPORTUNITY MANAGEMENT # 81206 MANAGER: VICTOR A. NIETO

1988-89 OBJECTIVES: (Continued)

4. The Affirmative Action Plan is in its third year. It is anticipated that 85% of the goals set by Department Heads will be achieved.

5. EOMO expects to monitor the following number of contracts: Vendors 54,000, Construction Contractors 450, and perform onsite visits of Real Estate Sales offices.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES

1. Investigation (3.00 SY; E-$110,453; R-$18,339) includes statistical studies, special reports, legislative analyses, legal research and counseling and Affirmative Fair Housing Marketing Plan.

   - Mandated/Discretionary Service Level
   - Offset 13% by program revenue
   - Receiving no staffing increase
   - Committed to limit employment litigation to zero

2. Appointment Monitoring (2.00 SY; E-$39,839; R-$10,608) 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 16% by program revenue
   - Receiving no staffing increase
   - Able to process 4,000 appointment reviews

3. E.O. Support (4.00 SY; E-$266,220; R-$17,356). Plan and develop Countywide E.O. policies and procedures as it relates to Contract Compliance, Fair Housing Program, Section 504 and Personnel, as well as train departments in the aforementioned areas regarding procedures and policies; prepare monthly, quarterly and annual progress reports as required under the Consent Decree and related Board Policies. Program serves as support to other sub-programs. (Appointments review, investigations, contract compliance).

   - Mandated/Discretionary Service Level
   - Receiving no staffing increase.
   - Offset 20% by program revenue
   - Committed to meeting 85% of annual goal submitted by departments for Affirmative Action Plan.

4. Contract Compliance (2.00 SY; E-$40,600; R-$12,436) Coordinate and monitor all contracts tro determine whether contractors and vendors are conforming to the County's Minority & Women Budeiness Enterprise Programs.

PROGRAM REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Road Fund	$ 19,021	$ 19,021	$ 21,016	$ 1,995
APCD	3,288	3,288	3,198	(90)
Library	9,904	9,904	11,878	1,974
Other Funds	5,464	5,464	4,567	(897)
Community Development	18,080	18,080	18,080	0
TOTAL	$ 55,757	$ 55,757	$ 58,739	$ 2,982

Department and CAO concur on requested budget.

PERFORMANCE INDICATORS

Program: Equal Opportunity Management

Department: Equal Opportunity Management Office

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Investigations					
% of Resources	40%	39%	38%	38%	29%
Workload					
Investigations	245	240	260	260	300
Efficiency					
Cost/Investigation	$ 393	$ 511	$ 458	$ 458	$ 378
Effectiveness					
Caseload	82	80	87	87	100
Staff Years	3	3	3	3	3
ACTIVITY B: Monitoring					
% of Resources	60%	61%	62%	62%	62%
Workload					
Certifications reviewed	2,699	2,400	*	*	*
Appointments reviewed	3,694	2,500	4,500	2,900	4,000
Efficiency					
Process Cost:					
Certifications	$ 54	$ 83	$ *	$ *	$ *
Appointments	$ 39	$ 80	$ 43	$ 70	$ 46
Productivity					
Caseload/staff Year	4	4.75	5	5	6
Certifications	675	505	*	*	*
Appointments	924	526	900	580	800
Effectiveness					
Percent Increase in Minority Representation	+2.3%	+.7%	+.9%	+.9%	+.9%
Percent Increase in Female Representation	+ .5%	+.3%	+.5%	+.5%	+.6%
Percent of Underutilized Hired	27.7%	28.0%	30%	30%	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 and Consent Decree achievements.

PERFORMANCE INDICATORS

Program: Equal Opportunity Management

Department: Equal Opportunity Management Office

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY C: Contract Compliance					
% of Resources	**	**	9%	**	9%
Workload					
Monitor Cotnracts (Fiscal Certs)	**	**	450	**	***475
Efficiency					
Cost/Contract Compliance	**	**	$ 68	**	$ 64
Effectiveness					
Caseload	**	**	450	**	475
Staff Years	**	**	2	**	2

** EOMO did not merge with Office of Contract Compliance until October, 1987-88.

*** In addition, EOMO will monitor approximately 54,000 purchase orders and perform 92 Fair Housing field visits for EEO/MWBE compliance.

STAFFING SCHEDULE

Program: Equal Opportunity Management

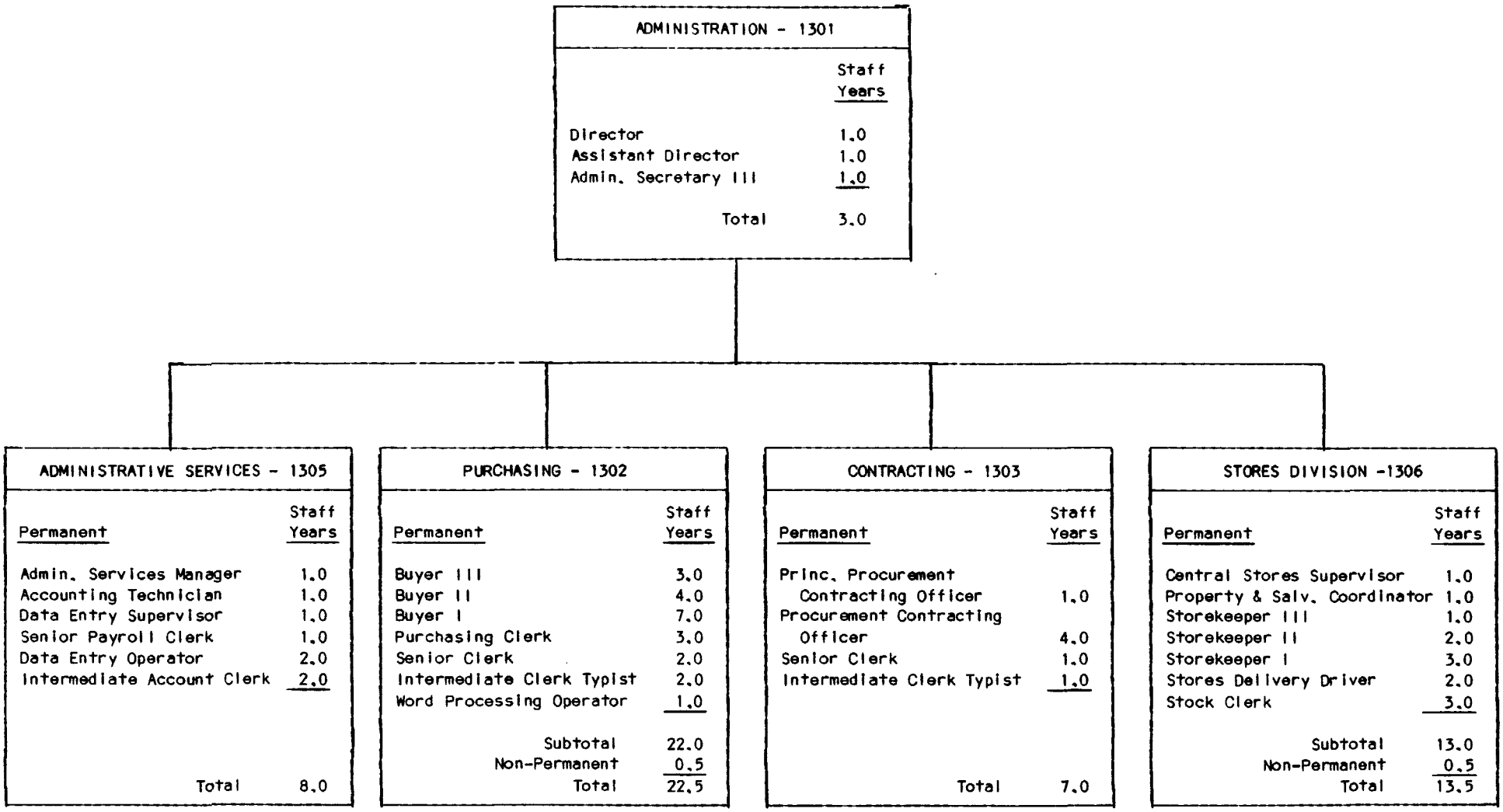
Department: Equal Opportunity Management

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2283	Director, Equal Opportunity Mgmt.	1	1.00	1	1.00	$ 53,171	$ 55,436
2419	Principal Equal Oportunity Off.	1	1.00	1	1.00	38,311	41,049
2401	Equal Opportunity Officer II	5	5.00	5	5.00	165,479	168,231
2402	Equal Opportunity Officer I	1	1.00	1	1.00	25,772	28,769
2758	Administrative Secretary III	1	1.00	1	1.00	23,243	26,056
2757	Administrative Secretary II	1	1.00	1	1.00	19,099	19,672
2700	Intermediate Clerk Typist	1	1.00	1	1.00	14,604	16,251
	TOTAL	11	11.00	11	11.00	$ 339,679	$ 355,464
Adjustments:							
	County Contributions and Benefits					$ 88,457	$ 91,567
	Salary Settlement Costs					19,412	0
	Salary Adjustments					(17,170)	(55)
	Special Payments						
	Employment Compensation Insurance					199	343
	Unemployment Insurance					326	344
	Salary Savings					(4,431)	(6,715)
Total Adjustments						$ 86,793	$ 85,484
PROGRAM TOTALS		11	11.00	11	11.00	$ 426,472	$ 440,948

PURCHASING AND CONTRACTING

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Purchasing and Contracting	$ 1,560,135	$ 1,594,735	$ 1,678,769	$ 1,683,662	$ 1,692,665	$ 85,353	5.3%
Total Direct Costs	$ 1,560,135	$ 1,594,735	$ 1,678,769	1,683,662	1,692,665	$ 85,353	5.3%
Funding	$ (364,513)	(324,682)	(369,991)	(346,633)	(343,720)	(2,913)	(0.8%)
Net County Costs	$ 1,195,622	$ 1,270,053	$ 1,308,778	$ 1,337,039	$ 1,348,945	$ 88,266	7.0%
Staff Years	54.00	54.00	54.00	54.00	54.00	0	0

DEPARTMENT OF PURCHASING AND CONTRACTING
(Headquarters Location: County Operations Center)



ADMINISTRATION - 1301

	Staff Years
Director	1.0
Assistant Director	1.0
Admin. Secretary III	1.0
Total	3.0

ADMINISTRATIVE SERVICES - 1305

Permanent	Staff Years
Admin. Services Manager	1.0
Accounting Technician	1.0
Data Entry Supervisor	1.0
Senior Payroll Clerk	1.0
Data Entry Operator	2.0
Intermediate Account Clerk	2.0
Total	8.0

PURCHASING - 1302

Permanent	Staff Years
Buyer III	3.0
Buyer II	4.0
Buyer I	7.0
Purchasing Clerk	3.0
Senior Clerk	2.0
Intermediate Clerk Typist	2.0
Word Processing Operator	1.0
Subtotal	22.0
Non-Permanent	0.5
Total	22.5

CONTRACTING - 1303

Permanent	Staff Years
Princ. Procurement Contracting Officer	1.0
Procurement Contracting Officer	4.0
Senior Clerk	1.0
Intermediate Clerk Typist	1.0
Total	7.0

STORES DIVISION -1306

Permanent	Staff Years
Central Stores Supervisor	1.0
Property & Salv. Coordinator	1.0
Storekeeper III	1.0
Storekeeper II	2.0
Storekeeper I	3.0
Stores Delivery Driver	2.0
Stock Clerk	3.0
Subtotal	13.0
Non-Permanent	0.5
Total	13.5

PROGRAM: PURCHASING AND CONTRACTING # 81301 MANAGER: James G. Tapp

Department: Purchasing and Contracting # 1300 Ref: 1988-89 Proposed Budget: Pg. D-270, Vol II

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, equipment, systems and services, stocking and issuance of commonly-used items, and the disposal of salvage materials and surplus property.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 1,453,347	$ 1,487,274	$ 1,578,184	$ 1,607,446	$ 1,623,749
Services & Supplies	87,695	86,723	83,479	68,916	68,916
Other Charges	1,696	6,035	2,709	6,400	0
Fixed Assets	17,397	14,703	14,397	900	0
Operating Transfers	0	0	0	0	0
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 1,560,135	$ 1,594,735	$ 1,678,769	$ 1,683,662	$ 1,692,665
FUNDING	(364,513)	(324,682)	(369,991)	$ (346,633)	(343,720)
NET COUNTY COSTS	$ 1,195,622	$ 1,270,053	$ 1,308,778	$ 1,337,039	$ 1,348,945
STAFF YEARS	54.00	54.00	54.00	54.00	54.00

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 equipment, materials and recyclable salvage materials. The program includes monitoring of specifications to ensure maximum use of competitive acquisition and overall responsibility for standardization of equipment acquired for various departments.

1987-88 BUDGET:

The 1987-88 estimated actuals include $76,350 in salary settelement costs, and a $15,272 transfer from Salaries and Benefits to Services and Supplies for temporary contract help. Prior year carryovers include $2,161 in Services and Supplies and $7,827 in Fixed Assets. Fixed Assets expenditures reflect a mid-year appropriation transfer of $8,198.

PROGRAM: PURCHASING AND CONTRACTING # 81301 MANAGER: James G. Tapp

1988-89 OBJECTIVES:

1. Train and convert (1) all County departments and offices with adequate mainframe terminal capability to on-line requisitioning for Central Stores items (PC01) and (2) 25% of all departments and offices to on-line requisitioning for direct purchasing (PC06) during FY 1988-89.

2. Due to a continually increasing workload (purchase orders up 50 percent over the last four years) with no increase in staff and a minimal increase in equipment, this Department's primary objective in FY 1988-89 will be to maintain an acceptable level of service.

1988-89 ADOPTED BUDGET: SUB-PROGRAM ACTIVITIES:

The activities of this program are summarized as follows:

1. Purchasing and Contracting (37.60 SY; $1,227,182) including support personnel, is:

   - Mandated/Mandated Service level.
   - Responsible for all purchases of material and supplies for the County as mandated by Section 25501 of the State Government Code; Section 400 through 424 of the County Administrative Code; Section 705 of the County Charter.
   - Purchasing over $70 million of goods and services annually.
   - Presently consummating over 40,000 purchase transactions each year.
   - Providing centralized contracting support for approximately $120 million in contracts annually.

2. Stores and Property Disposal (16.40 SY; $465,483) including support personnel, is:

   - Discretionary/Discretionary Service level.
   - Responsible for the receipt storage and issuance and delivery of $4.9 million in commonly used items and surplus food commodities required to support County departments and offices each year.
   - Responsible for surplus property management for the County of San Diego.
   - Responsible for redistribution and disposal of waste and recoverable commodities (i.e., scrap metal, rubber, etc.) for the County of San Diego.
   - Conducting quarterly cooperative auctions and miscellaneous competitive sales each year, generating approximately $950,000 in County revenue out of $1.8 million in revenue for 38 other participating municipalities and districts.

PROGRAM: PURCHASING AND CONTRACTING # 81301 MANAGER: James G. Tapp

REVENUE BY SOURCE

Most of the revenue other than the $42,000 from surplus sales, is derived from A-87 charges to non-general fund departments for services provided. Participants in cooperative auctions are charged a two-percent (2%) surcharge for vehicles and twelve percent (12%) for miscellaneous items 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.

	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Purchasing fees from other gov. agencies	$ 6,315	$ 6,000	$ 6,000	$ 0
Cost allocated to Road Fund	111,484	111,484	99,567	(11,917)
Cost allocated to Air Pollution Control District	47,213	47,213	48,945	1,732
Cost allocated to Internal Service Fund	46,572	46,572	41,944	(4,628)
Cost allocated to Airport Enterprise Fund	13,411	13,411	10,787	(2,624)
Cost allocated to Liquid Waste Fund	39,809	39,809	42,380	2,571
Cost allocated to Solid Waste Fund	10,347	10,347	8,986	(1,361)
Cost allocated to Library Fund	20,797	20,797	28,111	7,314
Recovered Expenses (Auction Sales)	17,182	15,000	15,000	0
Sale of surplus/scrap material - nontaxable	47,658	35,000	40,000	5,000
Sale or surplus/scrap material - taxable	9,203	1,000	2,000	1,000
TOTAL	$ 369,991	$ 346,633	$343,720	$ (2,913)
Allocated Revenue	894,746			
Total Revenue	$1,264,737			

In addition to the above revenue, all sales revenues from surplus County vehicles and related equipment are deposited to the Road Fund (Public Works), the Vehicle Replacement Fund (General Services) or other special fund. This totaled $469,761 in 1986-87 and $894,746 in 1987-88.

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. It should be noted that the cost allocation revenue (based on operating costs of the Department) is approximately 16.6 percent (16.6%) of total direct cost. Therefore, any expenses such as fixed assets, etc., can be considered as having a 16.6 percent revenue offset.

PERFORMANCE INDICATORS

Program: Purchasing and Contracting

Department: Purchasing and Contracting

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Purchasing					
% of Resources					
51.2%					
Workload					
Purchasing Order Line Items	32,011	37,120	39,697	35,649	42,150
Purchase Orders (PO)(#)	18,240	20,156	22,841	19,322	20,210
Purchase Orders (PO)($)	50,517,919	42,260,567	49,402,217	44,500,000	44,750,000
Sub-Order Line Items	33,075	29,747	31,949	32,392	32,800
ACTIVITY B: Contracting					
% of Resources					
21.7%					
Workload					
P.O. Contracts (#)	1,829	1,005	1,257	1,050	1,250
P.O. Contracts ($ Mil)	17,592,193	20,371,761	24,079,549	19,027,000	25,120,000
Other Contracts (#)	430	185	292	231	238
Other Contracts ($)	58,037,428	97,000,000	89,391,951	121,000,000	125,000,000

PERFORMANCE INDICATORS

Program: Purchasing and Contracting

Department: Purchasing and Contracting

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY C: Central Stores					
% of Resources					
23.4%					
Workload					
Line Items Issued (#)	71,362	70,695	88,417	74,573	96,326
Value of Issues (Dollars)	3,994,004	4,228,485	5,073,228	4,509,490	5,394,876
Donated Commodities (Food) (ASSUMED RESPONSIBILITY- 8/28/85)					
Line Items Issued (#)	2,805	3,664	3,714	3,376	4,204
NO 1984/85 FY ACTIVITY					
Participation Costs ($)*	57,671	72,499	68,074	67,258	75,440

* The Participation Cost is $2.50 per case for shipping payable to the State of California. There is no charge to the County for the items in the program. Examples of commodities obtained under this program by County Food Service facilities include: butter, cheese, dry milk, vegetable oil, beef with gravy, ground beef, frozen potatoes, flours, rice, etc.

ACTIVITY D: Property Disposal					
% of Resources					
3.7%					
Workload					
Receipts					
Total Items Received (#)	15,392	26,532	23,551	20,997	24,640
Transfers					
Total Items Transferred (#)	2,434	2,416	4,451	3,029	5,089
Sales					
Lots Sold-County (#)	1,697	3,118	1,913	2,922	2,240
Lots Sold-Other Agencies (#)	1,433	2,199	1,609	2,427	1,517
Gross Sales (Dollars)					
County ($)	476,854	580,921	951,607	615,383	796,917
Other Agencies ($)	754,403	1,168,210	866,913	1,158,636	871,091

STAFFING SCHEDULE

Program: Purchasing and Contracting

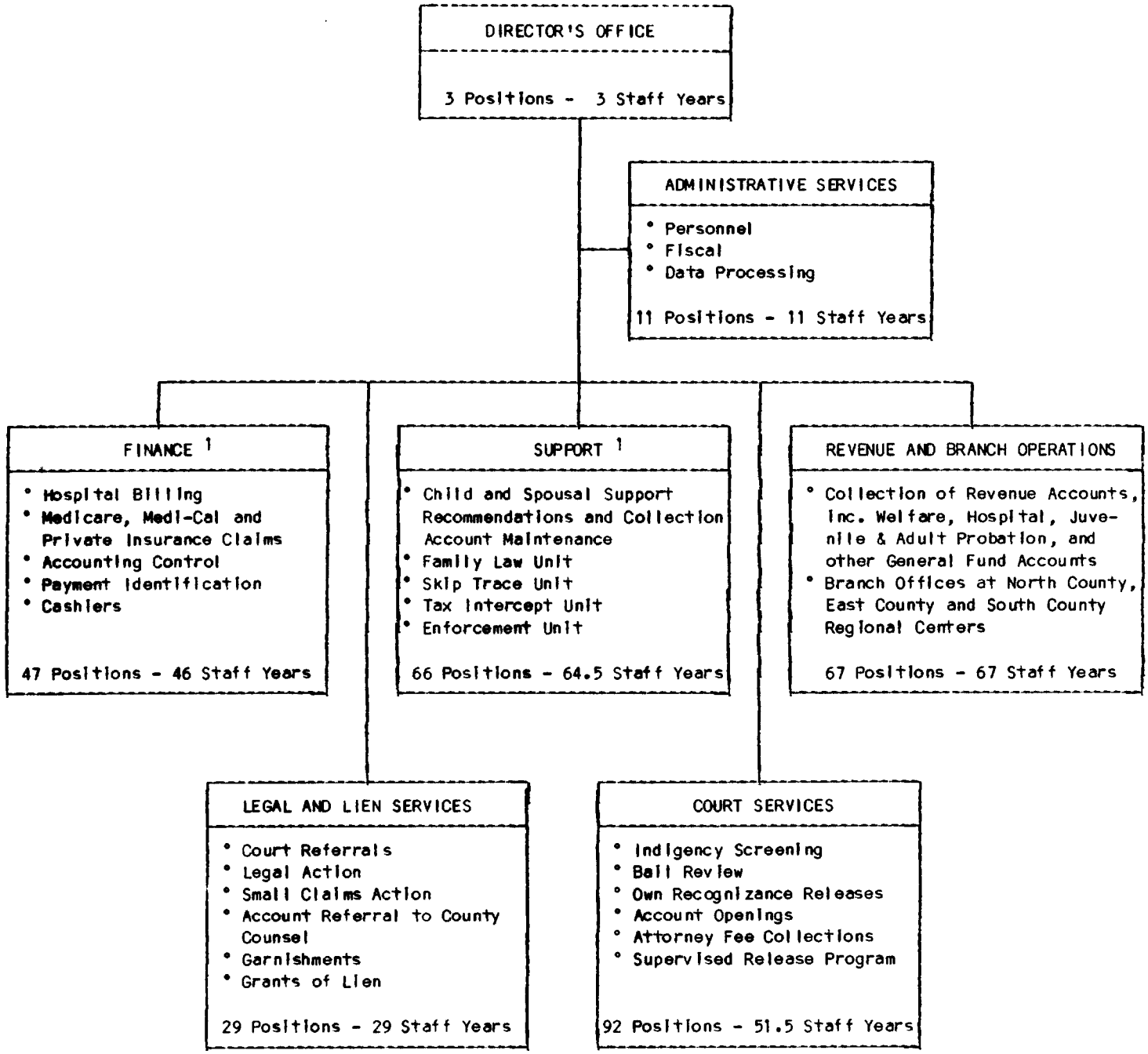
Department: Purchasing and Contracting

Class	Title	STAFF YEARS 1987-88 Budget Positions	S.Y.	1988-89 Adopted Positions	S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2160	Director, Purchasing & Contracting	1	1.00	1	1.00	$ 57,374	$ 65,023
2263	Assistant Director, Purchasing & Contracting	1	1.00	1	1.00	49,145	51,236
2621	Principal Procurement Contracting Officer	1	1.00	1	1.00	38,716	42,053
2368	Administrative Services Manager I	0	0.00	1	1.00	0	41,054
2622	Procurement Contracting Officer	4	4.00	4	4.00	125,806	138,971
2303	Administrative Assistant II	1	1.00	0	0.00	33,870	0
2640	Buyer III	3	3.00	3	3.00	84,285	88,326
2654	Central Stores Supervisor	1	1.00	1	1.00	27,224	28,212
2610	Buyer II	4	4.00	4	4.00	100,936	106,904
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
2655	Storekeeper III	0	0.00	1	1.00	20,260	24,843
2601	Buyer I	6	6.00	7	7.00	149,940	165,289
2403	Accounting Technician	1	1.00	1	1.00	21,718	23,012
2620	Property & Salvage Coordinator	1	1.00	1	1.00	18,933	21,751
7515	Stores Delivery Driver	2	2.00	2	2.00	34,532	40,597
2658	Storekeeper II	2	2.00	2	2.00	36,214	40,794
2511	Senior Payroll Clerk	1	1.00	1	1.00	18,094	20,350
2611	Purchasing Clerk	4	4.00	3	3.00	60,003	59,058
3035	Data Entry Supervisor	1	1.00	1	1.00	19,936	20,856
2730	Senior Clerk	3	3.00	3	3.00	53,659	58,373
3009	Word Processing Operator	1	1.00	1	1.00	20,364	20,295
2660	Storekeeper I	3	3.00	2	2.00	37,605	53,674
2493	Intermediate Account Clerk	2	2.00	2	2.00	31,884	33,524
3030	Data Entry Operator	2	2.00	2	2.00	33,156	34,660
2700	Intermediate Clerk Typist	3	3.00	3	3.00	47,342	49,757
2650	Stock Clerk	4	4.00	4	4.00	63,745	51,390
9999	Temporary Extra Help	1	1.00	1	1.00	3,000	3,000
	Total	54	54.00	54	54.00	$1,212,386	$ 1,309,062
	Adjustments:						
	County Contributions and Benefits					$ 349,091	$ 340,100
	Salary Settlement Costs					76,350	0
	Special Payments:						
	Overtime					0	15,000
	(For auction, 100 percent offset by revenue)						
	Salary Adjustments					5,756	(2,194)
	Salary Savings					(36,137)	(38,219)
	Total Adjustments					$ 395,060	$ 314,687
PROGRAM TOTALS		54	54.00	54	54.00	$1,607,446	$ 1,623,749

REVENUE AND RECOVERY

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1986-87 Budget	% Change
Collection of Accounts Receivable	$ 6,125,640	$ 6,609,201	$ 7,366,897	$ 7,479,103	$ 7,534,994	$ 55,891	1%
Total Direct Costs	$ 6,125,640	$ 6,609,201	$ 7,366,897	$ 7,479,103	$ 7,534,994	$ 55,891	1%
Funding	(145,177)	$ (182,724)	(171,997)	(157,791)	(185,506)	(27,715)	18%
Net County Costs	$ 5,980,463	$ 6,426,477	$ 7,194,900	$ 7,321,312	$ 7,349,488	$ 28,176	0%
Staff Years	241.26	253.55	263.08	275.50	272.00	(3.5)	-1%

DEPARTMENT OF REVENUE AND RECOVERY



NOTES ON PROPOSED STAFFING CHANGE

1 Staff deleted in rollover budget to compensate for last fiscal year's 1% budget reduction taken as salary savings: Finance, 1.0 SY Cashier; Support, 1.5 SY Intermediate Clerk Typist; Court Services, 1.0 SY Intermediate Clerk Typist.

PROGRAM: Collection of Accounts Receivable # 81701 MANAGER: M. R. Pion

Department: Revenue and Recovery # 2600 Ref: 1988-89 Proposed Budget - Pg: D298, Vol. II

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).

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
Salaries & Benefits	$ 5,966,830	$ 6,378,523	$ 7,177,783	$ 7,268,153	$ 7,304,008
Services & Supplies	149,558	191,038	168,188	184,950	184,950
Other Charges	0	12,671	20,062	26,000	38,536
Fixed Assets	9,252	26,969	864	0	7,500
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 6,125,640	$ 6,609,201	$ 7,366,897	$ 7,479,103	$ 7,534,994
Funding	$ (145,177)	$ (182,724)	$ (171,997)	$ (157,791)	$ (185,506)
NET COUNTY COSTS	$ 5,980,463	$ 6,426,477	$ 7,194,900	$ 7,321,312	$ 7,349,488
STAFF YEARS	241.26	253.55	263.08	275.50	272.00

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 six 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 and during peak booking hours at the Vista Detention Facility to provide information to the court for determination of own recognizance releases. This activity also provides supervised release for certain inmates who do not ordinarily qualify for own recognizance release and 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: Collection of Accounts Receivable # 81701 MANAGER: M. R. Pion

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.

1987-88 ACTUALS:

Total Direct Costs were $112,206 under budget (1.5% savings) as a result of holding vacancies in order to meet and exceed budgeted salary savings, of a less than anticipated charge by the State for the tax intercept program, and of leasing new equipment later in the fiscal year than expected. Funding exceeded the budgeted amount by $14,000 in over-realized revenue. Staff years were 12.4 under budget as a result of holding vacancies to meet salary savings targets. The department exceeded its collection goal by $8 million at less than the unit cost projected and performance indicators for Central Intake Program and Indigency Screening were met or exceeded.

1988-89 OBJECTIVES:

1. To collect a total of $67,500,000 at a cost of no more than 10.5 cents per dollar collected.
2. To reduce jail population by 126 inmates daily as a result of Central Intake activities and 100 inmates daily as a result of Supervised Release activities.
3. To provide 31,000 financial reviews of individuals that request court-appointed attorneys.

1988-89 ADOPTED BUDGET-SUB-PROGRAM ACTIVITIES:

Changes in this program from the FY 1987-88 Budget include deletion of 3.5 Staff Years to meet the rollover budget allocation. With anticipated increases in accounts, this will result in increased workload for remaining employees and reduce potential collections.

Activity A - Collection of Accounts Receivable (230.50 SY; E-$6,517,448; R-$185,506)

- State and Federal law mandate the Child Support Program and the Welfare Fraud Collections and Recovery Program to "adequate" levels. State law mandates the Community Mental Health Collections program as a condition of Short-Doyle funding. Fines, restitution and probation accounts are collected pursuant to court orders. Collection of General Fund revenues is discretionary.
- Reflects mid-year 1987-88 reclassifications of four Division Chiefs, Revenue and Recovery, and one Principal Accountant from the classified service to five Division Chiefs, Revenue and Recovery, in the unclassified service; one Analyst II to Departmental Personnel Officer II; and one Legal Stenographer position to Personnel Aid.
- Reduces staffing by 1.0 SY Cashier in the Finance Division, 1.0 SY Intermediate Clerk Typist in the Court Services Division, and 1.5 SY Intermediate Clerk Typist in the Support Division.
- Offset 2.8% by program revenue.

Activity B - Court Services (Central Intake Program) (35.00 SY; E-$908,327; R-$0)

- Discretionary/Discretionary Service Level.
- Responds to court order to reduce jail overcrowding.

PROGRAM: Collection of Accounts Receivable # 81701 MANAGER: M. R. Plon

1988-89 ADOPTED BUDGET-SUB-PROGRAM ACTIVITIES:

Activity C - Indigency Screening (6.50 SY; E-109,219; R-$0)

- Discretionary/Discretionary Service Level.
- Staffed and budgeted at same level as last fiscal year.

PROGRAM REVENUE BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget
Solid Waste Collection Fees	$ 57,791	$ 57,791	$ 70,506	$ 12,715
Child Support Collection and Return Check Fees	60,818	45,000	50,000	5,000
Adult Probation Restitution Administrative Fee	53,388	55,000	65,000	10,000
	$ 171,997	$ 157,791	$185,506	$ 27,715

Explanation/Comments:

For FY 88-89, the A-87 allocation for Solid Waste Collection Fees will increase somewhat. No match is required.

County Cost Detail:

The department's funding sources are Charges and Fees. No match is required.

FIXED ASSETS:

Item	Quantity	Cost	Revenue
Microcomputer	1	$ 7,500	0

Replaces the department's obsolete word processor.

PERFORMANCE INDICATORS

Program: Collection of Accounts Receivable — Department: Revenue and Recovery

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
ACTIVITY A: Collection of Accounts Receivable					
% of Resources 86.5%					
Workload					
County Receivable (Dollars)	$ 87,980,392	$102,224,520	$123,897,000	$109,100,000	$130,000,000
IV-D Receivable (Dollars)	$ 69,102,730	$ 71,112,794	$ 83,737,000	$ 72,200,000	96,000,000
Ending Accounts (Number)	159,361	179,746	199,357	194,000	220,000
Efficiency					
Unit Cost (Direct Costs/Collections)	$0.105	$0.100	$0.100	$0.105	$0.105
Effectiveness					
Collections	$ 55,633,794	$ 61,927,512	$ 68,157,101	$ 60,200,000	$ 67,500,000
ACTIVITY B: Court Services - Central Intake					
% of Resources 12.1%					
Workload					
Supervised Release Caseload	66	71	117	104	104
Bail Reviews	4,087	5,619	5,406	5,550	5,550
Offenders Interviewed and Screened	33,629	56,180 (1)	38,731	33,800	33,800
Efficiency					
Supervised Releases/Officer - Staff Year	33	35	23	21	21
Bail Reviews, Screenings, Interviews/Staff Year	2,043	2,631	2,979	3,200	3,200
Effectiveness					
Daily Inmate Reduction (Supervised Release)	40	47	117	100	100
Daily Inmate Reduction (Central Intake)	88	79	132	126	126
ACTIVITY C: Indigency Screening					
% of Resources 1.4%					
Workload					
Indigency Financial Interviews	23,455	27,883	32,493	23,200	31,000
Efficiency					
Interviews/Staff Year	3,394	3,400	3,822	3,362	3,780
Effectiveness					
Requests Screened Out	4,800	4,750	5,049	5,500	5,000

NOTES: Activity B workload indicators for FY 88-89 do not consider impact of Vista Jail temporary closure for remodel due to operational uncertainties.

(1) Extraordinary increase due to CIP temporarily operating Sheriff's Misdemeanor Release Program through March 7, 1988.

STAFFING SCHEDULE

Program: Collection of Accounts Receivable

Department: Revenue and Recovery

Class	Title	STAFF YEARS 1987-88 Budget Pos.	1987-88 Budget S.Y.	1988-89 Adopted Pos.	1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
2144	Director, Revenue and Recovery	1	1.00	1	1.00	$ 61,136	$ 70,470
2226	Assistant Director, Rev. & Recov.	1	1.00	1	1.00	53,171	56,898
2497	Principal Accountant	1	1.00	0	0.00	41,197	0
2369	Administrative Services Manager II	1	1.00	1	1.00	41,195	46,354
0900	Division Chief, Rev. & Recovery	4	4.00	5	5.00	153,200	204,356
2505	Senior Accountant	1	1.00	1	1.00	36,795	38,901
2469	Departmental EDP Coordinator	1	1.00	1	1.00	34,678	38,795
5066	Pretrial Services Manager	1	1.00	1	1.00	33,884	38,169
2328	Departmental Personnel Officer II	0	0.00	1	1.00	0	35,433
5717	Senior Field Investigator	1	1.00	1	1.00	34,114	35,351
2412	Analyst II	1	1.00	0	0.00	33,870	0
5068	Supervising Det. Rev. Officer	4	4.00	4	4.00	133,828	137,322
2475	Section Chief, Rev. & Recovery	10	10.00	10	10.00	330,092	336,326
5719	Field Investigator	4	4.00	4	4.00	123,012	127,464
5067	Detention Review Officer	9	9.00	9	9.00	275,211	285,774
2477	Revenue and Recovery Off. III	24	24.00	24	24.00	601,721	626,591
2758	Administrative Secretary III	1	1.00	1	1.00	24,645	26,056
2745	Supervising Clerk	1	1.00	1	1.00	22,929	23,763
2906	Legal Procedures Clerk III	3	3.00	3	3.00	68,787	71,289
2479	Revenue and Recovery Off. II	41	41.00	41	41.00	896,112	946,328
2905	Legal Stenographer	2	2.00	1	1.00	37,830	22,635
2511	Senior Payroll Clerk	1	1.00	1	1.00	20,693	21,426
2320	Personnel Aide	0	0.00	1	1.00	0	21,233
2513	Senior Cashier	1	1.00	1	1.00	20,301	21,025
2510	Senior Account Clerk	7	7.00	7	7.00	134,524	141,973
2478	Revenue and Recovery Officer I	15	15.00	15	15.00	289,550	301,304
2907	Legal Procedures Clerk II	3	3.00	3	3.00	55,091	59,725
2660	Storekeeper I	1	1.00	1	1.00	18,840	19,524
3009	Word Processing Operator	1	1.00	1	1.00	17,479	19,267
2430	Cashier	7	7.00	7	6.00	127,420	113,903
2903	Legal Procedures Clerk I	1	1.00	1	1.00	16,456	17,929
2483	Rev. & Recov. Officer Trainee	17	17.00	17	17.00	276,659	302,460
2493	Intermediate Account Clerk	27	27.00	27	27.00	448,705	472,222
3039	Mail Clerk Driver	1	1.00	1	1.00	16,720	16,768
2700	Intermediate Clerk Typist	58	58.00	58	55.50	869,110	897,414
2709	Departmental Clerk	3	3.00	3	3.00	40,702	41,126
9999	Extra Help	60	20.50	60	20.50	275,000	288,750
	Total	315	275.50	315	272.00	$ 5,664,657	$ 5,924,324

STAFFING SCHEDULE

Program: Collection of Accounts Receivable — Department: Revenue and Recovery

Class	Title	STAFF YEARS 1987-88 Budget Pos.	1987-88 Budget S.Y.	1988-89 Adopted Pos.	1988-89 Adopted S.Y.	SALARY AND BENEFIT COSTS 1987-88 Budget	1988-89 Adopted
	Adjustments:						
	County Contributions and Benefits					$ 1,606,640	$ 1,575,536
	Employee Compensation Insurance					15,357	21,955
	Unemployment Expense					7,552	7,875
	Salary Settlement Costs					246,098	0
	Special Payments:						
	Regular Overtime					4,450	4,450
	Callback Overtime					50	50
	Bilingual					5,400	5,400
	Salary Adjustments					3,612	(12,789)
	Salary Savings					(285,663)	(222,793)
	Total Adjustments					$ 1,603,496	$ 1,379,684
PROGRAM TOTALS:		315	275.50	315	272.00	$7,268,153	$ 7,304,008

MISCELLANEOUS

PROGRAM: Contingency Reserve # 1850 MANAGER: Manuel A. Lopez

Department: Contingency Reserve # 80000 Ref: 1988-89 Proposed Budget - Pg. E-1, Vol. II

	1985-86 Actual	1986-87 Actual	1987-88 Budget	1988-89 Adopted
COSTS				
Contingency Reserve	$	$	$ 11,279,225*	$ 14,611,571
TOTAL DIRECT COSTS	$	$	$ 11,279,225*	$ 14,611,571
FUNDING	$	$	$ 0	0
NET COUNTY COSTS	$	$	$ 11,279,225*	$ 14,611,571

PROGRAM DESCRIPTION:

The Contingency Reserve is a source of funding for negotiated employee salary and benefit increases and 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.

* The Adopted Reserve for 1987-88 was $22,904,796, however $11,625,571 of this amount was spread to departmental/Court budget units to provide for the costs of negotiated salary and benefit increases.

PROGRAM: Cash Borrowing* # 86000 MANAGER: Rod Calvao

Department: General Revenues # 1080 Ref: 1988-89 Proposed Budget - Pg. E2, Vol. II

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Services & Supplies	$ 996	$ 775	$ 0	$ 5,000	$ 5,000
Contribution for Self-Insurance	0	0	0	0	2,500,000
Other Charges	$ 9,704,948	$ 8,926,950	$ 6,545,674	$ 7,495,000	$ 9,495,000
TOTAL DIRECT COSTS	$ 9,705,444	$ 8,927,725	$ 6,545,674	$ 7,500,000	$ 12,000,000
FUNDING	$ 0	$ 0	$ 0	0	$ 0
Cancellation of Reserve	0	0	0	0	(2,500,000)
NET COUNTY COSTS	$ 9,705,444	$ 8,927,725	$ 6,545,674	$ 7,500,000	$ 9,500,000

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.

The actual borrowing cost for 1987-88 is approximately $1.0 million less than budgeted due to the following factors: a) the actual cost of borrowing was lower than budgeted and b) the County borrowed $10 million less than budgeted.

* Formerly titled "Debt Service"

PROGRAM: Reserves/Designations # N/A MANAGER: Rod Calvao

Department: Reserves/Designations # 1090 Ref: 1988-89 Proposed Budget - Pg: E-3, Vol. II

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.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Public Liability Reserve	$ 2,000,000	$ 0	$ 0	$ 0	$ 0
Mission Trails Park	60,000	60,000	67,416	67,416	0
Planning and Land Use	739,090	372,771	636,589	0	0
Kettner Boulevard	73,098	80,000	72,584	72,584	0
Assessor	0	0	814	53,314	0
Family Support	128,147	483,825	0	0	0
TOTAL DIRECT COSTS	$ 3,000,245	$ 140,000	$ 777,403	$ 193,314	$ 0
FUNDING	$(2,000,000)	$ 0	0	$ 0	$ 0
NET COUNTY COSTS	$ 1,000,245	$ 140,000	$ 777,403	$ 193,314	$ 0
STAFF YEARS	0.00	0.00	0.00	0.00	0.00

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.

1987-88 ESTIMATED ACTUALS:

During the year, $636,589 was added to the Planning and Land Use designation accounts based on the amount of overrealized 1986-87 fund balance.

PROGRAM: Reserves/Designations # 81802 MANAGER: Rod Calvao

1987-88 BUDGET (Continued)

Account balances as of the end of fiscal year 1987-88 are expected to be as follows:

Public Liability Reserve	$ 2,000,000
Mission Trails Park	264,416
Planning and Land Use	1,744,360
Kettner Boulevard	72,584
Family Support	0
Assessor	814

1988-89 CAO PROPOSED BUDGET

There are no reserves and revenue designations buggeted for FY 1988-89.

PROGRAM: EDGEMOOR DEVELOPMENT FUND # 5480 MANAGER: Rich Robinson

DEPARTMENT: Chief Administrative Officer # 5650 Ref: 1988-89 Proposed Budget - Pg. E-5

AUTHORITY: Board Policy F-38.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Services & Supplies	0	0	0	0	0
Other Charges	0	0	0	0	0
Operating Transfers	45,395	148,020	65,000	104,893	77,650
Less Reimbursements	0	0	0	0	0
TOTAL DIRECT COSTS	$ 45,395	$ 148,020	$ 65,000	$ 104,893	$ 77,650
FUNDING: Revenue	$ (376,903)	$ (81,189)	$ (57,000)	$ (57,000)	$ (57,000)
Fund Balance	331,508	(66,831)	(8,000)	(47,893)	(20,650)
NET COUNTY COSTS	$ 0	$ 0	$ 0	$ 0	$ 0
STAFF YEARS	0.00	0.00	0.00	0.00	0.00

PROGRAM DESCRIPTION:

The Edgemoor Development Fund was established as a fund for the economic development of the County's Edgemoor property. In order to utilize those funds an appropriation is required. There is no net County cost involved in this program.

1988-89 ADOPTED BUDGET: FY 1987-88 fund balance and FY 1988-89 revenue in the Edgemoor Development Fund will offset expenditures for anticipated staff work on the Edgemoor Development Project which is expected to accelerate in FY 1988-89.

PROGRAM: Federal Revenue Sharing Fund # 00001 MANAGER: Manuel A. Lopez

Department: Chief Administrative Officer # 0230 Ref: 1988-89 Proposed Program Budget - Pg. E6, Vol II

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ 0	$ 0	$ 0	$ 0	$ 0
Services & Supplies	0	0	0	0	0
Operating Transfer	3,000,000	2,000,000	0	0	0
TOTAL DIRECT COSTS	$ 3,000,000	$ 2,000,000	$ 0	$ 0	$ 0
FUNDING	$ (3,000,000)	$ (2,000,000)	$ 0	$ 0	$ 0
NET COUNTY COSTS	$ 0	$ 0	$ 0	$ 0	$ 0

PROGRAM DESCRIPTION:

Congress created the Revenue Sharing Program with the passage of the State and Local Fiscal Assistance Act of 1972. The program was renewed and modified by amendments in 1976, 1980, and 1983. The current legislation 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 had to depend on more regressive taxes. The major goal was disbursement of Federal funds with minimum restrictions on use so that the local decison making process could determine where to apply the funds.

1988-89 ADOPTED:

Due to the Federal Government's termination of the program, there are no Federal Revenue Sharing funds budgeted for FY 1987-88 or 1988-89. This program is included for historical purposes only.

FIXED ASSETS:

None

NEW EQUIPMENT JUSTIFICATION:

None

PROGRAM REVENUES BY SOURCE:

None

Program: Sheriff's Asset Forfeiture Program #5980 Manager: J. M. Drown, Assistant Sheriff

Department: Sheriff Ref: 1988-89 Proposed Budget, Pg. , Vol. II

Authority: This program was developed for the purpose of carrying out Administrative Code Section 66.1 which established the Sheriff's Asset Forfeiture Program. Government Code Section 53647 authorizes the retention of interest in this fund.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Salaries & Benefits	$ N/A	$ N/A	$ 0	$ N/A	$ 0
Services & Supplies			41,700		100,000
Other Charges			0		0
Fixed Assets			623,094		350,000
Vehicles/Comm. Equip			0		50,000
Operating Transfers			299,000	299,000	0
Less Reimbursements			0		0
TOTAL DIRECT COSTS	$	$	$ 963,794	$ 299,000	$ 500,000
Funding			(963,794)	(299,000)	(500,000)
NET COUNTY COSTS	$	$	$ 0	$ 0	$ 0
Staff Years	N/A	N/A	0	0	0

PROGRAM DESCRIPTION:

The Sheriff's Asset Forfeiture Program establishes a means whereby the Sheriff of San Diego County may receive seized assets transferred to him by Federal agencies as provided by the Comprehensive Crime Control Act of 1984.

1987-88 BUDGET:

The difference between the 1987-88 budget and 1987-88 Actual relates to the increase in Asset Forfeiture funds received which were used for Services and Supplies and Fixed Assets. The expenditures were made for law enforcement purposes.

1988-89 BUDGET:

The $500,000 in the 1988-89 budget will be utilized to purchase required supplies and equipment as follows: Services and Supplies - $100,000; Fixed Assets for Computer Equipment - $200,000; Laboratory Equipment - $50,000; Office Equipment - $50,000; Safety Equipment - $25,000; Video Equipment - $25,000; and Vehicles/ Communications for Vehicles - $25,000; Communications - $25,000

CAPITAL IMPROVEMENTS

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted	Change From 1987-88 Budget	% Change
Capital Improvements	$ 26,368,369	$ 25,414,905	$ 41,659,872	$ 28,337,883	$ 34,046,068	$ 5,708,185	20.1%
Total Direct Costs	$ 26,368,369	$ 25,414,905	$ 41,659,872	$ 28,337,883	$ 34,046,068	$ 5,708,185	20.1%
Funding	$(13,595,970)	$(10,810,471)	$(26,401,609)	$(13,865,670)	$(17,128,783)	(3,263,113)	23.5%
Net County Costs	$ 12,772,399	$ 14,604,434	$ 15,258,263	$ 14,472,213	$ 16,917,285	$ 2,445,072	16.7%
Staff Years	N/A	N/A	N/A	N/A	N/A	N/A	N/A

1988-89

CAPITAL OUTLAY FUND - 5490

Costs	
Lease Purchases	$ 13,729,516
Capital/Land	8,382,980
Less Reimbursements	(82,150)
Total Costs	$ 22,030,346

Funding	
Revenues	$ 21,530,346
Fund Balance	$ 500,000
Net County Cost	Ø

COUNTY HEALTH COMPLEX - 5491

Costs	
Lease Purchases	$ 2,509,800
Capital/Land	Ø
Less Reimbursements	Ø
Total Costs	$ 2,509,800

Funding	
Revenues	$ 2,509,800
Net County Cost	Ø

CRIMINAL JUSTICE FACILITY - 5492

Costs	
Lease Purchases	$ 7,326,554
Capital/Land	1,712,327
Less Reimbursements	Ø
Total Costs	$ 9,038,881

Funding	
Revenues	$ 9,038,881
Net County Cost	Ø

CONTRIBUTIONS TO CAPITAL - 5350

Costs	
Lease Purchases	$ Ø
Capital/Land	Ø
Operating Transfers	16,450,294
Miscellaneous	467,041
Total Costs	$ 16,917,285

Funding	
Revenues	$ Ø
Net County Cost	16,917,285

PROGRAM: Capital Improvements Budget (Capital Outlay Fund) # 86200, 86300, 86400, 86500 MANAGER: Manuel Lopez

Department: Chief Administrative Office # 5490,5491,5492,5350 Ref. 1988-89 Proposed Budget - pg: E-10, Vol II

Authority: California Government Code #53730-37; Board of Supervisors Policy B-37; Board of Supervisors Policies B-52 and B-56; Administrative Manual, 0050- 02-1.

	1985-86 Actual	1986-87 Actual	1987-88 Actual	1987-88 Budget	1988-89 Adopted
COSTS					
Lease Purchases	$ 14,583,621	$ 16,287,000	$ 16,077,875	$ 17,247,213	$ 23,565,870
Capital/Land	12,013,064	9,343,473	25,642,941	11,221,670	10,095,307
General Fund Contributions	14,117,435	14,604,434	15,238,263	14,472,213	16,917,285
Operating Transfers	(14,117,435)	(14,604,434)	(15,188,263)	(14,472,213)	(16,450,244)
Less Reimbursements	(228,316)	(215,568)	(130,944)	(131,000)	(82,150)
TOTAL DIRECT COSTS	$ 26,368,369	$ 25,414,905	$ 41,639,872	$ 28,337,883	$ 34,046,068
FUNDING	$(11,227,633)	$(10,810,471)	$(22,581,851)	$(13,658,824)	$(16,628,783)
FUND BALANCE	(2,368,337)	0	(3,819,758)	(206,846)	(500,000)
NET COUNTY COSTS	$ 12,772,399	$ 14,604,434	$ 15,238,263	$ 14,472,213	$ 16,917,285
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 four organization units: 5490 (the actual Capital Budget or Capital Outlay Fund), 5350 (showing General Fund contributions to Capital) 5491 (a separate org. established to show expenditures and revenues for the Health Complex located at the former Fed Mart site on Rosecrans) and 5492 (Criminal Justice Facility Fund - an org. dedicated to show expenditures for major criminal justice and court projects). The Capital Budget (5490) for FY 88-89 totals $34,046,068. See the following pages for a breakdown of capital expenditures/revenues for each project.

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 Burnham Building Court Facility 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, 86400, 86500 MANAGER: Manuel Lopez

1988-89 OBJECTIVES:

- Continue to meet increasing debt obligation payments for new facilities.
- Continue to search for financing mechanisms resulting in revenue sources to replace General Fund contributions to capital.

PROGRAM REVENUES BY SOURCE:

Source of Revenue	1987-88 Actual	1987-88 Budgeted	1988-89 Adopted	Change From 1987-88 Budget
Aid from State/Federal Agencies	$ 12,239,494	$ 5,029,088	$ 7,095,000	$ 2,065,912
General Fund	15,238,263	14,472,213	16,917,285	2,445,031
AB 189/SB 668	2,181,345	3,805,415	6,790,881	2,985,466
Contributions from other County Agencies/Funds	3,995,202	2,898,821	2,527,902	(370,878)
Private Donations	128,294	1,925,500	215,000	(1,710,500)
Capital Outlay Fund Fund Balance	130,944	206,846	500,000	293,154
Total Revenues	$ 33,913,542	$ 28,337,883	$ 34,046,068	$ 5,708,185

Explanation/Comments:

It is impossible to predict funding sources for the Capital Budget other than General Fund contribution for lease purchases. Sources vary according to the project. It is difficult to project or estimate actual revenues for capital. Program revenues are received after work has been completed and some time after initial billing. If problems occur during construction, payments will be delayed.

RECAP OF EXPENDITURES/REVENUES
CAPITAL IMPROVEMENTS BUDGET
FINAL
1988-89

Expenditures

Lease Purchases	$ 23,565,870
Capital Projects	9,803,807
Land Acquisition	291,500
Miscellaneous	467,041
Total Capital Improvements Expenditures	$ 34,128,218
Less Reimbursements Other Departments	(82,150)
Total Capital Improvements	$ 34,046,068

Revenues

General Fund	$ 16,917,285
Aid from State/Federal Agencies	7,095,000
AB 189/SB 668	6,790,881
Contributions from Other County Agencies/Funds	2,527,902
Private Donations	215,000
Fund Balance	500,000
Total Revenues	$ 34,046,068

CAPITAL IMPROVEMENTS BUDGET
SUMMARY OF FUNDING SOURCES
1988-89

FUNDING SOURCE	LEASE PURCHASES	CAPITAL PROJECTS	LAND ACQUISITION	TOTAL
General Fund	$16,420,844	$29,400	$0	$16,450,244
Library Fund	$33,300	$12,080	$0	$45,380
SB 668	$1,673,195	$1,712,327	$0	$3,385,522
AB 189	$3,405,359	$0	$0	$3,405,359
Environmental License Plate Fund	$0	$350,000	$0	$350,000
Community Development Block Grant	$0	$45,000	$0	$45,000
Private Donations	$0	$215,000	$0	$215,000
Park Land Dedication Fund	$0	$340,000	$100,000	$440,000
Local Transportation Fund	$0	$6,700,000	$0	$6,700,000
Road Fund	$0	$400,000	$191,500	$591,500
Social Services (G.F.)	$48,850	$0	$0	$48,850
General Services (G.F.)	$1,184,322	$0	$0	$1,184,322
City of San Diego	$300,000	$0	$0	$300,000
Capital Outlay Fund Fund Balance	$500,000	$0	$0	$500,000
TOTALS	$23,565,870	$9,803,807	$291,500	$33,661,177

CAPITAL IMPROVEMENTS BUDGET
DETAILS OF LEASE PURCHASES
1988-89

PROJECT NUMBER	CONTRACT TITLE	CONTRACT NUMBER	EXP DATE	PAYMENT DUE DATE	FUNDING SOURCE	FUNDING ACCT NO	APPROPRIATIONS	PROGRAM REVENUE	NET CO COST
0047	South Bay Regional Center	5303-5490-E	06/14/07	06/15	General Fund	9801	$4,243,500	$0	$4,243,500
0052	East County Regional Center	0231-5490-E	07/14/07	07/15	General Fund	9801	$5,501,882	$500,000	$5,001,882
0085	Vista Regional Center	9975-5490-E	06/30/04	07/01	General Fund	9801	$2,657,162	$0	$2,657,162
0346	Ramona Branch Center	6541-5490-E	04/01/92	07/01	General Fund	9801	$60,500	$0	$60,500
0087	Cogeneration (Courthouse, Vista, Las Colinas)				General Fund(GS)	9801	$1,184,322	$1,184,322	$0
8615	Library Headquarters		12/31/91		Library Fund	5693	$33,300	$33,300	$0
0385	County Health Complex				General Fund	9801	$2,509,800	$0	$2,509,800
7762	Burnham Building				SB 668	9176	$765,412	$765,412	$0
7904	Juvenile Hall Phases I and II				AB 189	9176	$1,141,935	$1,141,935	$0
7905	East Mesa Land Acquisition				AB 189	9176	$2,263,424	$2,263,424	$0
0105	San Diego Adoptions Center	4379-3912-E	10/30/88		Social Services(GF)	5681	$48,850	$48,850	$0
	Las Colinas Expansion				General Fund	9801	$2,248,000	$300,000	$1,948,000
	HeatVent/Air Cond Courthouse				SB668	9176	$907,783	$907,783	$0
	TOTAL LEASE PURCHASES						$23,565,870	$7,145,026	$16,420,844

CAPITAL IMPROVEMENTS BUDGET
DETAILS OF CAPITAL PROJECTS
1988-89

DEPARTMENT	PROJECT NUMBER	PROJECT TITLE	FUNDING SOURCE	FUNDING ACCT NO	APPROPRIATIONS	PROGRAM REVENUE	NET CO COST
Parks & Recreation	KN 9600	Sweetwater Riparian Habitat	ELPF	9446	$350,000	$350,000	$0
	KN 7915	Guajome Adobe Stabilization/Restoration	Private Donations	9995	$5,000	$5,000	$0
	KN 7650	Bonsall Community Center	PLDF	9811	$40,000	$40,000	$0
	KN 8329	Robert Adams Park	PLDF	9811	$26,500	$26,500	$0
	KN 2921	Valley Center Comm. Park Equest. Ctr.	PLDF	9811	$98,500	$98,500	$0
	KN 9613	Ramona Well Field Park Improvements	PLDF	9811	$145,000	$145,000	$0
	KN 9731	Cottonwood II Park Development	PLDF	9811	$30,000	$30,000	$0
	KN 8687	Lakeside Community Center Parking Lot	CDBG	9683	$45,000	$45,000	$0
	Total Parks				$740,000	$740,000	$0
Public Works	KH 9620	Escondido Transit Center	LTF	9061	$1,500,000	$1,500,000	$0
	KH 9621	San Marcos Transit Center	LTF	9061	$400,000	$400,000	$0
	KH 9622	CAC Transit Center	LTF	9061	$1,300,000	$1,300,000	$0
	KH 9623	Bayfront Trolley	LTF	9061	$500,000	$500,000	$0
	KH 9624	Carlsbad Transit	LTF	9061	$100,000	$100,000	$0
	KH 9625	Spring Valley Transit Center	LTF	9061	$500,000	$500,000	$0
	KH 9626	Oceanside Transit Center	LTF	9061	$1,000,000	$1,000,000	$0
	KH 9627	Orange County Connect Transit Center	LTF	9061	$575,000	$575,000	$0
	KH 9628	Parkway Plaza Transit Center	LTF	9061	$200,000	$200,000	$0
	KH 9629	Pacific Highway Transit Center	LTF	9061	$525,000	$525,000	$0
	KH 9630	Grossmont College Transit Center	LTF	9061	$100,000	$100,000	$0
	KH 9727	Field Station at Henshaw	Road Fund	9802	$150,000	$150,000	$0
	KH 9726	Fuel Tank Replacement at Road Stations	Road Fund	9802	$250,000	$250,000	$0
	Total Public Works				$7,100,000	$7,100,000	$0

CAPITAL IMPROVEMENTS BUDGET
DETAILS OF CAPITAL PROJECTS
1988-89

DEPARTMENT	PROJECT NUMBER	PROJECT TITLE	FUNDING SOURCE	FUNDING ACCT NO	APPROPRIATIONS	PROGRAM REVENUE	NET CO COST
Library	KK 9635	Descanso Library	Donations	9995	$210,000	$210,000	$0
	KK 7627	El Cajon Library	Library Fund	9813	$12,080	$12,080	$0
	Total Library				$222,080	$222,080	$0
Superior Court	KK 9726	Superior Court Expansion - So. Bay	SB 668	9176	$1,450,000	$1,450,000	$0
	KK 9728	Remodel floors 3,4,5 downtown	SB668	9176	$202,327	$202,327	$0
	Total Superior Court				$1,652,327	$1,652,327	$0
S.D. Municipal Court	KK 9663	Emergency Generator Traffic Court	SB 668	9176	$60,000	$60,000	$0
	Total S.D. Muni Court				$60,000	$60,000	$0
General Government	KK 3116	2nd generator-Sheriff;Air cond.ODP (REBUDGET)			$29,400	$0	$29,400
		Total General Government			$29,400	$0	$29,400
	TOTAL CAPITAL PROJECTS				$9,803,807	$9,774,407	$29,400

CAPITAL IMPROVEMENTS BUDGET
LAND ACQUISITION
1988-89

DEPARTMENT	PROJECT NUMBER	PROJECT TITLE	FUNDING SOURCE	FUNDING ACCT NO	APPROPRIATIONS	PROGRAM REVENUE	NET CO COST
Parks & Recreation	KA 9608	Fallbrook Acquisition	PLDF	9811	$100,000	$100,000	$0
	Total Parks				$100,000	$100,000	$0
Public Works	KA 9728	Land for Field Station - Alpine	Road Fund	9802	$141,500	$141,500	$0
	KA 9729	Land for Field Station - Sunrise Highway	Road Fund	9802	$50,000	$50,000	$0
	Total Public Works				$191,500	$191,500	$0
	TOTAL LAND ACQUISITION				$291,500	$291,500	$0

CAPITAL IMPROVEMENTS BUDGET
FUNDING SOURCE ABBREVIATIONS
1988-89

ABBREVIATION	FUNDING SOURCE
LTF	LOCAL TRANSPORTATION FUND
AB 189	COUNTY CRIMINAL JUSTICE FACILITY TEMPORARY CONSTRUCTION FUND
SB 668	COUNTY COURTHOUSE TEMPORARY CONSTRUCTION FUND
SBA	STATE BOND ACT
ELPF	ENVIRONMENTAL LICENSE PLATE FUND
CDBG	COMMUNITY DEVELOPMENT BLOCK GRANT
GF	GENERAL FUND
RF	ROAD FUND
PLDF	PARK LAND DEDICATION FUND
COF FUND BALANCE	CAPITAL OUTLAY FUND FUND BALANCE
RAMONA JPA	RAMONA JOINT POWERS AUTHORITY
LSCA	LIBRARY SERVICES AND CONSTRUCTION ACT
LF	LIBRARY FUND

GLOSSARY

ACTIVITY: An effort of a department which contributes to the achievement of a program objective. The smallest unit of the program budget, organized as follows:

Function
Department
Program
Activity

APPROPRIATION: An authorization by the Board of Supervisors to make expenditures/incur obligations for a specified purpose and period of time. Limited in amount for each department of the County and during the budget year only.

AUTHORIZED POSITIONS: Those ongoing employment slots approved in the final budget of the preceding year. The detail of authorized positions is published in the staffing schedule of the program budget. The authorizing document is the Compensation Ordinance.

BUDGET, PROGRAM/TRADITIONAL: A program budget expresses the operating plan in terms of the costs of activities to be undertaken to achieve specific goals and objectives. A traditional budget expresses the plan in terms of the cost of goods & services to a department such as salaries & benefits, services & supplies, and fixed assets, to be used to perform specific responsibilities. The County's program budget shows objects of expenditure by programs within departments.

BUDGET YEAR: The next fiscal year beginning July 1 and ending June 30 for which the County's Budget is submitted.

CAPITAL OUTLAY FUND: Special fund created to allow capital project appropriations to carry-over from one year to another until projects are completed, or appropriations are transferred to another project or program.

CAPITAL IMPROVEMENTS: Expenditures related to the acquisition, expansion or rehabilitation of major fixed assets (e.g., land, buildings and equipment related to construction).

CARRYOVER APPROPRIATIONS: Appropriations with balances available for expenditure in years subsequent to the year of enactment.

CONTINGENCY RESERVE: An amount set aside out of the annual appropriations to provide for unforeseen emergency expenditures or for anticipated expenditures of an uncertain amount.

CURRENT YEAR: The fiscal year beginning July 1 and ending June 30. The time period we are in now.

DEBT SERVICE: The payment of interest and principal on all short-term and long-term borrowing.

DEFICIT: An excess of liabilities over assets, of losses over profits, or of expenditures over revenue.

DEMOGRAPHICS: Relating to the study of human populations with regard to size, density, distribution, births, deaths, migrations, and the capacity for increase and decrease.

DEPARTMENT: The major unit of organization in the County, headed by both appointed and elected officials. The Sheriff, Assessor, Treasurer/Tax

Collector, County Clerk, & Recorder are elected. The Marshal, Probation, Registrar, Auditor & Controller, General Services and other departments are directed by appointed department heads.

DESIGNATION: A segregation of a portion of the fund balance to indicate proposed plans for utilization in a future period.

DIRECT EXPENSES: Those expenses which can be charged directly as a part of the cost of a product or service, or of a department or operating unit, as distinguished from overhead and other indirect costs which must be prorated among several products or services, departments, or operating units.

ECONOMETRICS: The use of statistical methods in the field of economics to verify and develop economic theories and forecasts.

ENCUMBRANCE: A limitation or reserve placed on an appropriation to pay for goods or services which have been ordered by means of contracts, revenue commitments, etc., but which service or revenue has not yet been received.

ENTERPRISE FUND: A fund established to account for operations that are financed and operated in a manner similar to private business enterprises such that the costs of providing goods or services to the general public on a continuing basis is financed or recovered primarily through user charges. County Enterprise Funds include Airports, Liquid Waste, Solid Waste, Transportation, and Air Pollution Control.

ESTIMATED REVENUE: The amount of revenue estimated to accrue or to be collected during a fiscal year.

EXPENDITURE: In the County, where accounts are kept on a modified accrual basis, expenditure means the amount of an appropriation used for goods and services ordered and received whether paid or unpaid, including expenses, provisions for debt retirement (if not reported as a liability of the fund from which retired), and capital outlays.

FISCAL YEAR (FY): In County government, the fiscal year is a 12 month accounting period which covers a period from July 1 through the following June 30. It is the period during which obligations are incurred, encumbrances are made and appropriations are expended. The County fiscal year is often referred in accord with the years involved such as 1987-88 (June 1987 through July 1988), or the last year involved as for example "Fiscal 1988".

FIXED ASSET: Assets which are intended to be held or used for an extended period of time, such as land, buildings, machinery, furniture and other equipment. Minor equipment is a fixed asset item under $300 in value.

FORECAST: To plan in advance. To estimate or calculate in advance.

FUNCTION: A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible. County functions are: Public Protection, Health & Social Services; Community Services; General Government, Support Services & Fiscal Services.

FUND BALANCE: Excess of the assets of a fund over its liabilities and reserves.

FUNDS: A legal entity that provides for the segregation of moneys or other revenue sources for specific restrictions, or limitations. A separate set of accounts must be maintained for each fund to show its assets, liabilities,

reserves, and surplus (fund balance), as well as its income and expenditures. The assets of a fund may also be placed into separate accounts to provide for limitations on specified fund income or expenditures. The County Family of Funds include: General Fund, Road Fund, Capital Outlay Fund, Special Aviation Fund, Edgemoor Development Fund, Survey Preservation Fund, Investment-Deferred Compensation Fund, County Health Complex Fund, Park Land Dedication Fund, Fish & Game Fund, Propagation Fund, CAC Development Fund, Cable TV Fund, Cable TV Interest Fund, and Library Fund.

GENERAL FUND: The fund used to account for all the ordinary operations of the County except those required to be accounted for in another fund.

GENERAL REVENUES: Locally generated revenues derived from property taxes, sales taxes, vehicle license fees, court fines, revenue sharing and fund balance. General Revenues may be used for any purpose which is a legal expenditure of County funds. Therefore, they generally reflect the degree of flexibility the County has to finance projects. Since they are locally generated, General Revenues are affected by local economic conditions. Their usage is controlled by the Board of Supervisors.

INFLATION: An increase in the amount of money in circulation, resulting in a relatively sharp and sudden fall in money value and a rise in prices. A spiral effect result form wage increases and cost increases interacting on each other.

INDIRECT EXPENSES: Those elements of cost necessary in the production of an article or the performance of a service but which do not become an integral part of the finished product or service such as rent, heat, light, supplies, management, supervision, etc.

INTERNAL SERVICE FUND: Formerly called an Intergovernmental Service Fund. A fund established to finance and account for services and commodities furnished by one department to other departments. Amounts expended by the fund are restored either from operating earnings or by transfers from other funds so that the original fund capital is kept intact.

LINE ITEM BUDGET: A budget for object expenditures based on type of goods or services including: salaries & benefits, services & supplies, other charges, and fixed assets. The Auditor & Controller's office prepares the line-item budget for the County as required by State Law.

NET COUNTY COST: A cost funded by general revenues. Generally the difference from direct costs and program revenues or that part of County appropriations offset by General Revenues.

OBJECTS: (LINE ITEMS): A subclassification of expenditures based on type of goods or services including: Salaries & Benefits, Services & Supplies, Other Charges, and Fixed Assets. Each object contains sub-object classifications as well.

OVERHEAD: (SEE INDIRECT EXPENSES)

OVERREALIZED REVENUE: Additional revenue that is accounted for, but not budgeted, which may legally be made available for the financing requirements of the County.

POSITION: A position is an employment slot, an approved job for a person or persons working full-time or part-time. A position is usually listed in terms of its classification.

PRIORITY: A ranking of programs from most important to least important according to an established criteria which may take into account the number of persons served, health & safety impacts, etc.

PROGRAMS: Efforts of a department grouped together on the basis of common objectives. The basic unit of the program budget, organized as follows: Function, Department, Program, Activity.

PROGRAM REVENUES: Revenues that are generated by programs and/or are dedicated to offset the program's costs.

RECEIPTS: Describes an increase in the assets of a fund including revenues as well as transfers from other funds, federal receipts and fund reimbursements.

REVENUE: The addition to cash or other current assets of governmental funds (receipts) which do not increase any liability or reserve and do not represent the recovery of an expenditure, i.e., reimbursements. Generally, revenue is derived from taxes, licenses, and fees or investment earnings.

SALARY SAVINGS: Salary savings reflect personnel cost savings resulting from vacancies as a result of turnover of employees, and other personnel changes. Total estimated salary and benefit costs are often reduced by 1 to 2% or more to account for salary savings.

STAFF YEAR: In concept, one person working full-time for one year. In the County, salaries & benefits costs are based on the number of staff-years of various classifications required to provide a certain level or service. A normal fiscal year is equal to 2088 staff hours. A leap Fiscal Year is equivalent to 2096 hours.

UNANTICIPATED REVENUE: Additional revenue that is not accounted for, and therefore not budgeted, which may legally be made available for the financing requirements of the County.

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